

Endeavour Mobility Grants

Guidelines

2018 Round

Closing date for applications: 14 June 2017



These Guidelines provide information for eligible Australian Tertiary Education Providers applying for Student Grants under the following student mobility sub-programs within Endeavour Mobility Grants:

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

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Definitions

Terms used throughout the Endeavour Mobility Grants Guidelines are listed below.

Applicant Institution	The Australian Tertiary Education Provider applying for Endeavour Mobility Grants funding.
Asia locations	Locations as categorised in section 1.4.3.
Asia Postgraduate Program (Asia Postgrad)	Formerly known as AsiaBound Grants Program.
Asia Vocational Education and Training Program (Asia VET)	Formerly known as AsiaBound Grants Program.
Completion Date	The date by which all reporting activities for the Project must be completed.
Conflict of Interest	Real, apparent or potential private or personal associations or interests (financial or non-financial) which improperly influence, or may improperly influence, an Applicant's performance of their roles and responsibilities in relation to the Endeavour Mobility Grants program.
Deed for Student Mobility Programmes (Deed)	The 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.
Department, the	Australian Government Department of Education and Training.
Endeavour Mobility Grants Delegate	The Branch Manager at the Department with responsibility for Endeavour Mobility Grants.
Field of Study	Broad field of Education as defined at: http://www.abs.gov.au/ausstats/abs@.nsf/0/6F7B290C736FB0E8CA256AAF001FCA5B?opendocument
Full-time	Full-time study is at least 0.66 equivalent full-time student Load (EFTSL) for a year, as defined under the <i>Higher Education Support Act 2003</i> . ¹ This equates to 0.33 EFTSL for a Semester. This is a threshold requirement, and the Applicant Institution is free to apply a higher EFTSL requirement at its own discretion.
Funding Recipient	A successful Applicant Institution.
Global locations	Locations as categorised in section 1.4.3.
Higher Education Provider	Approved as an Australian Higher Education Provider under the <i>Higher Education Support Act 2003</i> .
Home Institution	The Tertiary Education Provider in which the Student is enrolled on an ongoing basis.
International Liaison Officer (ILO)	The ILO is the Department's point of contact at the Applicant Institution.
International Student Exchange Online ² (ISEO)	The Department's online system for applying for funding and student mobility program management described at section 8.2.2.

¹ For further information on determining EFTSL, please refer to the Department of Education and Training's Higher Education Administrative Information for Providers policy document at <http://docs.education.gov.au/documents/higher-education-providers-administrative-information-providers-aip>

² iseo.education.gov.au

International Student Exchange Program (ISEP)	Formerly known as Endeavour Student Exchange Program (ESEP) and Australian University Mobility in Asia and the Pacific Student Exchange Program (UMAP).
Language Support Grant	A \$1000 Student Grant as described in section 1.3.3.
Pacific locations	Locations as categorised in section 1.4.3.
Partner Institution	The overseas higher education institution the ISEP or ECKSEP Grant holder will attend for the duration of the semester Project.
Postgraduate	Student undertaking a Masters Degree qualification as defined under level 9 of the Australian Qualifications Framework.
Project	Activities conducted in overseas locations for which an Applicant Institution seeks funding, and in which Students' participation is enabled by Student Grants.
Project Facilitation Subsidy	A \$1500 subsidy as described in section 1.3.3.
Project Schedule	The Project Schedule is an agreement detailing the specifics of each Project for which the Department provides funding support under any given round.
Registered Training Organisation (RTO)	A Registered Training Organisation (RTO) 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 (VET) courses. As part of their registration, RTOs are listed on the National Register of VET at training.gov.au .
Semester	As defined by the Partner Institution. The Partner Institution may operate trimesters rather than Semesters. However, for the purposes of these Guidelines the Study Period must be Full-time and for no less than 10 weeks and no greater than 20 weeks.
Semester Grant	A \$5000 Student Grant as described in section 1.3.3.
Short-term Grant	A \$2000 or \$2500 Student Grant as described in section 1.3.3.
Student	A Student who is enrolled and undertaking a course of study at the Applicant or Partner Institution at the commencement and throughout the Project and is the beneficiary of a Student Grant.
Student Grant	A Short-term Grant, Semester Grant or Language Support Grant, which is awarded to a Student for participating in an Endeavour Mobility Grants Project.
Student Mobility Team	The team at the Department with responsibility for the management of Endeavour Mobility Grants.
Study Period	A period of study as defined by the Home Institution.
Tertiary Education Providers	Refers to both Higher Education Providers and Registered Training Organisations as defined in these Guidelines.
Undergraduate	Student undertaking a qualification as defined under level 7 or level 8 of the Australian Qualifications Framework.
VET Student	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 (as defined under level 4, level 5, level 6 or level 8 of the AQF).

Acronyms

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

Asia Postgrad	Asia Postgraduate Program
Asia VET	Asia Vocational Education and Training Program
AQF	Australian Qualifications Framework ³
ECKSEP	Endeavour Cheung Kong Student Exchange Program
FOI	Freedom of Information
ILO	International Liaison Officer
ISEO	International Student Exchange Online
ISEP	International Student Exchange Program
RTO	Registered Training Organisation
STMP	Study Overseas Short-term Mobility Program
VET	Vocational Education and Training
VET Outbound	Vocational Education and Training Outbound Mobility Program

³ www.aqf.edu.au

PART A OVERVIEW

1 Overview of Endeavour Mobility Grants

1.1 Purpose of Guidelines

The Endeavour Mobility Grants Guidelines (the Guidelines) provide information about the 2018 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 sub-programs that comprise Endeavour Mobility Grants, the eligibility requirements and the funding available.
- **Part B** offers specific program information for Applicant Institutions seeking to support Students to study in Global locations.
- **Part C** offers specific program 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 2018 funding. FAQs are available on the International Education website.⁴

Applications for the 2018 round of Endeavour Mobility Grants must be submitted by **11.59 PM Australian Eastern Standard Time (AEST) on 14 June 2017**. 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 tertiary education institutions to provide undergraduate, postgraduate and vocational education and training (VET) students with 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.

⁴ internationaleducation.gov.au/endeavourmobility

Endeavour Mobility Grants comprises the following sub-programs:

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

Administered by the Department of Education and Training (the Department), Endeavour Mobility Grants, together with Endeavour Scholarships and Fellowships,⁵ 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.

1.2.1 Objectives

The objectives of the Endeavour Mobility Grants program are to:

- support students to study overseas as part of their qualification, where the study will provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled
- 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.

1.3 Endeavour Mobility Grants funding

1.3.1 Budget

The program provides funding to Australian tertiary education providers which in turn provide grants to Australian students to enable their participation in mobility Projects. The purpose of this funding is to meet the objectives of Endeavour Mobility Grants as set out in Section 1.2.1.

In the 2018 round, Endeavour Mobility Grants has a budget of approximately \$8.3 million to fund Projects across all six student mobility sub-programs that comprise the Endeavour Mobility Grants program. This includes \$625,000 contributed by Cheung Kong.⁶

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

Approximately \$3.2 million is available to support Projects under the global sub-programs.

⁵ internationaleducation.gov.au/endeavour

⁶ Cheung Kong contributes \$625,000 each round to jointly fund the Endeavour Cheung Kong Student Exchange Program.

Funding is provided to eligible Applicant Institutions to support Projects that best represent value for public money in line with the objectives of Endeavour Mobility Grants.

In the event that the funding limit for a sub-program is not reached, either because of a lack of demand or because applications are deemed unsuitable or do not represent value for money, the remaining funding will be allocated at the department's discretion.

1.3.2 Equal opportunity

All Applicant Institutions are strongly encouraged to actively support the participation and success of a diverse range of students⁷ including those with a disability, Aboriginal or Torres Strait Islander students and students from low socio-economic (SES) backgrounds⁸ as potential participants in mobility Projects. This includes the provision of support services to members of these groups in an appropriate and culturally sensitive manner.

1.3.3 Project and student grants

Under the 2018 round, four types of funding are available:

1. **Short-term Grants** are designed to offset some of the costs to Students participating in a short-term Project up to six months in duration.
 - \$2000 per Student for short-term Projects in Asia and Pacific locations.
 - \$2500 per Student for short-term Projects in Global locations.
2. **Semester Grants** 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.
 - \$5000 per Student for semester Projects in Global, Asia and Pacific locations.
3. **Language Support Grants** 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.
 - \$1000 per Student for Projects that involve Asian language study.
4. **Project Facilitation Subsidies** are non-acquittable 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.
 - \$1500 per Project.

1.3.4 Funding duration

Funding is available to support Projects undertaken between 1 January 2018 and 1 March 2019 for Short-term Grants and 1 January 2018 and 31 August 2019 for Semester Grants, in accordance with the timeline at section 8.1.

⁷ Diverse student groups including but not limited to Aboriginal and Torres Strait Islander students, students from Low Socio-economic Status backgrounds, students from regional /remote areas, students across the genders, women studying in non-traditional areas (WINTA), students with disability and students from non-English speaking backgrounds (NESB).

⁸ Students who are from a low SES background, as measured by the lowest quartile of the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) measured at Statistical Area 1 (SA1) level.

1.3.5 Use of funds

Funding Recipients must use Student Grant funding for the sole purpose of providing grants directly to Students to enable their participation in a Project. Funding Recipients are responsible for assessing Student's eligibility (section 1.4.2) and determining how eligible Students are chosen to receive funding, however the selection process used by the Funding Recipient must be fair, independent and transparent.

Where a Funding Recipient 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 Funding Recipient 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.

Funding Recipients cannot use the funding provided for Student Grants for administrative costs or other non-student specific costs.

Funding Recipients must provide services to Students in relation to the Endeavour Mobility Grants program that are high quality and fully compliant with the program and their Deeds. Other key compliance requirements are set out in section 1 of Appendix B.

1.3.6 Document retention

Funding Recipients must hold and maintain appropriate and adequate records for seven years after the Project to satisfy all claims, auditing compliance reporting, and review and evaluation requirements. Examples of records and further information regarding record-keeping are detailed in section 2 of Appendix B.

1.4 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.

1.4.1 Eligible Tertiary Education Providers

All Australian Higher Education Providers⁹ and Registered Training Organisations¹⁰ may apply for funding to support Students to study overseas.

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

⁹ Approved as an Australian Higher Education Provider under the *Higher Education Support Act 2003*.

¹⁰ Public and private training providers registered by the Australian Skills Quality Authority (or a state regulator) to deliver Vocational Education and Training services.

Sub-Program	Section	Higher Education Provider	Registered Training Organisation
International Student Exchange Program	2	✓	X
Study Overseas Short-term Mobility Program	3		
Vocational Education and Training Outbound Mobility Program	4	X	✓
Endeavour Cheung Kong Student Exchange Program	5	✓	X
Asia Postgraduate Program	6		
Asia Vocational Education and Training Program	7	X	✓

1.4.2 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: a VET Certificate IV, Diploma, Advanced Diploma, Graduate Certificate, or Graduate Diploma (as defined under level 4, level 5, level 6 or level 8 of the AQF).

Overseas Students may participate in the semester exchange sub-programs – International Student Exchange Program and Endeavour Cheung Kong Student Exchange Program. Refer to sections 2 and 5 respectively for additional information.

Students must not receive more than one grant under each mobility sub-program (note that references to the grants sub-programs throughout this document should also be taken to include any previous names for the grant sub-program. For example, a Student who has previously received an AsiaBound VET grant would be ineligible for an Asia VET grant. Previous names are listed under the relevant grant sub-programs in the definitions section of this document for ease of reference).

Specific sub-programs support Undergraduate, Postgraduate and VET Students. Applicant Institutions should refer to the program-specific eligibility requirements outlined in sections 2 to 7 of the Guidelines.

1.4.3 Eligible locations

Reflecting the application process in ISEO (see section 8.2), the student mobility sub-programs are grouped as global sub-programs (Part B) and Asia sub-programs (Part C) in the Guidelines. The Asia sub-programs 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.

Locations	
Global	All locations ¹¹ excluding applicable Asia and Pacific locations.
Asia	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
Pacific	Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

The Endeavour Cheung Kong Student Exchange Program (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 website¹² recommends 'Do not travel' will not be permitted.

1.5 Student Welfare

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 8.10 by obtaining written approval from the Department to vary the Project) or refund the Project funding to the Department.

¹¹ The Australian Bureau of Statistics' Standard Australian Classification of Countries (SACC), 2011 version 2.2 - Table 1.3 can be found at www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1269.02011?OpenDocument. The SACC provides Applicant Institutions with a list of locations that may be supported under Endeavour Mobility Grants.

¹² www.smartraveller.gov.au

Funding Recipients 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. Funding Recipients 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.¹³

¹³ internationaleducation.gov.au/endeavourmobility

PART B GLOBAL SUB-PROGRAMS

Part B of the Guidelines provides specific program 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 2018 round, approximately \$3.2 million is available to support Projects to Global locations.

As identified in the following table, sub-programs are available to support Undergraduate, Postgraduate or VET Students. Further information about eligible locations is provided in section 1.4.3.

	Undergraduate			Postgraduate			VET		
	Global	Asia	Pacific	Global	Asia	Pacific	Global	Asia	Pacific
International Student Exchange Program	✓	X		✓	X		N/A		
Study Overseas Short-term Mobility Program	✓			✓					
Vocational Education and Training Outbound Mobility Program	N/A			N/A			✓	X	

Section 2 offers information about the **International Student Exchange Program (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 Program (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 Program (VET Outbound)**. VET Outbound grants are available for VET Students and support short-term (up to six months) study.

2 International Student Exchange Program

2.1 About International Student Exchange Program

The International Student Exchange Program (ISEP) provides Semester Grants for Undergraduate and Postgraduate Students (outgoing and incoming) to undertake study overseas that will provide credit towards the Australian course of study in which the student is enrolled.

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 1.4.3).

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 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 programs 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 program 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 program 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 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 course (leading to a qualification under level 7 or level 8 of the AQF) or a postgraduate course (leading to a 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 under a current or past ISEP program.

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 under a current or past ISEP program.

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 Credit transfer

Subject to satisfactory academic progress, the Applicant Institution will grant the Australian Student credit for their in-country program.

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. However, 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 Applicant 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 2018 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 provide credit towards the Australian course of study in which the student is enrolled
- 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 Program

3.1 About Study Overseas Short-term Mobility Program

The Study Overseas Short-term Mobility Program (STMP) provides Short-term Grants for Undergraduate and Postgraduate Students to undertake study overseas that will provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

STMP grants support Students to participate in short-term (up to six months) Projects related to their field or course of study. Eligible locations for Undergraduate and Postgraduate study include Global locations, excluding Asia and Pacific locations (see section 1.4.3).

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 programs 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 to Higher Education Providers to subsidise Australian Undergraduate and Postgraduate Students to participate in overseas experiences that directly relate to their 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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

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 under a current or past STMP program.

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 \$2500 per Student. STMP grants cannot be divided and must be provided to the Student in full as per section 1.3.5.
- Project Facilitation Subsidy (for Applicant 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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled
- respond to the three selection criteria at section 8.3.

4 Vocational Education and Training Outbound Mobility Program

4.1 About Vocational Education and Training Outbound Mobility Program

The Vocational Education and Training Outbound Mobility Program (VET Outbound) provides Short-term Grants for VET Students to undertake study overseas that will provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

VET Outbound grants support Students to participate in short-term (up to six months) Projects related to their field or course of study. Eligible locations for study include Global locations, excluding Asia and Pacific locations (see section 1.4.3).

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 programs 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 relate to their 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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

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 (as defined under level 4, level 5, level 6 or level 8 of the AQF)
- not have previously received a VET Outbound grant under a current or past VET Outbound program.

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 \$2500 per Student. VET Outbound grants cannot be divided and must be provided to Students in full as per section 1.3.5.
- 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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled
- respond to the three selection criteria at section 8.3.

PART C ASIA SUB-PROGRAMS

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

In the 2018 round, approximately \$5.1 million is available to support Projects to Asian and Pacific locations.

As identified in the following table, specific sub-programs 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 1.4.3.

	Undergraduate		Postgraduate		VET	
	Asia	Pacific	Asia	Pacific	Asia	Pacific
Endeavour Cheung Kong Student Exchange Program	✓	X	N/A		N/A	
Asia Postgraduate Program	N/A		✓	✓		
Asia Vocational Education and Training Program	N/A		N/A		✓	✓

Section 5 offers information about the **Endeavour Cheung Kong Student Exchange Program** (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 Program** (Asia Postgrad). Asia Postgrad grants are available to Postgraduate Students and support short-term (up to six months) study.

Section 7 offers information about the **Asia Vocational Education and Training Program** (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 Program

5.1 About Endeavour Cheung Kong Student Exchange Program

The Endeavour Cheung Kong Student Exchange Program (ECKSEP) is jointly funded by the Australian Government and Cheung Kong¹⁴, 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 equal funding for 125 outgoing Students from Australia and 125 incoming Students from eligible Asian locations each year. In 2018, an additional 50 outgoing and 50 incoming student grants will be available.

At least 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, 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 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 programs 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.

¹⁴ www.endeavouraustraliacheungkong.com.hk/home.html

The approved in-country program 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 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 program 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 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 under a current or past ECKSEP program.

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 under a current or past ECKSEP program.

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 Credit transfer

Subject to satisfactory academic progress, the Applicant Institution will grant the Australian Student credit for their in-country program.

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 as per section 1.3.5 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 provide credit towards the Australian course of study the student is enrolled in
- 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 Program

6.1 About Asia Postgraduate Program

The Asia Postgraduate Program (Asia Postgrad) provides Short-term Grants for Postgraduate Students to undertake study overseas that will provide credit or count towards the course requirements of the Australian course of study in which the student is enrolled.

Asia Postgrad grants may be used to support Students to participate in short-term (up to six months) Projects related to their field or course of study. Study may be undertaken in Asian and Pacific locations (see section 1.4.3).

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 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

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 their course or field of study, and will provide credit or count towards the course requirements of the Australian course of study in which the student is enrolled.

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 programs; research; short-term study; and volunteer projects.

6.2.3 Eligible Students

A Student participating in an Asia Postgrad 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 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 Asia Postgrad grant under a current or past Asia Postgrad program.

6.2.4 Eligibility for Language Support Grants

Students receiving a Short-term 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 1.3.3.

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 to Students in full as per section 1.3.5.
- 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

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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled
- a brief description of the Project (maximum 200 words)
- respond to the three selection criteria at section 8.3, and where relevant, the additional selection criterion for Language Support Grants (at section 8.3.1).

7 Asia Vocational Education and Training Program

7.1 About Asia Vocational Education and Training Program

The Asia Vocational Education and Training Program (Asia VET) provides Short-term Grants for VET Students to undertake study overseas that will provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

Asia VET grants support Students to participate in short-term (up to six months) Projects related to their field or course of study. Study may be undertaken in Asian and Pacific locations (see section 1.4.3).

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 their course or field of study and will provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled.

Applicant Institutions may apply for a range of Projects including: practicum or clinical placements; paid or unpaid internships or work placements; professional entry programs; 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 (as defined under level 4, level 5, level 6 and level 8 of the AQF)
- not have previously received an Asia VET grant under a current or previous Asia VET program.

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 1.3.3.

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 as per section 1.3.5.
- 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 Applicant 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 provide credit or count towards the course requirements for the Australian course of study in which the student is enrolled
- respond to the three selection criteria at section 8.3, and where relevant, the additional selection criterion for Language Support Grants (at section 8.3.1).

PART D APPLICATION AND ADMINISTRATION

8 Information for Applicant Institutions

8.1 Timeline

The following table summarises the key dates for the 2018 round of Endeavour Mobility Grants.

Timeline	Activity
19 April 2017	Application round opens
14 June 2017	Application round closes
August / September 2017	Application Institutions notified of outcomes and funding offers made <i>Signed Project Schedules and invoices due four weeks after offers are made</i>
1 January 2018	All Students participating in 2018 Projects may commence overseas studies
1 March 2019	Completion Date and Project acquittal reports due for Short-term Projects
31 August 2019	Completion Date and Project acquittal reports due for Semester Projects

8.2 Application process

In the 2018 round of Endeavour Mobility Grants, all Tertiary Education Providers will apply through a single application point on International Student Exchange Online (ISEO)¹⁵ – the Department’s online application and project management system. ISEO will assist Applicant Institutions to identify and apply under the relevant student mobility sub-program for Undergraduate, Postgraduate and VET Students.

8.2.1 Lodgement of applications

Applications must be lodged via ISEO by **11.59 PM AEST Wednesday 14 June 2017**.

Any applications for the 2018 round of Endeavour Mobility Grants received after the closing date of **11.59 PM AEST on 14 June 2017** 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 2018 round.

¹⁵ iseo.education.gov.au

8.3 Selection criteria

Applicant Institutions applying for funding under all student mobility sub-programs, 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 Institution or organisation has been selected. Applicant Institutions should also consider the specific sub-program 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 diverse 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 diverse backgrounds in the Project. This may include information about what institutional support services will be offered.

Refer to section 1.3.2 of the Guidelines for further information about Students from a diverse range of 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 Programs** (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 sub-program based on the order the applications are entered into the system. Applicant Institutions should review and, if required, 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 sub-program 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.

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

8.5.1 Outgoing mobility sub-programs

For all outgoing student mobility sub-programs, 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 that 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

- All eligible applications will be prioritised based on the score from the assessment process above
- Applications will then be selected for funding, to the limit of available funding, based on their score and the Applicant Institution's ranking of the Project. In the event that the funding limit for a sub-program is not reached, either because of a lack of demand or because applications are deemed unsuitable or do not represent value for money, the remaining funding will be allocated at the department's discretion
- Where Applications are equally scored, preference will be given to Applications that promote balance and diversity in locations, fields of study and Applicant Institutions.

8.5.2 Semester exchange mobility sub-programs

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 criterion must be assessed.

8.5.5 Program delegate

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

The Minister for Education and Training will be advised of the outcomes of the 2018 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.

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 must 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. See Appendix A for further information.

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

Funding Recipients must provide the department with a correctly rendered invoice and signed Project Schedule prior to payment of funding being made.

Any Project funding, regardless of any offer having been 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 and non-compliance

In the case of underperformance or non-compliance with 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 and recovery of funds where appropriate.

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 sub-program'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 prior to or by the Completion Date:

- **Student details** including: Student Identification Code (E313) or Unique Student Identifier¹⁶ (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, noting that the record may be required for future audit activity. 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 or organisation 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).

¹⁶ www.usi.gov.au

8.11.3 Document retention

Funding Recipients must hold and maintain appropriate and adequate records for seven years after the Project to satisfy all claims, auditing compliance reporting, and review and evaluation requirements. Examples of records and further information regarding record-keeping are detailed in Section 2 of Appendix B.

8.11.4 Repayment of funding

Any funding that remains unspent 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.

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) or organisation
- 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 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.¹⁷

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

Program 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.

Program 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 must immediately notify the Department in writing and take all reasonable steps (including by taking steps that the Department reasonably requires) to resolve or otherwise deal with an actual or a perceived conflict of interest that arises or is likely to arise and that is likely to interfere with or restrict the Applicant Institution undertaking a Project fairly and independently.

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.

¹⁷ <http://docs.education.gov.au/pages/how-make-freedom-information-foi-request>

9.10 Legislative authority

The arrangement under which public money is, or may become payable by the Australian Government for the Program can be found in the *Financial Framework (Supplementary Powers) Regulations 1997* (Cth) (Schedule 1AA, Part 4, Item 418.076).

APPENDIX A – Acknowledgement of Australian Government funding

Australian tertiary education providers are required under their *Deed for Student Mobility Programmes* (Deed) with the Department to acknowledge clearly and prominently the relevant grants program as an Australian Government initiative in all instances where the provider is undertaking marketing of courses with a mobility program component.

The exact words of acknowledgement required to be used are as advised and agreed by the Department, and may change from time to time depending on Australian Government policy. Providers are obliged to seek clearance by the Department of all acknowledgements proposed for publicity before dissemination.

The Australia Awards – Endeavour Mobility Grants logo is available from the Department. Use of the logo must adhere to Australian Government branding guidelines, as available for download at: https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf, particularly section 3.

Current requirements are set out in Table 1 below.

Table 1: Acknowledgement requirements for promotional activities

Promotional activity	Acknowledgement required
Radio and TV advertising, including live reads	Providers must use the Australia Awards – Endeavour Mobility grants logo on TV publicity material, maintaining all requirements of Australian Government branding. Guidelines on the use of Australian Government logos are available from https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf or on request from the Department’s Communications Section. Note that the crest must be no smaller than 20mm across and no other logo should be more prominent. Providers must include the following words following the main advertising message: “Student grants are made possible with support from the Australian Government’s Australia Awards - Endeavour Mobility Grants program”.
Print advertising, flyers, brochures or other product promotional material (for example, websites)	Providers must use the Australia Awards – Endeavour Mobility Grants logo on publicity material, maintaining all requirements of Australian Government branding. Guidelines on the use of Australian Government logos are available from https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf or on request from the Department’s Communications Section. Note that the crest must be no smaller than 20mm across and no other logo should be more prominent. Acknowledgement must also be given by using the following wording: “Student grants are made possible with support from the Australian Government’s Australia Awards - Endeavour Mobility Grants program”.
Media releases	Acknowledgement must include the following wording: “Student grants are made possible with support from the Australian Government’s Australia Awards - Endeavour Mobility Grants program”.

Acknowledgement of the Australian Government does not exclude acknowledgment of relevant support from other sources.

APPENDIX B – Compliance and reporting

B1. Ongoing compliance

The key compliance requirements under the Endeavour Mobility Grants programs are for Australian tertiary education providers to provide Services to Students that are of high quality and fully compliant with the Program and their *Deed for Student Mobility Programmes* (Deed). Other key compliance requirements to note are as follows:

- a) Substantiating eligibility of students—Providers must take reasonable steps to ensure eligibility of students (section 1.4.2) for a grant
- b) The Department must be notified of changes in company structure, financial situation or any other matter that could adversely impact on the provider's related activities and compliance obligations
- c) Complaint Handling—Providers must have in place appropriate complaint handling mechanisms as specified in an applicable industry code
- d) Providers must comply with any other legislative or regulatory requirements relevant to their operations
- e) Providers must not undertake any conduct (either directly or indirectly) that misrepresents the status or actions of the provider or any affiliated or subsidiary entity
- f) Providers must not misrepresent the Endeavour Mobility Grants program(s), or the character of Australian Government involvement in the provider's course offerings
- g) Providers must comply with their reporting obligations, as set out in these Guidelines.

The Department reserves the right to reduce the scope of or terminate the Deed in cases where a breach is identified and is not capable of remedy.

B2. Record keeping

Record Keeping – hold and maintain (for seven years after the end of the Project) appropriate and adequate records to enable a provider to satisfy all claims, auditing, compliance reporting, and review and evaluation requirements. This includes, but is not limited to, the following information and/or evidence of:

- current (at the time of the Project) Student enrolment in a relevant course and unit of study
- academic progression including (where applicable) academic credit for the project undertaken under the relevant student grant
- details of the Student's Language study where the Student receives a Language Support Grant
- terms and conditions of the student grant were communicated to the student prior to awarding of the grant
- payment of the student grant to the student, or evidence of acceptance of payment of the Student's costs, for example in relation to section 1.3.5 of the Guidelines
- expenses paid on behalf of the Student as part of the Project as per section 1.3.5 of the Guidelines
- selection criteria, selection process and reasons for decision in relation to the awarding of student grants to students.

The Department reserves the right to reduce the scope of or terminate the Deed in cases where a breach is identified and is not capable of remedy.