



Extract from the scholarship agreement.

On the 31st August 2006 a joint scholarship named the TEFMA / HEFMA Scholarship was approved.

The agreement entails the following:

- 1.1 The TEFMA Board supports the view that HEFMA should set the criteria for the proposed scholarship and select the candidate.
- 1.2 TEFMA will contribute AU\$7 000 and HEFMA will contribute R15 000 towards travel, the registration fee at the TEFMA annual conference, four nights' conference accommodation and other expenses to either Australia and/or New Zealand.
- 1.3 The candidate must have his/her institutional member's support.
- 1.4 The candidate must be prepared to spend a few weeks researching his specific field of interest at a number of institutions in Australia / New Zealand
- 1.5 The candidate must be prepared to do a 10-15 minute presentation at the TEFMA conference as well as a paper at the ensuing HEFMA Conference on his/her findings during that visit.
- 1.6 The candidate must write an article for the newsletters of both institutions.

2. AIM

The aim of the scholarship is to provide an opportunity each year (for an initial period of two years)(from original agreement) for a person who is a member of HEFMA and is employed by a tertiary institution to attend the annual conference of TEFMA and to visit selected TEFMA institutions during that period.

3. ELIGIBILITY

The scholarship is to be awarded to a candidate after consideration of the following criteria:

- 3.1 Only one nomination per institution is permitted each year.
- 3.2 A scholarship will, under normal circumstances, be granted to an individual only once.
- 3.3 A candidate's employer must be an institutional member of HEFMA.
- 3.4 A candidate must preferably have a minimum of three years' experience within a facilities-management environment.
- 3.5 A candidate must be operating at a management level.
- 3.6 A candidate may be required to attend an interview with the HEFMA Board.

4. APPLICATION AND SELECTION

4.1 Invitations to apply for the scholarship will be circulated by the Secretary to all members. The invitations will clearly indicate the closing date for applications and the address to which applications are to be forwarded. Electronic applications will be accepted.

5. THE SCHOLARSHIP

5.1 In addition to attending the annual conference, the successful applicant will also undertake a programme of visits to selected institutions. Such programme could occupy several weeks, which implies a grant of "study" leave or similar for at least the formal portions of the visits in addition to the time at the conference.

5.2 The successful applicant may need additional financial support from his/her institution to cover costs over and above the value of the scholarship. Each application must include a written statement that the required leave and additional funding will be provided.

5.3 The successful applicant will be required to produce a comprehensive written report in English of not fewer than 2 500 words covering the study tour and his/her observations for publication in the HEFMA and TEFMA newsletters. The successful applicant will also be required to give a short address at the ensuing TEFMA and HEFMA annual conferences.

6. PAYMENT PROCEDURES

6.1 The successful applicant's institution is initially required to cover all costs of travel and any other costs associated with the visit to the selected country. HEFMA will

arrange for complementary registration to the TEFMA conference. The successful applicant's institution is then required to submit a claim to the HEFMA Treasurer for reimbursement of the HEFMA Scholarship contribution. Appropriate travel and registration documentation, invoices and proof of payment will need to support the claim.