Endeavour Mobility Grants

Guidelines

2017 Round

Closing date for applications: 10 June 2016
These Guidelines provide information for Australian Tertiary Education Providers applying for Student Grants under the following student mobility programmes within Endeavour Mobility Grants:

- **International Student Exchange Programme**
- **Study Overseas Short-term Mobility Programme**
- **Vocational Education and Training Outbound Mobility Programme**
- **Endeavour Cheung Kong Student Exchange Programme**
- **Asia Postgraduate Programme**
- **Asia Vocational Education and Training Programme**
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2017 Endeavour Mobility Grants Guidelines
## Definitions

Acronyms and terms used throughout the Endeavour Mobility Grants Guidelines are listed below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Credit</strong></td>
<td>Credit will be defined as either a full unit of study or a major assessment piece related to the Student’s field of study.</td>
</tr>
<tr>
<td><strong>Applicant Institution</strong></td>
<td>The Australian Tertiary Education Provider applying for Endeavour Mobility Grants funding.</td>
</tr>
<tr>
<td><strong>Asia locations</strong></td>
<td>Locations as categorised in section 1.3.3.</td>
</tr>
<tr>
<td><strong>Asia Postgrad</strong></td>
<td>Asia Postgraduate Programme.</td>
</tr>
<tr>
<td><strong>Asia VET</strong></td>
<td>Asia Vocational Education and Training Programme.</td>
</tr>
<tr>
<td><strong>AQF</strong></td>
<td>Australian Qualifications Framework.</td>
</tr>
<tr>
<td><strong>Completion Date</strong></td>
<td>The date by which all reporting activities for the Project must be completed.</td>
</tr>
<tr>
<td><strong>Deed for Student Mobility Programmes (Deed)</strong></td>
<td>An agreement between the Australian Government and an eligible Australian Tertiary Education Provider detailing the terms and conditions under which funding may be offered to that provider.</td>
</tr>
<tr>
<td><strong>Department, the</strong></td>
<td>Australian Government Department of Education and Training.</td>
</tr>
<tr>
<td><strong>ECKSEP</strong></td>
<td>Endeavour Cheung Kong Student Exchange Programme.</td>
</tr>
<tr>
<td><strong>Endeavour Mobility Grants Delegate</strong></td>
<td>The Branch Manager at the Department with responsibility for Endeavour Mobility Grants.</td>
</tr>
<tr>
<td><strong>Funding Recipient</strong></td>
<td>A successful Applicant Institution.</td>
</tr>
<tr>
<td><strong>Global locations</strong></td>
<td>Locations as categorised in section 1.3.3.</td>
</tr>
<tr>
<td><strong>HESA</strong></td>
<td>Higher Education Support Act 2003 (Cth)</td>
</tr>
<tr>
<td><strong>Higher Education Provider</strong></td>
<td>Approved as an Australian Higher Education Provider under the Higher Education Support Act 2003.</td>
</tr>
<tr>
<td><strong>Home Institution</strong></td>
<td>The Tertiary Education Provider in which the Student is enrolled on an ongoing basis.</td>
</tr>
<tr>
<td><strong>ILO</strong></td>
<td>International Liaison Officer. The ILO is the Department’s point of contact at the Applicant Institution.</td>
</tr>
<tr>
<td><strong>ISEO</strong></td>
<td>International Student Exchange Online. The Department’s online system for applying for funding and student mobility programme management described at section 8.2.2.</td>
</tr>
<tr>
<td><strong>ISEP</strong></td>
<td>International Student Exchange Programme.</td>
</tr>
<tr>
<td><strong>Language Support Grant</strong></td>
<td>A $1000 Student Grant as described in section 1.4.3.</td>
</tr>
<tr>
<td><strong>Pacific locations</strong></td>
<td>Locations as categorised in section 1.3.3.</td>
</tr>
<tr>
<td><strong>Partner Institution</strong></td>
<td>The overseas higher education institution the ISEP, ECKSEP or Asia Postgrad Semester Grant holder will attend for the duration of the semester Project.</td>
</tr>
<tr>
<td><strong>Postgraduate</strong></td>
<td>Student undertaking a Masters Degree qualification as defined under level 9 of the Australian Qualifications Framework.</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td>Activities conducted in overseas locations for which an Applicant Institution seeks funding, and in which Students participation is enabled by Student Grants.</td>
</tr>
</tbody>
</table>

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1. [www.aqf.edu.au](http://www.aqf.edu.au)  
2. [iseo.education.gov.au](http://iseo.education.gov.au)
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Facilitation Subsidy</td>
<td>A $1500 subsidy as described in section 1.4.3.</td>
</tr>
<tr>
<td>Project Schedule</td>
<td>The Project Schedule is an agreement detailing the specifics of each Project for which the Department provides funding support under any given round.</td>
</tr>
<tr>
<td>Registered Training Organisation (RTO)</td>
<td>A Registered Training Organisation is a public or private training organisation registered by the Australian Skills Quality Authority, the Victorian Registration and Qualifications Authority or the Western Australian Training Accreditation Council to deliver vocational education and training courses.</td>
</tr>
<tr>
<td>Semester Grant</td>
<td>A $5000 Student Grant as described in section 1.4.3.</td>
</tr>
<tr>
<td>Short-term Grant</td>
<td>A $2000 Student Grant as described in section 1.4.3.</td>
</tr>
<tr>
<td>STMP</td>
<td>Study Overseas Short-term Mobility Programme.</td>
</tr>
<tr>
<td>Student</td>
<td>A Student who is enrolled at the Applicant or Partner Institution at the commencement and throughout the Project and is the beneficiary of a Student Grant.</td>
</tr>
<tr>
<td>Student Grant</td>
<td>A Short-term Grant, Semester Grant or Language Support Grant, which is awarded to a Student for participating in an Endeavour Mobility Grants Project.</td>
</tr>
<tr>
<td>Student Mobility Team</td>
<td>The team at the Department with responsibility for the management of Endeavour Mobility Grants.</td>
</tr>
<tr>
<td>Study Period</td>
<td>A period of study for which the Higher Education Provider will award Academic Credit that is equivalent to at least 0.33 Equivalent Full-time Standard Load (EFTSL), as defined under the Higher Education Support Act 2003. This is a threshold requirement, and the Applicant Institution is free to apply a higher Academic Credit equivalent at its own discretion.</td>
</tr>
<tr>
<td>Tertiary Education Providers</td>
<td>Refers to both Higher Education Providers and Registered Training Organisations as defined in these Guidelines.</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Student undertaking a qualification as defined under level 7 or level 8 of the Australian Qualifications Framework.</td>
</tr>
<tr>
<td>VET</td>
<td>Vocational Education and Training.</td>
</tr>
<tr>
<td>VET Outbound</td>
<td>Vocational Education and Training Outbound Mobility Programme.</td>
</tr>
<tr>
<td>VET Student</td>
<td>Student undertaking a course that leads to the award of one of the following VET qualifications: Certificate IV; Diploma; Advanced Diploma; Graduate Certificate; or Graduate Diploma.</td>
</tr>
</tbody>
</table>

1 Overview of Endeavour Mobility Grants

1.1 Purpose of Guidelines

The Endeavour Mobility Grants Guidelines (the Guidelines) provide information about the 2017 round of Endeavour Mobility Grants, including setting out the arrangements for the allocation and administration of the Student Grants.

The Guidelines are divided into four main parts:

- **Part A** offers a general overview of Endeavour Mobility Grants. It gives information about the student mobility programmes that form Endeavour Mobility Grants, the eligibility requirements and the funding available.

- **Part B** offers specific programme information for Applicant Institutions seeking to support Students to study in Global locations.

- **Part C** offers specific programme information for Applicant Institutions seeking to support Students to study in Asian and Pacific locations.

- **Part D** gives detailed information on the application and assessment process, as well as the financial, administrative and legal provisions linked to the award of Student Grants under Endeavour Mobility Grants.

These Guidelines are for Applicant Institutions. It is recommended that Applicant Institutions read the Guidelines in conjunction with the Frequently Asked Questions (FAQs), before applying for 2017 funding. FAQs are available on the International Education website.  

Applications for the 2017 round of Endeavour Mobility Grants must be submitted by **11.59 PM Australian Eastern Standard Time (AEST) on 10 June 2016**. Applicant Institutions should refer to the timeline at section 8.1.

1.2 About Endeavour Mobility Grants

The Australian Government is committed to providing support for more Australian students to study overseas as part of their Australian qualification.

Endeavour Mobility Grants support Australian undergraduate, postgraduate and vocational education and training (VET) students to have an overseas study experience that contributes to their Australian qualification. Through short-term study, such as practicums, clinical placements, internships and volunteer projects, Students are able to immerse themselves in the academic and social cultures of other regions, strengthening their global knowledge and experience.

Semester exchange is also supported, with semester grants available for Australian and overseas higher education students.

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The following student mobility programmes form Endeavour Mobility Grants:

- International Student Exchange Programme
- Study Overseas Short-term Mobility Programme
- Vocational Education and Training Outbound Mobility Programme
- Endeavour Cheung Kong Student Exchange Programme
- Asia Postgraduate Programme
- Asia Vocational Education and Training Programme.

Administered by the Department of Education and Training (the Department), Endeavour Mobility Grants, together with Endeavour Scholarships and Fellowships, support two-way engagement between Australia and the rest of the world. The mobility grants and scholarships provide life changing opportunities for Australian and overseas students and professionals to access global learning and research opportunities and develop global skills and perspectives.

The New Colombo Plan is a signature initiative of the Australian Government which aims to lift knowledge of the Indo-Pacific in Australia by supporting Australian undergraduates to study and undertake internships in the region. Endeavour Mobility Grants complement the New Colombo Plan by supporting global study for all tertiary students, including postgraduate and VET students. Information on the New Colombo Plan is available at the Department of Foreign Affairs and Trade website.6

1.2.1 Objectives

Endeavour Mobility Grants’ objectives are to:

- support students to study overseas as part of their qualification, where the study is for academic credit or is otherwise a mandatory component of the student’s course
- create opportunities for students to engage globally with other students, institutions, businesses and other stakeholders
- strengthen institutional capacity to collaborate and partner with overseas education providers, businesses and other stakeholders.

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5 internationaleducation.gov.au/endeavour
1.3 Overview of eligibility requirements

Endeavour Mobility Grants provides funding to Australian Tertiary Education Providers, which in turn provide Student Grants to Australian and overseas Students to enable their participation in a Project.

1.3.1 Eligible Tertiary Education Providers

All Australian Higher Education Providers\(^7\) and Registered Training Organisations\(^8\) may apply for funding to support Students to study overseas.

As identified in the following table, specific programmes are available for Higher Education Providers and Registered Training Organisations. Applicant Institutions should refer to the programme-specific eligibility requirements outlined in sections 2 to 7 of the Guidelines.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Section</th>
<th>Higher Education Provider</th>
<th>Registered Training Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Exchange Programme</td>
<td>2</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Study Overseas Short-term Mobility Programme</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vocational Education and Training Outbound Mobility Programme</td>
<td>4</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>Endeavour Cheung Kong Student Exchange Programme</td>
<td>5</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Asia Postgraduate Programme</td>
<td>6</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Asia Vocational Education and Training Programme</td>
<td>7</td>
<td>X</td>
<td>✓</td>
</tr>
</tbody>
</table>

1.3.2 Eligible Students

An Australian Student participating in a Project must meet the following eligibility requirements:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Tertiary Education Provider throughout the duration of the Project, and
- be undertaking (as applicable) one of the following qualifications at the commencement of the Project:
  
  (i) **Undergraduate:** a qualification as defined under level 7 or level 8 of the Australian Qualifications Framework (AQF)
  
  (ii) **Postgraduate:** a Masters Degree qualification as defined under level 9 of the AQF, or
  
  (iii) **VET Student:** Certificate IV; Diploma; Advanced Diploma; Graduate Certificate; or Graduate Diploma.

Overseas Students may participate in the semester exchange programmes – International Student Exchange Programme and Endeavour Cheung Kong Student Exchange Programme. Refer to section 2 and 5 respectively for additional information.

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\(^7\) Approved as an Australian Higher Education Provider under the *Higher Education Support Act 2003.*

\(^8\) Public and private training providers registered by the Australian Skills Quality Authority (or a state regulator) to deliver Vocational Education and Training services.
Specific programmes support Undergraduate, Postgraduate and VET Students. Applicant Institutions should refer to the programme-specific eligibility requirements outlined in sections 2 to 7 of the Guidelines.

### 1.3.3 Eligible locations

Reflecting the application process in ISEO (see section 8.2), the student mobility programmes are grouped as global programmes (Part B) and Asia programmes (Part C) in the Guidelines. The Asia programmes include support for students to study in the Pacific.

The following tables provide a list of eligible locations, categorised as Global locations, Asia locations and Pacific locations. There are no priority locations in Endeavour Mobility Grants.

<table>
<thead>
<tr>
<th>Locations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Global</td>
<td>All locations(^9) excluding applicable Asia and Pacific locations.</td>
</tr>
<tr>
<td>Asia</td>
<td>Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Democratic People's Republic of Korea (North Korea), Hong Kong, India, Indonesia, Japan, Laos, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Republic of Korea (South Korea), Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Vietnam</td>
</tr>
<tr>
<td>Pacific</td>
<td>Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu</td>
</tr>
</tbody>
</table>

The Endeavour Cheung Kong Student Exchange Programme (ECKSEP) only supports study in selected Asian locations. Further information regarding eligible ECKSEP locations is at section 5.1 of the Guidelines.

Applications for Projects to a location for which the travel advice on the Australian Government’s Smartraveller website\(^10\) recommends ‘Do not travel’ will not be permitted.

### 1.4 Endeavour Mobility Grants funding

#### 1.4.1 Budget

In the 2017 round, Endeavour Mobility Grants has a budget of approximately $8.3 million to fund Projects across all six student mobility programmes that comprise Endeavour Mobility Grants. This includes $625,000 contributed by Cheung Kong.\(^11\)

Approximately $3.8 million will be allocated to support Projects offered under the Asia Postgrad and Asia VET Programmes. The Endeavour Cheung Kong Student Exchange Programme has a budget of $1.25 million to support Semester Grants.

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\(^10\) [www.smartraveller.gov.au](http://www.smartraveller.gov.au)

\(^11\) Cheung Kong contributes $625,000 each round to jointly fund the Endeavour Cheung Kong Student Exchange Programme.
1.4.2 Funding duration
Funding is available to support Projects undertaken between 1 January 2017 and 1 March 2018 for Short-term Grants and 1 January 2017 and 31 August 2018 for Semester Grants, in accordance with the timeline at section 8.1.

1.4.3 Types of funding available
Under the 2017 round, the following four types of funding are available:

1. **Short-term Grants**, provided at a rate of $2000 per Student, are designed to offset some of the costs to Students participating in a short-term Project up to six months in duration.

2. **Semester Grants**, provided at a rate of $5000 per Student, are designed to offset some of the costs to Students participating in a semester Project, equivalent to at least one full Study Period as recognised by the Home Institution, up to 12 months in duration.

3. **Language Support Grants**, provided at a rate of $1000 per Student, are designed to support Asian language competency as part of a Project under Asia Postgrad or Asia VET. Language training must be undertaken prior to, or concurrently with, an approved Project.

4. **Project Facilitation Subsidies**, provided at a rate of $1500 per eligible Project, are non-acquittal payments made to Australian Tertiary Education Providers that apply on the basis of one subsidy per Project and only where at least one Student Grant is awarded and at least one Student has participated in the Project. The Project Facilitation Subsidy can be used for administration purposes associated with management of the Project.

1.4.4 Use of Student Grants
Applicant Institutions must use Student Grant funding for the sole purpose of providing grants directly to Students to enable their participation in a Project. Institutions are responsible for determining how eligible Students are chosen to receive funding.

Where an Applicant Institution seeks to use the funding provided for Student Grants to make group arrangements on behalf of Students (and thereby not pay a component of the funding directly to Students), the Applicant Institution must meet both requirements below:

- be able to demonstrate a financial benefit for the Student (for example, flight discounts available through group bookings)
- obtain Students’ written consent to the relevant funding not being made directly available to them. Applicant Institutions do not need to provide the Department with copies of Students’ written consent, but must retain a record.

Applicant Institutions cannot use the funding provided for Student Grants for administrative costs.
1.5 Students supported by Endeavour Mobility Grants

1.5.1 Welfare and safety

The welfare and safety of Students involved in an Endeavour Mobility Grants Project is of utmost importance. Responsibility for Student welfare and safety rests with the Applicant Institution.

Applicant Institutions must consider the risks of travel to all eligible locations before deciding whether to apply, and ensure strategies and services are in place to support Student welfare and safety.

Students are not permitted to participate in the Project and/or travel to a location for which the travel advice is ‘Do not travel’ on Smartraveller. In the case that a location is upgraded to ‘Do not travel’ subsequent to funding approval by the Department, it is the responsibility of the Funding Recipient to either seek an alternative location (and comply with section 8.8 by obtaining written approval from the Department to vary the Project) or refund the Project funding to the Department.

Applicant Institutions must advise Students receiving a Student Grant to make independent inquiries about the risks involved in overseas travel. This should include visiting Smartraveller for current information about risks overseas and how to prepare for overseas travel. Applicant Institutions should advise Students to register with Smartraveller and subscribe to relevant travel advisories before starting the Project.

1.5.1.1 Critical incidents

There may be circumstances, such as natural disasters, serious incidents or political disturbances, where it is important that the Department is provided with details of the status of a Project and the welfare of participating Students. If contacted by the Department, it is a requirement that the Applicant Institution provides the requested information in an appropriate and timely manner.

All Applicant Institutions should have a critical incident plan (or similar) in place for the Project for which they are applying. Critical incident plans should include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise. More information and examples of critical incident plans can be found in the Outbound Mobility Best Practice Guide available on the Department of Education and Training’s International Education website.\(^\text{12}\)

1.5.2 Equal opportunity

All Applicant Institutions are strongly encouraged to actively support the participation and success of Students from disadvantaged\(^\text{13}\) or low socio-economic (SES) backgrounds\(^\text{14}\) as potential participants in mobility Projects, including the provision of support services to members of these groups in an appropriate and culturally sensitive manner.

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\(^{12}\) [internationaleducation.gov.au/endeavourmobility]

\(^{13}\) Equity groups including but not limited to: students from regional/remote areas, Aboriginal and Torres Strait Islander students, students with disabilities or students from a non-English speaking background.

\(^{14}\) Students who are from a low SES background, as measured by the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) index measured at Statistical Area 1 (SA1) level or postcode level.
PART B GLOBAL PROGRAMMES

Part B of the Guidelines provides specific programme information for Australian Tertiary Education Providers seeking to apply for Student Grants to support Students to study in Global locations, excluding Asia and Pacific locations.

In the 2017 round, approximately $3.2 million is available to support Projects to Global locations. As identified in the following table, programmes are available to support Undergraduate, Postgraduate or VET Students. Further information about eligible locations is provided in section 1.3.3.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>VET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global</td>
<td>Asia</td>
<td>Pacific</td>
</tr>
<tr>
<td>International Student Exchange Programme</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Study Overseas Short-term Mobility Programme</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Vocational Education and Training Outbound Mobility Programme</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Section 2 offers information about the International Student Exchange Programme (ISEP). ISEP grants are available for Undergraduate and Postgraduate Students and support semester exchanges.

Section 3 offers information about the Study Overseas Short-term Mobility Programme (STMP). STMP grants are available for Undergraduate and Postgraduate Students and support short-term (up to six months) study.

Section 4 offers information about the Vocational Education and Training Outbound Mobility Programme (VET Outbound). VET Outbound grants are available for VET Students and support short-term (up to six months) study.
2 International Student Exchange Programme

2.1 About International Student Exchange Programme

The International Student Exchange Programme (ISEP) provides Semester Grants for Undergraduate and Postgraduate Students (outgoing and incoming) to undertake study overseas that is for Academic Credit.

ISEP grants support semester study in any discipline at a Partner Institution of the Student’s Home Institution. Eligible locations for study include Global locations (see section 1.3.3).

ISEP Projects must be administered by a Higher Education Provider. A Project Facilitation Subsidy is available to assist Higher Education Providers with costs associated with managing Projects.

Tuition fee waiver and Academic Credit transfer are key requirements of ISEP.

2.1.1 Aims

The aims of ISEP are to:

- support Australian higher education students to have an overseas study experience and overseas higher education students from eligible exchange locations to have a study experience in Australia
- increase cooperation between higher education institutions in Australia and higher education institutions in eligible exchange locations
- facilitate student exchange to promote an increased understanding and recognition of Australian qualifications overseas and overseas qualifications in Australia
- assist higher education institutions that are seeking to diversify their semester exchange programmes to include innovative options, minority groups and/or non-traditional locations.

2.2 Eligibility

2.2.1 Eligible Australian institutions

ISEP funding is provided to Australian Higher Education Providers only.

2.2.2 Partner Institutions

Funding under ISEP may only be used to support linkages between Australian Higher Education Providers and higher education Partner Institutions in eligible overseas locations.

The approved in-country programme undertaken by an outgoing Australian Student who receives a Semester Grant must be undertaken on a campus of the Partner Institution located in the nominated location. The Project cannot be undertaken on a campus located in a third location or on an overseas campus of the Applicant Institution.
2.2.3 Student exchange agreements

The Australian Higher Education Provider must have a student exchange agreement with the Partner Institution specified in the Project before a Semester Grant is allocated to the Student.

The Applicant Institution must ensure the student exchange agreement:

- involves the reciprocal waiving of tuition fees for courses, including higher education level language courses
- involves both outgoing and incoming Students
- covers an approved in-country programme at the Partner Institution which is full-time and is equivalent to at least one full Study Period as recognised by the Applicant and Partner Institutions, up to 12 months in duration
- provides that, subject to satisfactory academic progress, a Student will receive the applicable Academic Credit towards the award for which they are studying at their Home Institution.

2.2.4 Eligible outgoing Australian Students

An outgoing Student participating in an ISEP Project and receiving a Semester Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Higher Education Provider
- be undertaking an undergraduate (leading to a qualification under level 7 or level 8 of the AQF) or a postgraduate course (leading to Masters Degree as defined under level 9 of the AQF) at the Applicant Institution at the commencement of the Project
- not have previously received an ISEP grant.

2.2.5 Eligible incoming overseas Students

An incoming overseas Student participating in an ISEP Project and receiving a Semester Grant must:

- not be an Australian citizen or Australian permanent resident
- study at the Applicant Institution under the student exchange arrangement between the Applicant Institution and the Partner Institution
- not have previously received an ISEP grant.

2.2.6 Tuition fees at Home Institution

Australian Students who receive an ISEP Semester Grant must remain enrolled at their Home Institution during their overseas studies. Students remain liable for any tuition fees or student contributions at their Home Institution.

2.2.7 Academic Credit transfer

Subject to satisfactory academic progress, the Applicant Institution will grant the Australian Student Academic Credit for their in-country programme.
2.3 Application process

*The following information is specific to ISEP only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.*

2.3.1 Funding available

Applicant Institutions applying for ISEP funding may apply for:

- Semester Grants (for outgoing and incoming Students) provided at a rate of $5000 per Student.

  *It is preferred that each ISEP Semester Grant is provided to a Student in full – that is, $5000 to each Student. For ISEP only, Applicant Institutions may divide the Semester Grant in half ($2500 per Student) in order to meet the strategic objectives of the Project and/or the obligations to the Partner Institution.*

- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

2.3.2 Maximum number of ISEP Semester Grants per application

Each ISEP application may have a maximum of 10 Semester Grants, with any combination of outgoing (Australian) and incoming (overseas) Semester Grants. There is no requirement to apply for equal numbers of outgoing and incoming Semester Grants.

*It should be noted that based on previous rounds and available funding, it is expected that a maximum of 10 ISEP Semester Grants will be awarded to each Applicant Institution that applies in the 2017 round. The Department reserves the right to offer partial funding to ISEP applications.*

2.3.3 Project application

Applicant Institutions must enter the following information into ISEO for each ISEP Project application:

- location in which the Project is proposed to be undertaken – ISEP applications must be for a single location, but can include multiple Partner Institutions within that location
- number of outgoing Semester Grants for Australian Students sought (where applicable)
- number of incoming Semester Grants for overseas Students sought (where applicable)
- whether a Project Facilitation Subsidy is sought (for each Project application)
- a ranking for each ISEP Project against the Applicant Institution’s other ISEP Projects (see section 8.4)
- confirmation that the Project will be for Academic Credit
- an explanation of how the location for the Project supports the international mobility goals or strategies of the Applicant Institution (maximum 200 words).
3 Study Overseas Short-term Mobility Programme

3.1 About Study Overseas Short-term Mobility Programme

The Study Overseas Short-term Mobility Programme (STMP) provides Short-term Grants for Undergraduate and Postgraduate Students to undertake study overseas that is for Academic Credit or is otherwise a mandatory component of the Student’s course.

STMP grants support Students to participate in short-term (up to six months) Projects in a relevant field or course of study. Eligible locations for Undergraduate and Postgraduate study include Global locations, excluding Asia and Pacific locations (see section 1.3.3).

STMP Projects must be administered by a Higher Education Provider. A Project Facilitation Subsidy is available to assist Higher Education Providers with costs associated with managing approved Projects.

3.1.1 Aims

The aims of STMP are to:

- increase the overall number of students with an overseas study experience related to their field or course of study
- encourage students through a short-term study experience to consider longer-term mobility options
- increase collaboration between higher education institutions in Australia and participating institutions or organisations overseas
- assist institutions that are seeking to diversify their programmes to include innovative options, minority groups and/or non-traditional locations.

3.2 Eligibility

3.2.1 Eligible institutions

STMP funding is provided to Australian Higher Education Providers only.

3.2.2 Eligible Projects

Funding will be provided Higher Education Providers to subsidise Australian Undergraduate and Postgraduate Students to participate in overseas experiences that directly relates to a relevant course or field of study.

Projects may be up to six months in duration and the activities undertaken by Students participating in the Project must be for Academic Credit or form a mandatory component of the Student’s course.

Applicant Institutions may apply for a range of Projects including: practicums or clinical placements; paid or unpaid internships or work placements; research; short-term study; and volunteer projects.
3.2.3 Eligible Students

A Student participating in a STMP Project and receiving a Short-term Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Higher Education Provider
- be undertaking an undergraduate (leading to a qualification under level 7 or level 8 of the AQF) or a postgraduate course (leading to Masters Degree as defined under level 9 of the AQF) at the Applicant Institution at the commencement of the Project
- not have previously received an STMP grant.

3.3 Application process

The following information is specific to STMP only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.

3.3.1 Funding available

Applicant Institutions applying for STMP funding may apply for:

- Short-term Grants provided at a rate of $2000 per Student. STMP grants cannot be divided and must be provided to the Student in full.
- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

3.3.2 Project application

Applicant Institutions must enter the following information into ISEO for each STMP Project application:

- location(s) in which the Project is proposed to be undertaken – a maximum of 10 locations may be selected in ISEO for the Project
- number of Short-term Grants sought – a maximum of 10 grants per Project application
- whether a Project Facilitation Subsidy is sought (for each Project application)
- a ranking for each STMP application against the Applicant Institution’s other STMP applications (see section 8.4)
- information regarding the field of study, qualification level, study experience, project partners (where applicable) and anticipated travel dates
- a brief description of the Project (maximum 200 words)
- confirmation that the Project will be for Academic Credit or is otherwise a mandatory component of the Student’s course
- respond to the three selection criteria at section 8.3.
4 Vocational Education and Training Outbound Mobility Programme

4.1 About Vocational Education and Training Outbound Mobility Programme

The Vocational Education and Training Outbound Mobility Programme (VET Outbound) provides Short-term Grants for VET Students to undertake study overseas that is for Academic Credit or is otherwise a mandatory component of the Student’s course.

VET Outbound grants support Students to participate in short-term (up to six months) Projects in a relevant field or course of study. Eligible locations for study include Global locations, excluding Asia and Pacific locations (see section 1.3.3).

VET Outbound Projects must be administered by a Registered Training Organisation (RTO). A Project Facilitation Subsidy is also available to assist RTOs with costs associated with managing approved Projects.

4.1.1 Aims

The aims of VET Outbound are to:

- increase the overall number of VET students with an overseas mobility experience related to their field or course of study
- increase the employability and training outcomes of VET students through an overseas study experience
- assist institutions that are seeking to diversify their programmes to include innovative options, minority groups and/or non-traditional locations
- increase collaboration between Australian VET institutions and overseas institutions and organisations.

4.2 Eligibility

4.2.1 Eligible institutions

VET Outbound funding is provided to Australian public and private RTOs only.

4.2.2 Eligible Projects

Funding will be provided to RTOs to subsidise Australian VET Students to participate in overseas experiences that directly relates to a relevant course or field of study.

Projects may be up to six months in duration and the activities undertaken by Students participating in the Project must be for Academic Credit or form a mandatory component of the Student’s course.

Applicant Institutions may apply for a range of Projects including: practicums or clinical placements; paid or unpaid internships or work placements; research; short-term study; and volunteer projects.
4.2.3 Eligible Students

A Student participating in a VET Outbound Project and receiving a Short-term Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian RTO
- be undertaking a course at the Applicant Institution at the commencement of the Project that leads to the award of one of the following VET qualifications: Certificate IV; Diploma; Advanced Diploma; Graduate Certificate; or Graduate Diploma
- not have previously received a VET Outbound grant.

4.3 Application process

The following information is specific to VET Outbound only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.

4.3.1 Funding available

Applicant Institutions applying for VET Outbound funding may apply for:

- Short-term Grants provided at a rate of $2000 per Student. VET Outbound grants cannot be divided and must be provided in full.
- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

4.3.2 Project application

Applicant Institutions must enter the following information into ISEO for each VET Outbound Project application:

- location(s) in which the Project is proposed to be undertaken – a maximum of 10 locations may be selected in ISEO for the Project
- number of Short-term Grants sought – a maximum of 10 grants per Project application
- whether a Project Facilitation Subsidy is sought (for each Project application)
- a ranking for each VET Outbound application against the Applicant Institution’s other VET Outbound applications (see section 8.4)
- information regarding the field of study, qualification level, study experience, project partners (where applicable) and anticipated travel dates
- a brief description of the Project (maximum 200 words)
- confirmation that the Project will be for Academic Credit or is otherwise a mandatory component of the Student’s course
- respond to the three selection criteria at section 8.3.
**PART C ASIA PROGRAMMES**

**Part C** of the Guidelines provides specific programme information for Australian Tertiary Education Providers seeking to apply for Student Grants to support Students to study in Asia and Pacific locations.

In the 2017 round, approximately $5.1 million is available to support Projects to Asian and Pacific locations.

As identified in the following table, specific programmes are available to support Undergraduate, Postgraduate or VET Students to study in Asia and Pacific locations. Further information about eligible locations is provided in section 1.3.3.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>VET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Endeavour Cheung Kong Student Exchange Programme</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Asia Postgraduate Programme</strong></td>
<td>✓  ✓  ✓   ✓</td>
</tr>
<tr>
<td><strong>Asia Vocational Education and Training Programme</strong></td>
<td>✓  ✓</td>
</tr>
</tbody>
</table>

Section 5 offers information about the **Endeavour Cheung Kong Student Exchange Programme** (ECKSEP). ECKSEP grants are available to Undergraduate Students and support semester exchange (outgoing and incoming) to selected Asian locations.

Section 6 offers information about the **Asia Postgraduate Programme** (Asia Postgrad). Asia Postgrad grants are available to Postgraduate Students and support short-term (up to six months) and semester study.

Section 7 offers information about the **Asia Vocational Education and Training Programme** (Asia VET). Asia VET grants are available to VET Students and support short-term (up to six months) study.
5 Endeavour Cheung Kong Student Exchange Programme

5.1 About Endeavour Cheung Kong Student Exchange Programme

The Endeavour Cheung Kong Student Exchange Programme (ECKSEP) is jointly funded by the Australian Government and Cheung Kong, represented in Australia by Powercor Australia Ltd. ECKSEP supports student exchange between Australia and selected locations in Asia, with the Department and Cheung Kong contributing funding for 125 outgoing Students from Australia and 125 incoming Students from eligible Asian locations.

Two-thirds of the ECKSEP grants awarded in each funding round are allocated to student exchanges involving links with Partner Institutions in China and Hong Kong. The remaining grants are allocated to student exchanges involving links with Partner Institutions in Brunei Darussalam, Cambodia, China, Hong Kong, India, Indonesia, Japan, Laos, Macau, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea (South Korea), Singapore, Thailand and Vietnam.

ECKSEP grants must be administered by a Higher Education Provider and may be used to support semester study in any discipline at a Partner Institution. A Project Facilitation Subsidy is available to assist Higher Education Providers with costs associated with managing approved Projects.

Tuition fee waiver and Academic Credit transfer are key requirements of ECKSEP.

5.1.1 Aims

The aims of ECKSEP are to:

- support Australian higher education students to study in selected Asian locations and students from Asia to have a study experience in Australia
- increase cooperation between higher education institutions in Australia and in Asian exchange locations
- facilitate student exchanges to promote an increased understanding and recognition of Australian qualifications overseas and overseas qualifications in Australia
- assist higher education institutions that are seeking to diversify their programmes to include innovative options, minority groups and/or non-traditional locations.

5.2 Eligibility

5.2.1 Eligible Australian institutions

ECKSEP funding is provided to Australian Higher Education Providers only.

5.2.2 Partner Institutions

Funding under ECKSEP may only be used to support linkages between Australian Higher Education Providers and higher (public or private) education Partner Institutions in eligible locations.

The approved in-country programme undertaken by an outgoing Australian Student who receives a Semester Grant must be undertaken on a campus of the Partner Institution located in the nominated

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location. The Project cannot be undertaken on a campus of the Partner Institution that is located in a third location or on an overseas campus of the Applicant Institution.

5.2.3 Student exchange agreements
The Applicant Institution must have a student exchange agreement with the Partner Institution specified in the Project before a Semester Grant is allocated to the Student.

The Applicant Institution must ensure the student exchange agreement:

- involves the reciprocal waiving of tuition fees for courses, including higher education level language courses
- involves both outgoing and incoming Students
- covers an approved in-country programme at the Partner Institution which is full-time and is equivalent to at least one full Study Period as recognised by the Applicant and Partner Institutions, up to 12 months in duration
- provides that, subject to satisfactory academic progress, a Student will receive the applicable Academic Credit towards the award for which they are studying at their Home Institution.

5.2.4 Eligible outgoing Australian Students
An outgoing Student participating in an ECKSEP Project and receiving a Semester Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Higher Education Provider
- be undertaking an undergraduate course (leading to a qualification under level 7 or level 8 of the AQF) at the Applicant Institution at the commencement of the Project
- not have previously received an ECKSEP grant.

5.2.5 Eligible incoming overseas Students
An incoming overseas Student participating in an ECKSEP Project and receiving a Semester Grant must:

- not be an Australian citizen or Australian permanent resident
- study at the Applicant Institution under the student exchange arrangement agreed between the Applicant Institution and the Partner Institution
- not have previously received an ECKSEP grant.

5.2.6 Tuition fees at Home Institution
Students who receive an ECKSEP Semester Grant must remain enrolled at their Home Institution during their overseas studies. Students remain liable for any tuition fees or student contributions at their Home Institution.
5.2.7 Academic Credit transfer
Subject to satisfactory academic progress, the Applicant Institution will grant the Australian Student Academic Credit for their in-country programme.

5.3 Application process
The following information is specific to ECKSEP only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.

5.3.1 Funding available
Applicant Institutions applying for ECKSEP funding may apply for:

- Semester Grants (for outgoing and incoming Students) provided at a rate of $5000 per Student. ECKSEP grants must be provided to Students in full and cannot be divided.
- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

5.3.2 Maximum number of ECKSEP Semester Grants per application
Each Project application may have a maximum of 10 outgoing (Australian) and 10 incoming (overseas) Semester Grants.

There is no requirement to have equal numbers of outgoing and incoming Semester Grants.

5.3.3 Project application
Applicant Institutions will be required to enter the following information into ISEO for each ECKSEP Project application:

- location in which the Project is proposed to be undertaken – note ECKSEP applications must be for a single location, but can include multiple Partner Institutions within that location
- number of outgoing Semester Grants for Australian Students sought (where applicable)
- number of incoming Student Grants for overseas Students sought (where applicable)
- whether a Project Facilitation Subsidy is sought (for each Project application)
- a ranking for each ECKSEP Project against the Applicant Institution’s other ECKSEP Projects (see section 8.4)
- confirmation that the Project will be for Academic Credit
- an explanation of how the location for the Project supports the international mobility goals or strategies of the Applicant Institution (maximum 200 words).
6 Asia Postgraduate Programme

6.1 About Asia Postgraduate Programme

The Asia Postgraduate Programme (Asia Postgrad) provides Short-term and Semester Grants for Postgraduate Students to undertake study overseas that is for Academic Credit or is otherwise a mandatory component of the Student’s course.

Asia Postgrad grants may be used to support Students to participate either in short-term (up to six months) Projects in a relevant field or course of study or semester study in any discipline at a Partner Institution of the Student’s Higher Education Provider. Study may be undertaken in Asian and Pacific locations (see section 1.3.3).

Asia Postgrad Projects must be administered by a Higher Education Provider. Language Support Grants are available for Projects with a language component to assist Students to improve their Asian language competency before and while they are undertaking study in Asia. A Project Facilitation Subsidy is also available to assist Higher Education Providers with costs associated with managing approved Projects.

6.1.1 Aims

The aims of Asia Postgrad are to:

- increase the overall number of Australian postgraduate students with a first-hand study experience of Asia and the Pacific through funding for short-term and semester study opportunities
- encourage more postgraduate students to become more Asia-literate by supporting higher education providers to diversify their mobility offerings in Asia
- enhance the skills and expertise of Australians through access to a variety of study opportunities in Asia and the Pacific
- support increased Asian language competency of Australian postgraduate students, together with increased numbers of students with mobility experiences
- increase collaboration and partnerships between Australian and overseas higher education institutions.

6.2 Eligibility

6.2.1 Eligible institutions

Asia Postgrad funding is provided to Australian Higher Education Providers only.

6.2.2 Eligible Projects – short-term

Eligible Projects will enable Postgraduate Students to participate in a short-term (up to six months) experience in Asia or the Pacific that directly relates to a relevant field of study, and provides Academic Credit or is otherwise a mandatory component of their course.
Applicant Institutions may apply for a range of short-term Projects including: practicums or clinical placements; paid or unpaid internships or work placements; professional entry programmes; research; short-term study; and volunteer projects.

6.2.3 Eligible Projects – semester

Eligible Projects will enable Postgraduate Students to undertake semester study in Asia or the Pacific that directly relates to a relevant field of study, and provides Academic Credit. Tuition fee waiver and Academic Credit transfer are key requirements of semester study under Asia Postgrad.

6.2.3.1 Student exchange agreement

The Australian Higher Education Provider must have a student exchange agreement with a Partner Institution in the location specified before any Student undertakes semester study.

The approved in-country Academic Programme undertaken by the Student who receives a Semester Grant must be undertaken on the campus of a Partner Institution located in the nominated location. The Project cannot be undertaken on a campus of the Partner Institution that is located in a third location or on an overseas campus of the Applicant Institution.

6.2.3.2 Tuition fees at Home Institution

Students who receive an Asia Postgrad Semester Grant must remain enrolled in their Home Institution during their overseas studies. Students remain liable for any tuition fees or student contributions at their Home Institution.

6.2.3.3 Academic Credit transfer

Subject to satisfactory academic progress, the Applicant Institution will grant the Australian Student Academic Credit for their in-country programme.

6.2.4 Eligible Students

A Student participating in an Asia Postgrad Project and receiving a Short-term or Semester Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Higher Education Provider
- be undertaking a postgraduate course at the Applicant Institution at the commencement of the Project that leads to the award of a Masters Degree qualification as defined under level 9 of the AQF
- not have previously received a Short-term or Semester Asia Postgrad grant.

6.2.5 Eligibility for Language Support Grants

Students receiving either a Short-term or Semester Grant under Asia Postgrad are eligible to receive a Language Support Grant. Language Support Grants are only available to support projects in Asian locations. Information regarding Language Support Grants is provided at section 1.4.3.

Higher Education Providers applying for Language Support Grants must answer an additional selection criterion.
6.3 Application process

The following information is specific to Asia Postgrad only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.

6.3.1 Funding available

Applicant Institutions applying for Asia Postgrad funding may apply for:

- Short-term Grants provided at a rate of $2000 per Student. Asia Postgrad Short-term Grants cannot be divided and must be provided in full.
- Semester Grants provided at a rate of $5000 per Student. Asia Postgrad Semester Grants cannot be divided and must be provided in full.
- Language Support Grants provided at a rate of $1000 per Student for a Project that has an Asian language study component. The Language Support Grant must be for a language that is part of the study experience.
- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

6.3.2 Project application – short-term

Applicant Institutions must enter the following information into ISEO for each short-term Asia Postgrad Project application:

- location(s) in which the Project is proposed to be undertaken – a maximum of 10 locations may be selected in ISEO for the Project
- number of Short-term Grants sought – a maximum of 10 grants per Project application
- whether a Project Facilitation Subsidy is sought (for each Project application)
- number of Language Support Grants sought – a maximum of 10 grants per application
- a ranking of each Asia Postgrad short-term application against the Applicant Institution’s other Asia Postgrad short-term applications (see section 8.4)
- information regarding the field of study, qualification level, study experience, project partners (where applicable) and anticipated travel dates
- confirmation that the Project will be for Academic Credit or is otherwise a mandatory component of the Student’s course
- a brief description of the Project (maximum 200 words)
- respond to the three selection criteria at section 8.3, and where relevant, the addition selection criterion for Language Support Grants (at section 8.3.1).

6.3.3 Project application – semester

Applicant Institutions must enter the following information into ISEO for each semester Asia Postgrad Project application:

- location in which the semester Project is proposed – Asia Postgrad semester applications must be for a single location only, but can include multiple Partner Institutions within that location
- number of Semester Grants sought – a maximum of 10 grants per Project application
• whether a Project Facilitation Subsidy is sought (for each Project application)
• number of Language Support Grants sought – a maximum of 10 grants per application
• a ranking of each Asia Postgrad semester application against the Applicant Institution’s other Asia Postgrad semester applications (see section 8.4)
• information regarding the field of study, qualification level, study experience, project partners (where applicable) and anticipated travel dates
• a brief description of the Project (maximum 200 words)
• confirmation that the Project will be for Academic Credit
• respond to the three selection criteria at section 8.3, and where relevant, the addition selection criterion for Language Support Grants (at section 8.3.1).
7 Asia Vocational Education and Training Programme

7.1 About Asia Vocational Education and Training Programme

The Asia Vocational Education and Training Programme (Asia VET) provides Short-term Grants for VET Students to undertake study overseas that is for Academic Credit or is otherwise a mandatory component of the Student’s course.

Asia VET grants support Students to participate in short-term (up to six months) Projects in a relevant field or course of study. Study may be undertaken in Asian and Pacific locations (see section 1.3.3).

Asia VET Projects must be administered by a Registered Training Organisation (RTO). Language Support Grants are available for Projects with a language component to assist Students to improve their Asian language competency before and while they are undertaking study in Asia. A Project Facilitation Subsidy is also available to assist RTOs with costs associated with managing approved Projects.

7.1.1 Aims

The aims of Asia VET are to:

- increase the overall number of Australian VET students with a first-hand study experience of Asia and the Pacific through funding for short-term study opportunities
- encourage more VET students to become Asia-literate by supporting RTOs to diversify their mobility offerings in Asia
- enhance the skills and expertise of Australians through access to a variety of study opportunities in Asia and the Pacific
- support increased Asian language competency of Australian VET students, together with increased numbers of students with mobility experiences
- increase collaboration and partnerships between Australian and overseas vocational education institutions.

7.2 Eligibility

7.2.1 Eligible institutions

Asia VET funding is provided to Australian public and private RTOs only.

7.2.2 Eligible Projects

Eligible Projects will enable Students to participate in a short-term (up to six months) experience in Asia or the Pacific that directly relates to a relevant course or field of study and provides Academic Credit or is otherwise a mandatory component of their course.

Applicant Institutions may apply for a range of Projects including: practicum or clinical placements; paid or unpaid internships or work placements; professional entry programmes; research experiences; short-term study experiences; and volunteer projects.
7.2.3 Eligible Students
A Student participating in an Asia VET Project and receiving a Short-term Grant must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian RTO
- be undertaking a course at the Applicant Institution at the commencement of the Project that leads to the award of one of the following VET qualifications: Certificate IV; Diploma; Advanced Diploma; Graduate Certificate; or Graduate Diploma
- not have previously received an Asia VET grant.

7.2.4 Eligibility for Language Support Grants
Students receiving a Short-term Grant under Asia VET are eligible to receive a Language Support Grant. Language Support Grants are only available to support projects in Asian locations. Information regarding Language Support Grants is provided at section 1.4.3.

RTOs applying for Language Support Grants must answer an additional selection criterion.

7.3 Application process
The following information is specific to Asia VET only. This section should be read in conjunction with section 8 – Information for Applicant Institutions.

7.3.1 Funding available
Applicant Institutions applying for Asia VET funding may apply for:

- Short-term Grants provided at a rate of $2000 per Student. Asia VET grants cannot be divided and must be provided to the Student in full.
- Language Support Grants provided at a rate of $1000 per Student for a Project that has an Asian language study component. The Language Support Grant must be for a language that is part of the study experience.
- Project Facilitation Subsidy (for institutions) provided at a rate of $1500 per funded Project.

7.3.2 Project application
Applicant Institutions will be required to enter the following information into ISEO for each Asia VET Project application:

- location(s) in which the short-term Project is proposed to be undertaken – a maximum of 10 locations may be selected in ISEO for the Project
- number of Short-term Grants sought – a maximum of 10 grants per Project application
- whether a Project Facilitation Subsidy is sought
- number of Language Support Grants sought – a maximum of 10 grants per application
- a ranking of each Asia VET application against the Applicant Institution’s other Asia VET applications (see section 8.4)
- information regarding the field of study, qualification level, study experience, project partners (where applicable) and anticipated travel dates
• a brief description of the Project (maximum 200 words)
• confirmation that the Project will be for Academic Credit or is otherwise a mandatory component of the Student’s course
• respond to the three selection criteria at section 8.3, and where relevant, the addition selection criterion for Language Support Grants (at section 8.3.1).
8 Information for Applicant Institutions

8.1 Timeline

The following table summarises the key dates for the 2017 round of Endeavour Mobility Grants.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 April 2016</td>
<td>Application round opens</td>
</tr>
<tr>
<td>10 June 2016</td>
<td>Application round closes</td>
</tr>
<tr>
<td>August / September 2016</td>
<td>Application Institutions notified of outcomes and funding offers made</td>
</tr>
<tr>
<td></td>
<td><em>Signed Project Schedules and invoices due four weeks after offers are made</em></td>
</tr>
<tr>
<td>1 January 2017</td>
<td>All Students participating in 2017 Projects may commence overseas studies</td>
</tr>
<tr>
<td>1 March 2018</td>
<td>Completion date and Project acquittal reports due for Short-term Projects</td>
</tr>
<tr>
<td>31 August 2018</td>
<td>Completion date and Project acquittal reports due for Semester Projects</td>
</tr>
</tbody>
</table>

8.2 Application process

In the 2017 round of Endeavour Mobility Grants, all Tertiary Education Providers will apply through a single application point on International Student Exchange Online (ISEO)16 – the Department’s online application and project management system. The application process has been streamlined and ISEO will assist Applicant Institutions to identify and apply under the relevant student mobility programme for Undergraduate, Postgraduate and VET Students.

8.2.1 Lodgement of applications

Applications must be lodged via ISEO by 11.59 PM AEST Friday, 10 June 2016.

Any applications for the 2017 round of Endeavour Mobility Grants received after the closing date of 11.59 PM AEST on 10 June 2016 will be deemed ineligible and will not be considered for funding.

8.2.2 ISEO

Each Tertiary Education Provider can nominate multiple officers to have access to ISEO; however the nominated International Liaison Officer (ILO) is the only person that can submit applications in ISEO.

A user guide will be made available through ISEO providing detailed instructions on using the ISEO system, including how to apply under the 2017 round.

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16 iseo.education.gov.au
8.3 Selection criteria

Applicant Institutions applying for funding under all student mobility programmes, except ISEP and ECKSEP, are required to address the following three selection criteria. Weightings and word limits apply to each criterion. The information in italics is provided as a guide only to assist Applicant Institutions in preparing applications.

Criterion 1
(50 per cent weighting; 300 words)
Outline the desired outcomes of the Project and the relevance of the Project to the participating Students’ field or course of study.

An objective of Endeavour Mobility Grants is to support Students to study overseas as part of their qualification. Applicant Institutions should describe how the Project is relevant to Students’ studies. Responses should include examples of what Students will do as part of the Project and describe the unique opportunities the overseas study will provide. Responses should articulate why the location and/or partner has been selected. Applicant Institutions should also consider the specific programme aims in addressing this criterion.

Criterion 2
(40 per cent weighting; 200 words)
Outline how the institution will manage the Project successfully and engage Students in the Project.

This criterion is seeking information about the viability of the Project, including the interest of Students and project partners to engage in the Project. Applicant Institutions should describe how the Project will be developed and managed, and what strategies will be used to ensure positive learning outcomes for Students. Responses may include information about how the Project will increase mobility opportunities for Students and strengthen institutional capacity to collaborate and partner with overseas education providers and other organisations.

Criterion 3
(10 per cent weighting; 150 words)
Describe how the institution will encourage the participation and success of Students from identified disadvantaged backgrounds in the Project.

Applicant Institutions should describe what strategies or activities will be used to ensure, where possible, representation and success of Students from identified disadvantaged and low SES backgrounds in the Project. Responses should include information about what approaches the Applicant Institution will use to increase access, participation and success of Students from disadvantaged backgrounds in the Project. This may include information about what institutional support services will be offered.

Refer to section 1.5.2 of the Guidelines for further information about Students from disadvantaged and low SES backgrounds.
8.3.1 Language Support Grants selection criteria

The following selection criteria only relates to Projects including Language Support Grants under the Asia Postgrad and Asia VET Programmes (see section 6 and 7 respectively).

Language Support Grant Criterion

Please indicate which Asian language will be studied and provide details of when the language study will be undertaken (concurrently or prior to the mobility Project) and which institution or organisation will deliver the training (if known) (150 words).

Responses should describe the proposed language study, including the benefits to Students, proposed duration and information about the institution or organisation that will deliver the training.

This criterion will be assessed as either ‘met’ or ‘not met’.

8.4 Application rankings

Applicant Institutions should be aware that ISEO will automatically rank all applications from the same student mobility programme based on the order the applications are entered into the system. Applicant Institutions should review and, if require, edit these rankings. Applications can be ranked at any time after they are created, and rankings may be changed at any time up until the round closes.

The rankings assist the Department with the allocation of funds based on the Project’s strategic value to the Applicant Institution and in line with the Government’s objectives for Endeavour Mobility Grants.

8.5 Assessment and selection process

Projects will be selected for funding through a competitive, merit-based assessment and selection process conducted by the Department. The assessment and selection process for each Endeavour Mobility Grants student mobility programme is below.

In considering the final allocation of funding the Department will also consider:

- value for public money in line with the Endeavour Mobility Grants’ objectives
- if an Applicant Institution has failed to comply with reporting requirements, including having unacquitted Projects from previous funding rounds
- an Applicant Institution’s history in refunding unallocated grants.

8.5.1 Outgoing mobility programmes

For all outgoing student mobility programmes, excluding ISEP and ECKSEP, the following steps will be undertaken as part of the selection process:

- Applications will be assessed by the Department to determine if the application is eligible for funding.
- Applications will be considered on merit; that is, assessed by a selection panel against the selection criteria and scored out of 100.
• Based on the score, an application will be deemed as ‘highly suitable’; ‘suitable’; or ‘not suitable’.

Applications will then be selected for funding, to the limit of available funding, using the following process:

• Applications rated as ‘highly suitable’ will be reviewed against the Applicant Institution’s Project ranking. Priority will be given to funding Projects that are rated as ‘highly suitable’ and are ranked highly by the Applicant Institution.

• Applications deemed ‘suitable’ will be selected based on their score with preference given to: (i) the Applicant Institution’s ranking of the Project; and (ii) Projects that are equally ranked, the promotion of diversity in locations and fields of study.

8.5.2 Semester exchange mobility programmes

8.5.2.1 ISEP

ISEP applications will be assessed by the Department to determine if the application is eligible for funding. Priority will be given to fund ISEP Projects that are ranked highly by Applicant Institutions and ensuring an equitable distribution of Semester Grants across all institutions that have applied. This process will continue until all suitable Projects have been funded or no funding remains.

8.5.2.2 ECKSEP

ECKSEP applications will be assessed by the Department to determine if the application is eligible for funding. Priority will be given to fund ECKSEP Projects that are ranked highly by Applicant Institutions and ensuring the Department meets the contractual requirement that two-thirds of ECKSEP grants support student exchanges in China and Hong Kong (see section 5.1). This process will continue until all suitable Projects have been funded or no funding remains.

8.5.3 Merit list

The selection process will be used to determine a merit list of unfunded applications. This merit list may be used if additional funds become available.

8.5.4 Selection panel

The selection panel will include officers within the Department that have commensurate skills and experience to assess Project applications. Departmental officers are required to complete an employee declaration statement to cover issues associated with conflicts of interest.

To ensure consistent assessment of applications, members of the selection panel will score each application out of 100 using an assessment scale. An assessors’ guide will be provided to all members of the selection panel articulating how each selection criteria must be assessed.

8.5.5 Programme delegate

A final list of mobility Projects recommended for funding by the selection panel will be provided to the Endeavour Mobility Grants Delegate for final approval.

The Minister for Tourism and International Education will be advised of the outcomes of the 2017 round before funding offers are made.
8.6 Funded Projects

8.6.1 Acceptance process

The Department will advise ILOs of the outcomes of successful application(s) with offers made through ISEO for each Project.

The Department reserves the right to offer partial funding to selected applications.

Once an offer has been made it is final and the Department will not enter into negotiations about the nature of the funding offer.

Tertiary Education Providers must accept or decline offers through ISEO by the date specified in the offer. A funding offer may, at the discretion of the Department, be deemed void and thereby revoked, if the offer is not accepted by the date specified by the Department.

8.6.2 Publication of funded Projects

All funded Projects will be listed on the Department’s website within fourteen business days of the date of effect of the Project. In accordance with section 9.2.1, this may include institution details, funding amount, location and number of funded Students.

Information about all funded Projects, including location, number of participating Students and the Project’s description will also be made available to the Australian Government’s overseas posts.

8.6.3 Promotion of Endeavour Mobility Grants

When requested by the Department, it is the responsibility of the Funding Recipient to seek and receive appropriate consent from Students for their details and images to be used by the Department for promotion of Endeavour Mobility Grants. This may include use in promotional material, information and publications in hardcopy and/or on the internet. Applicant Institutions must retain a record of the Student’s consent.

8.6.4 Acknowledgment of Australian Government funding

All Tertiary Education Providers receiving funding through Endeavour Mobility Grants are required to inform all stakeholders, including Students, that the grants are funded by the Australian Government Department of Education and Training, through Endeavour Mobility Grants. This includes acknowledgement in all publications, promotional materials and activities related to the Project.

Additional acknowledgment requirements apply to Higher Education Providers receiving funding under ECKSEP. These requirements are detailed in the ECKSEP Project Schedule.

8.7 Funding framework

Funding Recipients will be required to enter into a Deed for Student Mobility Programmes (Deed). If a Funding Recipient does not currently have a Deed under which funding may be provided, then a Deed will need to be entered into. No offer of funding can be made without an executed Deed.

Funding Recipients will also be required to enter into an agreement for each mobility Project. In order to conclude an agreement for a mobility Project, a Project Schedule (as defined in the Deed) will need to be agreed between the parties (according to the terms of the Deed).
The agreement for a Project will contain an obligation that both parties must comply with these Guidelines, which may be amended by the Department from time to time. To the extent of any inconsistency between the agreement and the Guidelines, the agreement will prevail.

If a Project starts before the Project Schedule is executed, the Department will not be liable for any expenditure incurred before the date of execution.

8.8 Payment of funding

A correctly rendered invoice and signed Project Schedule must be provided to the Department prior to payment of funding being made.

Any Project funding regardless of any offer having being made may, at the discretion of the Department, be deemed void and thereby revoked, if the required Project Schedule and invoice is not received by the date specified by the Department.

8.9 Management of underperformance

In the case of underperformance against the requirements of an agreement for a Project, the Department may take remedial action including:

- consultation and negotiation with the Funding Recipient
- referral to proper authorities for investigation of improper use of funds.

8.10 Project variation

A request for variation to a Project will only be considered if it:

- is consistent with the Endeavour Mobility Grants’ objectives and the relevant student mobility programme’s aims
- is as close as is reasonable to the originally approved and funded Project as set out in the application and Project Schedule, and
- is otherwise consistent with the requirements regarding use of Australian Government funding including the Commonwealth Grants Guidelines and Rules, the Public Governance, Performance and Accountability Act 2013 and any other relevant governing policies for the disbursement of Australian Government grants funding.

A Funding Recipient considering a variation to the Project should first consider the information provided in the Endeavour Mobility Grants Variation Guide available on ISEO.

Variation requests the Department considers to be a new project proposal will not be approved.

Where a mobility Project cannot be varied to the satisfaction of the Funding Recipient and the Department, the Department will request that Project funding be refunded.
8.11 Reporting and funding acquittal requirements

8.11.1 Student details
For each Project, Funding Recipients must enter in ISEO the following information for each Student:

- **Student details** including: Student Identification Code (E313) or Unique Student Identifier\(^{17}\) (as applicable); name; gender; and email address
- **Travel details** including: location; field of study; qualification level; start and end dates; and project partners.

It is the responsibility of the Funding Recipient to seek and receive appropriate consent from Students for their contact details to be shared. Funding Recipients must retain a record of the Student’s consent. Funding recipients must indicate that all Students have consented to their information being shared with the Department and other recipients list at section 9.3.

8.11.1.1 ECKSEP projects – additional requirements
For ECKSEP Projects, the Student detail requirements outlined in section 8.11.1 must be submitted into the student details report in ISEO at least three weeks before the Student(s) is expected to travel.

In accordance with section 9.3, this information will be provided to Powercor Australia Ltd, representing Cheung Kong in Australia, for the purpose of inviting Students to Cheung Kong functions and events held in Australia and overseas. Where information is not provided by the required date, Funding Recipients and Students may miss out on these opportunities.

8.11.2 Completion report
A completion report must be submitted for all funded Projects by the specified Completion Date.

The completion report, which must be submitted through ISEO, requires information on grant recipients who received a Student Grant. This may include the name, gender, study location, field of study, Home Institution, qualification level and travel dates for each Student. Where applicable, Partner Institution details are also required.

The completion report will also require provision of declarations including but not limited to:

- the Funding Recipient has spent the funding amount in accordance with the agreement and, if applicable, any unspent funds will be refunded to the Department
- the Funding Recipient acknowledges that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

8.11.3 Repayment of funding
Any funding that remains unallocated by the Completion Date is required to be refunded to the Department. An invoice will be issued by the Department to the Funding Recipient for the outstanding amount. In some exceptional circumstances, and at the discretion of the Department, negotiations over funding repayments may be considered.

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\(^{17}\) [www.usi.gov.au](http://www.usi.gov.au)
The provision of student details in ISEO prior to the Completion Date will allow the Department to invite Students to Endeavour Mobility Grants related functions and events held in Australia and overseas (see section 9.3).

Completion reports should be submitted as soon as all funding has been allocated and the last Student has departed Australia or their home location to commence study. Funding Recipients are encouraged to submit completion reports throughout the funding period. Completion reports must be submitted by no later than the Completion Date.

Institutions that fail to comply with reporting requirements, at the discretion of the Department, may not be considered for funding in future rounds.

Institutions’ history in refunding unallocated grants may also be considered in the final allocation of funding.
9 Other information

9.1 Complaints and feedback

The Department will not accept responsibility for any misunderstanding arising from the failure by an Applicant Institution to comply with these Guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

Complaints, inquiries and feedback in relation to the processing of applications should be sent to student.mobility@education.gov.au.

If an Applicant Institution is dissatisfied with the administration of Endeavour Mobility Grants, concerns may be raised with the Department or the Commonwealth Ombudsman. The Ombudsman will generally prefer that the Department be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072, by email at ombudsman@ombudsman.gov.au or by post at:

The Commonwealth Ombudsman
GPO Box 442
CANBERRA ACT 2601

Due to the large number of applications usually received, the Department does not provide individual feedback on why an application was unsuccessful. Applicant Institutions will be provided with general feedback on why applications were considered unsuitable for funding if requested.

Appeals against selection decisions will not be considered.

Applicant Institutions are responsible for all costs incurred in the preparation and lodgement of their applications.

9.2 Disclosure of information

The use and disclosure of information provided to the Department by Tertiary Education Providers for Endeavour Mobility Grants is regulated by legislation including the Public Service Act 1999 (Cth), the Privacy Act 1988 (Cth), the Crimes Act 1914 (Cth), the Criminal Code Act 1995 (Cth) and the Freedom of Information Act 1982 (Cth), as well as the common law.

9.2.1 Information to be announced

The Department may publicly announce details of funded Projects, including but not limited to:

- the names of Projects, the Australian Tertiary Education Provider and Partner Institution(s)
- a brief description of study areas being supported (and their timing) through the Projects, and
- the amount of funding awarded.
9.3 Privacy

The Department and its staff are bound by the provisions of the Privacy Act 1988 (Cth) (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles, which prescribe the rules for handling personal information.

Personal information provided to the Department in relation to Projects under Endeavour Mobility Grants will be used only for the following purposes (‘the purposes’):

- administering and performance monitoring Endeavour Mobility Grants
- promoting Endeavour Mobility Grants, including in promotional material, information and publications in hardcopy and/or on the internet, and
- to invite Students to Endeavour Mobility Grants related functions and events held in Australia and overseas.

The Department may disclose Personal Information in relation to Projects under Endeavour Mobility Grants for the same purposes listed above to the following recipients:

- other Australian Government departments and agencies
- Australian parliamentarians and parliamentary committees
- contractors and agents of the Department
- where relevant (for ECKSEP), and where consent has been provided, Powercor Australia Ltd (representing Cheung Kong in Australia)
- in publicly available promotional material, information and publications in hardcopy and/or on the internet.

The Department will not otherwise use or disclose the Personal Information for a purpose other than that identified in the Guidelines, except as allowed under Australian law.

For more information on privacy, including information on handling of personal information, how someone can access or correct Personal Information, or how to make a complaint, go to www.education.gov.au/privacy or contact privacy@education.gov.au.

9.4 Confidentiality

9.4.1 Identification of confidential information

Information which satisfies the four criteria listed below will be treated by the Australian Government as confidential information:

- the information to be protected has been clearly identified by the Applicant Institution
- the information is commercially sensitive
- the disclosure of the information would cause unreasonable detriment to the Applicant Institution or another party, and
- the information was provided by the Applicant Institution under an understanding that it would remain confidential.
Confidential information also includes information designated by the Department as confidential or that either party knows or ought to know is confidential. This does not include information that is otherwise in the public domain.

Applicant Institutions must ensure that they clearly mark information in their application that is confidential and explain why it should be treated as confidential information.

9.4.2 Use of confidential information

Even if information belonging to the Applicant Institution is marked confidential, it may be used by the Department and other parts of the Australian Government.

The confidential information will be disclosed to Department employees and contractors and agents for the purposes of determining the suitability of Projects.

In addition to the above, the Department of may disclose the confidential information to:

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister(s)
- a House or a Committee of the Parliament of the Commonwealth of Australia
- a third party contractor engaged by the Department for audit-related purposes
- other Australian Government agencies for law enforcement purposes, where the disclosure will serve the Australian Government’s legitimate interests and, if necessary, to substantiate an Applicant Institution’s claims, or
- a technical, financial, economic and/or industry expert (including auditors) from whom the Department wishes to seek advice.

Confidential information may also be disclosed if the Australian Government is otherwise required or permitted by law to do so (for example in accordance with the provisions of the Freedom of Information Act 1982 (Cth) (FOI Act)), where the consent of the Tertiary Education Provider and/or Student to the release of information is obtained prior to its disclosure, or where the information enters the public domain due to the actions of someone other than the Australian Government. Personal Information will be handled in accordance with the Australian Privacy Principles contained in the Privacy Act.

9.5 Freedom of Information

The FOI Act provides a legally enforceable right to government documents, including documents with regard to Endeavour Mobility Grants.

Decisions regarding requests for access under the FOI Act are made by authorised FOI decision-makers in accordance with the requirements of the FOI Act.

The right of access to documents is subject to exemptions, including in relation to personal and business information. In certain circumstances where documents within the scope of an FOI request contain personal information or information which relates to the business, commercial or financial affairs of third parties, the FOI Act requires the decision-maker to consult with the individuals and business affected prior to making any decision on access to such documents.
Requests under the FOI Act should be made to the FOI Team Leader at foi@education.gov.au.

For information on making a request under the FOI Act for access to information in the Department’s possession please refer to the FOI information on the Department’s webpage.\(^{18}\)

Complaints about the Department’s actions under the FOI Act can be made by telephone to the Information Commissioner on 1300 363 992.

### 9.6  Offence to provide false or misleading information

Tertiary Education Providers should be aware that giving false or misleading information to the Commonwealth is a serious offence under the *Criminal Code Act 1995* (Cth).

Applications may be disregarded, offers revoked or a Project terminated if it is the belief of the Department that false or misleading information has formed a component of an application.

### 9.7  Evaluation

Programme evaluation is an ongoing activity with the Department. As such, the Department may use any information it collects for performance monitoring and management of Endeavour Mobility Grants.

Programme stakeholders may be asked to participate in evaluation of Endeavour Mobility Grants, including Applicant Institutions and Students.

### 9.8  Conflict of interest

The Australian Public Service (APS) Code of Conduct (section 13(7) of the *Public Service Act 1999*) requires that APS employees disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their APS employment. It is also in the interests of all employees that the firms and people we do business with are confident that we act in accordance with the Code of Conduct and do not make improper use of information.

There is also an obligation under the *Public Service Regulations 1999* on employees not to disclose any information about public business or anything of which the employee has official knowledge and, under the *Crimes Act 1914* (Cth), it is an offence for an employee to publish or communicate such information.

Applicant Institutions are required to disclose any conflict of interest that may impact on their application.

### 9.9  Further information

If you require further information on Endeavour Mobility Grants administrative matters, including eligibility, applications and funding arrangements please contact the Student Mobility Team at student.mobility@education.gov.au.

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