

## **Australasian Registrars Committee Professional Development Scholarship**

### **Scholarship Guidelines**

The ARC Professional Development Scholarship is a financial grant to assist a full ARC member who would otherwise find it difficult to undertake professional development opportunities without institutional and/or financial support. Scholarships may only be used to assist the successful applicant to meet internship, course, workshop or conference registration fees and/or travel arrangements and/or accommodation and living expenses associated with undertaking professional development activities in the field of Registration.

The ARC Professional Development Scholarship is intended to provide a professional development opportunity for a member who has been actively working in the area of registration and for whom the training activity in question would have a significant, demonstrable application to their current position.

The ARC Council will determine which activities the scholarship/s apply to, and will advertise these opportunities as they arise. Criteria and eligibility are subject to change, at ARC's discretion.

### **Objectives of the ARC Professional Development Scholarship:**

1. To support full members of the ARC to undertake professional development activities related to registration practice in cultural institutions, both national and international, which might otherwise be inaccessible to members due to financial constraints.
2. To provide professional development opportunities for full members of the ARC.
3. To build networks with and disseminate information about national and international cultural institutions and registration practice to the ARC membership.

### **Eligibility to apply for an ARC Professional Development Scholarship:**

1. The applicant must be a full, current financial member of ARC and have held full membership for at least 2 years prior to applying.
2. The applicant must be employed in a Registration position (incl. collection management, exhibition registration, etc.) for a minimum of 2 years, unless stated otherwise.
3. ARC Council members are eligible to apply.
4. The applicant must be a citizen or permanent resident of Australia or New Zealand.
5. Applicants must be residing in Australia or New Zealand at the time of application, and travel must be from and returning to their current place of residence.
6. Previous recipients of an ARC Professional Development Scholarship may not apply again until 2 years have elapsed from the date of receipt of the previous scholarship.

**Application Criteria:**

1. The applicant must complete the **ARC Professional Development Scholarship Application Form**, outline their professional experience, justify the importance of undertaking the proposed activity to their professional development, particularly in relation to their current position, and enclose the relevant support material.
2. Applicants must include an estimate for all expenses (registration fees, associated travel and accommodation costs with their application where applicable).
3. Applications must be lodged by 5pm on the date indicated in the advertisement for a given scholarship.
4. The application must be submitted via hard copy or PDF email.
5. The application must be submitted to the ARC Council Member indicated on the ARC Professional Development Scholarship Application form.

An Assessment Committee comprised of three ARC Council members will consider the applications in light of the objectives, eligibility and criteria outlined above and make the final decision regarding the bestowment of the scholarship. If a member of the Assessment Committee has a conflict of interest with any applicant (for example, is their direct manager) they will step down from the Assessment Committee. If an ARC Council Member is an applicant for a scholarship then an independent (non ARC Council member) will enter the decision making process. All of the above criteria will be taken into account. Equity issues such as state or national representation will also be taken into account. The Assessment Committee's decision is final and no correspondence will be entered in to. Unless the Scholarship is awarded to attend an ARC Conference, the successful applicant will be responsible for making all bookings and arrangements relating to the scholarship. All conference travel and accommodation will be booked by the Conference Administrator.

**Reporting and acquitting the ARC Professional Development Scholarship**

1. Scholarship recipients are required to submit a report of 1000 words and 3 or more digital images for editing and publication on the ARC website and in the ARC Journal.
2. Any un-acquitted scholarships will make the member ineligible to apply for further ARC Conference Scholarships or other ARC grants.
3. Unless awarded to attend an ARC Conference, recipients of the scholarship must account for expenditure of scholarship monies and acquit any unused monies.
4. Scholarship money may only be acquitted against registration fees or course costs, associated travel and living expenses (accommodation only).