



Chief Executive Women

Women leaders enabling women leaders

CEW SCHOLARSHIP APPLICATION FAQs

What are you looking for in a successful applicant?

The CEW Scholarship Committee looks to award scholarships to the most outstanding future women leaders who will gain the most from the course concerned. In addition to considering responses to application questions, the Committee takes into account the current work responsibilities of the candidate, her perceived career progression and the relevance of the course. We also will recognise the work the candidate does to promote the position of women in their organisation. In some cases, we will recognise voluntary contributions in the applicant's wider community.

What's the process for assessing applications?

Each application is independently read and assessed by at least two CEW members who form part of a sub-committee for each scholarship. We ensure that the assessors do not have any material conflict of interest in relation to the applications they read. The sub-committee then determines a short list of the outstanding candidates for an interview with members of the sub-committee. After the interviews an in-principle selection is made. Before any scholarship is awarded references are checked and the receiving university confirms the suitability of the applicant for the course. We will always interview more candidates than there are awards.

What is required in the Executive Sponsor's endorsement letter?

The endorsement letter is a letter of endorsement from your primary referee (called Executive Sponsor) as indicated in your application form. It is up to the sponsor to provide their comments on why they believe you are a good candidate for the scholarship. It must be written and signed by your Executive Sponsor, be supplied on your company letterhead, confirm you meet the criteria for the scholarship and confirm your availability to attend all modules of the course. The CEW Scholarship Committee only requires, and will only accept, one sponsorship letter.

The sponsor's letter is an important component in the assessment process. The CEW Scholarship Committee personally contact the sponsor of successful applicants by phone for a final reference check before finalizing the award winner. In some instances if required, a second referee may be requested.

In some instances a sponsor may support more than one applicant from an organisation. It's recommended that sponsor personalizes each letter of recommendation to the particular candidate and course.

Is it better to work on my application form on-line or off-line?

Because you can *Save & Continue Editing* your application at any time, it is easy to work directly on-line. You don't have to *Save & Exit*, which completes your application form, until you are ready to do so. However, if you prefer, you can take the opportunity to download your application form and draft your essay questions off-line in a Word document.

How do I complete the application if I choose to work off-line?

First, download the application form by clicking 'View' on your profile HOME page, and then clicking 'Download'. When you are satisfied with the answers to the questions, (and all word lengths are correct), open the on-line application, then copy and paste your answers from your Word document to the on-line form. Remember to click *Save & Continue Editing* every time you copy an answer in to be sure it is not lost. The system will automatically save your application every time you click *Save & Continue Editing* or *Next*. When you have completed your application click *Save & Exit*. You must do this before clicking *Submit your Application*, which is the final step in the application process.

Can I keep a copy of my application form?

It's recommended that you keep a copy of your completed application form. You can download your application form by clicking the "Download" button from within the "View" tab on your HOME page.

Can I upload my application or my sponsor's endorsement letter after the deadline?

No. The on-line application portal tool will lock once the deadline has passed and you will no longer be able to upload your application or your sponsor's endorsement letter.

Can I apply for more than one scholarship per year?

Yes, CEW encourages women to apply to as many scholarships as they are eligible to apply for. However, you can only put in one application to the same scholarship per year.

What if I have questions or need help with my application?

If you have any questions regarding the scholarship program or application process, please contact our CEW Scholarship Team scholarships@cew.org.au.

If you have any technical issues processing your application on the website, please contact our system provider tech@fluidreview.com, who will respond to you within 24 hours.