

APPLYING FOR ASIA JOURNALISM FELLOWSHIP (AJF) 2016 – INSTRUCTION SHEET

The selection process for the Fellowship is extremely competitive, so it is important that you send us a complete application containing all the information we need. Please follow the instructions below carefully.

Eligibility

First, please make sure that you satisfy our minimum criteria. You must:

- Have at least five years of professional journalism experience, not including student journalism.
- Be currently working as a journalist. Freelancers are eligible, if journalism is your main source of income.
- Be residing in Asia.
- Be able to operate in English, which is the working language of the programme. We welcome journalists working in non-English media, but you may have to show your proficiency in English through a telephone interview.
- Have permission from your employers to be away for the full three months of the Fellowship.

Personal statement

In your 500-word personal statement, write about yourself, your work and your values in a way that allows us to know you better. We are looking for evidence that you are committed to journalism, that you have already achieved some success in your profession, and that you have the potential to accomplish even more. Also explain how it will benefit you and other Fellows for you to be part of our AJF community.

Project proposal

The Fellowship gives journalists the freedom to work on an individual project. This *can* be a Singapore-related project, but it does not have to be. Singapore is a regional and international hub, and there are many outward-looking institutes, organisations, experts and scholars to tap on if you wish to do non-Singapore research.

It is important to understand that although you will be based in a university, your project is **not** meant to be an academic research paper or thesis; and it is **not** a test. The project is ultimately something you do for you. In your application, we hope to see proof that you will make good use of this opportunity.

Please follow carefully the guidelines here and on the application form.

- In the Summary box, state the topic clearly.
- You may pick any of the following Formats:
 - a long magazine feature or series for publication in your newspaper, magazine or website;
 - a video/radio documentary or series for your station or online;
 - a policy paper to advise your media organisation, an interest group or public agency;
 - any other format, with a clear explanation of why it would achieve your goals.

- In the Details & relevance box, elaborate on the topic you intend to examine and why it is meaningful to you and your organisation/society.
- The Approach box is for you to outline how you plan to carry out your research, e.g. through interviews, visits, reading, etc. Your project should be ambitious – but not unrealistic.

Your referees

Referees' recommendation letters are a very important part of your application. A strong reference letter can be decisive. So, please pick your referees carefully. They must be individuals who know your work well and who will spend time explaining in detail why you deserve the Fellowship.

At least one referee should be an editor/journalist who knows you and your work very well. Another referee can be a non-journalist who knows you and your work.

Please download the letter, "Instructions for Referees" from our website and pass it to each of your referees.

The referees you list on the form must match the referees whose recommendation letters you are sending.

Samples of your work

Please send us 3-5 samples of your published or aired work, showing the range and quality of your journalism. If your work is not in English, please add a cover page with a one-paragraph synopsis in English for each story.

If your files are more than 2MB in size,

- o Upload to the internet; give us a link to download the stories from.
- o E-mail to us at applications@ajf.sg, if the files are less than 2MB in size.
- o Send by physical mail to the address below.

Data Privacy form

Please ensure that you have **completed the Data Privacy Statement and Consent Form**. The consent form is required under Singapore law for the collection of personal data.

Are you done?

Make sure your application is complete. It must include all the following:

- Completed Data Privacy Statement and Consent Form
- Completed Application Form as a Word document (not scanned)
- Employer's letter of support (not required for freelancers)
- 3 letters of recommendation
- 3-5 samples of past work.

Where to send your application

Your Application Form must be submitted by e-mail to: applications@ajf.sg
If your e-mail is successfully received, you will receive an automated e-mail reply from us.

Preferably, your other materials should be e-mailed as well. However, if the files are too large or if you don't have them as soft copies, you can send them by post to:

Asia Journalism Fellowship
c/o COOL ASIA

Wee Kim Wee School of Communication and Information
Nanyang Technological University
31 Nanyang Link
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Singapore 637718

Deadline

The application deadline is 5pm (Singapore time/UTC+08:00) on Sunday 14 February 2016. All materials including reference letters must be received by then.

Please note that due to the volume of applications we get, we may not be able to respond to queries about whether we have safely received your materials.

Results

Successful applicants can expect to hear from us by the end of March 2016.