



## **Appendix 1**

### **Procedure of the NF-IAMU GMP Student Fellowship Programme FY2024**

#### **1. Implementation of the Programme**

##### **A) Target of the Programme**

The target of the programme is to have students enrolled in IAMU member universities which understand the concepts and objectives of the Global Maritime Professional (GMP initiative and demonstrate evidence of action taken to commit to incorporating intended learning outcomes in the Body of Knowledge (BoK) into academic programmes. This evidence will be confirmed by the submission of a declaration letter with the signature of the President or official representative of the applicant member university. The declaration letter template can be found in Appendix 2.

##### **B) Eligibility for application to the Fellowship Programme**

- IAMU member university
- Submission of a Declaration Letter with signature by the President or official representative by 31 March 2024
- Submission of Nomination Form and Motivation Statement by 31 May 2024

##### **C) Procedure of the nomination**

Each member university that submits the required Declaration Letter to the Secretariat by the deadline (31 March 2024) is eligible to nominate a student for the fellowship award. After submitting the Declaration Letter, each university will then be requested to nominate a student in accordance with criteria indicated in section 2 of this document and fill in the required information in the “Nomination Form” (Appendix 3) to be sent together with the nominated student’s “Motivation Statement” (Appendix 4) to the IAMU Secretariat. Fellowship funding is to cover the nominated student’s tuition fee at their university for two years. If tuition fees are not required at the nominating university, students will be given a fixed amount based on other needs (for fostering the knowledge and skills related to GMP) as presented in a budget by the nominating university (to a maximum of USD 5,000). The submission deadline of these documents (Nomination Form and Motivation Statement) is 31 May 2024.

##### **D) Procedure of the selection**

The International Executive Board (IEB) of IAMU will confirm that nominated students satisfy the relevant selection criteria, and most importantly, will evaluate the nominating university’s active participation in IAMU activities (e.g. participation in AGA, IAMUC, Application for Projects, IMO delegates). Some universities may not be selected if they have not been active in recent IAMU activities. Upon completion of the selection of the university, the selection panel

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designated by the IEB will select students based on the evaluation of their motivation, academic performance and extracurricular activities related to GMP. The selected universities will be notified of the results. The Secretariat will consult with each selected university to determine the amount of required funds and proceed with subsequent contractual agreements.

### E) **Amount of funds**

Tuition fees (may differ among universities) for two years or other support if tuition fees are not required in the jurisdiction (up to USD 5,000).

## 2. **Criteria for student selection**

### **Academics**

- GPA (or other scores) to be in the class upper quartile of a norm-referenced scale
- For non-native speakers, English language level at a minimum of B2 of the Common European Framework of Reference (CEFR), 6.5 on the International English Language Testing System (IELTS) or 79-93 total score range of the Test of English as a Foreign Language (TOEFL), or 600 scores on the Test of English for International Communication (TOEIC). Internal Higher Education Institute testing may also be considered in the absence of international tests.
- Enrolment in an undergraduate programme and progressing past 1<sup>st</sup> year level
- Registered for full-time study during the fellowship period

### **Extra-curricular activity**

- Involvement in extra-curricular activities and community engagement, particularly in areas indicating the development of skills related to the GMP. Leadership roles in such activities should be evaluated more favourably.

### **Motivation and reference**

- Authenticity and motivation as indicated in the nominated student's own written Motivation Statement, including plans to progress along the GMP intended routes (Tiers)
- At least one reference (Recommendation Letter) from institutional authorities

### **Notes for nominating universities**

- Equity criteria, including gender, racial and regional representation and disabilities (as relevant, e.g., within the context of a seagoing career), should be considered
  - The potential necessity of carrying out interviews (face-to-face or online) should be considered
  - Nominated students should not hold any other scholarship/fellowship during the award period
  - In order to ensure equitable access across the membership of the association, only one student should be selected from any one member university
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- Nominated students should be exceptional students from the member universities
- Each nomination should be considered holistically, with all factors and criteria (academics, extra-curricular experiences, perspectives, aspirations, values, and accomplishments) considered

### 3. Submissions

#### Step 1: Declaration Letter

Please submit the “Declaration Letter” by e-mail with the subject “Declaration Letter” to the email address shown below by midnight, 31 March 2024 JST (UTC +9).

#### Step 2: Nomination Form, Motivation Statement form, Budget Form and Recommendation Letter

After completing all necessary processes indicated in this document, please submit the “Nomination Form” (completed by responsible staff), “Motivation Statement” (completed by nominated student) and Budget Form (if necessary), together with the Recommendation Letter written by an institutional representative by e-mail with the subject “Nomination for NF-IAMU GMP Student Fellowship” to the email address shown below by midnight 31 May 2024 JST (UTC +9).

Contact person: Yusuke Mori, Deputy Executive Director

e-mail: [project@iamu-edu.org](mailto:project@iamu-edu.org)

### 4. Timeline for the programme in 2024

31 March	Deadline for the submission of the Declaration Letter
1 April	Request for nominating student
31 May	Deadline for the submission of the forms and Recommendation Letter
1-30 June	Confirmation of nomination and selection of member universities
1-30 July	Selection of students (by Selection Panel) and approval by IEB
31 July	Notification of results of the selection
1-31 August	Consultation with selected member universities on funds and finalising of contractual arrangements
1-31 September	First payment
October	Announcement of the NF-IAMU GMP Student Fellowship awardees 2024 at the AGA24

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