

ATEM Grants Guidelines

1. Peter Karmel International Travel Grant

This prestigious award is named for Peter Karmel, the first Patron of AITEA and then ATEM, Vice-Chancellor of Flinders University and the Australian National University, Chairman of the Commonwealth Tertiary Education Commission and Chair of the National Institute for the Arts. It is ATEM's belief that he has had more impact on the betterment of higher education in Australia than any person since the 1980s.

1.1 Guidelines for Applicants

The Peter Karmel International Travel Grant is designed to facilitate comparative or cross-cultural studies of professional administrative activity. The grant, while also having the aim of assisting an individual member's professional development, is intended primarily to contribute to the growth of a knowledge base for the occupation of tertiary education administration and management. To this end, projects should not normally be institution specific but, rather, should have the potential to advance professional practice and the standing of the profession within tertiary education in general.

While the travel grant provides a unique opportunity for members to undertake an intensive period of professional development, ATEM expects that applicants will ensure that their projects are linked clearly with ATEM's Strategic Directions Statement.

The value of the International Travel Grant is currently AUD \$10,000.

1.2 Eligibility

ATEM members of at least three years consecutive standing are eligible to apply for a travel grant. It is expected that applicants would be at the stage of their career where the award of a travel grant would enable them to enhance their career development and their professional standing.

1.3 Guidelines

An individual can only ever receive one international travel grant.

The Peter Karmel International Travel Grant should not normally be used to support conference attendance unless the conference is related directly to the project and relevant professional contacts will be made by attending the conference. These contacts must be specified in the application.

The travel grant must normally be taken within one calendar year of the grant being made and be completed by 31 July in the year in which a report will be made at the annual ATEM Conference.



1.4 Applications

Applications should be submitted on the ATEM Awards and Scholarships application form which is available from the ATEM Secretariat or from the ATEM website (www.atem.edu.au) and lodged with the Association Secretariat by 31 July each year.

Applications should be as complete and comprehensive as possible. The ATEM Awards and Grants Committee does not conduct interviews or seek additional information so it is important that applications are complete when submitted.

Applications are considered by the ATEM Awards and Grants Committee under delegated authority from ATEM Council.

1.5 Criteria for Assessing Applications

The following criteria are used to assess applications for the Peter Karmel International Travel Grants:

- membership of ATEM for at least three years
- institutional support for the applicant demonstrated by a written statement from the applicant's manager indicating the value of the grant to the professional development of the individual
- professional presentation of application
- relationship of the project to ATEM's Strategic Directions Statement
- contribution to the growth of a knowledge base for the profession of tertiary education administration and management as evidenced by expected outcomes of the travel

The ATEM Awards and Grants Committee has the right to not award a travel grant in any given year.

1.6 Reporting

Successful applicants will be expected to prepare a written report for submission to the ATEM Council within three months of their return from their travel. This report will specify:

- itinerary of visits
- contacts made
- budget statement
- detailed findings of the project, specifying outcomes in terms of advancing the knowledge base of the profession.

A copy of this report will be forwarded to the chief executive officer (vice-chancellor or equivalent) of the applicant's institution by the ATEM Secretariat.



Successful applicants will also be expected to present a concurrent session at the next Association conference at which time findings from the project are expected to be defined.

Reports to ATEM Council are published on the ATEM website.

2. Maurie Blank Study Scholarship

The Maurie Blank Study Scholarship is awarded annually to support members undertaking undergraduate or postgraduate study to further their professional development. The award of such scholarships is an indication of the value which the Association places on continuing education as a means of achieving personal professional development goals.

The value of the scholarship is currently AUD \$4000.

2.1 Eligibility

ATEM members of at least two years standing are eligible to apply for a scholarship.

2.2 Guidelines

Preference is given to applicants who do not yet hold any formal qualifications.

Applicants must be enrolled in a tertiary education course relevant to their professional development and have completed at least one year of that course.

An individual member can only ever receive one study scholarship.

2.3 Applications

Applications should be submitted on the ATEM Awards and Scholarships application form which is available from the ATEM Secretariat or from the ATEM website (www.atem.edu.au) and lodged with the Association Secretariat by 31 July each year.

Applications must include a copy of previous academic results.

Applicants must ensure that the confidential referee's report form has been passed to the selected referee for completion prior to the deadline. Applicants are responsible for ensuring that this referee's report is received by the Association.

Applications are considered and determined by the ATEM Awards and Grants Committee under delegated authority from the ATEM Council.



2.4 Criteria for Assessing Applications

The following criteria are used to assess applications for the study scholarship:

- academic merit
- potential for continuing professional advancement in tertiary education as indicated by the confidential report of a professional referee
- relevance of course to the applicant's professional development.

The ATEM Awards and Grants Committee has the right to not award a scholarship in any given year.

Where there is no award of a Peter Karmel International Travel Grant, the ATEM Awards and Grants Committee may elect to make more than one study scholarship available.

2.5 Reporting

Successful applicants will be expected to provide to the ATEM Council a copy of their academic results for the year in which the study scholarship was provided.

3. Ian Chubb Career Development Grant

This prestigious award is named for Ian Chubb AC, the third Patron of ATEM, Vice-Chancellor of Flinders University and the Australian National University.

3.1 Guidelines for Applicants

Ian Chubb Career Development Grant is designed to provide a unique opportunity for members to undertake an intensive period of professional development. ATEM expects that applicants will align the development program with ATEM's Capability Statement and impart their learning to members through contributing to the Association and its Strategic Directions

The value of the Grant currently stands at AUD \$7500.

3.2 Eligibility

ATEM members of at least two years consecutive standing are eligible to apply for the grant. It is expected that applicants would be at the stage of their career where the award of the grant would enable them to enhance their career development and their professional standing.

3.3 Guidelines

An individual can only ever receive one grant.

The grant can be used to support conference attendance and international travel.



The grant must normally be taken within one calendar year of the grant being made.

The ATEM Awards and Grants Committee has the right to not award the grant in any given year.

3.4 Applications

Applications should be submitted on the ATEM Awards and Scholarships application form which is available from the ATEM Secretariat or from the ATEM website (www.atem.edu.au) and lodged with the Association Secretariat by 31 July each year.

Applications should be as complete and comprehensive as possible. The ATEM Awards and Grants Committee does not normally conduct interviews or seek additional information so it is important that applications are complete when submitted.

Applications are considered by the ATEM Awards and Grants Committee and noted by the Council.

3.5 Criteria for Assessing Applications

The following criteria are used to assess applications for International Travel Grants:

- membership of ATEM for at least two years
- institutional support for the applicant demonstrated by a written statement from the applicant's manager indicating the value of the grant to the professional development of the individual
- professional presentation of application
- how the grant will contribute to the applicant's career development. Applicants should make specific reference to the relevant components of ATEM's Capability Statement.
- how the applicant intends to impart their learning to ATEM members and contribute to the Association in the 12 months following receipt of the grant.

3.6 Reporting

Successful applicants will be expected to prepare a written report for submission to the ATEM Council within three months of return from their travel. This report will specify:

- itinerary of visits
- contacts made
- budget statement
- details of how successfully the grant contributed to the applicant's career development, what the applicant will contribute to ATEM and its members going forward.



A copy of this report will be forwarded to the chief executive officer (vice-chancellor or equivalent) of the applicant's institution by the ATEM Secretariat.

Successful applicants will also be expected to write an article for publication in ATEM Matters.

The applicant may wish to prepare and submit a paper for the next regional and/or Association conference.

Reports to the ATEM Council are published on the ATEM website.

