



# New Colombo Plan Mobility Program Guidelines 2020 Round

<b>Opening date:</b>	<b>19 March 2019</b>
<b>Closing date and time:</b>	<b>11.30pm AEST on 16 May 2019 ('Closing Time')</b>
<b>Commonwealth policy entity:</b>	<b>Department of Foreign Affairs and Trade</b>
<b>Administering Entity</b>	<b>Department of Foreign Affairs and Trade and Department of Education and Training</b>
<b>Enquiries:</b>	<b>If you have any questions, contact <a href="mailto:ncp.secretariat@dfat.gov.au">ncp.secretariat@dfat.gov.au</a></b> <b>Questions should be sent no later than insert 5.00pm AEST on 9 May 2019</b>
<b>Date Guidelines released:</b>	<b>15 February 2019</b>
<b>Type of grant opportunity:</b>	<b>Targeted or restricted competitive – grants opportunity only open to Australian Universities</b>

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# 1 New Colombo Plan Mobility Program: 2020 Round processes

## **The New Colombo Plan (NCP) Mobility Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the Department of Foreign Affairs and Trade's Portfolio Budget Statement Outcome 1: The advancement of Australia's international strategic, security and economic interests including through bilateral, regional and multilateral engagement on Australian Government foreign, trade and international development policy priorities. The Department of Foreign Affairs and Trade (DFAT) works with the Department of Education and Training (Education) and other stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## **The grant opportunity opens**

DFAT publishes the NCP Mobility Program Guidelines on [GrantConnect](#).



## **You complete and submit an Application**

You complete the application form and address all of the Eligibility Requirements and Selection Criteria to be considered for a grant.



## **We assess all Applications**

We assess the Applications against the Eligibility Requirements and notify you if you are not eligible. We assess eligible Applications against the Selection Criteria including an overall consideration of value with money and compare it to other Applications.



## **Selection panels make recommendations**

Selection panels provide advice to the Department on the merits of each recommended Applicant.



## **Grant decisions are made**

The decision maker decides which Applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your Application. We may not notify unsuccessful Applicants until Deeds (if required) and Project Schedules have been executed with successful Applicants.



## **We enter into a Deed (if required) and Project Schedule**

We will enter into a Deed (if required) and a Project Schedule with you if successful.



## **Students undertake the Mobility Project**

You manage the delivery of the Mobility Project by Students as set out in your Project Schedule. We manage the grant by working with you, monitoring your progress and making payments.



## **Evaluation**

We evaluate your specific Mobility Project and the NCP Mobility Program as a whole. We base this on information you provide to us and that we collect from various sources.

## 1.1 Introduction

These Guidelines provide information about the 2020 round of the New Colombo Plan Mobility Program (the '**NCP Mobility Program**'), including Eligibility Requirements and the process for assessing and allocating Funding to successful Applicants.

You must read these Guidelines before filling out an Application.

Applicants should consider these Guidelines together with the 'Advice to Applicants' available on the New Colombo Plan Website (<https://dfat.gov.au/people-to-people/new-colombo-plan/mobility-program/Pages/advice-to-applicants.aspx>). These Guidelines take priority to the extent of any inconsistency with the Advice to Applicants.

This document sets out:

- (a) the purpose of the NCP and Mobility Project opportunity;
- (b) the Eligibility Requirements and Selection Criteria;
- (c) how Applications are considered and selected;
- (d) how successful Applicants are notified and receive grant payments;
- (e) how Mobility Projects will be monitored and evaluated; and
- (f) responsibilities and expectations in relation to the opportunity.

Capitalised terms used in these Guidelines are defined in Section 14.

## 2 About the grant program

The NCP is a signature initiative of the Australian Government, which aims to lift knowledge of the Indo-Pacific region in Australia by supporting young Australians to study and undertake internships in the region. It is part of the PBS Program 1.6: New Colombo Plan - Transforming Regional Relationships.

The NCP was launched in 2014 as a pilot in a limited number of Host Locations. Since then it has expanded to 40 Host Locations.

The NCP involves a prestigious scholarship program for study of up to 19 months and a flexible mobility grant program for both short and longer term study. Both programs prioritise opportunities for Internships, Mentorships and Language Training in addition to study.

The total cost of the NCP is \$152.8 million (2018/19 – 2020/21); \$51 million per annum ongoing from 2019/20.

We administer the NCP according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>.

## 2.1 Strategic objectives of the NCP

The NCP aims to:

- (a) lift knowledge of the Indo-Pacific in Australia, by increasing the number of Australian undergraduate students undertaking study, language training and internships in the region;
- (b) deepen Australia's people-to-people and institutional relationships with the region, through the engagement of students, universities, businesses and other stakeholder networks in the NCP;
- (c) establish study in the Indo-Pacific as a 'rite of passage' for Australian undergraduate students, and as an endeavour that is highly valued by the Australian community; and
- (d) increase the number of work-ready Australian graduates with experience in the Indo-Pacific region.

The NCP is intended to be transformational, deepening Australia's relationships in the region, both at the individual level and through expanding university, business and other stakeholder links.

## 2.2 About the NCP Mobility Program

The NCP Mobility Program's strategic objectives (the '**Objectives**') are to:

- (a) support more study experiences in as many Indo-Pacific locations as possible;
- (b) enable a diverse range of Australian undergraduates to develop a greater understanding of the Indo-Pacific region and build people to people links;
- (c) fund innovative Mobility Projects that facilitate increased student mobility to the region and new or strengthened partnerships between universities and other organisations;
- (d) encourage a substantial number of Students to undertake longer-term study, in-country language study and Internships;
- (e) encourage private sector collaboration and sponsorship of the NCP Mobility Program;
- (f) engage New Colombo Plan Students, Australian Universities, and other stakeholders in public diplomacy and outreach; and
- (g) continue to develop an active alumni community for Students to share their experiences, promote the New Colombo Plan and continue to develop knowledge of and professional links within the Indo-Pacific region.

To achieve these Objectives, the NCP application and selection process prioritises programs that demonstrate a strong commitment to high quality education experiences which build greater understanding of the Indo-Pacific region among a diverse range of students.

## 2.3 Legislative authority

The arrangement under which public money is, or may become payable by the Australian Government for the NCP Mobility Program can be found in Item 9, Part 2 of Schedule 1AB of the *Financial Framework (Supplementary Powers) Regulations 1997* (Cth).

## 2.4 Role and responsibilities of the Australian Government

DFAT and Education administer the NCP Mobility Program together.

DFAT is responsible for the strategic leadership and setting the policy direction for the New Colombo Plan. DFAT also manages the New Colombo Plan budget and matters related to business liaison, Internships, Mentorships, public diplomacy and alumni.

Education coordinates Application processes and administration of online systems, and is the first point of contact for Applicants on administrative matters, including eligibility for the NCP Mobility Program, Applications and Funding arrangements.

DFAT and Education jointly manage Guidelines and selection processes, and review direction and implementation of the NCP Mobility Program. Departmental officers and third party providers will be involved in the selection processes and have the commensurate skills and experience to assess Applications. All personnel are required to complete a declaration to cover issues associated with Conflicts of Interest.

DFAT and Education are not responsible for arranging study, Internships, Mentorships, language training, or any other aspects of Mobility Projects, including accommodation in the Host Location. They will not direct Australian Universities, Host Institutions, Host Organisations, or Students about the manner in which the Mobility Projects are carried out. Such matters are for universities, Host Institutions, Host Organisations, language training providers and Students to determine.

Section 13.2 provides contact details for DFAT and Education.

## **2.5 Role and responsibilities of Australian Universities**

Each Australian University is invited to apply for Mobility Project Funding under the NCP Mobility Program and for the ongoing management of Mobility Projects. Responsibility for Student welfare and safety rests with the Australian University that is the Applicant. The Applicant must:

- (a) read the relevant travel advice on the Smartraveller website ([www.smartraveller.gov.au](http://www.smartraveller.gov.au)) and have considered the risk of travel to the intended Host Location and regions within the Host Location carefully before deciding to apply;
- (b) ensure that staff and Students participating in the Mobility Project register on the Smartraveller website ([www.smartraveller.gov.au](http://www.smartraveller.gov.au)) and subscribe to relevant travel advisories on that website prior to commencement of their overseas travel;
- (c) ensure that staff and Students participating in the Mobility Project do not go to a location where the Smartraveller travel advice advises “Do not travel” or “Reconsider your need to travel” unless in the case of “Reconsider your need to travel” an exemption has been sought and granted by the NCP Secretariat following the approval of the relevant Australian diplomatic mission;
- (d) ensure that adequate safety precautions have been instigated;
- (e) ensure that travel insurance has been provided or Students are supported to seek and have obtained their own insurance;
- (f) ensure that adequate support is in place at the Host Institution and/or Host Organisation and Home University;
- (g) ensure that Students are informed of the Applicant's child protection policy or equivalent, and are aware of their obligations under it (see Section 10.3);
- (h) arrange appropriate pre-departure briefings and induction programs for all Students (noting that it is the DFAT's strong preference that all Students complete the NCP Pre-departure training), and ensure that all Students attend the Australian Government provided NCP pre-departure training;
- (i) ensure Students travel using only an Australian passport and obtain an appropriate visa;
- (j) put critical incident plans in place prior to the commencement of the overseas study;
- (k) ensure all Student details are entered into ISEO at least three weeks before the Student departs Australia;

- (l) provide all Students with the NCP Mobility Program information letter;
- (m) issue a NCP Completion Certificate from ISEO to Students who have completed a Mobility Project; and
- (n) actively support the participation of a diverse range of students as set out in Section 4.3.3.

To assist with NCP Mobility Program promotion, monitoring and evaluation, the NCP Secretariat, from time to time, may seek supplementary information from Funding Recipients on Mobility Projects. Funding Recipients should retain photographs, newspaper clippings, video clips and/or web links documenting the Mobility Project that can be provided on request to the NCP Secretariat. Funding Recipients are also encouraged to send such materials to the NCP Secretariat ([ncp.communications@dfat.gov.au](mailto:ncp.communications@dfat.gov.au)) at any time. Funding Recipients must seek Student consent before providing any images or other Personal Information to the Australian Government and advise the Students that the Australian Government may collect, use, disclose and publish the Student's Personal Information including in accordance with Section 13.4.

## 3 Grant amount and grant period

### 3.1 NCP funding commitment

The NCP Mobility Program provides Funding to Australian Universities, which in turn provide Student Grants to Students to enable their participation in Mobility Projects in the Indo-Pacific region. The purpose of this Funding is to meet the Objectives.

Total funding for the NCP from 2019-20 is outlined below.

2019-20	2020-21	2021-22
\$50,933,000	\$50,933,000	\$50,933,000

Under the 2020 round, approximately \$28.7 million in total Funding is available to support Single-term Mobility Projects and the First Term of Multi-term Mobility Projects. Funding for the Second Term and Third Term of any successful Multi-term Mobility Projects will be additional to this, and determined based on Applications received and the outcomes of selection processes.

### 3.2 Grant period

An Applicant's proposed Mobility Project must be for a minimum period of 14 continuous days.

A Mobility Project may be a Single Term Mobility Project (i.e. a Mobility Project that does not continue beyond 30 June 2021) or a Multi-term Mobility Project (i.e. a Mobility Project that continues for a maximum term of up to 30 June 2023).

## 4 Eligibility criteria

### 4.1 Eligibility Requirements for Mobility Projects

Successful Applicants will be awarded Funding for eligible Mobility Projects in accordance with these Guidelines. The Funding may be either:

- (a) a Short-term Grant; or
- (b) a Semester Grant (which may include an additional Internship Grant or Language Training Grant).

Administration Funding may be awarded also to Mobility Projects receiving either a Short-term Grant or Semester Grant.

## **4.2 Eligibility Requirements for Funding**

To be eligible for receipt of Funding under the NCP Mobility Program, the proposed Mobility Project must meet all of the following Eligibility Requirements:

- (a) include at least one of the following components:
  - (i) study;
  - (ii) in-country language study;
  - (iii) Internships (including clinical placements, practicums or artist residencies); or
  - (iv) research;
- (b) commence on or between 1 January 2020 – 30 June 2021;
- (c) provide credit/count towards the course requirements for the relevant Student's Bachelor Degree or Bachelor Honours Degree, or a concurrent Diploma, at the Applicant (or a member of their Consortium);
- (d) be undertaken in an eligible Host Location listed at Section 5.5;
- (e) for a Multi-term Mobility Project, meet the additional requirements identified as Eligibility Requirements in Section 5.2; and
- (f) meet any additional requirements applicable to the specific type of Funding as set out in Sections 4.2.2 (Short-term Grant), 4.2.3 (Semester Grant), 4.2.4 (Internship Grant), 4.2.5 (Language Training Grant) and 5.4 (Administration Funding).

### **4.2.2 Short-term Grant**

Short-term Grants of between \$1,000 and \$3,000 per Student may be awarded to Applicants to enable Students to participate in Mobility Projects that are:

- (a) for a minimum of 14 continuous days in duration (from the date of departure to the overseas project location to return from that location); and
- (b) not eligible for a Semester Grant.

### **4.2.3 Semester Grant**

Semester Grants of between \$3,000 and \$7,000 per Student may be awarded to Applicants to enable Students to participate in Mobility Projects that are an entire Semester in duration (as defined by the Host Institution), and provide full time credit towards a Student's relevant course requirements under Section 4.2(c), made up of one or a combination of:

- (a) full-time study at the Host Institution; and/or
- (b) an Internship.

### **4.2.4 Internship Grant**

An Internship Grant may be awarded to an Applicant for a Mobility Project that has also been awarded a Semester Grant (and not for Mobility Projects receiving Short-term Grants). If the Internship is the sole component of a Semester Mobility Project, the Mobility Project is ineligible for an Internship Grant.

Internship Grants may only be awarded for Mobility Projects that include an Internship component. Additional course credit for up to a semester's worth of credit can be applied for the Internship at the discretion of the Home University, but is not required.

An Internship Grant will provide \$1,000 per Student (in addition to the Semester Grant).

#### 4.2.5 Language Training Grant

A Language Training Grant may be awarded to an Applicant for a Mobility Project that has also been awarded a Semester Grant (and not for Mobility Projects receiving Short-term Grants).

Language Training Grants may only be awarded for Mobility Projects that include an in-country language training component, that is:

- (a) in an official language of the Host Location;
- (b) for a minimum of 15 hours per week; and
- (c) for a minimum duration of 4 weeks.

Additional course credit can be applied for the language training at the discretion of the Home University, but is not required.

A Language Training Grant may also be awarded to an Applicant for a Mobility Project that has also been awarded a Semester Grant, if the Applicant's Student will study an official language of the Host Location as part of the Student's Semester Grant studies and for which the Student will receive credit towards their relevant course requirements as required under Section 4.2(c). A Language Training Grant will provide \$1,500 per Student (in addition to the Semester Grant).

### 4.3 Who is eligible to apply for a grant?

#### 4.3.1 Australian Universities

Applications for Funding will be accepted only from Australian Universities.

#### 4.3.2 Consortium Applications

The Australian Government encourages consortia Applications, particularly where they enable Australian Universities to support Student mobility to the Host Locations that would have otherwise not occurred.

Consortia Applications must be submitted in accordance with the requirements set out in Section 7.3.

Applicants must not apply for Funding for the same Mobility Projects through both an individual and a consortia Application.

#### 4.3.3 Student requirements

Funding Recipients must ensure that each Student receiving a Student Grant:

- (a) is an Australian citizen;
- (b) is not a citizen of and does not have residency rights in the Host Location in which they will undertake a Mobility Project;
- (c) is enrolled in an on-shore campus of an Australian University for the duration of the Mobility Project;
- (d) is undertaking a Bachelor Degree or Bachelor Honours Degree for the duration of the Mobility Project;
- (e) is, except as outlined in Section 4.3.4, between 18 and 28 years of age at the commencement of the Mobility Project;
- (f) has not prior to the Completion Date commenced a period of overseas study in the same Host Location as the Mobility Project; and
- (g) does not during the course of their Bachelor Degree or Bachelor Honours Degree:
  - (i) receive a Student Grant under more than one Semester Grant;

- (ii) receive a Student Grant under more than one Short-term Grant; or
- (iii) receive a Student Grant under both a Semester Grant and a Short-term Grant for the same Mobility Project or for the same period of travel outside of Australia.

Funding Recipients are strongly encouraged to actively support the participation of a diverse range of Students in Mobility Projects including but not limited to, Aboriginal and/or Torres Strait Islander students, students from Low Socio-economic Status (SES) backgrounds, students from Regional/Remote areas, students across Genders, women studying in non-traditional areas (WINTA), students with a Disability and students from Non-English speaking backgrounds (NESB). This includes the provision of appropriate support services to enable the participation of these Students.

#### 4.3.4 Age requirement

The Funding Recipient must ensure that at least 70 per cent of the total number of Students receiving Student Grants under any Mobility Project, must be aged 18 to 28 inclusive at the commencement of the Mobility Project.

Aboriginal and/or Torres Strait Islander Students do not need to be aged between 18 and 28, and for the purposes of calculating the 70 per cent of Students, are to be counted as Students aged under age 28, recognising that a high proportion of Aboriginal and/or Torres Strait Islander students are mature aged students.

Funding Recipients having difficulty filling places on Mobility Projects due to age requirements may apply to Education for an exemption to the requirement for Students to be between 18 and 28 years of age prior to the Mobility Projects commencing. These applications will be considered on a case-by-case basis based on:

- (a) the demonstrated inability of the Funding Recipient to include Students within the relevant age requirements;
- (b) the steps the Funding Recipient has taken to attempt to meet this requirement;
- (c) the overall benefit to the NCP Mobility Program of the Mobility Project proceeding; and
- (d) whether the Funding Recipient has a high proportion of mature age students in its overall student population.

## 4.4 Who is not eligible to apply for a grant?

You are not eligible to apply unless you are an Australian University.

# 5 What the grant money can be used for

## 5.1 Use of Funding

Except in accordance with this Section 5.1, Funding Recipients must use Funding received for the Short-term Grant, Semester Grant, Internship Grant and Language Training Grant for the sole purpose of providing grants directly to Students participating in the relevant Mobility Project ('**Student Grants**').

Where a Funding Recipient proposes to use the Funding provided for Student Grants to make group arrangements or pay third parties on behalf of Students (and not pay all of the relevant Funding directly to Students), the Funding Recipient must:

- (a) be able to demonstrate to DFAT that there is a financial benefit for the Students (for example, flight discounts available through group bookings); and

- (b) obtain Students' written consent to the relevant Funding not being made directly available to them. Funding Recipients do not need to provide DFAT with copies of Student consent forms, but must retain a record.

Funding Recipients must not use the Funding provided for Student Grants for their administrative costs or for any other purpose (see Section 5.4).

Students must receive their Student Grant amount prior to their departure from Australia. All Students receiving a Student Grant amount are to receive an equal amount, as approved in accordance with the Funding Recipient's Project Schedule. Only Students participating in a relevant Internship may be paid any amount of an Internship Grant and Students participating in relevant Language Training may be paid any amount of a Language Training Grant.

Funding Recipients should also inform Students of other funding options available to help with the cost of undertaking Mobility Projects; e.g. OS-HELP<sup>2</sup>.

## 5.2 Multi-term Funding

In the 2020 round, up to 25 per cent of total Funding is available for Multi-term Mobility Projects (depending on demand and the quality of Applications). Multi-term Mobility Projects are approved to run for up to two additional years beyond the Single-term Mobility Project Completion Date of 30 June 2021.

Applicants cannot submit the same Mobility Project proposal as a Single-term Mobility Project and as a Multi-term Mobility Project. However, the First Term of a Multi-term Mobility Project will be considered for Funding in accordance with the process in Section 8.2 where the amount of Funding available to Multi-term Mobility Projects has been exhausted.

Multi-term Mobility Projects must meet the following Eligibility Requirements, in addition to the other Eligibility Requirements set out in Section 4.2:

- (a) allow the same Mobility Project to be undertaken over multiple years by different cohorts of Students; and
- (b) support delivery of a long-term and sustainable increase in Student mobility to the Indo-Pacific region.

Applicants should demonstrate how Multi-term Funding will enable them to scale-up and sustain mobility, and strengthen their partnerships; e.g. Applicants could seek increased Funding for Student Grants for each term of the Multi-term Mobility Project's duration or could demonstrate that the fields of study or program types have expanded.

Funding for any Multi-term Mobility Projects beyond 30 June 2021 will be subject to a review by the Australian Government of completion reports for the First Term of the Mobility Project (see Section 12.3).

## 5.3 Mobility Partnerships

Australian Universities are encouraged to develop Mobility Partnerships with Private Sector Organisations in Australia and the region to create new or expanded opportunities for NCP Mobility

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<sup>2</sup> OS-HELP is a loan available to eligible students enrolled in an Australian Government-supported place who want to undertake some of their study overseas. OS-HELP can be used for a range of expenses such as airfares, accommodation, and other travel or study expenses. Students may receive one loan per six-month study period and can access a total of two OS-HELP loans over their lifetime. Further information on OS-HELP loans is available from <http://studyassist.gov.au/sites/StudyAssist/HELPpayingMyFees>.

Program Students. These will be taken into account as part of the assessment of Applications against the Selection Criteria.

The objective of encouraging Mobility Partnerships is to support the aims of the NCP through private sector engagement enhancing Students' experiences, and strengthening institutional connections between Australian Universities and Private Sector Organisations. To be eligible under the NCP Mobility Program, a Mobility Partnership must include either:

- (a) financial sponsorship as a cash contribution to a Mobility Project offered by a Private Sector Organisation; and/or
- (b) in-kind sponsorship through the provision of a good or service free of charge by a Private Sector Organisation for use in the Mobility Project that otherwise would have required payment of a fee or charge. This may include Private Sector Organisations enabling student access to resources or learning and development opportunities.

Applicant and Host Institution contributions are not considered for the purpose of determining the eligibility of Mobility Partnerships. The engagement of service providers (paid a fee for service) to support a Mobility Project does not constitute a Mobility Partnership.

Applicants may use the New Colombo Plan Internship and Mentorship Network among other sources to identify Private Sector Organisations that may be willing to enter into Mobility Partnerships.

#### **5.4 Administration Funding**

The Applicant may apply for Administration Funding for a Mobility Project in addition to Funding for Student Grants. Administration Funding can be used for administration purposes associated with Mobility Project management, including but not limited to:

- (a) arranging, negotiating and researching details of the Mobility Project;
- (b) supervising, monitoring and evaluating Students' progress during the Mobility Project;
- (c) engaging the services of third party organisations which have relevant expertise to support Students to undertake the Mobility Project; and
- (d) general administration costs.

The Applicant must apply for any Administration Funding as part of their Application for the relevant Mobility Project.

Administration Funding cannot be provided as Student Grants.

Administration Funding offered to successful Mobility Projects is calculated at 10 per cent of the total Student Grants awarded for each Mobility Project.

## 5.5 Eligible locations

### 5.5.1 Approved Locations

Mobility Projects may be conducted only in the following Host Locations:

Eligible Host Locations				
Bangladesh	French Polynesia	Maldives	Pakistan	Sri Lanka
Bhutan	Hong Kong	Marshall Islands	Palau	Taiwan
Brunei Darussalam	India	Mongolia	Papua New Guinea	Thailand
Cambodia	Indonesia	Myanmar	Philippines	Timor-Leste
China	Japan	Nauru	Republic of Korea	Tonga
Cook Islands	Kiribati	Nepal	Samoa	Tuvalu
Federated States of Micronesia	Laos	New Caledonia	Singapore	Vanuatu
Fiji	Malaysia	Niue	Solomon Islands	Vietnam

### 5.5.2 Primary Locations

A primary location is the Host Location for which the Mobility Project is awarded ('**Primary Location**'). The majority of the duration of a Mobility Project must be completed in the Primary Location identified in the Application.

### 5.5.3 Secondary Locations

There is a strong preference for Mobility Projects to be conducted in a single eligible Host Location. However, in some cases it may be appropriate to undertake a component of a Mobility Project in a secondary Host Location ('**Secondary Location**'), where it cannot be delivered in the Primary Location. For example:

- (a) in the case of a Student undertaking a three-month short-term research project in one eligible Host Location (e.g. Malaysia) which includes two weeks of fieldwork in a neighbouring eligible Host Location (e.g. Singapore); or
- (b) Semester-based study in one eligible Host Location (e.g. China) with a one-month Internship to be undertaken in another eligible Host Location (e.g. Hong Kong).

Any proposal for activities to be undertaken in a Secondary Location must be included in the Application.

### 5.5.4 Travel requirements

Applicants (and Students) are responsible for making travel arrangements, including addressing the risks of traveling (for example, obtaining insurance) and ensuring that visa eligibility requirements are met.

Mobility Projects must not involve travel to a Host Location or region within a Host Location for which the Australian Government's Smartraveller travel advice recommends 'Do not travel' or 'Reconsider your need to travel' (see [www.smartraveller.gov.au](http://www.smartraveller.gov.au)). Where there are exceptional circumstances, the NCP Secretariat may consider an exemption in the case of 'Reconsider your need to travel' locations, subject to the approval of the relevant Australian diplomatic mission.

Applicants must carefully consider the risks of travel to all Host Locations and regions before deciding whether to apply, and ensure strategies and services are in place to support Student welfare and safety (see Section 2.5). Funding Recipients should advise Students receiving Student Grants to make their own independent inquiries about the risks involved in overseas travel and to the Host Location, and to ensure they are fully informed about the risks at all times. Funding Recipients should also advise Students to obtain travel medical advice, including any necessary vaccinations, prior to the commencement of travel.

## 5.6 Host Institutions

When a Mobility Project involves enrolled study in the Host Location, such as Semester-based study, it must be undertaken at a Host Institution established in the Host Location unless otherwise approved. Generally study will not be approved to be undertaken at an offshore campus of a Host Institution that is established or headquartered outside of the Host Location. However, undertaking Study Components at offshore campuses of a body established in another country will be considered for approval on a case-by-case basis where:

- (a) there is a demonstrated benefit to the overall NCP Mobility Program;
- (b) the body is established in another eligible Host Location; or
- (c) in respect of study at Offshore Campuses of Australian Universities, if the Home University provides confirmation that:
  - (i) there are no local Host Institutions in the proposed location that offer relevant courses that would receive academic credit from the Home University; and
  - (ii) the Offshore Campus offers a genuine local experience, where Australian students are the minority of the student body, and Students are taught predominantly by local or international academics.

# 6 The assessment criteria

## 6.1 Selection Criteria

In addition to meeting the Eligibility Requirements, Applications will be assessed in accordance with the process in Section 8 against the assessment criteria ('**Selection Criteria**') set out in this Section 6.

Applications should address and provide justification against all applicable Selection Criteria. Applications that do not address all of the Selection Criteria (e.g. those that do not include Internship or language training components) will remain eligible for assessment provided they meet the Eligibility Requirements.

Applicants applying for Internship Grants, Language Training Grants and Multi-term Funding should be aware that there are additional Eligibility Requirements for Funding (see Section 4.2) and additional Selection Criteria (see Sections 6.2, 6.3 and 6.4). The additional Selection Criteria will be assessed as either "eligible" or "ineligible" and do not form part of the scoring process outlined in this Section 6.1.

### Criterion 1

**(40 per cent weighting; maximum 200 words)**

**How will the Mobility Project:**

- (a) increase Student knowledge of the Indo-Pacific and Host Location?
- (b) increase Student mobility to the Indo-Pacific and the Host Location?

Applicants should describe how the proposed Mobility Project will increase Student knowledge of the Indo-Pacific region and the Host Location, and increase Student mobility to the region and the Host Location. Responses should include examples of how this will occur. For example, increasing knowledge of the Indo-Pacific region may take place through direct learning, cultural training, engagement with local social and cultural institutions or direct engagement with local community, business or academic networks. Increasing Student mobility may occur by increasing the number of Students able to participate, expanding study program types or fields of study, or providing opportunities for student groups that would not otherwise have the opportunity to undertake a mobility experience. Responses should also demonstrate how the area of study relates to building institutional and sector relationships with the Host Location.

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

### **Criterion 2**

**(30 per cent weighting; maximum 200 words)**

**How will the Mobility Project:**

- (a) support new and/or strengthened people to people and institutional partnerships in the Indo-Pacific region?
- (b) be sustainable over time?
- (c) ensure a diverse range of students are attracted to and participate in the Mobility Project?

Applicants must demonstrate how the proposed Mobility Project promotes the NCP Objectives in establishing or strengthening people-to-people and institutional partnerships with the region, through the engagement of Students, universities, businesses and other stakeholders and how the partnerships provide a strategic opportunity for enhanced engagement.

Responses should also outline how the partnership/s will continue and be maintained in the future, including detailing any current or planned partnership agreements. Responses should also outline any other steps being taken to ensure that the Mobility Project will continue to operate in the future (subsequent to any Funding).

Finally, responses should describe steps to encourage the participation of a diverse range of students in the Mobility Project.

Priority will be given to Applications that demonstrate practical measures to develop deep and enduring relationships among private sector stakeholders as well as Australian Universities and their partner organisations with the aim of fostering a greater understanding of the Indo-Pacific region in Australia.

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

### **Criterion 3**

**(10 per cent weighting; maximum 200 words)**

**How will the Mobility Project promote the New Colombo Plan in Australia and the Host Location?**

Applicants must demonstrate a well-articulated plan (including a description of activities) on how the proposed Mobility Project will be promoted in Australia as well as in the Host Location to build awareness of the New Colombo Plan, its objectives, and the benefits of study and Internships in the Indo-Pacific. Examples include:

- (a) acknowledgement of the Australian Government's Funding in promotional activities in print and online university and partner marketing channels;

- (b) proactive promotion of the Mobility Project through local media, including recognition of the Australian Government Funding;
- (c) promotion of the New Colombo Plan to relevant university staff and prospective participants through university internal communications and student outreach; and
- (d) promotion of the benefits of offering Internship and Mentorship experiences to Students to prospective Internship and Mentorship sectors or providers.

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

**Criterion 4**

**(5 per cent weighting)**

**Will the Mobility Project support Semester-based study opportunities in the Indo-Pacific?**

Applicants must advise whether their Mobility Project involves Semester-based study. This criterion requires a yes/no response.

*This Selection Criterion will be assessed as either “met” or “not met”.*

**Criterion 5**

**(5 per cent weighting, maximum 200 words)**

**Will in-country language training be provided to Students in the Host Location? Yes/no**

Applicants must advise whether their Mobility Project will incorporate a language training component in the Host Location.

If yes, Applicants will need to indicate the name of the provider, the name of the course (if known) and the total number of hours of formal language training to be undertaken.

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

**Criterion 6**

**(5 per cent weighting, maximum 200 words)**

**Will the Mobility Project involve an Internship component?**

Applicants must advise whether their Mobility Project will incorporate an Internship component in the Host Location and outline the activity involved, the name of the Private Sector Organisation/ institution involved and the total number of hours to be undertaken.

Note: Applicants should answer ‘Yes’ to this question if:

- (a) they are seeking Funding for Internships Grants, and/or
- (b) the Mobility Project comprises or includes a short-term or Semester-length Internship, clinical placement or practicum.

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

**Criterion 7**

**(5 per cent weighting; maximum 200 words)**

**Is the Mobility Project supported by a Mobility Partnership?**

Applicants must advise whether their Mobility Project will involve a Mobility Partnership (see Section 5.3) and must demonstrate genuine institutional linkages and how the partnership is building relationships with the Indo-Pacific. The response must include information on the Mobility Partner, the proposed benefits to Students from the Mobility Partnership, the proposed duration of the Mobility Partnership, confirmation that the sponsorship offer has been made, and any other relevant information. Written evidence must be provided.

The following examples may be used as a guide:

- (a) a small amount of in-kind support or cost offset not specific to the aims of the Mobility Project, such as the provision of local transport or accommodation;
- (b) a larger in-kind support may include enhanced student experiences through the provision of site-visits and/or industry guest speakers directly relevant to the Mobility Project;
- (c) direct financial contribution of benefit to student experiences and the Mobility Project (written evidence must be provided as an attachment to the application); and
- (d) a multi-year partnership, supported by a memorandum of understanding (MOU) or similar documentation (written evidence must be provided as an attachment to the application).

*This Selection Criterion will be assessed with a 1-5 ranking scale.*

## **6.2 Additional Selection Criterion for Internship Grant as part of a Semester-based Mobility Project (if sought)**

Criterion 8 is only applicable if the Applicant is applying for the additional \$1,000 (per Student) Internship Grant as part of a Semester-based Mobility Project (see Section 4.2.4).

### **Criterion 8**

**Will the Semester-based Mobility Project incorporate an Internship component?**

**(maximum 100 words)**

Applicants must describe the proposed Internship component, including information on the potential Internship host, the proposed benefits to the participants from the Internship, the proposed duration of the Internship, confirmation that the Applicant has considered visa requirements (if applicable), and any other relevant information.

*This Selection Criterion will be assessed as either "eligible" or "ineligible."*

## **6.3 Additional Selection Criterion for Language Training Grant as part of a Semester-based Mobility Project (if sought)**

Criterion 9 is only applicable if the Applicant is applying for the additional \$1,500 (per Student) Language Training Grant as part of a Semester-based Mobility Project (see Section 4.2.5).

### **Criterion 9**

**Will the Semester-based Mobility Project incorporate a Language Training component?**

**(maximum 100 words)**

Applicants must describe the proposed Language Training component, including information on the potential Language Training host, the proposed benefits to the participants from the Language Training, the proposed duration of the Language Training, confirmation that the Applicant has considered visa requirements (if applicable), and any other relevant information.

*This Selection Criterion will be assessed as either "eligible" or "ineligible."*

## 6.4 Additional Selection Criterion for Multi-term Funding (if sought)

Criterion 10 is only applicable if the Applicant is applying for a Multi-term Mobility Project (see Section 5.2).

### Criterion 10

**How will Multi-term Funding support the Applicant to deliver a long-term and sustainable increase in student mobility to the region that could not be facilitated by a Single-term Mobility Project?**

**(maximum 100 words)**

Applicants must describe how Multi-term Funding will support their institutional strategy to increase and sustain student mobility to the Indo-Pacific region, including how the Multi-term Funding will assist the Applicant to:

- (a) stimulate new opportunities to scale-up and sustain ongoing student mobility; and
- (b) strengthen and enhance partnership(s) with the Project Partner(s).

*This Selection Criterion will be assessed as either "eligible" or "ineligible."*

## 7 How to apply

Before applying, you must read and understand these Guidelines and a sample Project Schedule.

These documents may be found at [GrantConnect](#). Any alterations and addenda<sup>3</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

### 7.1 Application process

Applications must be lodged in ISEO by the Closing Time. Refer to Section 7.6 for more information on ISEO.

Applications not submitted via ISEO by the Closing Date will not be considered for Funding.

Applicants must submit an Application for each Mobility Project. An Applicant cannot change their Primary Location in their Application once it has been submitted.

Applicants are responsible for all costs incurred in the preparation and lodgement of their Applications.

#### 7.1.1 Information to be submitted

Applicants will be required to enter the following details via ISEO as part of their Application for each Mobility Project for which they are applying for Funding:

- (a) Host Location and primary city, field of study, years of Funding sought (Single-term Mobility Project or Multi-term Mobility Project), whether the Mobility Project is a new or existing project, whether the Mobility Project is also being submitted for other Host Locations in the 2020 round, the length of study and whether the Application is a consortium Application;

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<sup>3</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to the closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

- (b) a title and description of the proposed Mobility Project (including whether the project involves travel to a Secondary Location and whether the project can be scaled up or down), Mobility Project type, qualification level, indicative travel dates and Project Partner(s);
- (c) confirmation that the Mobility Project is eligible in accordance with the Eligibility Requirements;
- (d) if a Project Partner is an Offshore Campus of an Australian University, confirmation that the conditions at Section 5.6 have been met;
- (e) a contact point for the Applicant's Mobility Project (namely, the academic or mobility officer leading the Mobility Project);
- (f) a response to the Selection Criteria (including the additional Selection Criteria in Sections 6.2, 6.3 and 6.4, if relevant);
- (g) a financial breakdown of the Funding sought, consisting of the proposed Student numbers, the amount of each proposed Student Grant and whether Administration Funding is sought, as well as the indicative dollar figure for any Private Sector Organisation and/or Home University/Host Institution contributions to the Mobility Project;
- (h) declarations, including that:
  - (i) the person submitting the Application has the authority to do so;
  - (ii) all Mobility Projects will be implemented and if granted Funding will be expended and reported in accordance with these Guidelines, the Deed and the relevant Project Schedule;
  - (iii) financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities;
  - (iv) the Applicant has appropriate strategies and services in place to support Student welfare and safety (see Section 2.5);
  - (v) the Applicant can demonstrate an approach to include where possible, representation in the Mobility Project from diverse student groups including but not limited to Aboriginal and/or 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);
  - (vi) that if and where any personal details of a Student or other third party are included in an Application or otherwise provided to the Australian Government as part of the Mobility Project, the Student or other third party has been made aware of, and given their consent for those details to be provided; and
  - (vii) the Applicant acknowledges that giving false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

You are responsible for ensuring that your Application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995 \(Cth\)](#). Applications may be excluded from consideration, offers revoked or a Mobility Project terminated if it is the belief of Education, in consultation with DFAT, that false or misleading information has formed a component of an Application. Further terms relating to the termination or cancellation of a Mobility Project are set out in the Deed.

If you find an error in your Application after submitting it, you should contact us immediately via email at [StudentMobility@education.gov.au](mailto:StudentMobility@education.gov.au). We do not have to accept any additional information, nor requests from you to correct your Application after the Closing Time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your Application. However, we can refuse to accept any additional information from you that would change your Application after the Closing Time.

You should keep a copy of your Application and any supporting documents.

We will acknowledge that we have received your Application via an automatically generated email once you have submitted your Application via ISEO.

### **7.1.2 Application rankings**

Where multiple Semester Grant and Short-term Grant Mobility Project proposals are included in an Application, Applicants must separately rank these Mobility Projects in order of priority. University rankings will be considered in the selection process (see Section 8).

Applicants should be aware that ISEO will automatically rank all Mobility Project proposals based on the order they are entered into the system. Applicants must then review and, if required, manually edit these rankings. Mobility Project proposals can be ranked after they are created, and rankings may be changed, at any time up until the Closing Time.

### **7.1.3 Further information**

An Application guide including detailed instructions on using ISEO will be made available through ISEO.

## **7.2 Attachments to the Application**

Applicants must submit the following documentation, if applicable, in relation to claims made under Section 6, Criterion 7:

- (a) evidence of direct financial contribution;
- (b) evidence of a multi-year partnership.

## **7.3 Joint (consortia) applications**

The Australian Government encourages consortia Applications, particularly where they enable Australian Universities to support Student mobility to the Host Locations that would have otherwise not occurred. A Consortium wishing to apply for Funding must nominate an Australian University as the Lead Applicant and the Consortium must submit the Application in the Lead Applicant's name. The Application must identify all other members of the proposed group. The Australian University nominated as the Lead Applicant will be required to enter into a Deed and Project Schedule and will be accountable for meeting the legal and reporting requirements on behalf of the Consortium.

You must have a formal arrangement in place with all parties prior to execution of the Deed and Project Schedule.

## **7.4 Timing of grant opportunity processes**

The table below summaries the indicative key dates and steps in the selection process.

The Departments may amend the timeline at any time by posting a notice on GrantConnect.

Table 1: Expected timing for this grant opportunity

Activity	Timeline
Guidelines published on GrantConnect <a href="https://www.grants.gov.au/">https://www.grants.gov.au/</a> .	15 February 2019
Application round opens.	19 March 2019
Application round closes at 11.30pm AEST (' <b>Closing Time</b> ').	16 May 2019
Applications assessed in accordance with the process at Section 8.	May – August 2019
Applicants notified of outcomes.  Funding offers made to successful Applicants.  Deeds and Project Schedules must be entered into and invoices are due from successful Applicants four weeks after offers are made.	August 2019
Details of all grants awarded published on GrantConnect within 21 days of the Project Schedule being entered into.	September 2019
<b>Single-term Mobility Projects</b>	
Activity	Timeline
Students must commence their involvement in the Mobility Projects between these dates.  Mobility Project information must be current in ISEO at all times.  Student details must be entered in ISEO at least three weeks before Students depart Australia (see Section 7.6).	1 January 2020 – 30 June 2021
Completion Date for Mobility Projects.  Completion reports due.	30 June 2021
<b>Multi-term Mobility Projects</b>	
Activity	Timeline
Students must commence their involvement in the Mobility Projects between these dates.  Mobility Project information must be current in ISEO at all times.  Student details must be entered in ISEO at least three weeks before Students depart Australia (see Section 7.6).	<b>First Term</b>  1 January 2020 – 30 June 2021
Completion Date for the First Term of the Multi-term Mobility Projects.  Completion reports due for the First Term of the Multi-term Mobility Projects.	30 June 2021

Activity	Timeline
<p>Funding Recipients must submit a completion report for the First Term of the Multi-term Mobility Projects before the Second Term of Funding will be paid.</p> <p>Note that Education requires up to four weeks for reviewing and accepting completion reports and approving additional Funding. Funding Recipients should factor this into their timeframes.</p> <p>Requirements for progressing to the Second Term will be included in the Project Schedules.</p>	
<p>Students must commence their involvement in the Second Term of the Multi-term Mobility Projects between these dates.</p> <p>Mobility Project information must be current in ISEO at all times.</p> <p>Confirmed Student details must be entered in ISEO at least three weeks before Students depart Australia (see Section 7.6).</p>	<p><b>Second Term</b></p> <p>1 July 2021 – 30 June 2022</p>
<p>Completion Date for the Second Term of the Multi-term Mobility Projects.</p> <p>Completion reports for the Second Term of the Multi-term Mobility Projects due.</p> <p>Funding Recipients must submit a completion report for the Second Term of the Multi-term Mobility Projects before the Third Term of Funding will be paid.</p> <p>Note that Education requires up to four weeks for reviewing completion reports and approving additional Funding. Funding Recipients should factor this into their timeframes.</p> <p>Requirements for progressing to the Second Term will be included in the Project Schedules.</p>	<p>30 June 2022</p>
<p>Students must commence their involvement in the Third Term of the Multi-term Mobility Projects between these dates.</p> <p>Mobility Project information must be current in ISEO at all times.</p> <p>Confirmed Student details must be entered in ISEO at least three weeks before Students depart Australia (see Section 7.6).</p>	<p><b>Third Term</b></p> <p>1 July 2022 – 30 June 2023</p>
<p>Completion Date for the Third Term of the Multi-term Mobility Projects.</p> <p>Final completion reports for the Multi-term Mobility Projects due.</p>	<p>30 June 2023</p>

## 7.5 Questions during the Application process

If you have any questions during the application period, please direct them to the NCP Secretariat in writing via [npc.secretariat@dfat.gov.au](mailto:npc.secretariat@dfat.gov.au). The NCP Secretariat will endeavour to respond to emailed questions within three working days. If applicable, answers to questions will be posted on GrantConnect.

The Department of Foreign Affairs and Trade will not respond to any questions received after **5.00pm (AEST) on 9 May 2019.**

## 7.6 ISEO

Applicants must apply for Funding and accept or decline Funding offers through ISEO (<https://iseo.education.gov.au/>).

Applicants can nominate multiple people to have access to ISEO; however, the nominated International Liaison Officer ('ILO') is the only person who can submit an Application in ISEO.

Once Funding has been offered and a Project Schedule signed, a Funding Recipient must use ISEO to input Student details, vary Mobility Projects where necessary (see Section 10.2), and submit reporting for Mobility Projects.

Funding Recipients must ensure the following information is always current in ISEO:

- (a) Start and end travel dates;
- (b) Host Location(s);
- (c) Student numbers;
- (d) Project Partner(s);
- (e) Home University contact point for the Mobility Project (name, position, email, phone number);
- (f) Internship/Mentorship details (if applicable); and
- (g) language training details (if applicable).

Funding Recipients must enter the following information into the *Student Details Report* within ISEO at least three weeks before the Mobility Project commences:

Student details including:

- (a) Student Identification Code (E313);
- (b) Title, first name and family name;
- (c) Gender;
- (d) Aboriginal and/or Torres Strait Islander identification;
- (e) Identification of equity group (if relevant);
- (f) Date of birth;
- (g) Residential address;
- (h) City of residence;
- (i) Campus;
- (j) Email (personal email if available);
- (k) Phone; and
- (l) Destination phone.

Travel details including:

- (m) Location;
- (n) Destination city;

- (o) Field of study;<sup>4</sup>
- (p) Qualification level;
- (q) Start date;
- (r) End date;
- (s) Project Partners(s);
- (t) Australian University project contact name;
- (u) Australian University project contact phone;
- (v) Australian University project contact email; and
- (w) Study experience/s.

Funding Recipients must indicate that all Students have consented to their information being shared with the Australian Government and other bodies in Australia and overseas in accordance with Section 13.4.

This information is essential for the administration and implementation of the NCP, including for promotion and performance monitoring, and the inclusion of Students in the Australian Government Alumni Network and the NCP alumni network and other related functions and events held in Australia and overseas. Where information is not provided, Funding Recipients and Students may miss out on these opportunities.

## 8 The grant selection process

### 8.1 Assessment of Applications

Your Application must be submitted by the Closing Time to be considered. We cannot accept late Applications.

We first review your Application against the Eligibility Requirements. Only eligible Applications will move to the next stage. We consider eligible Applications through a competitive selection process described in Section 8.2.

If eligible, we will then assess your Application against the Selection Criteria and against other Applications. We consider your Application on its merits, based on:

- (a) how well it meets the Selection Criteria;
- (b) how it compares to other Applications; and
- (c) whether it provides value with relevant money.<sup>5</sup>

Where Applications have the same scores, Mobility Projects will be ranked based on:

- (d) Applicants' own ranking of their Mobility Projects; and then
- (e) Applications for Mobility Projects longer than six weeks receiving priority over those of less than six weeks; and then
- (f) Applications that promote balance and diversity in Host Locations and fields of study, and Home Universities receive priority over those that promote less balance and diversity.

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<sup>4</sup> Broad field of Education as defined at:

<http://www.abs.gov.au/ausstats/abs@.nsf/0/6F7B290C736FB0E8CA256AAF001FCA5B?opendocument>

<sup>5</sup> See glossary for an explanation of 'value with money'.

For Multi-term Mobility Projects that fall outside the Funding available for Multi-term Mobility Projects, the First Term of the Mobility Project will be ranked alongside other Single-term Mobility Projects and considered for Funding on the basis of a Single-term Mobility Project.

The Australian Government reserves the right to offer partial Funding to selected Applications and to take into consideration the Applicant's track record in meeting all reporting requirements under Australian Government funded projects. In addition, an Applicant's history in refunding unallocated grants may also be considered in the allocation of Funding in future NCP Mobility Program rounds.

## **8.2 Who will assess Applications and the selection process**

Applications will be assessed in accordance with the following stages.

### **Stage 1: Initial screening**

DFAT (or its agent) will be responsible for reviewing Applications to ensure that they comply with the Eligibility Requirements. Applications that do not meet these requirements will be excluded from further assessment.

### **Stage 2: Detailed assessment of written Applications against Selection Criteria**

A panel of external assessors will assess and score Applications on the basis of the Selection Criteria weighting and provide an order of merit to the NCP Secretariat. The panel will comprise individuals with experience in the assessment of Commonwealth grant applications or similar assessment processes managed by Commonwealth government departments.

The NCP Secretariat will moderate the panel recommendations, including with reference to the considerations set out in Section 8.1, and present the findings to the Program Delegate (see Section 8.3) to decide on the award of the Mobility Program grants.

#### **8.2.1 Merit list**

The selection process will also be used to determine a merit list of unfunded projects on the basis of the ranking in Stage 2. This merit list may be used if additional funds become available and DFAT chooses to select further Mobility Projects for Funding in the current round.

## **8.3 Who will approve grants?**

The Program Delegate (the DFAT Deputy Secretary responsible for the NCP Secretariat), or their delegate, will decide on the award of grants for Mobility Projects taking into account the recommendations of the external assessors and the NCP Secretariat and the availability of grant funds for the purposes of the grant program.

The Program Delegate's decision is final in all matters, including:

- (a) the approval of the Mobility Project;
- (b) the grant funding amount to be awarded; and
- (c) the terms and conditions applicable to the delivery of the Mobility Project.

There is no appeal mechanism for decisions to approve or not approve a Mobility Project.

The Minister for Foreign Affairs and the Minister for Education and Training will be advised of the outcome prior to notification of successful and unsuccessful Applicants.

## **9 Notification of application outcomes**

Education will advise ILOs for each of the Applicants of the outcomes of successful Application(s) via email. ILOs must accept or decline offers for Funding through ISEO by the date specified in the email.

If you are successful, you will be advised of any specific conditions attached to the Mobility Project.

Once an offer has been made it is final and the Australian Government will not enter into negotiations with the Applicant about the nature of a Funding offer.

After an offer is accepted, requests to vary a Mobility Project will be considered only in accordance with Section 10.2. Following acceptance of the Funding offer, prior to commencing the Mobility Project, the Applicant and Education must enter into a Deed for Student Mobility Programs (if one is not already in place) and a Project Schedule for the Mobility Project in accordance with Section 10.1.

Where an Applicant cannot proceed with a Mobility Project in accordance with its Application, and no variation is agreed, the Australian Government may withdraw a Funding offer or request that Funding be returned in accordance with the Deed.

If you are unsuccessful, you can submit a new Application for the same grant (or a similar grant) in any future grant opportunities under the NCP. You should include new or more information to address any weaknesses that may have prevented your previous Application from being successful. However, a new application for the same grant will be addressed on its merits at the time and addressing weaknesses does not guarantee success in a future round.

## **9.1 Feedback on your Application**

There may be a number of reasons why an Application is not successful. Please see the New Colombo Plan Website (<http://dfat.gov.au/people-to-people/new-colombo-plan/mobility-Program/Pages/mobility-Program.aspx>) after the conclusion of the round for the most common reasons why Applications were not successful.

Individual feedback will not be provided to unsuccessful Applicants.

# **10 Successful grant applications**

## **10.1 Deed and Project Schedule**

If a Funding Recipient does not currently have a Deed under which Funding may be provided, the Funding Recipient will be required to enter into a Deed with Education in order to receive Funding. A sample Deed may be obtained by contacting Education at [StudentMobility@education.gov.au](mailto:StudentMobility@education.gov.au).

Funding Recipients will be required to enter into an agreement under the terms of their Deed in the form of a Project Schedule for each Mobility Project. A Sample Project Schedule is available on GrantConnect.

The Deed and Project Schedule for a Mobility Project require the Funding Recipient to comply with these Guidelines. The version of the Guidelines in place when you submitted your Application will apply to your Mobility Project. To the extent of any inconsistency between the Deed, a Project Schedule and these Guidelines, the Deed and then the Project Schedule prevail to the extent of the inconsistency.

If an Applicant or Funding Recipient commences work under a Mobility Project before a Project Schedule is executed, the Australian Government will not be liable for any expenditure incurred.

## **10.2 Variations to Mobility Projects**

A request for variation to a Mobility Project after submission of an Application (including after entry into a Project Schedule) will only be considered if the variation is:

- (a) consistent with the Objectives and these Guidelines;

- (b) as close as is reasonable to the originally proposed (and Funded as applicable) Mobility Project set out in the Application (and Project Schedule as applicable); and
- (c) otherwise consistent with the requirements regarding use of Australian Government funding including the CGRGs, the *Public Governance, Performance and Accountability Act 2013* (Cth) ('**PGPA Act**') and any other relevant governing policies for the disbursement of Australian Government grants funding.

Funding Recipients will be liable for any financial commitments made by them in relation to the proposed change to the Mobility Project prior to receipt of formal advice granting the Mobility Project variation.

Funding Recipients considering a variation to the Mobility Project should first consider the information provided in the New Colombo Plan Mobility Program Variations Guide available on ISEO.

Variation requests that the Australian Government considers to be a new project proposal will not be approved.

### **10.3 Specific legislation and policies**

Funding Recipients and Students are required to be compliant with all relevant laws and regulations, in Australia as well as in Host Locations in undertaking a Mobility Project. This includes compliance with policies in relation to child protection; namely, Australian Universities are bound by state/territory legislation in relation to child protection and are required under these Guidelines to inform their Students of the university's child protection policies and Students' obligations in relation to these policies.

DFAT has a zero tolerance approach to child exploitation or abuse and is committed to promoting the interests and safety of children at all times.

### **10.4 How we pay the grant**

We will pay the Funding in advance and in one or more instalments in accordance with the schedule set out in the applicable Project Schedule. The Funding Recipient must spend each instalment of Funding on Student Grants (see Section 5.1) and if applicable, Administration Funding (see Section 5.4) in accordance with the applicable Project Schedule.

The conditions applicable to payment of the Funding are set out in Schedule 1 to the Deed.

### **10.5 Grants payments and GST**

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>6</sup> DFAT and Education are not able to provide advice on your particular taxation circumstances.

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<sup>6</sup> <https://www.ato.gov.au/>.

## 11 Announcement of grants

DFAT and Education may publicly announce details of Funded Mobility Projects, including but not limited to:

- (a) the names of Mobility Projects, their Australian University and Host Institution(s);
- (b) a brief description of study areas and Internships/Mentorships being supported (and their timing) through the Mobility Projects; and
- (c) the amount of Funding awarded.

## 12 How we monitor your grant activity

The requirements and expectations for the monitoring of your Mobility Project are set out in the Deed and applicable Project Schedule.

### 12.1 Keeping us informed

You must submit reports in line with the Deed and applicable Project Schedule.

### 12.2 Funding reporting requirements

A completion report submitted through ISEO by the Completion Date is required for each Mobility Project, which must include:

- (a) confirmation of the number of Students who participated in the Mobility Project and the final amount of Funding paid as Student Grants;
- (b) the final amount of Administration Funding used;
- (c) a summary of key achievements, major outcomes and highlights from the Mobility Project; and
- (d) a list of publicity materials used to promote the Mobility Project and the New Colombo Plan.

Funding Recipients may also provide any feedback they have received formally or informally about the Mobility Project, including from participants.

Once Education has accepted the completion report, Funding Recipients are required to submit a statutory declaration to Education declaring that all Funding has been spent in accordance with the Deed and Project Schedule and, if applicable, any unspent amounts have been returned to Education.

### 12.3 Funding reporting requirements for Multi-term Mobility Projects

Multi-term Mobility Projects must submit a separate completion report for each term of Funding offered, including a separate statutory declaration. Education will not make payments for the Second Term or Third Term of a Mobility Project until the completion report and details required in ISEO from the previous term have been received.

Where a Funding Recipient does not use at least 80 per cent of the total Student Grant Funding offered in a particular term and a variation is not approved, the Australian Government reserves the right to withhold Funding in the following term, offset the unspent amount against the following term's Funding allocation, or request a refund in accordance with the process in the Deed.

## 12.4 Management of underperformance

In the case of underperformance against the requirements of the Deed or a Project Schedule for a Mobility Project, the Australian Government may take remedial action, including:

- (a) consultation and negotiation with the Funding Recipient;
- (b) referral to proper authorities for investigation of improper use of Funding;
- (c) termination of Funding; or
- (d) any other action in accordance with the Deed or Project Schedule.

DFAT will take into consideration the Funding Recipient's track record in meeting all reporting requirements and history in refunding unallocated grants, in decisions to allocate Funding in future rounds

## 12.5 Evaluation

NCP Mobility Program evaluation is an ongoing activity within the Australian Government. As such, DFAT and Education may use any information it collects as part of the Mobility Projects for performance monitoring and management. Information will also be used to create testimonials for promotion material.

Program stakeholders including Applicants, Project Partners, Host Institutions and Students may be asked to participate in the evaluation of the NCP Mobility Program.

## 13 Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by DFAT. When this happens, the revised Guidelines will be published on GrantConnect.

### 13.1 Complaints and feedback

In relation to feedback on your Application, see Section 9.1.

If an Applicant, or any other person, is dissatisfied with the administration of the NCP Mobility Program, they can raise their concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer that DFAT and Education be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted on 1300 362 072, at [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au) or by post at:

The Commonwealth Ombudsman  
GPO Box 442  
CANBERRA  
ACT 2601

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

## 13.2 Further information

For further information on NCP Mobility Program administrative matters, including eligibility for the NCP Mobility Program, Applications and Funding arrangements please contact Education at [StudentMobility@education.gov.au](mailto:StudentMobility@education.gov.au).

For other matters, including business liaison, Internships, Mentorships, public diplomacy and alumni, contact DFAT through [ncp.secretariat@dfat.gov.au](mailto:ncp.secretariat@dfat.gov.au).

## 13.3 Conflicts of Interest

Applicants must disclose any Conflict of Interest in relation to any Application in writing to [StudentMobility@education.gov.au](mailto:StudentMobility@education.gov.au) at the time of submitting the Application or when the Conflict of Interest arises or is likely to arise. The Applicant must take such steps as reasonably required by DFAT or Education to resolve or otherwise deal with any Conflict of Interest.

Obligations for the management of Conflicts of Interest by Funding Recipients are set out in the Deed.

## 13.4 Privacy

DFAT and Education and their contractors are bound by the provisions of the *Privacy Act 1988* ('**Privacy Act**'), including the Australian Privacy Principles ('**APPs**'), which prescribe rules for the handling of Personal Information.

DFAT and Education collect Personal Information in relation to Mobility Projects under the NCP Mobility Program. In addition to uses permitted under the Privacy Act, DFAT and Education may use the information collected for administering the New Colombo Plan, including the following purposes:

- (a) assessing Applications;
- (b) administering and performance monitoring of the NCP;
- (c) promoting the NCP, including to Students and media representatives and in promotional material, information and publications in hardcopy and/or on the internet; and
- (d) inviting Students in the NCP alumni network to NCP and related functions and events held in Australia and overseas.

DFAT and Education may also disclose Personal Information in relation to Mobility Projects under the NCP Mobility Program for the purposes listed above including:

- (a) to other Australian Government Departments and agencies, including Austrade, the Department of Home Affairs, the Australian Federal Police and the Department of Prime Minister and Cabinet;
- (b) to State and Territory Governments;
- (c) to Australian Parliamentary members and committees of the Parliament of the Commonwealth of Australia;
- (d) to contractors and agents of DFAT and Education;
- (e) to Australian Universities, including ILOs;
- (f) to potential Internship/Mentorship Host Organisations and language training providers, Host Location governments/authorities or non-government organisations. These may be foreign organisations (noting that they may not be bound by Australian privacy legislation or equivalent privacy legislation in their own countries);
- (g) to media representatives, including foreign media representatives; and

- (h) in publicly available promotional material, information and publications in hardcopy and/or on the internet.

Without limitation, Applicants must ensure that appropriate consents are obtained from individuals, including in accordance with the scope of permitted use and disclosure under this Section 13.4. Funding Recipients must also obtain such consents and comply with the obligations under the relevant Deed.

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, Applicants should go to:

- (a) Department of Education and Training – [www.education.gov.au/privacy](http://www.education.gov.au/privacy) or contact [privacy@education.gov.au](mailto:privacy@education.gov.au) and/or
- (b) Department of Foreign Affairs and Trade – [www.dfat.gov.au/privacy.html](http://www.dfat.gov.au/privacy.html) or contact [privacy@dfat.gov.au](mailto:privacy@dfat.gov.au).

### **13.5 Confidential Information**

Other than information available in the public domain, you agree not to disclose to any person, other than us, any Confidential Information relating to the Application and/or Deed and/or Project Schedule, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our Confidential Information in a form we consider acceptable.

We will keep any information in connection with the Deed and the Project Schedule to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential;
2. the information is commercially sensitive; and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- (a) Commonwealth employees and contractors to help us manage the NCP Mobility Program effectively;
- (b) employees and contractors of DFAT and Education for the purpose of research, assessment, monitoring and analysis of the NCP Mobility Program;
- (c) employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- (d) 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's claims;
- (e) other Commonwealth, State, Territory or local government agencies in NCP Mobility Program reports and consultations;
- (f) the Auditor-General, Ombudsman or Privacy Commissioner;
- (g) the responsible Minister or Parliamentary Secretary; and

(h) a House or a Committee of the Australian Parliament.

The Deed may also include any specific requirements about special categories of information collected, created or held under the Deed.

### **13.6 Freedom of information**

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) ('FOI Act').

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All freedom of information requests must be referred to the Freedom of Information Coordinator at DFAT immediately via email at [foi@dfat.gov.au](mailto:foi@dfat.gov.au). DFAT will consult Education on FOI requests as required.

## 14 Glossary

Term	Definition
Aboriginal and/or Torres Strait Islander	a person of Aboriginal and/or Torres Strait Islander descent who identifies as an Aboriginal and/or Torres Strait Islander and is accepted as such by the community in which they live, or formerly lived.
Administering Entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
Administration Funding	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 5.4.
Applicant	an Australian University applying for NCP Mobility Program Funding and in the case of a Consortium is the Lead Applicant.
Application	an application for Funding for a Mobility Project under the NCP Mobility Program.
Australian Qualifications Framework	is available at: <a href="https://www.aqf.edu.au/">https://www.aqf.edu.au/</a> .
Australian University	a registered higher education provider for the purposes of the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (Cth) that is, registered in a provider category that permits the use of the word “university”.
Bachelor Degree	Bachelor Level 7 as defined in the Australian Qualifications Framework.
Bachelor Honours Degree	undergraduate studies at a Bachelor Honours Level 8 as defined in the Australian Qualifications Framework.
Closing Time	the date and time specified as such in the timeline at Section 7.4, beyond which Applications will not be accepted.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Completion Date	is the date by which all reporting activities for the Mobility Project must be completed.

Term	Definition
Confidential Information	is information that satisfies the three criteria listed at Section 13.5 of these Guidelines, or the Australian Government designates 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.
Conflict of Interest	refers to 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 NCP Mobility Program.
Consortium	a group of Australian Universities that have appointed a Lead Applicant to submit an Application.
Deed	a Deed for Student Mobility Programs that is an agreement between the Commonwealth of Australia, represented by the Department of Education and Training, and an Australian University in the form of a deed, detailing the terms and conditions under which Funding may be offered under the NCP Mobility Program.
Disability	refers to any limitation, restriction or impairment that restricts everyday activities or assistance is required and has lasted or is likely to last for at least six months.
Eligibility Requirements	<p>the requirements for:</p> <ul style="list-style-type: none"> <li>a. a Mobility Project to be eligible for Funding, as set out or referenced in Section 4.2; and</li> <li>b. an Applicant to be eligible for Funding as set out in Section 4.3.1.</li> </ul>
First Term	in respect of a Multi-term Mobility Project the relevant period identified in Section 7.4.
Funding	the funding made available for Mobility Projects under the NCP Mobility Program to Funding Recipients in accordance with the relevant Project Schedule.
Funding Recipient	an Applicant that has accepted an offer of Funding for a relevant Mobility Project (both before and after entry into the relevant Project Schedule).
Gender	part of a person's social and personal identity, and may not necessarily be the same as the person's sex. When applying, individuals are given the option to select M (male), F (female) or X (Indeterminate/Intersex/Unspecified).

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>7</sup> or other Consolidated Revenue Fund (CRF) money<sup>8</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a PBS Program.
Home University	the Australian University at which the relevant Student is enrolled throughout the duration of the Mobility Project in which they are participating.
Host Institution	a university or other education provider where the Students are enrolled for study in the Host Location as part of a Mobility Project.
Host Location	the eligible geographic location in the Indo-Pacific region set out in Section 5.5 to which Students will travel to undertake Mobility Projects.
Host Organisation	any other organisation, besides the Host Institution that may host Students for work, training, study or research in the Host Location as part of the Mobility Project.
Internship	a professional work experience in which a Student has learning goals relevant to their academic qualification and professional development. Internships can include clinical placements, practicums or artist residencies.
Internship Grant	additional Funding as part of a Semester Grant as described in Section 4.2.4.
ISEO or International Student Exchange Online	Education's online system for managing the Applications.

<sup>7</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>8</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Language Training Grant	additional Funding as part of a Semester Grant as described in Section 4.2.5.
Lead Applicant	is the Australian University responsible for submitting an Application on behalf of a Consortium and for meeting the requirements on Applicants and Funding Recipients on behalf of the Consortium.
Low Socio-economic Status (SES)	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.
Mentorship	a developmental relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person, relevant to work, career, or professional development.
Mobility Partnership	is a sponsorship arrangement between one or more Home Universities or Consortium and at least one Private Sector Organisation that meets the requirements in Section 5.3.
Mobility Projects	are projects that meet the relevant Eligibility Requirements in accordance with Section 4.2 for which Applicants seek Funding in accordance with these Guidelines.
Multi-term Funding	is Funding for Multi-term Mobility Projects.
Multi-term Mobility Projects	are Mobility Projects that meet the Eligibility Requirements, including as set out in Section 5.2.
New Colombo Plan (NCP)	the New Colombo Plan Scholarship Program and the New Colombo Plan Mobility Program.
New Colombo Plan (NCP) Mobility Program	has the meaning in Section 1.1.
New Colombo Plan (NCP) Scholarship Program	the program of that name administered by DFAT.
New Colombo Plan Website	<a href="http://www.dfat.gov.au/people-to-people/new-colombo-plan.aspx">www.dfat.gov.au/people-to-people/new-colombo-plan.aspx</a> .
Objectives	has the meaning in Section 2.2.
Offshore Campus	of an Australian University refers to an Australian University that has a branch campus and/or operates under the same entity name, in a location other than Australia.

Term	Definition
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Personal Information	has the same meaning as in the Privacy Act.
Primary Location	has the meaning given in Section 5.5.2.
Privacy Act	the <i>Privacy Act 1988</i> (Cth).
Private Sector Organisation	Australian, global and local commercial enterprises (businesses) and non-profit organisations, ranging from those in the informal sector to large multinational organisations, which are not owned by or under the direct control of a government. This does not include Host Institutions.
Project Partner	the Host Institution(s), Host Organisation(s), and/or any other overseas or Australian partner organisation(s) involved in the delivery of a Mobility Project.
Project Schedule	the agreement for Funding of a Mobility Project entered into under the relevant Deed.
Regional/Remote	a region designated as Regional or Remote by the Australian Bureau of Statistics 2011 Australian Statistical Geography Standard (ASGS).
Second Term	in respect of a Multi-term Mobility Project the relevant period identified in Section 7.4.
Secondary Location	has the meaning in Section 5.5.3.
Selection Criteria	the specified principles or standards, against which Applications will be judged and are set out in Section 6.
Semester	has the meaning as published by the Host Institution, provided it is a minimum of 10 weeks. Where the Host Institution operates trimesters rather than semesters, the trimester will be a Semester and must also be a minimum of 10 weeks.
Semester Grant	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 4.2.3.
Short-term Grant	a grant for a Mobility Project that meets the Eligibility Requirements, including as set out in Section 4.2.2.

Term	Definition
Single-term Mobility Projects	are Mobility Projects that do not continue beyond 30 June 2021.
Student	a student enrolled in an undergraduate course at a Bachelor or Bachelor Honours level at a Home University throughout the duration of the Mobility Project and is the beneficiary of a Student Grant from a Funding Recipient.
Student Grant	has the meaning in Section 5.1.
Third Term	in respect of a Multi-term Mobility Project the relevant period identified in Section 7.4.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ol style="list-style-type: none"> <li>a. the quality of the project proposal and activities;</li> <li>b. fitness for purpose of the proposal in contributing to government objectives;</li> <li>c. that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>d. the potential grantee’s relevant experience and performance history.</li> </ol>