



TJ Ryan Memorial Medal

Finding future leaders

TJ Ryan Memorial Medal and Scholarships

Nomination Guidelines

2012



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History of the award

The TJ Ryan Memorial Medal represents a long-standing tradition of recognising educational achievement in Queensland. The award is a memorial to Thomas Joseph Ryan, Queensland Premier from 1915 to 1919 and recognises his dedication to public life. It is an award that carries prestige for the winners and their schools.

From 1927 to 1970, the award was presented to the top student in the state Scholarship Examination. With the cessation of the Scholarship Examination, the award was then granted for the Junior Examination, but ended when public examinations were phased out. Between 1993 and 1995, the TJ Ryan Awards were re-introduced by the Queensland Government and awarded to students from disadvantaged backgrounds who demonstrated academic excellence, and displayed leadership qualities through their achievements in Year 12.

From 1996 the awards have been known as the *TJ Ryan Memorial Medal and Scholarships* and are awarded to students who have achieved academic excellence throughout their Year 12 studies and demonstrated outstanding leadership qualities within the school and broader community.

Objectives of the award

The TJ Ryan Memorial Medals and Scholarships aim to:

- support students who demonstrate outstanding leadership qualities within the school and broader community as well as academic excellence through their achievements in Year 12; and
- acknowledge the efforts of schools and teachers in supporting their highest achieving students.

TJ Ryan Memorial Medal and Scholarships

Each year the Department of Education and Training awards up to:

- 10 Scholarships (valued at \$10,000 each);
- 5 High Commendations (valued at \$1000 each),and
- 20 Certificates of Merit.

Students from both state and non-state schools across Queensland are eligible for these awards. A certificate and commemorative medal will be presented to each scholarship recipient and a certificate will be presented to their school.

TJ Ryan Memorial Medals and Scholarships are presented to recipients at an annual awards ceremony conducted at Queensland's Parliament House. Travel and accommodation to attend the award ceremony will be provided (where necessary) for the scholarship recipient, a nominated guardian or caregiver of each recipient, and for the principal of each recipient's school.

High Commendation awards and Certificates of Merit are awarded at the discretion of the *TJ Ryan Memorial Medal and Scholarship* selection panel.

Receipts of these awards are not precluded from applying for other relevant awards, grants or scholarships.

Scholarship Funds

Scholarships are awarded to the total value of \$10,000, to support the recipient to complete an undergraduate degree, including combined or dual degrees (up to a maximum of five years in duration) at a recognised Australian university.

Recipients receive a payment of \$1,000 at the beginning of each semester for the minimum length of time necessary to complete the degree. The initial payment is made soon after the award is presented.

Scholarship recipients are also eligible for payments of \$2,000 for each successfully completed academic year (up to a maximum five years in duration or \$10,000 in total funding). These subsequent payments are made prior to the commencement of each semester following receipt of evidence of successful completion of the previous semester and continued enrolment in the degree.

Students may defer commencing their study until 2013 but must have been accepted into the degree program in 2012 before deferral. Any deferral period will be considered to be part or all of the 12 months deferral available during the maximum of five years duration of the scholarship.

Eligibility

Nominees must be students from Queensland state or non-state secondary schools who:

- are 18 years of age or younger at 31 December 2011;
- are currently completing Year 12, have undertaken the Queensland Score Skills Test and will receive an OP score at the end of 2011; OR
- have completed Year 12 studies through the International Baccalaureate program and have provided or authorised the department to seek an OP conversion of their final results from the Queensland Tertiary Admissions Centre;
- are permanent Australian residents;
- are applying for entry into a recognised Australian university undergraduate degree course for 2012; and
- have been nominated by their school.

Please note that only one nominee per school can be accepted.

Process for state-wide selection

The following information outlines the required nomination process to ensure the integrity and equitable administration of the *TJ Ryan Memorial Medal and Scholarship*.

- Each state and non-state secondary school may nominate **one** Year 12 student only. The school principal and the nominated student should collaboratively complete the nomination form available at:
<http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>.
- Schools must submit the completed nomination form to the Department of Education and Training – by post - **by 30 November 2011**.

Please note: all nominations must be forwarded by post to the address indicated on the nomination form. Nominations cannot be accepted through any other means. Envelopes clearly date stamped 30 November by Australia Post will be accepted. (Unsigned forms or multiple nominees from the one school will not be considered).

- Following the closing date for nominations, the selection panel will consider all nominations against the established selection criteria.
- To ensure the equitable distribution of awards between state and non state schools, the ratio of nominations from non-state schools and state schools will determine the number of awards to each sector. For example if 40% of applications are from non-state sector and 60% of applications from the state sector, four awards would be assigned to non-state school nominees and six state sector nominees.
- Subsequently, nominees who meet the eligibility, are deemed as eligible against the selection criteria and are successful in obtaining a place in an undergraduate degree course at a recognised Australian university will be merit listed for the TJ Ryan Memorial Scholarship and Medal in 2012.
- The selection panel may also award High Commendations and Certificates of Merit.

Criteria for selection

A selection panel drawn from representatives of secondary school principals, state and non-state sectors, the higher education sector will assess nominations. The panel may also include previous TJ Ryan Memorial Medallist Winners.

Applications will be assessed against the following selection criteria:

- **Outstanding leadership qualities;**
The nominee's demonstrated leadership qualities in both the school environment and the broader community, including at the local, state, national and/or international levels.
- **Academic excellence; and**
The academic achievement of the nominee, as obtained from the Queensland Studies Authority (or QTAC).
- **Tertiary entrance.**
Evidence of acceptance into a recognised Australian university undergraduate degree in 2012.

Information for Schools and Students

These procedures have been developed to ensure the scheme is administered equitably and in a way that reflects the ideals implicit in the awards.

The following table provides an overview of what is required of the school as well as what is required of the student.

Information for schools	Information for students
<p>Each state and non-state secondary school may <u>nominate ONE Year 12 student only</u> and the signature of the Principal on the nomination form must be an original signature. If the principal is unavailable to sign, the next senior officer may sign but a notation should be included to outline why the principal has not signed.</p> <p>All eligible Year 12 students in Queensland should be considered for the award. This places a responsibility on all of those involved in the nomination and selection of a school's candidate to ensure that local procedures give all eligible students an equal opportunity.</p> <p>School procedures should include the following steps:</p> <ol style="list-style-type: none"> 1. Notify Year 12 students of the awards and the process the school will undertake for nomination. 2. Consider all interested and eligible Year 12 students. 3. Verify that the nominated student has achieved academic excellence in relation to their OP, demonstrated outstanding leadership qualities and leadership roles held in the school and the wider community. <p>If more than one nomination is received from a school, the school will be contacted and required to identify one nominated student to progress through the selection process.</p> <p>The school principal and the nominated student should collaboratively complete the <i>TJ Ryan Memorial Medal and Scholarship Nomination Form</i>.</p>	<p>Eligible students should discuss their interest in being nominated for a <i>TJ Ryan Memorial Medal and Scholarship</i> with the relevant school staff member.</p> <p>If selected as a nominee by their school, the student must ensure that they are able to clearly demonstrate to the selection panel, their:</p> <ul style="list-style-type: none"> • Academic excellence, including official school results, OP score and any academic awards during years 11 and 12 (<i>see Section 4 on the Nomination Form</i>) • Outstanding leadership qualities at both the school environment and the broader community, including: <ul style="list-style-type: none"> - leadership positions held within the school during years 10, 11 and 12. This can include formal leadership positions such as School Captain, Vice-Captain, House Captain or Committee Chair, as well as those within community organisations or at events attended as an official representative of the school. (<i>See Section 5 on the Nomination Form</i>) - leadership positions held within the local or broader community (external to school) during years 10, 11 and 12, such as positions held in sporting teams or community organisations and events that are external to school i.e. not representing the school. (<i>Section 6 on the Nomination Form</i>)

Completing the Nomination Form

The school principal and the nominated student should collaboratively complete the *TJ Ryan Memorial Medal and Scholarship* Nomination Form.

Download the Nomination Form from the department's website at:
<http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>.

It is recommended that all sections of the Nomination Form be completed and all requested supporting documentation be submitted to ensure the nominee has the best opportunity to be considered by the selection panel.

Academic Achievement

Section 4 requests a brief summary of details regarding any significant academic achievements and/or awards during years 11 and 12 be attached to the Nomination Form.

The Department of Education and Training will be able to obtain nominee's senior schooling results and OP scores from the Queensland Studies Authority therefore copies of academic transcripts or official school result transcripts are not required.

Leadership Achievement

Sections 5 and 6 of the Nomination Form seek information about the leadership achievements of the nominee. Applicants should include a brief summary of any leadership positions held and the key achievements in these positions (maximum 50 words per position).

Section 5 focuses on leadership positions and roles within the school and *section 6* relates to leadership positions and roles in the local and/or wider school community, including at the local, state, national or international level.

Referees

Section 7 on the Nomination Form requests the attachment of two (2) written references, on official letterhead to ensure authenticity of their source (if you wish to retain the original, a JP certified copy is acceptable).

- One reference should be from the student's current school Principal, and provide advice regarding the student's academic achievement, leadership qualities, personal traits and characteristics, communication skills, involvement in extra-curricular activities and in the local community and broader community.
- A second reference is recommended to strengthen the nomination. This can be from any person who can speak with authority on the student's leadership skills and abilities outside of the school environment. Suitable referees include church/youth leaders, sport coaches, representatives of community organisations and employers.

Additional Information

The *TJ Ryan Memorial Medal and Scholarship* has always attracted highly accomplished applicants.

It is recommended that the additional information include a Resume/Curriculum Vitae that details educational achievements, work experience opportunities (if any) and any other achievements such as sporting accomplishments, volunteer and citizenship service, cultural activities, nominations, etc. It should also include a list of any awards or scholarships. (*Section 8 of the Nomination Form*)

There is no need to submit copies of any awards etc listed in the Resume/Curriculum Vitae. The selection panel may however request them at a later stage of the selection process.

Submitting Nominations

- All nominations must be submitted via the *TJ Ryan Memorial Medals and Scholarships* Nomination Form prior to the closing date. The Nomination Form is available on the department's website at:
<http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>
- Schools are required to submit a total of five (5) copies of the Nomination Form and associated supporting documentation to the Workforce Initiatives Team, Human Resources by **Wednesday 30 November 2011**. This is to consist of one (1) original suite of documents and four (4) copies for the selection panel.
- Prior to the closing date an electronic copy of the Nomination Form must also be emailed to tjryan@deta.qld.gov.au.
- All documents must be submitted on single sided A4 paper.
- With the exception of the signed nomination form, do not send originals of other supporting documents, as their return cannot be guaranteed. It is recommended that the authenticity of copies be certified by a Justice of the Peace (JP).
- The nomination form and attached documents should not exceed the number of pages stated in these guidelines and should be clipped together at one point only using a paper clip or bulldog clip. Please do not use display folders - at the request of the selection panel.
- The school and the nominated student should each keep a copy of the completed nomination form for their reference.
- **REMINDER** ... Each Queensland state or non state secondary school is invited to submit **one** nomination for the 2012 *TJ Ryan Memorial Medals and Scholarships*. If more than one nomination is received from a school, neither nomination will be accepted until the school confirms which nomination should be accepted by the Department. The school will then be required to notify the other nominee/s that their nomination was unable to be accepted.
- Forward the completed *TJ Ryan Memorial Medals and Scholarship* nomination to:

TJ Ryan Memorial Medal and Scholarship
Department of Education and Training
Workforce Initiatives – Human Resources
PO Box 15033
BRISBANE CITY EAST Qld 4002

Closing date

The **closing date** for nominations is **Wednesday 30 November 2011**.

Envelopes must be postmarked no later than 30 November by Australia post or up to 4 December 2011 by the department's mail scanning process if an Australia Post date is not clearly evident.

An email or letter confirming receipt of the nomination will be sent soon after the closing date. Please contact the Senior Project Officer on the contact details below if you do not receive confirmation within two weeks of the closing date.

All queries should be directed to the Senior Project Officer, Workforce Initiatives at tjryan@deta.qld.gov.au or by telephone (07) 3237 0698.

Important advice about information privacy

DET collects personal information in order to assess the application for the *TJ Ryan Memorial Medals and Scholarships* program. The information will only be accessed and used by authorised employees within the department.

Should you accept an offer of a scholarship, you should note that the information provided may also be used for promotional activities carried out by DET. Your profile may be printed in presentation ceremony programs and other media/web activities.

Your information will be used to administer the scholarship program, assess your application, for verification and assessment purposes and may involve disclosure of some information to external agencies outside of the department - such as the Queensland College of Teachers, your HEI or persons/agencies mentioned in your application. Otherwise your personal information will not be disclosed to any other person/agency without your express permission or we are required by law.

Personal information collected by DET is handled in accordance with the [Information Privacy Act 2009](#)

Further information

Further information about the *TJ Ryan Memorial Medals and Scholarships* is available on the Department of Education and Training's website at:

<http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>

Specific enquiries can be directed to tjryan@deta.qld.gov.au