

Ministry of Tourism
Tourism Research Scholarships 2010
Regulations and Guidelines for Applicants
Deadline for Application: 5pm, 20 November 2009



Purpose

Each year the Ministry of Tourism offers five \$15,000 scholarships to Masters students doing a research-based Thesis on a topic relevant to the tourism industry.

The purpose of the Ministry of Tourism Research Scholarships is to build research capacity in tourism, encourage research applicable to the industry, increase the profile of tourism research, and create stronger links between researchers, industry and the public sector.

Research Topics and Information Sources

The research topic can be in any tourism-related area. The Ministry of Tourism will give preference to quality applications that address topic areas that are of current importance to the tourism industry. It will also consider proposals that utilise data collected in the Core Tourism Dataset (see www.tourismresearch.govt.nz/access for more information).

The Ministry will accept students studying for a Masters qualification in any subject (not just tourism-related), who are doing research that is applicable to the tourism industry.

The following websites have a range of information about the tourism industry and may help in the preparation of your research plan and application;

- Ministry of Tourism's Research website (www.tourismresearch.govt.nz), information on its various data sources (www.tourismresearch.govt.nz/access) and industry reports of previous scholarship recipients (www.tourismresearch.govt.nz/scholarships)
- Ministry of Tourism's Policy website (www.tourism.govt.nz)
- New Zealand Tourism Strategy 2015 (www.nztourismstrategy.com)
- Tourism New Zealand's corporate website (www.tourismnewzealand.com)
- Tourism New Zealand's consumer website (www.newzealand.com/travel)
- Tourism Industry Association's website (www.tianz.org.nz) and New Zealand tourism relationships (<http://www.tianz.org.nz/main/NZ-tourism-relationships/>)
- Qualmark (www.qualmark.co.nz)
- Qualmark Green (www.responsibletravel.co.nz)

Please email fiona.macdonald@tourism.govt.nz if you require more information.

Industry Targeted Output

Scholarship holders are required to produce an 'industry output' on completion of their Masters. These reports are shorter than a thesis and are designed for industry audiences. For examples of past industry outputs, refer to the Ministry of Tourism research website (www.tourismresearch.govt.nz/scholarships).

Research Plan

Applicants should submit a relevant and quality preliminary research plan, which outlines how you propose to address your research. This research plan should not exceed four pages, and should include;

- The question(s) or industry problem being investigated, including relevant background and literature
- An outline of proposed methodology
- A proposed industry targeted output (e.g. a short report)
- Evidence of research support. This could include a plan for industry engagement endorsed by your academic department, a letter of support from a relevant industry organisation, or demonstrated links with people in the industry

Referees

Applicants require **two** referees to complete the confidential report forms available with the application documents. Referees' report should be sent **directly** to the Ministry of Tourism no later than 5pm, Friday 27 November 2009. It is the applicant's responsibility to ensure the referees' reports arrive before the deadline.

The referees should provide testimony to the level at which the applicant will undertake research, produce the industry output and work effectively with others. At least one referee's report should address the applicant's qualifications and ability to carry out the research. The Ministry of Tourism reserves the right to seek further information from referees as required.

All referees' reports should be posted, emailed or faxed to:

Fiona Macdonald
Ministry of Tourism
PO Box 5640
Wellington
Email: fiona.macdonald@tourism.govt.nz
Fax: 04 4 498 7445

Criteria and Eligibility

Applicants must be a New Zealand citizen or hold New Zealand permanent resident status. Applicants must be enrolling in a Masters programme in 2010 and must be intending to undertake thesis based research. The primary focus is on students undertaking full time study in tourism related courses, however applications from students undertaking part-time study may be considered at the discretion of the sponsors. Criteria for selection of scholarship recipients will include;

- Proposed research topic
- The applicability and accessibility of the research to the tourism industry
- A quality and detailed research plan (as outlined above)
- The proposed industry output
- Evidence of research support
- Academic competence and ability to complete the intended study. Academic transcripts and referee's reports will need to be submitted with the applications
- Practical experience, networks or engagement with the tourism industry
- New Zealand citizenship or permanent residency

Application

Application should be made on the Tourism Research Scholarship application form available from the Ministry of Tourism's website: www.tourismresearch.govt.nz/scholarships. Applications should arrive no later than **5pm, Friday 20 November 2009**. Applicants not already enrolled in a Masters course at a university must provide an academic contact and proof that their plan has been approved by the institution at which they intend to study.

Selection Panel and Process

The selection panel will favour applications which:

- Address a topic of current interest to the tourism industry
- Provide a quality and detailed research plan
- Are supported by excellent references
- Show engagement with the tourism industry, e.g. employment experience, internships, assistance with accessing potential respondents or support from mentors
- Meet the other requirements as set out by the criteria for selection

The selection process will be undertaken by the Ministry of Tourism. Short listed applicants may be invited to attend an interview.

Value and Number

A total amount of \$15,000 will be available for each successful applicant. The scholarship is intended to cover tuition fees, research costs (including travel) and contribute to basic living costs. In 2010, there will be five scholarships available. The scholarships will be tenable for approximately one year. There is no GST associated with these scholarships.

Conditions of Tenure

Recipients are free to seek other financial support while holding the scholarship and may concurrently hold other bursaries, scholarships or sponsorships. The Ministry of Tourism should be informed of other support and any conditions with that support, which may affect the Tourism Research Scholarship.

A copy of the resulting industry report(s) must be lodged with the Ministry of Tourism to receive the final scholarship payment. This industry report will be published on its website www.tourismresearch.govt.nz/scholarships. The Ministry of Tourism also reserves the right to use the research results and outputs.

The Ministry of Tourism reserves the right to use the names, photographs and details of successful applicants for advertising and publicity. If requested by the Ministry, recipients are expected to agree to participate in any promotional activity including interviews and presenting their field of study to selected groups.

Monitoring and Reporting

The standards against which the scholarship outputs will be assessed will be high academic quality and the applicability and accessibility of the research to potential users.

Supervisors, students and the funders will ascertain what is expected of individual scholarship holders (i.e. a presentation or a report for the tourism sector) and build these into agreed standards and milestones. These are likely to include:

- Developing a final research plan that aligns with tourism industry research needs
- Milestone reports and academic outputs as agreed between supervisor and student – and between them and the Ministry of Tourism
- Completing an industry targeted output, as specified in the research plan.

Scholarship holders will be asked to complete an Output, Milestone and Payment Template. Recipients of the Tourism Research Scholarship are encouraged to consider and discuss their research plan with supervisors/or Masters co-ordinators as early as possible.

Payment Schedule

Based on the Output, Milestone and Payment Template, which each successful applicant will complete, the Ministry of Tourism will agree an appropriate schedule of payments with each student. Payments may spread over more than 12 months in order to support students writing their industry outputs after submitting their theses.

Suspension or Termination

The Ministry of Tourism may at any time suspend or terminate the scholarship if it is satisfied the holder has failed to comply with any of the conditions or agreements relating to the scholarship.

General Advice to Applicants

The Ministry of Tourism will give preference to topics that address issues of current importance to the industry. The Ministry will also accept applications from students who plan to undertake their analysis based upon the Core Tourism Dataset. The Ministry would be happy to discuss potential research topics with prospective applicants.

Applications need to be complete and arrive by the closing date (20 November 2009) in order to be considered. The Ministry will not necessarily be able to follow up missing or incomplete information, including any late or missing referee reports.

An important aspect of the scholarship is the applicant's engagement with the tourism industry. Applicants are encouraged to seek and provide evidence of (or a plan for) industry support for their research.

Scholarship holders will be encouraged to begin research as early as possible. In terms of fieldwork, the seasonality of the tourism industry should be factored into applicants' plans. University research ethics approval processes may also need consideration in research timeframes.

The selection panel prefers concisely written research plans. Plans exceeding four pages or lengthy supporting documentation, which is time consuming to read, are unlikely to be reviewed by the panel.

Referees should not send their reports to applicants. Referees must have the opportunity to make confidential comments and should send their reports directly to the Ministry of Tourism.

Please send copies (not originals) of documents such as passports, birth certificates or academic qualifications. If a candidate is awarded a scholarship s/he will be asked to provide a second set of copies which have been verified by a J.P., a solicitor, or a member of staff listed on their University registry. The Ministry of Tourism accepts no responsibility for returning any documents.

Application Timeframe

Oct 2009	Consider topics and talk with industry and university about research ideas
Nov 2008	Prepare Scholarship application Ensure referees have enough time and information to submit their references
5pm, Friday 20 Nov 2009	Application deadline
5pm, Friday 27 Nov 2009	Referees' report deadline
Dec 2009	Successful applicants notified
Jan 2010	Scholarship holders to complete Output, Milestone and Payment documents Scholarship holders receive first payment and start research

Administration

Please post, email or fax your application to:

Fiona Macdonald
Research Analyst
Ministry of Tourism
33 Bowen Street
PO Box 5640
Wellington
Email: fiona.macdonald@tourism.govt.nz
Fax: 04 4 498 7445

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