



Australian Government



Australia Awards

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS



# SCHOLARSHIPS HANDBOOK

February 2012

## Important message for awardees:

You must read this Handbook carefully and fully understand its contents before signing the Contract with the Commonwealth of Australia. The Handbook is provided to answer all your questions about your scholarship. Please also read the other information in your pre-departure pack and follow the instructions carefully. For further assistance, please contact AusAID at [scholarships@ausaid.gov.au](mailto:scholarships@ausaid.gov.au)

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## GLOSSARY OF TERMS AND ACRONYMS

Academic year	Australia's academic year is the same as the calendar year.
ADS	Australian Development Scholarships
ALA	Australian Leadership Awards
Alumni	A graduate who received support for their studies under an AusAID funded scholarship
Applicant	A person who has applied for, but not yet received, an AusAID funded scholarship
Arrival date	The day on which the AusAID Scholar arrives in Australia and registers their arrival with their institution
Articulating course	A course of study which progresses to another course of study at a higher qualification level. Also known as a package program e.g. Masters articulating to a PhD
AusAID	The Australian Agency for International Development
AusAID Scholar	A recipient of an AusAID funded Scholarship
CLE	A fortnightly Contribution to Living Expenses (CLE) paid at a rate determined by AusAID (Canberra)
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students
Deferral	Where a Scholarship recipient delays the commencement date of their Scholarship
Dependant	Spouse and/or children under 18 years of age
DIAC	The Commonwealth Department of Immigration and Citizenship
Establishment allowance	A once-off allowance provided to each new AusAID Scholar when they commence their scholarship to contribute to their start-up costs
Extension	Any increase in the length and/or cost of an AusAID scholarship
Field of study	The vocational area of specialisation or principle subject matter of an AusAID Scholar's course e.g. agriculture, health, etc.
Fieldtrip	A short class-based excursion for the purposes of education and/or research to provide AusAID Scholars with experiences outside their everyday academic environment and activities
Fieldwork	Research undertaken in the home country and/or Australia as part of the AusAID Scholar's research course
Foundation program	An intensive study program of up to 12 months offered to Undergraduate AusAID Scholars who do not meet the required standard for direct entry into their chosen course
IAP	Introductory Academic Program provided by the institution to orient the new AusAID Scholar to the institution and its surroundings before commencing their academic program
IELTS	International English Language Testing System
ILO	institution Liaison Officer – the officer designated by the tertiary education institution in Australia to be its main point of contact with AusAID
In-country	In applicant's home country; not in Australia
Institution	Australian tertiary education institution contracted by AusAID to provide education services to AusAID scholars



Long-term award	An award (scholarship) supporting studies of more than six months towards a course of studies that is recognised under the Australian Qualifications Framework
Managing contractor	A person or organisation AusAID Post contracts to manage the implementation of Scholarships
OASIS	Online Australian Scholarships Information System
Open category	Applicants do not need to be nominated by their government or employer. Anyone who meets the eligibility criteria and who can demonstrate the benefit that the studies will make to their home country may apply under this category
Overseas	Outside Australia
Partner government	A government that has a bilateral aid agreement with Australia
PCE	Pre-course English - an intensive English program provided to AusAID Scholars who require additional English language skills prior to commencing their qualification studies
Placement offer	An offer of enrolment made by the institution to the AusAID Scholar. The placement offer specifies the course, duration of study and also includes an estimate of the associated scholarship costs such as academic fees and stipend allowances. Placements (requests and offers) are done in OASIS between the Post and the institution
Panel	Group of people drawn together for the purposes of selecting Scholars
Post	AusAID office located outside Australia usually at an Australian diplomatic mission
Post-scholarship	Study or other activity undertaken in Australia after the studies under the AusAID Scholarship are completed (e.g. post-Doctorate fellowship)
Preliminary program	Courses deemed necessary by the institution to enable a postgraduate AusAID Scholar to successfully complete their qualification in the timeframe specified by the institution in the CRICOS
Preparation program	One or more introductory courses that an institution can require an AusAID Scholar to undertake prior to commencing their chosen course. Preparation Programs may include PCE, preliminary programs, foundation programs, etc.
Reintegration plan	A Scholar's proposed strategy for using the new skills and knowledge when they return home at the end of their studies in Australia
RFP	Request for Placement. The process of an AusAID Post or MC requesting a Placement Offer from an institution on an AusAID Scholar's behalf through OASIS
Scholarship	A long-term award (ADS and/or ALA) funded by AusAID
SCO	Student Contact Officer appointed by the institution to provide support services to AusAID Scholars
Suspension	The temporary cessation of an AusAID Scholar's study program and financial support from AusAID
Termination	AusAID's decision to end an AusAID Scholar's AusAID Scholarship before the completion of study
TOEFL	Test of English as a Foreign Language
Variation	Any change to the original Placement Offer made to the recipient of an AusAID scholarship.
VET	Vocational Education and Training – VET is a national system designed to skill workers to work in particular industries and is part of a broader educational network in Australia that includes schools, universities and adult and community education. VET is delivered by TAFE and Registered Training Organisations
Withdrawal	When an AusAID Scholar chooses to cease their scholarship before completing the course of study.



## 1 Australia Awards

Australia Awards aim to promote knowledge, education links and enduring ties between Australia, our neighbours and the global community. The Australia Awards bring together the international scholarships offered by the Department of Education, Employment and Workplace Relations (DEEWR) – that is, the Endeavour Awards – and AusAID's Development Awards into a single recognisable brand.

Development awards have been an important component of the Australian Government's overseas aid program since the Colombo Plan in the 1950s, supporting its aim to help developing countries to reduce poverty and achieve sustainable development.

The overarching goals of Australia's Development Awards are:

- to develop capacity and leadership skills so that individuals can contribute to development in their home country
- to build people-to-people links at the individual, institutional and country levels.

Development Awards provide opportunities for long- and short-term study and professional development.

This handbook is for AusAID's long-term Development Awards only, including the Australian Development Scholarships and Australian Leadership Award Scholarships. This Handbook does not include the Australian Regional Development Scholarships, Australian Leadership Awards Fellowships or short course awards.

### 1.1 Australian Development Scholarships (ADS)

ADS are a highly valued form of development cooperation between Australia and partner countries with which Australia has a bilateral agreement.

These long-term awards provide support for people to obtain tertiary qualifications at participating Australian institutions in specific areas that will address the jointly agreed key priority areas for development.

### 1.2 Supplementary Awards

#### 1.2.1 Australian Leadership Awards (ALA)

The ALA are aimed at enhancing developmental leadership and building partnerships and links with developing countries to address priority areas for development.

Up to 200 ALA are available globally on an annual basis for high achievers who intend to undertake postgraduate studies and who demonstrate the best potential to influence development outcomes in their home country.

ALA are no longer stand-alone scholarships but are now being administered in most countries as supplementary awards to the ADS. (*Exception:* Some countries that do not have ADS may be eligible only to compete for ALA.)

Scholarship applicants may indicate their interest in being considered for an ALA on the Scholarship Application form. Post's selection panels will identify and recommend candidates for the ALA. A high level interdepartmental selection panel in Canberra makes the final decision. There is no specific allocation of ALA for each country or region.

In addition to receiving the ADS entitlements, the selected ALA scholars will undertake a Leadership for Development Program while they are in Australia. The purpose of this Program is to enhance the ability and confidence of participating scholars to lead action on development reform in their own country. ALA Scholars are provided with further opportunities and activities, beyond their postgraduate studies, to enhance their leadership knowledge and extend their networks through a national Leadership for Development Conference and other tailored activities. These entitlements relate to long term awardees and not to ALA Fellows or Short Course Awardees.

### 1.2.2 Other awards

Other supplementary awards, such as the Prime Minister's Pacific Australia (PMPA) Awards, the Allison Sudradjat Awards and the Greg Urwin Awards are available for particular countries (namely the Pacific Island countries and Indonesia). These awards are not open for individual application. Either the relevant Post will identify candidates for the awards when conducting the ADS selections, or selections are done when the Scholars are nearing completion of their studies in Australia.

The Scholarship policies and conditions outlined in this Handbook relate only to the long-term scholarships.

Further information about the PMPA Awards is available at:

<http://www.pmpa.austraining.com.au/home>

Further information about the Allison Sudradjat Awards is available at:

<http://www.usaid.gov.au/scholar/ala.cfm>

Information about the Greg Urwin Awards that are available for scholars from Pacific Island countries (including Papua New Guinea) who are completing their postgraduate studies in Australia is available from:

Operations Coordinator  
Pacific Leadership Program  
c/o Pacific Islands Forum Secretariat  
Private Mail Bag  
Suva, Fiji

Office: +679 3220276  
Fax: +679 3220376  
Mobile: +679 9245361  
Email: [gary.frost@plp.org.fj](mailto:gary.frost@plp.org.fj)

## 1.3 Alumni

One of the aims of the Australia Awards is to strengthen alumni networks and build enduring links with a new generation of international leaders. Scholarship recipients are strongly encouraged to join the AusAID and Australia Awards alumni networks which enable Alumni to maintain strong links with Australia and each other. In particular, the network facilitates the ongoing exchange of knowledge and information among scholarship recipients.

Many Development Awards alumni have become leaders in government, academia and business in their home country communities.

## 1.4 Purpose of the Handbook

The Handbook instructs all those managing or participating in the Scholarship program (i.e. long-term awards) on their roles and responsibilities. Institutions, applicants/AusAID Scholars, AusAID officers and Managing Contractors (MCs) have access to this Handbook and all should be familiar with its contents and understand their respective roles and responsibilities.

The Handbook underpins the Contract between AusAID and institutions for the Provision of Education Services and between the Scholarship recipient (referred to as the AusAID Scholar) and the Commonwealth of Australia.

Institutions should use the guidance in the Handbook, together with their knowledge and experience, to make decisions that are in the best interests of the Australian Government, the AusAID Scholar and the institution.

The management arrangements contained in this Handbook came into effect from the 2007 ADS Student intake and the 2012 ALA Student intake. ADS AusAID Scholars who are continuing their studies post-2006 and ALA AusAID Scholars who are continuing their studies post-2011 will be managed in accordance with this Handbook. Transitional arrangements applying to these continuing AusAID Scholars are outlined at [Appendix E](#).

For the purpose of the Handbook, the term 'Scholarship' will be used to describe both ADS and ALA. Where a policy or procedure only applies to one Scholarship the term ADS or ALA will be used.

## **1.5 How to use the Handbook**

The Handbook provides the guiding policy and process for long-term Scholarships, from application to completion. Each chapter describes a step in the Scholarship process and details each stakeholder's role and responsibility in that process, providing for transparency and consistency in the approach to Scholarship management.

The Handbook stipulates when actions need to be taken in the Online Australian Scholarship Information System (OASIS) at each stage of the process. For a detailed description of what actions need to be taken in OASIS, refer to the OASIS User Manual. OASIS is an internet-based data management system managed by AusAID. OASIS enables AusAID, MCs and institutions to access a centralised database to electronically enter and store data, process applications and manage Scholarships. AusAID provides OASIS users with an OASIS User Manual and initial training in the use of OASIS.

## **1.6 Changes to the Handbook**

As previously noted, this Handbook forms part of the contractual arrangements between the institutions and AusAID. It is reviewed on a regular basis to maintain its relevance and consistency with current AusAID policy.

AusAID reserves the right to change or amend the Handbook and will provide notification of such changes as appropriate and in a timely manner. However, it is the user's responsibility to check the Handbook periodically.

## **1.7 Responsibilities**

The following summarises the various responsibilities for users of this Handbook.

### ***1.7.1 AusAID (Canberra) – Scholarships Section***

AusAID's Scholarships Section in Canberra (referred to in this Handbook as AusAID (Canberra)) is responsible for:

- a. developing and maintaining AusAID Scholarships' policies and conditions and ensuring consistency in their administration
- b. assisting Posts with promotion, selection and mobilisation processes
- c. coordinating the final selection of ALA Scholars in Canberra
- d. determining how AusAID Scholarships will be delivered in Australia by institutions
- e. managing contracts with institutions
- f. providing a Leadership for Development Program for ALA Scholars
- g. monitoring the performance of AusAID Scholarships
- h. managing OASIS and providing training to AusAID, MCs and institution staff
- i. reviewing and evaluating the effectiveness of the Leadership for Development Program
- j. reporting globally on AusAID's scholarships to the Australian Government
- k. Whole-of-Government relationships in Canberra (including, but not limited to, the Department of Immigration and Citizenship, the Department of Education, Employment and Workplace Relations, the Department of Foreign Affairs and Trade and Prime Minister and Cabinet)
- l. liaising with the Australia Awards Secretariat to support its role in servicing the Australia Awards Board.

### 1.7.2 *AusAID Country Programs (Posts)*

AusAID in-country offices (referred to as Posts) and AusAID Country Programs in Canberra (referred to as Desks) work collaboratively on the following policy tasks:

- a. in consultation with partner governments, determining the use of scholarships as a mode of aid – determining the number of ADS available and fields of study that are in accordance with the development priorities of their country program strategies
- b. ensuring the Scholarships are embedded in the country's program objectives and contributes in a systematic way to capacity development
- c. determining the profile of applicants to be targeted
- d. providing a current Country (or Regional) Profile, including information on the above, and any specific requirements for potential Scholarship applicants
- e. reviewing and evaluating the contribution of Scholarships to achieving broader aid objectives.

Posts generally will be responsible for:

- f. liaising with partner governments and relevant authorities on Scholarship matters
- g. organising the nomination process and promotion of Scholarships
- h. processing applications (hardcopy and online where relevant)
- i. managing the Scholarship selection process with AusAID (Canberra)'s assistance (as required)
- j. forwarding recommendations to AusAID (Canberra) for the supplementary ALA
- k. ensuring that all selection processes are equitable and transparent and that connections or relationships between applicants and staff employed at Posts/Managing Contractors are disclosed and managed appropriately
- l. forwarding placement requests to institutions in OASIS by the stipulated deadline, ensuring that documents accompanying the request have been properly certified (or attested)
- m. notifying all applicants of the outcome of the selection process
- n. holding functions for AusAID Scholars as appropriate
- o. advising AusAID (Canberra) and institutions of Scholars with a disability that will require additional assistance and liaising with institutions to determine the reasonable level of support that they will require
- p. arranging in-country Pre-Course English (PCE) where relevant
- q. arranging Scholars' travel to Australia and recording travel details in OASIS
- r. ensuring results of character checks are known before Scholars leave for Australia
- s. providing Pre-Departure Briefings to Scholars, including AusAID alumni where possible
- t. processing Scholarship variations in OASIS in accordance with current policy and financial delegations
- u. overseeing performance and contractual matters relating to the Scholarships MC (if applicable)
- v. promoting and supporting AusAID and Australia Awards Alumni networks
- w. consider using the AusAID alumni as a resource (for example, using their specialist knowledge and technical skills gained in Australia for AusAID's development activities in-country, seeking their participation on selection panels and at pre-departure briefings, etc.)

### 1.7.3 *Managing Contractors*

A number of Posts have contracted the in-country management of Scholarships to a Managing Contractor (MC). For the purposes of this Handbook, references to the Post may relate to responsibilities for either the Post or MC, depending upon each country program's internal arrangements. The roles and responsibilities of MCs are set out in their contract with AusAID.

#### **1.7.4 Institutions**

The tertiary education institutions (institutions), contracted by AusAID, are responsible for the in-Australia management of AusAID Scholars in accordance with this Handbook and their contract with AusAID. Management responsibilities include, but are not limited to:

- a. responding to Posts' requests for placement
- b. meeting the academic and pastoral requirements of AusAID Scholars from time of arrival until the completion of their scholarship
- c. providing information to AusAID about the AusAID Scholars on request
- d. managing finances in accordance with the contract
- e. ensuring records in OASIS are up-to-date and accurate
- f. managing risks in accordance with the contract
- g. providing reasonable assistance to AusAID Scholars who have identified that they have a disability which will require the institution's assistance.

#### ***Institution Contact Officer***

Institutions must nominate an Institution Contact Officer (ICO) whose role is to act as the prime contact for liaison between the institution and AusAID for matters not directly related to the Scholars, such as AusAID's contract with the institution.

#### ***Student Contact Officers***

The institution's appointed Student Contact Officer/s (SCO) will be the point/s of contact for AusAID Scholars at the institution in relation to their Scholarship and anything over and above the role of the institution's student services area. The institution will decide how to manage these arrangements, including the roles and responsibilities of the contact officers.

#### **1.7.5 Applicants and Scholars**

Applicants are responsible for reading and understanding the policies underpinning AusAID's Scholarships and to provide complete, true and accurate information at all times including, but not limited to, the information provided in their Scholarship and visa applications. Applicants must realise that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* of the Commonwealth of Australia.

Scholars are responsible for their academic and personal conduct as defined in [section 4.2](#) of this Handbook and as stated in their contract with the Commonwealth of Australia which they will sign in order to accept the Scholarship offer.

#### **1.7.6 Child protection**

AusAID has clear and strict policies in relation to managing and reducing risks of child abuse. The policy applies to all recipients of AusAID funds. AusAID takes a zero-tolerance approach to any infringement.

Posts are to ensure that they provide a copy of the AusAID Child Protection Code of Conduct is attached to the Scholarship offer and contract. (See [Appendix I](#))

For more information on AusAID's Child Protection policy, see [http://www.ausaid.gov.au/publications/pdf/child\\_protection.pdf](http://www.ausaid.gov.au/publications/pdf/child_protection.pdf)

## 2 Eligibility criteria and application process

### 2.1 Eligibility criteria

To be eligible to receive a Scholarship, applicants must:

- a. be a minimum of 18 years of age at the time of commencing the Scholarship
- b. be a citizen of a participating country (as listed on AusAID's Scholarship website) and be residing in and applying for the Scholarship from their country of citizenship

Posts may consider these exceptions:

- (i) applicants working for their government in a third country
  - (ii) applicants residing in the immediate region to whom they would be willing to award a scholarship (e.g. Pacific Island countries considering applicants from other eligible Pacific Island countries), noting that the Scholarship will be reported as belonging to the applicant's country of citizenship
- c. not be married or engaged to or be a de facto of a person who holds, or is eligible to hold, Australian or New Zealand citizenship or permanent residency, at any of the application, selection or mobilisation phases or while on-scholarship in Australia  
Note: Residents of Cook Islands, Niue and Tokelau with New Zealand citizenship are eligible but must apply for an AusAID 576 student visa.
  - d. not be current serving military personnel
  - e. not be applying for another long-term AusAID scholarship unless they have returned to their home country and resided there\* for twice the length of the total time that they were in Australia (for example, a previous Scholar who has been on AusAID scholarship/s in Australia for four years will not be eligible to apply for another AusAID scholarship until they have been home for eight years)  
\* Exceptions – see section 2.1.b (i) and (ii) above
  - f. not hold or have held an Australian Government-funded scholarship (e.g. Endeavour Award) in the preceding two years, at the time of application
  - g. satisfy any specific criteria established by the applicant's country and/or government of citizenship
  - h. be able to satisfy the admission requirements of the institution at which the Scholarship is to be undertaken (this may mean that Post will need to withdraw a Scholarship offer if the recipient cannot satisfy the institution's admission requirements. This may not be known until Post requests a placement at selected institutions)
  - i. be able to satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID Student Visa 576 (this may mean that Post will need to withdraw a Scholarship offer if the recipient cannot satisfy the visa requirements)

Note: Applicants must inform Post of any connection or relationship to staff employed at Posts or with Managing Contractors so that the application may be properly and transparently managed.

### 2.2 Development opportunities for all

#### 2.2.1 Gender equality

The Australian Government has committed to remaining a firm and persistent advocate and practical supporter of gender equality, and has identified gender equality as a critical cross-cutting theme across the aid program. Three of the ten development objectives of 'An Effective Aid Program for Australia' specifically address gender equality and the empowerment of women. These are: empowering women to participate in the economy, leadership and education; saving lives of poor women through provision of quality maternal health care services; and enabling more girls to attend school.

Women are encouraged to apply for a Scholarship because educational attainment is, without doubt, the most fundamental prerequisite for empowering women in all spheres of society.



### 2.2.2 People with disability

Enhancing the lives of people with disabilities is listed as one of the ten key objectives in the Australian Government's new framework for the Aid program. Australia's 'Development for All' strategy aims to ensure that people with disability, comprising the world's largest and most disadvantaged minority, are included in and benefit equally from Australia's development assistance.

People with disability are encouraged to apply for a Scholarship. In line with the strategy, AusAID is committed to offering educational opportunities to people with disability who are otherwise eligible to apply. Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological and learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms (See [http://www.hreoc.gov.au/disability\\_rights/dda\\_guide/who/who.html](http://www.hreoc.gov.au/disability_rights/dda_guide/who/who.html)).

## 2.3 Types of courses available to applicants

The types of courses available for study under a Scholarship will depend on the applicant's home country government and/or AusAID policy. Scholarships may be available for the following types of courses:

- Vocational Education and Training (VET) courses
- Bachelor degree (undergraduate) courses
- Master degree courses
- Doctorate degree (PhD) programs

***Note:** Only applicants applying to undertake a postgraduate course (Masters or PhD) are eligible to be considered for the supplementary ALA.*

Applicants must read the relevant Country or Regional Profile or check with the nearest AusAID office to find out what types of courses are available to them. For example, some country programs do not provide scholarships for PhDs.

***Note:** The Scholarships do not support completion of studies already commenced in Australia.*

### 2.3.1 Vocational education and training courses

Some country (or regional) program strategies may provide scholarships for vocational education and training courses to be undertaken in Australia. This would normally be at the Advanced Diploma level and only in fields of study not available in tertiary institutions in the home country.

### 2.3.2 Bachelor degrees

The maximum duration of study permitted for a Bachelor degree is four years; however institutions may identify an AusAID Scholar to be invited to do an Honours program. Institutions must seek approval from the Post to invite a Scholar to undertake an Honours program. Institutions must seek this approval no later than six months before the Scholar's due completion date to allow time for AusAID to assess the request, including seeking partner government approval where relevant. Institutions should provide actual subject results when seeking the approval.

AusAID Scholars and institutions should not assume approval until receiving Post's confirmation.

No extension to the Honours year will be approved.

Double Bachelor degrees are permitted so long as both are included in the original offer and both can be completed within four years.



### 2.3.3 *Masters degrees*

Master degree programs may be offered by coursework only, by research only or by a combination of coursework and research.

Masters by research or a combination of coursework and research should be offered only to those applicants who have demonstrated the need for high-level research skills in order to undertake research or teaching or to supervise researchers upon their return home.

The maximum duration for a Masters program is two years.

Double Masters degrees are permitted so long as both are included in the original offer and both courses can be completed within two years.

Exception: The only exception is the Master of Diplomacy, which the Asia-Pacific College of Diplomacy at the Australian National University offers as part of a double Master's degree program.

The formation of links between Australia and partner countries is identified as a key facet of AusAID's Development Awards. In terms of Australia's future diplomacy in the region, this course provides Scholars with a unique opportunity to form the types of links that the program sets out to achieve.

Only high achieving Scholars with a distinction average or above in their first Masters are able to enter the Master of Diplomacy. The Master of Diplomacy is not offered as a stand-alone course and, the double degree can take up to 2.5 years. Individuals cannot apply for this second Masters course; ANU will recommend candidates to AusAID (Canberra) for decision.

### 2.3.4 *Doctorate programs*

Study at Doctorate level (PhD) may be subject to partner government approval. Normally, approval is given only where the applicant occupies, or is expected to occupy, a senior position requiring individual research or the supervision and training of other researchers in a research organisation (e.g. university or research centre) in the applicant's home country.

The maximum duration for a Doctorate program is four years.

Applicants wishing to undertake a Masters by Research or a PhD must undertake initial investigation to locate an appropriate supervisor. Australian higher education institutions' websites identify their areas of research strength.

Institutions will require Post to provide evidence with the Request for Placement that the applicant has communicated with a potential supervisor at that institution. The communication should indicate that the potential supervisor agrees in-principle to the research proposal and that they would be willing to supervise the applicant. This will not guarantee an offer from that institution, but it will help the institution's research committee's consideration of the application. The communication should not be in the form of an application for admission.

Applicants should supply evidence of past research undertaken and highlight outcomes.

## 2.4 **Finding an appropriate course and institution**

Scholarship applicants are expected to undertake research on the Australian institutions that may provide the most appropriate course of study which meets their needs. Institutions may offer in-country information sessions and Posts may also assist applicants make an informed decision on the most appropriate course of study and location. Applicants must include their course and institution preferences when submitting the application for the Scholarship.

Scholarships are available only for courses that are listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The Register is available at [www.cricos.deewr.gov.au](http://www.cricos.deewr.gov.au) which is the official Australian Government website that lists all Australian education providers which offer courses to people studying in Australia on student visas and the courses offered.

## **2.5 Other programs or related activities**

### **2.5.1 Articulated study programs**

An articulated study program is one that combines a lower and higher level course of study, leading to award of the higher qualification. Examples include a vocational course providing a direct pathway to a university undergraduate course of study; or a Graduate Diploma leading directly to a Masters, or a Masters leading directly to a Doctorate.

The institution offering the higher course of study is deemed to be the primary institution. The primary institution needs to ensure that both courses comprising the articulated program are identified (and entered into OASIS) as part of the Scholarship offer.

No articulated program may comprise more than two courses or have a total duration in excess of the normal duration for the higher qualification. (For example, a study program that consists of a Graduate Diploma leading directly to a Masters that normally takes two years to complete will have a total duration of no more than two years; or a study program that consists of an Advanced Diploma leading to a three year Bachelor degree will have a total duration of no more than three years.)

AusAID Scholars, who are unable to complete the higher award of an articulated program, may be able to graduate with the lesser award, with institution approval.

### **2.5.2 Non-standard delivery of courses**

Where a course is jointly delivered by two or more institutions, the primary institution must advise the Scholar of this arrangement at the time of offer. The primary institution will be responsible for the contractual obligations with AusAID.

The institution must include advice also if the Scholar will be required to undertake any of their studies by any non-standard mode (e.g. intensive mode, online or by distance education within Australia or by attending another institution).

### **2.5.3 ALA Leadership for Development Program**

Scholars receiving the supplementary ALA are able to participate in the Leadership for Development Program which includes:

- a. a national conference where all ALA Scholars come together to meet each other and Australian leaders to discuss emerging leadership issues, attendance at which is compulsory
- b. participating in tailored workshops and identifying other activities that will enhance the ALA Scholar's developmental leadership knowledge and provide additional tools.

Other opportunities for networking may be provided throughout the period the ALA Scholar is in Australia.

A managing contractor manages the Leadership for Development Program in consultation with and on behalf of AusAID.

Further information on the ALA Leadership for Development Program is available at [www.ldp.net.au](http://www.ldp.net.au)

## **2.6 Types of courses for which Scholarships are not available**

Scholarships are not available for:

- a. undergraduate courses that require more than four years of study (e.g. medical and veterinary science programs that take five or more years to complete)
- b. undergraduate courses that are available at tertiary education institutions in the home country
- c. training in areas related to nuclear technology or flying aircraft
- d. legal workshops
- e. study by distance or external mode while residing outside Australia
- f. military training
- g. training in counter-subversion methods, the suppression of political dissent or intelligence procurement

Generally, Scholarships will not be available for courses of study in Australia where the applicant already has achieved that qualification and the qualification is deemed to be equivalent to the Australian qualification at the same level.

In addition to the above, the supplementary ALA Scholarships are not available for:

- a. undergraduate programs, including honours studies
- b. candidates requiring preparatory courses in Australia (for example, pre-course English or foundation courses).

### *2.6.1 Courses not covered by the CRICOS*

The main course being undertaken under the Scholarship must be listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

An institution may recommend a qualifying or preliminary course to be taken as part of the AusAID Scholar's academic program. Qualifying or preliminary courses do not need to be listed in the CRICOS. If AusAID approves the course, the institution may seek reimbursement for the course cost from AusAID as part of the offer process.

## **2.7 English language requirements**

AusAID may award a Scholarship only where an applicant has reached, or can reach, the minimum standard of academic English language required for their chosen course of study. The institutions determine the academic English language requirements for their courses.

It is at the discretion of Post as to when, during the application and selection phases, it will require applicants' evidence of their English language abilities. However, Post must be able to provide the evidence when requesting a placement for the applicant at an institution (i.e. the results will need to be available **before 25 August** in the current year for a placement in Semester 1 the next year).

The results of any International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) undertaken by the applicant are to be recorded in OASIS either by the applicant if applying online, or by Post or by the institution if the test is conducted through the institution following the Pre-course English program.

The results must be current as at **1 January** of the year in which the Scholar is commencing studies in Australia. Results are valid generally for two years only. Therefore, for example, a Scholar commencing studies in 2013 will need to provide results from a test undertaken between 1 January 2011 and 1 January 2013.

### *2.7.1 Pre-course English*

It is at the discretion of Post as to whether it will support Pre-course English (PCE) training and, if so, whether it will be undertaken in Australia or in-country.

Generally pre-course English in Australia may be provided for a maximum of six months. This means that applicants will need to have a current academic English testing score that is very close to the course of study's entry score in order to gain admission at the end of the PCE to commence the course in the next semester.

For example, for a course of study with an English language requirement of an academic IELTS overall score of 6.5 with no band less than 6, the applicant will need to provide a current academic English language testing score of 6.0 with no sub-score less than 5.5.

Exceptions: Any exceptions to the six month limit on PCE must be agreed between Post and AusAID (Canberra).

### 2.7.2 English language requirements for ALA scholars

Where English is not the first language, Posts must ensure that candidates for the supplementary ALA have achieved one of the following test results before recommending them to the Interdepartmental Selection Panel in Canberra (i.e. **before 8 August**), irrespective of whether the English language requirements for the course of study is lower:

- a. an IELTS Academic Test with a score of at least 6.5 (with no band less than 6)
- b. a TOEFL paper-based test score of at least 580
- c. a TOEFL computer-based test score of at least 237
- d. a TOEFL Internet-based (iBT) score of at least 92.

## 2.8 Categories of applicants

There are three categories of applicants:

**Public:** Applicants are public sector employees.

**Open:** Anyone who meets the eligibility criteria may apply under this category. However, applicants must be able to demonstrate that their intended studies will contribute to their country's development priorities. Preference may be given to applicants who have their employer's support.

**Targeted:** Applicants are selected from areas which are identified as development priorities or from specific civil society or non-government organisations, or from targeted minority groups.

## 2.9 Application process

### 2.9.1 All applicants

Potential applicants must read the applicable Country or Regional Profile for details on the application process, as key opening and closing dates and documentation requirements may vary. The Profiles can be found at <http://www.ais.gov.au/scholar/eligiblecountries.cfm>

If applicants are unable to access the internet they should contact the closest AusAID Post for information.

Not all Posts are able to receive applications via the Online Application facility in OASIS. Therefore, it is extremely important that potential applicants read and fully understand and comply with the relevant Country or Regional Profile.

There is not a separate application form for the supplementary ALA. Applicants who are interested in being considered for the ALA should indicate their interest on the Scholarship Application Form. Alternatively, if the applicant receives an invitation to attend an interview, they may use that opportunity to indicate their interest in the ALA.

Selection panels might also canvass an applicant's interest in the ALA if the applicant has not self-identified and the panel members feel that the applicant is worthy of consideration.

### 2.9.2 PhD Scholarship applicants

Applicants applying for a Scholarship to undertake a PhD will need to:

- a. do their own research to find the most appropriate institution with the strength or focus in the area in which the applicant wants to conduct their research
- b. approach the institution (by email) with a draft research proposal to find a potential supervisor (this must not be in the form of an application for admission)

Applicants should familiarise themselves with the Commonwealth Register for Institutions and Courses for Overseas Students at <http://cricos.deewr.gov.au/>

When Post requests a placement at an institution for an AusAID Scholar who wants to undertake a PhD, in order for the institution to make a timely assessment, Post should provide the institution with:

- c. evidence (e.g. email communication) that the applicant has received in-principle support for their research topic from a potential supervisor
- d. a research proposal from the applicant (in addition to the outline which the applicant may have already have provided in their Scholarship application), which includes a research methodology, a timeframe and a brief, preliminary literature review.

### 2.9.3 Supporting documents

Applicants will need to supply various documents to support their Scholarship application, including, but not necessarily limited to:

- a. a correctly certified copy of original formal degree graduation certificate (i.e. testamur) and, if not in English, a certified translation copy
- b. a correctly certified copy of original formal academic transcript/s and, if not in English, a certified translation copy of the transcript/s
- c. a correctly certified copy of a citizenship document (e.g. passport or national identity card)
- d. a correctly certified copy of original birth certificate and, if not in English, a certified translation copy of formal degree
- e. a curriculum vitae (CV) briefly detailing work history and responsibilities (and research experience, if relevant to the application)
- f. referee reports: at least one academic referee report and at least one other referee report (e.g. a work supervisor). Masters by Research or PhD applicants should provide two academic referee reports. A template for the preferred format of a referee report is available at [Appendix B](#).
- g. English language test (IELTS OR TOEFL) results certificate valid until 1 January of the year in which the studies will commence. (For example, as results are normally valid for two years, the test date will need to have been since 1 January 2011 for an application to commence studies in 2013.)

Applicants wanting to undertake a research program will need to provide evidence of having contacted a potential supervisor at an institution in Australia.

After receiving a Scholarship offer, a research candidate will need to provide Post with a well-developed research proposal for Post to submit to institutions as part of the Request for Placement process. The proposal should include a proposed methodology, timeline and a brief literature review.

Note: *Some institutions may also require their own application form to be completed and submitted in addition to the Request for Placement, to meet their specific enrolment requirements.*

### 2.9.4 Document certification

For copies of documents to be certified correctly, each page of the copied document must include the following in English: the statement "original sighted" along with the organisation's stamp, date, and full name, position title and signature of the certifier.

Public notaries or other formally recognised authorities are able to certify copied documents as being true copies of the original document.

Note: *Some Posts may use a different term such as 'attested' to mean 'certified'.*

### 2.9.5 Fraud

Applicants must ensure they submit true, accurate and complete documentation. Failure to do so will result in an application not being processed, or an award being terminated if documentation or information provided is later determined to be false. Applicants should be aware that giving false or misleading information is a serious offence under the Criminal Code Act 1995 of the Commonwealth of Australia. AusAID has a 'zero tolerance' attitude towards any attempts to gain a benefit fraudulently from the Australian Government. AusAID has the right to vary or reverse any decision regarding an Australia Award made on the basis of incorrect or incomplete information.

### **3 Selection and placement processes and offer options**

#### **3.1 Selections**

Posts are responsible for selecting and awarding Scholarships to the most suitable applicants who match the desired profile of individuals who will be able to contribute to development in the areas being targeted by the country or region's strategy for delivering aid through efficient and transparent processes.

Most Posts will run a single selection process to choose recipients for the ADS and, from that pool of successful candidates, will make recommendations for the ALA.

##### *3.1.1 Priority and reserve applicants*

The Scholarship selection process in each country (or, in some cases, in the region) will result in a list of priority candidates equal to the number of Scholarships available for the country or region, and a list of reserve candidates ranked in order. Priority candidates become AusAID Scholars once their placement at an Australian institution has been processed and the candidate has signed the Scholarship contract with the Commonwealth of Australia.

Reserve candidates should continue to meet all eligibility criteria and be deemed suitable for placement in the event that a priority candidate is rejected or withdraws prior to departing for Australia.

##### *3.1.2 ALA candidate selections*

Selection for the prestigious Australian Leadership Awards (ALA) is highly competitive. It is based on leadership qualities, academic competence and, most importantly, the potential for the candidate to influence development outcomes in their home country. (See [Appendix A](#) for the selection criteria indicators and selection categories).

Posts will use the OASIS facility to record its assessment of the candidates it wants to recommend for the ALA, completing the process on or before **8 August**.

An Interdepartmental Selection Panel in Canberra will meet in late August to select up to 200 recipients from across the globe for the ALA. There is not a specific allocation of ALAs to countries or regions. However, the Panel will ensure that there is a reasonable spread of awards geographically and across the priority development themes, and that there is a gender balance.

##### *3.1.3 Advising applicants of selection outcomes*

After the Interdepartmental Selection Panel determines who will be awarded the supplementary ALA, AusAID (Canberra) will advise Posts of the outcome in late August.

Posts will inform applicants, particularly those who were short-listed and interviewed, of the outcomes of the ADS and ALA selection processes.

#### **3.2 Placement at an institution**

Scholarship applicants are not required to have an offer of place at an Australian institution when they apply. However, applicants must have researched the most appropriate course of studies and institutions and include their preferences at the time of applying for the Scholarship. Applicants should familiarise themselves with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). See <http://www.cricos.deewr.gov.au>

A placement process flowchart is at [Attachment C](#).

##### *3.2.1 Role of the Post*

After the in-country selection of an applicant, the Post seeks placement at an institution by sending a Request for Placement (RFP) via the OASIS placement process. Posts are to include any relevant details of country specific conditions set by the partner government.



When submitting an RFP to an institution, Post needs to ensure that:

- a. properly certified supporting documentation has been loaded on OASIS. The certification must include the statement "original sighted" along with the organisation's stamp, date, and full name, position title and signature of the certifier on each page
- b. the Scholar's emergency contact details are on OASIS
- c. the Dependants' information is entered on OASIS, where relevant
- d. the Scholar's passport number and expiry date is entered on OASIS
- e. for PhD Scholars, there is evidence of communication with a potential supervisor at that institution and that there is a 1-2 page research proposal, including a proposed methodology, timeline and brief, preliminary literature review.

Only one RFP per applicant can be considered at any one time.

The Post will notify institutions of placements **by 25 August for first semester** commencement and **by 15 March for second semester** commencement.

When seeking a placement for a Scholar with disability, Post must allow the institution extra time in order for consultations to occur with other parts of the institution to ensure that the necessary support is available.

### 3.2.2 Role of the institution

On receipt of the Request for Placement (RFP), institutions will assess applications for admission on merit. Institutions do not have to accept the RFP and should only offer placement to those who meet the admission requirements and are capable of successfully completing the course nominated, within the institution's specified period as recorded on the CRICOS.

In addition to the nominated course, the length of the placement offer must take into account any preparation programs that the institution recommends or any credit for previous study or recognition of prior learning that may reduce the length of time needed to complete the course.

***Note:** The institution must provide an Introductory Academic Program (IAP) to all Scholars upon their arrival in Australia prior to the commencement of studies. The institution must record in OASIS the IAP and any other preparation program when it is processing the placement offer..*

*The placement offer must also include other compulsory courses and costs (e.g. first aid course, occupational health and safety course, etc)*

AusAID will consider making special provision for Scholars with disability who may require more time to complete their course of studies. Institutions will need to liaise with AusAID (Canberra) after it assesses the Scholar's capacity and needs.

Institutions must respond to placement requests for coursework studies **within three weeks** of receiving the OASIS notification.

Institutions must respond to placement requests for research studies **within six weeks** of receiving the OASIS notification.

### 3.3 Preparation programs

Prior to processing a RFP, the institution should assess the AusAID Scholar's needs and recommend a preparation program if required. This might include one or more of the following elements:

- a. Pre-Course English (PCE)
- b. qualifying or preliminary programs for postgraduate Scholars
- c. foundation studies for undergraduate Scholars

Preparation programs should not exceed 12 months, except in the case of qualifying programs for PhDs, which may be up to a maximum of 18 months.



If the institution later assesses that a shorter period of preparation is adequate, the institution must reduce the overall length of the Scholarship in OASIS. (See [section 7.1.6](#)). A reduction variation in OASIS should be processed towards the end of the Scholarship.

*Note: If a preparation program is a requirement of the study program, the institution must record the details in OASIS at the 'Process Placement' stage. Failure to do so may result in funds not being approved.*

AusAID Scholars must achieve satisfactory results in preparation programs to continue their Scholarship. Failure to do so may result in termination of the Scholarship.

### 3.3.1 Pre-course English

Before making a placement offer, institutions should give careful consideration to the English language training that individual applicants may require. The institution can offer an in-Australia Pre-Course English (PCE) program before the Scholar is able to commence their academic studies if the institution believes that this is necessary for the applicant to successfully complete their course of study within the required duration. Generally the maximum length of the in-Australia PCE is six months, although this may vary for some countries. Institutions should not accept AusAID Scholars who are unlikely to reach the required level of English in this time period.

In some countries, PCE is provided to Scholars before departure to Australia. This should be taken into account when recommending PCE in Australia.

*Note: PCE training in Australia is not available for ALA Scholars.*

### 3.3.2 Qualifying and preliminary programs

Qualifying and preliminary programs are courses deemed necessary by the institution to enable a Postgraduate AusAID Scholar to successfully complete their qualification in the timeframe specified by the institution in the CRICOS. Such programs may be formal or informal, for example bridging courses or special intensive courses, and may not lead to a recognised qualification. AusAID Scholars may undertake qualifying and preliminary studies in addition to other forms of preparation such as PCE.

If the institution deems it necessary, it may offer a qualifying/preliminary program to postgraduate scholars. This should be entered in OASIS as part of the initial Scholarship offer.

If the institution's placement offer includes a qualifying and preliminary program, the AusAID Scholar should commence the approved academic program as soon as the qualifying/ preliminary program is completed.

AusAID Scholars must achieve satisfactory results in qualifying and/or preliminary programs to continue their Scholarship. Failure to do so may result in termination of the Scholarship.

### 3.3.3 Foundation programs

A foundation program of up to 12 months may be offered to Vocational Education and Training (VET) and undergraduate applicants if the institution assesses that the Scholar does not meet the required standard for direct entry into their chosen course.

AusAID Scholars may also attend in-country foundation programs as part of their Scholarship program. If AusAID Scholars participate in foundation programs in their home country, they cannot also participate in a foundation program in Australia.

For the purposes of the Scholarship, other types of foundation programs may include compulsory course components not already covered in the main course fee such as, but not limited to, first-aid or occupational health and safety courses.

### 3.4 Maximum duration for a combination of activities

The total program of activities (i.e. a combination of any of the above-mentioned pre-course English language training, preliminary programs, etc, and the actual course of studies) must not result in a Scholarship to gain a Masters qualification extending beyond three years, or for a Scholarship to gain an undergraduate degree or a PhD extending beyond five years.

### 3.5 Placement offer options

After considering the need for preparation programs, the institution may respond to a placement request in OASIS by:

- a. requesting further information and/or further time to assess the placement request, stipulating the amount of time necessary (within the timeframes indicated below) or
- b. declining to offer a place at the institution and stating the reason/s why within 14 days of receiving the request or
- c. offering a place conditionally or
- d. offering a place unconditionally.

If an institution wishes to make a conditional offer to an applicant, the specific conditions must be entered into OASIS at the time the offer is made. For example, an applicant may have to successfully complete PCE prior to enrolment in a program of study. Specific conditions required by the institution must be included in the Scholarship offer letter and contract that Post provides to the Scholar.

In-country conditions must be met prior to an AusAID Scholar's departure for Australia.

#### 3.5.1 *Reviewing a placement offer*

Once an institution has submitted a placement offer in OASIS, the Post will review the placement offer to ensure that:

- a. it is complete and consistent with the course requested
- b. the course costs entered by the institution are in line with those detailed in CRICOS (allowing for incremental increases over the period of study (<http://cricos.deewr.gov.au>))
- c. qualifying and preliminary courses need to be completed as close as possible to the commencement of the main course. Institutions must seek AusAID (Canberra) approval if there is likely to be more than a two week break between completion of the qualifying or preliminary course and the main course of study at any time other than normal session breaks. (For example, it will not be acceptable if the proposed preliminary course finishes in February or March and the main course of study does not commence until July. However, an extended break will be acceptable if the preliminary course finishes immediately before a session break commences and the main course of study starts immediately following that session break)
- d. timing of any Pre-Course English or other preliminary course does not unduly effect participation in the compulsory Introductory Academic Program
- e. the return home travel cost is a reasonable estimate given that the travel will not take place until the completion of the Scholarship.

The Post may contact an institution if further information or clarification is required about a placement offer. AusAID reserves the right to reject any placement offer made by an institution or to withdraw a placement request if submitted in error.

Once Post and the institution are in agreement, the Post will generate a letter of offer and contract for the AusAID Scholar in OASIS. Upon receipt of the signed contract, Post will record the acceptance (or rejection) of the offer in OASIS. OASIS will send an email alert to the institution advising of the decision.

If an applicant's first preference is declined by an institution, the Post may decide to approach the second or other preferred institution. The Post will liaise with the next preferred institution on that institution's requirements. The second preference institution will process the RFP in OASIS as per the agreed process outlined in above in [section 3.2](#).

If a priority applicant cannot be placed in any of their preferred courses, the Post must advise the nominating authority in the applicant's home country and/or the applicant (as appropriate) that no placement can be offered. In such circumstances, the Post will need to withdraw the offer. It may then request a placement for a reserve applicant.

## **4 Accepting the Scholarship and its conditions**

### **4.1 Acceptance by contract**

Before departing their home country, AusAID Scholars must sign a contract between themselves and the Commonwealth of Australia agreeing to the Scholarship's conditions and benefits.

### **4.2 Scholarship conditions**

In accepting the Scholarship, awardees agree:

- a. to commence the Scholarship in the academic year for which it is offered
- b. to satisfy all visa requirements determined by the Australian Department of Immigration and Citizenship to hold an AusAID Student Visa, as set out at: <http://www.immi.gov.au>
- c. to not hold another Australian Government scholarship, other than an AusAID supplementary award, at the same time as the AusAID Scholarship
- d. to participate in the pre-departure briefing arranged by the Post
- e. to participate in the institution's compulsory Introductory Academic Program when they arrive in Australia
- f. to reside in Australia for the duration of the Scholarship (apart from holidays, reunion visits or fieldwork visits)
- g. to undertake only the approved program for which the Scholarship is offered, abide by the rules of the institution, submit all assessment items required for the course and sit examinations, and complete their studies and the Scholarship within the period stipulated in their contract
- h. to not undertake any additional off-scholarship tertiary studies during their time in Australia on the AusAID Student Visa
- i. to liaise with the Student Contact Officer at the institution regarding any proposed changes to the approved program and acknowledge that approval is required from the institution, AusAID and, in some instances, the partner government before making any changes
- j. to obey the laws of the Commonwealth of Australia and the various states and territories and act in a manner that will not bring disrepute to themselves, their family, their country or AusAID and that AusAID may terminate their Scholarship at any time if they break the law or act in such a manner
- k. to advise AusAID immediately, via the Student Contact Officer at the institution, if they marry a person who is an Australian or New Zealand citizen, or is a permanent resident of Australia or New Zealand
- l. to leave Australia for a minimum of two years at the completion of their Scholarship and be aware that any time spent in Australia during the two year exclusion period will extend the end date of the two years accordingly
- m. that they will have a debt to the Commonwealth of Australia for the accrued cost of their Scholarship to commit to repay if they do not leave Australia at the completion of their Scholarship, or if they want to apply for anything other than a short-term temporary visa to return to Australia within two years of completing their Scholarship
- n. that their Scholarship may be terminated at any time if they fail to make satisfactory academic progress or fail to comply with the laws of Australia or otherwise breach the conditions of the Scholarship, or of the AusAID Student Visa, or if they apply to change their visa type

- o. that information about themselves and their dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, Australian tertiary institutions, partner organisations (including managing contractors and sub-contractors), Australian immigration authorities, medical insurers, medical practitioners, case managers, the Australia Awards alumni network, the home government (where applicable) and other parties relevant for the purpose of promoting and administering the Scholarships or in relation to other development activities
- p. to consent to the Australian Government using and disclosing information about the awardee including, but not limited to, their academic background, study program in Australia and their professional achievements either before or after receiving the Scholarship, in promotional material in hardcopy and on the Internet. Promotional material may include, but is not limited to, media releases in Australia and in their home country and information circulated to AusAID's offshore Posts and Australian education institutions, concerning the Scholarship
- q. that they understand that the release of personal information is governed by the Privacy Act 1988 (Cth) <http://www.privacy.gov.au/publications/ipps.html>.

### 4.3 Applying for an AusAID Student Visa (subclass 576)

AusAID scholars need a visa to travel to and study in Australia and need to apply to the Department of Immigration and Citizenship (DIAC) for an AusAID Student Visa (subclass 576). Scholars should apply for the visa as soon as possible after accepting the Scholarship to allow DIAC enough time to process it. Post will assist with the process. Further information on this visa can be found at: <http://www.immi.gov.au/students/students/576-2/>

Scholars are required to meet the health requirement to be granted a visa. Information on the health requirement can be found at: <http://www.immi.gov.au/allforms/health-requirements/>

Scholars should note that in many cases Scholarship conditions overlap with visa conditions. Breaching the visa conditions, (e.g. working more than the allowed number of hours) may result in cancellation of their visa.

### 4.4 Deferring an offer

The Scholarship may be deferred for a later commencement date within the academic year. A deferral may be requested by an AusAID Scholar once they have accepted a Scholarship and before they arrive in Australia.

A deferral to commence at a later date within the academic year may be approved for a variety of reasons including pregnancy, visa and family or work responsibilities.

The institution may defer the commencement date until a later session in the academic year if it requires more time to put in place reasonable adjustments for an AusAID Scholar with disability.

AusAID Scholars who wish to defer their Scholarship should contact the relevant Post as soon as possible after receiving the Scholarship offer.

After the deferral period, AusAID Scholars who commence their Scholarship study program will be entitled to the conditions and entitlements in their original contract with AusAID.

Deferrals are subject to approval from Post and partner government (where relevant). Post is responsible for processing the Deferral Variation in OASIS.

Only in very exceptional cases where the cause is beyond the control of the Scholar (e.g. visa processing delays) may a Scholarship be deferred until the following academic year. Work or family commitments, health issues or not being able to meet the English language requirements are not acceptable reasons for deferring beyond the year for which the Scholarship is offered. The Scholarship recipient will need to decline the Scholarship offer and reapply again when they are ready to start their studies in Australia. This will ensure that all Scholarship places are taken up in that year.

## **4.5 AusAID Scholars with disability**

Under the Disability Discrimination Act, Australian education institutions have to provide 'reasonable adjustments' to students with disability to assist access to study.

Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available depending on the relevant institution's capacity.

### **4.5.1 Posts' responsibility**

Post should encourage people with disability who are otherwise eligible for a Scholarship to apply and ensure that they are able to fully participate in the application and selection processes by providing reasonable additional assistance.

During the request for placement process and in consultation with the Scholar, Post must liaise with the institution about any additional assistance that the Scholar may require for living and studying in Australia before the AusAID Scholar arrives on-campus. Post must give institutions as much advance notice as possible. Where an institution is not able to provide the necessary assistance, alternative institutions may be recommended.

Post will assist Scholars with disability with the visa application requirements including, but not limited to, meeting the costs of obtaining medical reports if required.

### **4.5.2 Scholars' responsibility**

To assess the likely support needs, appropriate assistance, and the capacity of relevant institutions to provide the assistance, AusAID Scholars with a disability/special need must provide details of the disability and/or special need at the earliest opportunity or, at the very latest, when they accept their offer. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating an accessible barrier-free learning and living environment.

AusAID Scholars with disability requiring additional support from their institution in Australia will need to register with the institution's disability liaison office and provide a full medical report no more than two years old and in English that establishes the nature of the disability and, where possible, which specifies the necessary modifications or adjustments to facilitate their living and studying in Australia.

### **4.5.3 Institutions' responsibility**

The obligations under the *Disability Discrimination Act* (the Act) apply to all students studying in Australia (regardless of nationality). The Act requires education to be provided in a non-discriminatory way, and the obligations are on the Commonwealth, the states and territories, and also on the provider (i.e. the tertiary institution).

Disability Standards for Education (the Standards) established under the Act detail the requirements. The Standards require that the institution consult with the student about their support and access needs, in order to decide what 'reasonable adjustments' can be made so that the services can be provided in a non-discriminatory way. The Act and the Standards do not require changes to be made if this would impose 'unjustifiable hardship' to a person or organisation (all factors are taken into account, including impact on student, on institution, etc.).

Further information on the Disability Standards for Education can be found at [http://www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination\\_DisabilityStandardsforEducation](http://www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_DisabilityStandardsforEducation)

Institutions should liaise with AusAID (Canberra) when a Scholar with disability requires additional support beyond access to study such as in the living environment, transport, etc.

## 5 Pre-departure information and travel

### 5.1.1 Pre-departure briefing

It is compulsory for Scholars to participate in a Pre-departure Briefing. Posts are responsible for providing the Briefing and it should be at least one month prior to the AusAID Scholar's departure for Australia.

Pre-departure Briefings provide essential information that AusAID Scholars need upon arrival in Australia, such as advice about living and studying in Australia. It is expected that the briefing will help the AusAID Scholars to quickly settle into Australia and the institution, thereby enhancing their ability to complete their studies within the duration of their award.

The briefings also provide an opportunity to remind AusAID Scholars of their Scholarship obligations, including the requirement that they leave Australia and return to their home country for a minimum period of two years after completing the Scholarship.

As participation in a Pre-Departure Briefing is compulsory for all AusAID Scholars, AusAID will cover the relevant costs for AusAID Scholars to do so. Family members of AusAID Scholars, especially those who expect to accompany them to Australia, are encouraged to participate in the briefing, but it will be at their own cost.

### 5.1.2 AusAID Pre-Departure DVD and Guidebook

AusAID (Canberra) provides a Pre-Departure DVD and Guidebook to Posts. Post should make these resources available to AusAID Scholars at the earliest opportunity after they accept their Scholarship offer. These resources will assist Scholars to prepare for their arrival, living and studying experiences in Australia.

### 5.1.3 Institution information kits

The institution must provide each AusAID Scholar with an Institution Information Kit prior to their departure for Australia. The institution forwards the kit directly to the AusAID Scholar to arrive at the earliest possible time and no later than 14 days before the AusAID Scholar departs their home country. Posts may be able to assist institutions to get the kits to the AusAID Scholars. However, institutions should negotiate this directly with Posts.

Information kits should also be provided to AusAID (Canberra) and the Post upon request.

The kit must include information that is not less than that required under the standards found in the National Code of Practice for Registration Authorities and Providers of Education of Overseas Students 2007, any information required under the Contract with AusAID and other information the institution deems relevant e.g. reception information, climate details, long-term accommodation options, living costs, course details, support services at the institution, including disability support services at the institution and in the community, local childcare and schooling options, information about public transport, etc.

The National Code of Practice is at <http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

### 5.1.4 Family

The Australian Government does not provide any financial or other support for the dependants of AusAID Scholars. Applicants must identify at the Scholarship application stage if they intend to bring family members with them to Australia.

AusAID Scholars may contact the Student Contact Officer at their institution for information about accommodation, as well as schooling and child care for dependants. They should contact DIAC concerning the current visa requirements for accompanying family. Refer to <<http://www.immi.gov.au>> for details.

AusAID Scholars, who intend bringing family, are strongly encouraged to come to Australia on their own for at least the first six months. This will allow the Scholar to attend the Introductory Academic Program and become established in their program of studies without the distraction of having to find accommodation for the family which may result in rushing into an expensive tenancy lease, etc.



Institutions are responsible for providing documentation requested by the relevant DIAC office to ensure visas for accompanying family are arranged in an efficient and timely manner.

#### *5.1.5 Reintegration plans*

Before coming to Australia, Scholars will be expected to have developed a realistic and achievable plan on how they intend to reintegrate back into the workforce and make use of the enhanced knowledge, skills and networks they have gained from the studies and experience in Australia. In most cases, Scholars will be expected to have consulted with their employer (particularly if the Scholar is in the 'targeted' category) or with Post (if more applicable) in developing their plan. The plan should include:

- a. a statement as to why the Scholar expects the completion of the studies under the Scholarship to give them greater opportunities to contribute to relevant activities in their workplace and/or community
- b. a list of potential or proposed new tasks (functions or operational activities) or areas of responsibility or ways in which they will apply the knowledge and skills gained through their studies and networking in Australia.

The Scholar should revisit their plan regularly while they are in Australia and may like to discuss it with their fellow Scholars and academic supervisors, etc.

After completing their studies and the Scholarship and returning home, Scholars should work towards implementing their plan.

A sample reintegration plan template is available at [Appendix L](#).

*Note: Posts may have specific reintegration plans and processes.*

## 6 Entitlements and other support

### 6.1 Entitlements

A common set of entitlements apply to all Scholarship recipients. These entitlements are subject to change at any time.

Tuition Fees	Full tuition fees	Full academic fees and other compulsory fees that apply to international students undertaking the same course are paid by AusAID (Canberra) directly to the institution.
Mobilisation and completion travel	Economy class airfares  Visa medical expenses	Payment of medical expenses related to gaining the AusAID Student Visa 576.  Payment of a single economy class airfare to Australia from the home country via the most direct route at the commencement of the Scholarship.  Payment of a single economy class airfare from Australia to the home country via the most direct route at the completion of the Scholarship.  See <a href="#">section 6.1.4</a>
Introductory Academic Program (IAP)	Compulsory for all scholars	The institution provides a 4-6 week Introductory Academic Program when the Scholar arrives in Australia. Posts must ensure Scholars are mobilised in time to attend the IAP.  See <a href="#">Section 7.1</a> and <a href="#">Appendix J</a> for a sample IAP.
Establishment Allowance	A\$5,000	A contribution of A\$5,000 towards expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance etc. paid by the institution when the Scholar arrives in Australia.  See <a href="#">section 6.1.1</a>
Contribution to Living Expenses (also referred to as a Stipend)	As from 1 January 2012, the CLE is approx. A\$28,000	A fortnightly Contribution to Living Expenses (CLE) paid at a rate determined by AusAID.  CLE rate is A\$76.70 per day (or approx. A\$28,000 per annum) In a leap year the CLE for a scholarship will be: $366 * A\$76.70 = A\$28,072.20$ In a non-leap year the CLE for a scholarship will be: $365 * A\$76.70 = A\$27,995.50$  See <a href="#">section 6.1.2</a>
Overseas Student Health Cover (OSHC)		OSHC will be provided to cover the AusAID Scholar's basic medical costs. AusAID Scholars may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, optometrist, physiotherapist, etc.  See <a href="#">section 6.1.3</a>

<i>If applicable:</i>		
Pre-Course English (PCE)		PCE in Australia may be provided for up to six months (with exceptions for some countries), if deemed necessary by the institution and approved by the Post.  See <a href="#">section 3.3.1</a>
Supplementary Academic Support	Accrued at a rate of A\$500 every 6 months	Provided when essential to improving an AusAID Scholar's performance to ensure their academic success. It may also be available where a supplementary academic activity is identified as enhancing the Scholar's academic progress and achievement.  See <a href="#">section 7.2</a>
Reunion Airfare Entitlement	Return economy class airfare	The reunion airfare entitlement is available to unaccompanied AusAID Scholars.  See <a href="#">section 6.1.5</a>
Fieldwork	Return economy class airfare	One only return economy class airfare via the most direct route may be approved for eligible research AusAID Scholars for fieldwork in Australia or their home country, or in a third country in exceptional circumstances.  See <a href="#">section 7.4</a>
<i>ALA Scholars only</i>		
Leadership for Development Program *		Costs associated with participating in the Leadership for Development Program are covered by AusAID (Canberra).  See <a href="#">section 2.6.2</a>

*Note:* Refer to [Appendix E](#) for information on entitlements for ALA AusAID Scholars who were awarded an ALA prior to 2012.

### 6.1.1 Establishment allowance

AusAID Scholars are provided with a once-only Establishment Allowance of A\$5,000 upon arrival in Australia.

The Establishment Allowance is a contribution toward expenses such as (but not limited to): rental bonds, text books, study materials, laboratory coats, additional medical insurance, home contents insurance, etc. The allowance is paid in a lump sum to give AusAID Scholars the flexibility to use it at their discretion.

The institution must pay the full Establishment Allowance into the bank account nominated by the AusAID Scholar upon arrival in Australia or by the next banking day. The institution will assist AusAID Scholars to open a bank account on arrival. If there are delays opening a bank account, institutions should manage the situation as they deem appropriate. AusAID Scholars should come prepared with funds (in Australian dollars) to ensure they have enough money to cover any costs that may be incurred prior to them receiving their Establishment Allowance.

No re-establishment allowance is paid when an AusAID Scholar transfers between institutions, or returns from a period of suspension.

AusAID will review the Establishment Allowance as required.

### 6.1.2 Contribution to living expenses

AusAID Scholars are responsible for all their expenses in Australia including the expenses of any family members.

A Contribution to Living Expenses (CLE) is paid to AusAID Scholars to assist in meeting everyday living costs such as accommodation, transport, food, entertainment, stationery etc. AusAID reviews the CLE regularly.

The institution pays the CLE to the AusAID Scholar fortnightly, in arrears. The first payment should be paid into an Australian bank account nominated by the AusAID Scholar, on the first pay day of the institution's payment period after the Scholar's arrival. Subsequent CLE payments should be made fortnightly in accordance with the institution's fortnightly payment periods.

Entitlement to the CLE commences on the AusAID Scholar's date of arrival in Australia, which must be no more than 14 days prior to the commencement of their Introductory Academic Program.

The CLE will cease five days after the completion of the Scholarship.

- a. For AusAID Scholars undertaking coursework studies, the CLE will cease five days after examination results are released.
- b. For research Scholars, the CLE will cease five days after submitting their thesis.
- c. For AusAID Scholars departing prior to the release date of their academic results or for those who will be completing their thesis from their home country, the CLE will cease five days after their departure from Australia. For the purposes of CLE calculations, the Scholar's departure date therefore becomes the end date of their scholarship.

Student Contact Officers should obtain assurance from the Scholar's supervisor that the Scholar is likely to achieve a satisfactory result before agreeing to an earlier departure.

CLE payments continue:

- d. during public holidays and semester breaks
- e. during periods of fieldwork under the Scholarship
- f. during reunion visits to the AusAID Scholar's home country
- g. for up to six weeks if an AusAID Scholar is hospitalised or detained.

CLE payments will not be made:

- h. during periods of Scholarship suspension
- i. if an AusAID Scholar is convicted of a criminal offence
- j. where an AusAID Scholar is hospitalised or detained for more than six weeks.

The CLE is currently income tax exempt and not subject to an income test on the AusAID Scholar's or spouse's income. The AusAID Scholar should refer to the Australian Taxation Office website [www.ato.gov.au](http://www.ato.gov.au) for information on Australian tax laws.

The institution must advise all AusAID Scholars of the need to obtain a tax file number for banking purposes and for cases where AusAID Scholars seek employment.

Scholars are to comply with their visa conditions relating to employment during academic session times.

### 6.1.3 Overseas Student Health Cover

AusAID Scholars need to have health insurance, known as 'Overseas Student Health Cover' (OSHC), which will be paid for by the institution on behalf of AusAID. It is a mandatory condition of all student visas that the holder maintains OSHC for the duration of their stay in Australia. Entitlement to OSHC commences on the date of arrival in Australia, which must be no more than 14 days prior to the AusAID Scholar commencing their initial activity (e.g. Introductory Academic Program) and ceases on the day they depart from Australia at the end of the Scholarship.

Scholars must obtain a copy of their OSHC details including the policy/product disclosure statement. This will assist to ensure that they are aware of what they are and are not covered for. Scholars are responsible for all costs not covered by OSHC. AusAID will not provide funding to meet gap payments where a Scholar is charged more than the OSHC refundable amount.

OSHC does not cover pre-existing conditions or services such as dental, physiotherapy or optical services (known as ancillary services). A waiting period may apply to some services including pregnancy related services. Scholars may buy Ancillary OSHC cover at their own expense.

Institutions must:

- a. arrange for the enrolment and payment of OSHC for all AusAID Scholars
- b. ensure Scholars receive a copy of their OSHC details including the policy/product disclosure statement
- c. ensure the OSHC is maintained for the length of the Scholarship

Institutions generally have a preferred OSHC provider for their international students. Although international students now have a choice of providers depending on the level of coverage they would like, AusAID does not expect institutions to facilitate a change to another provider once it has procured the necessary health cover for an AusAID Scholar. However, the institution may choose to do so but it must not result in an increase in costs to AusAID. The Scholar will need to pay for the 'gap'.

AusAID does not provide health insurance for AusAID Scholars' family members. All family members on an AusAID Student Dependant Visa must be covered by OSHC at all times during their stay in Australia. AusAID Scholars are responsible for the organisation and payment of OSHC and any other medical expenses for all family members while they are in Australia.

Families can find further information on OSHC on the Study in Australia website

<http://www.studyinaustralia.gov.au/en/Study-Costs/OSHC/Overseas-student-health-cover>.

AusAID will cover the costs of the initial medical examination undertaken in the AusAID Scholar's home country for the issue of the AusAID Student Visa. AusAID will not pay for the costs of any additional medical examinations. This includes where an examination is required for re-entry into Australia following a Scholarship suspension, an extension of the AusAID Student Visa or passport renewal.

#### *6.1.4 Mobilisation and completion travel*

Posts arrange and pay for the AusAID Scholar to travel to Australia (mobilisation travel). Posts are to arrange the AusAID Scholar's mobilisation to ensure they arrive before their first course-related commitment. AusAID Scholars may arrive up to 14 days prior to the commencement of the IAP or PCE program. However, arrival should be on or after the institution recommended date of arrival as specified in the OASIS offer. AusAID Scholars must register with the Student Contact Officer at their institution upon arrival in Australia.

Posts are to ensure institutions are informed (through OASIS) as early as possible of the AusAID Scholar's arrival details to ensure suitable accommodation can be arranged.

Posts must record the AusAID Scholar's travel details including flight number and arrival time in OASIS. Once the information is entered in OASIS by the Post, an email is automatically generated and sent to the institution. If the AusAID Scholar's arrival details change, Post must inform the institution of the change as soon as practical.

The institution is responsible for providing an estimate of the return home travel costs at the time of making the placement offer. It is responsible also for arranging and paying for the AusAID Scholar to travel home at the completion of the Scholarship.

The following conditions apply to all travel (i.e. to Australia at the commencement of the Scholarship, from Australia upon completion of the Scholarship, fieldwork travel, reunion travel, etc.):

- a. travel should be cost effective, efficient and minimise the risk of the AusAID Scholar incurring visa problems in third countries while in transit or on stopover
- b. AusAID Scholars are entitled to travel between the airport closest to their home city/town and the airport closest to the institution where they will be studying, which will be either an Australian international airport/capital city, or regional airport closest to the town/city where they will be studying
- c. AusAID Scholars are to travel by the most direct route and are entitled to the "best fare of the day" which is the cheapest economy class fare available during the period of travel. Any special discount fares should be used

- d. Posts/institutions must advise the AusAID Scholar and the travel agent that once the ticket is purchased it cannot be varied without the approval of the institution
- e. unless unavoidable, stopovers are not permitted. If unavoidable, AusAID will pay reasonable accommodation costs, though it should be first checked whether these costs are covered by the airline
- f. the Scholarship will cover Australian airport departure tax. The AusAID Scholar is responsible for all external arrival/departure taxes, except where it is part of an unavoidable stopover in which case the taxes should be incorporated into the price of the ticket at the time of purchase.

The Scholarship does not provide:

- g. the costs of travel insurance for loss of possessions, or any loss of uninsured possessions, while the AusAID Scholar is travelling to and from Australia or while studying in Australia
- h. funding for the costs of travelling to and from the AusAID Scholar's home country during the suspension of the Scholarship (including any unavoidable stopovers)
- i. travel costs for dependants or family members of AusAID Scholars, both to and from Australia and within Australia
- j. funding to meet travel costs associated with conferences, seminars, presentations, etc., (note: AusAID Scholars undertaking postgraduate studies may use supplementary academic support for this purpose)
- k. the cost of transporting personal effects and/or excess baggage to and from Australia, or within Australia.

#### *6.1.5 Reunion Airfare Entitlement*

The reunion airfare entitlement provides unaccompanied AusAID Scholars with return travel to their home country for a reunion visit, preferably during the institution's long vacation (November – February). There is no pre-determined length of how long a Scholar needs to be away.

The institution must arrange the travel for the AusAID Scholar and expense the reunion travel after the Scholar has departed Australia.

Depending on the length of the Scholarship, the number of reunion airfare entitlements will vary (see Reunion Airfare Entitlement table below). If a Scholar wants to return home at any other time, they may do so at their own expense, but it must not have an adverse effect on their academic progress. Scholars must keep the institution informed of their travel arrangements.

Extension of a Scholarship does not entitle an AusAID Scholar to an additional Reunion Travel entitlement because the extension is seen as the benefit.

If the Scholar reverses their decision in relation to bringing their family after they have arrived in Australia, they need to inform the Student Contact Officer who will process the change in OASIS.

#### *Eligibility*

- a. Eligibility for the reunion airfare entitlement will be confirmed in the Letter of Offer, entered in OASIS by the Post and agreed to by the AusAID Scholar when they sign their Scholarship contract prior to departure.
- b. The AusAID Scholar must be unaccompanied in Australia.
- c. The Scholarship must be for a minimum of two academic years in Australia before the entitlement will be available. The academic year can include IAP, PCE, qualifying and preliminary programs undertaken in Australia.
- d. The AusAID Scholar must be enrolled for a full academic year of study following the first entitlement.

### *Reunion Airfare Entitlement Table*

The number of reunion airfare entitlements will vary depending on the duration of the Scholarship. The table below shows when the entitlement may be claimed.

Length of Scholarship	Reunion Airfare entitlement at:			
	<i>End of year 1</i>	<i>End of year 2</i>	<i>End of year 3</i>	<i>End of year 4</i>
1 year	No			
1.5 years	No			
2 years	Yes	No		
2.5 years	Yes	No		
3 years	Yes	Yes	No	
3.5 years	Yes	Yes	No	
4 years	Yes	Yes	Yes	No

### *Mid-year commencement*

Deferment of the Reunion entitlement is possible only for AusAID Scholars who commence their Scholarship in June/July (Second Semester). The entitlement may be deferred for six months (one semester) in order that the AusAID Scholar can return home during the November/ December break. If the reunion airfare is not used in the main November/December break, the institution may authorise the entitlement to be undertaken at another time, as long as it does not interfere with the study program and is approved by the AusAID Scholar's faculty or research supervisor. The approval must be recorded in the OASIS journal.

Where an AusAID Scholar decides after they arrive in Australia that they wish to have their family accompany them, they must forfeit their Reunion Airfare entitlement by signing the form at [Appendix H](#) to waive their right to the reunion airfare entitlement.

The final decision to allow an AusAID Scholar to have their family join them in Australia rests with the Post.

## **6.2 General support services**

The institution is required to provide support services to AusAID Scholars, which are not less than the requirements of the National Standards for International Students as defined in the institution's contract with AusAID.

### *6.2.1 Arrival in Australia*

Unless the AusAID Scholar has indicated that they do not require airport reception, the institution will meet AusAID Scholars upon arrival at the airport of their final destination and take them to their initial accommodation at the institution's expense. The Scholar is responsible for receiving family members and any associated costs.

To ensure reception arrangements are in place, Posts must enter an AusAID Scholar's travel details in OASIS **by 10 December** for a semester one start. Once Post enters the information in OASIS an email is automatically sent to the institution. If the AusAID Scholar's arrival details change, Post must notify the institution of the change as soon as possible (in OASIS).

If Post does not provide timely and accurate advice to the institution and additional costs are incurred, the institution may seek to pass these onto the Post.



### 6.2.2 Accommodation

After the AusAID Scholar has accepted their Scholarship offer, they should immediately contact the institution if they would like to be accommodated on-campus (even if only for the first semester). Institutions may have a ballot system for its accommodation facilities and will require an early indication of interest.

#### 6.2.2.1 Initial accommodation

The institution is to arrange initial accommodation for AusAID Scholars at least for the first seven days they are in Australia. The institution will assume all AusAID Scholars require initial accommodation, unless the Scholar advises otherwise in writing. The AusAID Scholar is responsible for the entire cost of the initial accommodation.

If Scholars **do not** require initial accommodation to be arranged for them, they must advise the institution in writing at least two to three weeks in advance of arriving in Australia. If they fail to advise the institution accordingly, the Scholar will be responsible for all associated costs of that accommodation.

The institution may offer to assist in arranging initial accommodation for family members if an AusAID Scholar is accompanied. However, any associated expenses must **not** be invoiced to AusAID.

If an AusAID Scholar arrives in Australia with their family without notice, AusAID and the institution are not responsible for providing transport and arranging accommodation for family members.

Initial accommodation arranged by the institution for the Scholar must be moderately priced, clean and secure, with furniture and heating/cooling as necessary. The initial accommodation will have access to cooking facilities or to appropriate food outlets. Institutions must provide details of local shops, food outlets, public transport, etc, to the AusAID Scholar at this time.

AusAID Scholars with disability may have special requirements in relation to accommodation. At the time when travel arrangements are being made by Posts, AusAID Scholars with disability are to provide advice on the type of accommodation they may require. This will enable the institution to arrange reasonable and appropriate accommodation which will reasonably meet the Scholar's needs. Institutions should ensure, where possible, that group booked temporary accommodation be accessible to ensure that an AusAID Scholar with disability is not isolated from other AusAID Scholars.

#### 6.2.2.2 Long-term accommodation

AusAID Scholars are responsible for arranging their own long-term accommodation and meeting all associated costs. AusAID strongly recommends AusAID Scholars begin looking for accommodation prior to leaving their home country. However, Scholars should not enter into a legally binding contract or lease before arriving in Australia and without having viewed the accommodation.

The institution must provide AusAID Scholars with advice about:

- a. availability and costs of residential colleges, international houses or hostels attached to the institution, including accessible accommodation where relevant
- b. the range of private accommodation options available, including accommodation suitable for people with disability/special needs where relevant
- c. information on tenancy requirements, tenancy protection and the establishment of utility connections and on rental prices including potential additional costs such as gas, electricity, etc.

AusAID Scholars are responsible for the accommodation of accompanying family members.

## 7 Academic support

### 7.1 Introductory academic program

The institution must provide an Introductory Academic Program (IAP) to all AusAID Scholars upon their arrival in Australia prior to the commencement of studies.

Attendance at the IAP is compulsory for all AusAID Scholars. Failure to attend the IAP may result in the termination of the Scholarship. Institutions are required to keep an attendance record to provide to AusAID (Canberra) if requested. Exception: Institutions may discuss the need for the IAP with AusAID (Canberra) in exceptional cases (for example, if the Scholar has previously studied at that same institution).

The IAP is intended to provide AusAID Scholars with support during their first weeks in Australia, to assist in preparing for study in Australia, to enhance their ability to meet the demands of their studies and maximise the likelihood of completing their course by the Scholarship completion date. The IAP can also assist the institution to monitor an AusAID Scholar's capability and identify those who may need further assistance during the course of their studies.

The institution may subcontract the delivery of the IAP, within the terms of its contract with AusAID, conditional upon the institution being able to meet its obligations under the contract.

It is expected that the IAP will be conducted over a four to six week period. Any program less than four weeks will require prior approval from AusAID (Canberra).

The content of the IAP will be developed by the institution. However, AusAID expects that institutions will incorporate a set of minimum requirements set out below:

The minimum requirements dedicated to pastoral matters must include the following topics:

- a. assistance for newly arrived AusAID Scholars
- b. accommodation and living arrangements
- c. assistance to AusAID Scholars facing difficulties adapting to their new environment
- d. living costs and budgeting
- e. welfare related information
- f. social adjustment activities
- g. information on Australia's legal system as it relates to the AusAID Scholar, including their studies and living in Australia
- h. support services provided in accordance with requirements of the National Standards for Education Services to International Students
- i. support services provided by the institution, international student advisors and student counsellors
- j. information on future planning for reintegration and return home programs.

Academic areas covered must include:

- k. orientation to the Scholar's specific academic environment
- l. institution expectations and study requirements
- m. critical analysis, academic writing and research skills (including how to reference correctly and avoid plagiarism)
- n. access to basic computing and information technology skills where required

The IAP should also include a mechanism for evaluating its effectiveness, which should incorporate feedback from AusAID Scholars.

See [Appendix J](#) of this Handbook for further guidance on development of an Introductory Academic Program.

## 7.2 Supplementary academic support

A limited amount of supplementary academic support is available primarily where the institution determines that assistance is essential to avoid academic failure by an AusAID Scholar. However, supplementary academic support may also be made available where a Scholar identifies an activity that would enhance their academic achievement.

Institutions may administer, at their discretion, supplementary academic support in the form of:

- a. individual tutorial assistance or academic support
- b. group tutorial sessions (e.g. supplementary computer training) when a number of AusAID Scholars are experiencing similar difficulties
- c. thesis editing (but not word processing) and permanent binding of the thesis but only if the Scholar is still on-scholarship
- d. non-standard session (e.g. summer, autumn or winter school) fees to make up for a failed subject
- e. attendance at a conference or seminar in Australia related to their studies/research for postgraduate Scholars only. Institutions may approve this only if the Scholar is on track to complete their studies on time
- f. other activities, as identified by the institution, which would enhance the AusAID Scholar's academic progress or achievement (e.g. participating in a non-compulsory fieldtrip)

In determining the level of assistance required, the institution is expected to take into account the following factors, but may not be limited to:

- g. the financial limitation of the AusAID Scholar's contract with AusAID
- h. whether assistance can be provided through the institution's academic support mechanisms
- i. the Scholar's capacity for success in the course
- j. the Scholar's demonstrated commitment to their study
- k. previous assistance provided
- l. cost effectiveness of the mode of delivery (e.g. individual or group sessions and tutor costs that provide optimum value for money).

Supplementary academic support is accrued at the rate of A\$500 per half year, up to A\$1000 per annum for each year of the Scholarship. The accrued funds may be expensed at any time during the Scholarship. However, funds should not be expensed in advance. An exception may be made if an AusAID Scholar requires intensive support in their first year of studies. In this case, additional funds may be allocated from the total sum. For example, A\$1500 supplementary academic support in their first year of study may be used, and A\$500 in their second year of study. It is only if AusAID Scholars are likely to exceed their maximum entitlement that institutions need to seek approval from AusAID.

The institution must monitor the provision of the supplementary support (e.g. the performance of individual tutors and the progress of the AusAID Scholars where tutoring has been provided). The institution must maintain records of expenditure for each AusAID Scholar in OASIS. According to its contract with institutions, AusAID may audit these records at any time.

Supplementary academic support funding must not be used:

- a. for conference or seminar attendance overseas
- b. to purchase IT hardware
- c. where the Scholar is using the summer and/or winter sessions to spread their study load through the duration of the Scholarship rather than make up for a failed subject
- d. to meet the expenses of adjustments made for AusAID Scholars with disability, as this is the responsibility of the institution.

### **7.3 Work attachments**

Work attachments that are required as part of the AusAID Scholar's course of study must be identified in the institution's original placement offer and entered in OASIS. The institution arranges the work attachment or provides the AusAID Scholar with sufficient information to enable them to make the arrangements. The AusAID Scholar is responsible for all costs associated with the work attachment.

CLE will continue to be paid during the work attachment, irrespective of any payment received from the employer.

The maximum period of a work attachment is 12 months. Work attachments must be undertaken in either Australia or the AusAID Scholar's home country. In exceptional cases consideration may be given for work attachments to take place in another country within the region.

Work attachments must be undertaken during the period of studies; they cannot be taken after the studies have ceased; and, the total period of the Scholarship is not to exceed the recorded length of the course of studies as registered in the CRICOS.

AusAID Scholars and their dependants are responsible for ensuring that any work undertaken is in compliance with their visa conditions. Further information on student visa conditions can be found at: <http://www.immi.gov.au/students/visa-conditions-students.htm>

#### **7.3.1 Work experience**

Work experience to gain membership of an Australian association will not be approved, where the work experience could be undertaken in the AusAID Scholar's home country to gain membership of the relevant association in that country.

### **7.4 Fieldwork and fieldtrips**

For AusAID's purposes, fieldwork is defined as firsthand observations and data collection needing to be made in the field as opposed to that observed or collected in the controlled university environment.

Scholars need to be enrolled in either a Masters by Research or a PhD to be eligible to undertake fieldwork with support of the Scholarship in Australia, their home country or, under exceptional circumstances, in a third country.

Where fieldwork is a compulsory requirement of the study program, the institution must record the details in OASIS at the Process Placement stage. Failure to do so may result in funds for fieldwork not being approved.

Only one period of fieldwork will be funded during the course of a Scholarship. The maximum period approved for fieldwork is 12 months.

Travel to a third country for fieldwork is permissible where it has been approved as part of the AusAID Scholar's research study plan. This may require Post and partner government approval if applicable.

Fieldwork must not result in the need for an extension to the Scholarship. AusAID will not provide funds for fieldwork undertaken after the AusAID Scholar has completed their Scholarship.

#### **7.4.1 Fieldwork travel**

The institution is responsible for organising fieldwork travel for the AusAID Scholar. Where travel is an essential component of the fieldwork, the fieldwork may take place in more than one location in Australia or in the applicant's home country, or in a third country in exceptional circumstances and as identified in the agreed research proposal.

One return economy class airfare may be approved for the AusAID Scholar to undertake fieldwork essential to their program. If the AusAID Scholar is accompanied, they are responsible for all family members whilst undertaking fieldwork. Where the AusAID Scholar will be undertaking fieldwork overseas, they must consult early with DIAC on the current policy relating to either the dependants staying in Australia or travelling with them.

Before departing on fieldwork, the AusAID Scholar must provide to the institution:

- a. an outline of the fieldwork and the relationship to the AusAID Scholar's program of study
- b. a statement that the fieldwork is essential to the successful completion of their study program
- c. a detailed travel itinerary (including flight times, accommodation, contact details while overseas, etc.)
- d. a description of supervisory arrangements whilst undertaking fieldwork.

The institution will expense the fieldwork travel after the Scholar has left Australia.

#### *7.4.2 Fieldtrips*

If the fieldtrips are a compulsory component of the course of studies, institutions must record the details in OASIS at the Process Placement stage.

If the fieldtrips are not compulsory, the institution may approve use of the Supplementary Academic Support entitlement.

## **8 Academic progress and variations**

### **8.1 Satisfactory academic progress**

Institutions must maintain an up-to-date record of each AusAID Scholar's academic progress in OASIS, as required under the institution's contract with AusAID.

Institutions must monitor and record each AusAID Scholar's academic progress at the end of each semester (or session), to ensure that the Scholar is on schedule to complete their course by the Scholarship completion date. Such monitoring should include ensuring that the AusAID Scholar attends the IAP, are maintaining an appropriate study load in the course for which the Scholarship was offered (or for which prior approval has been given to transfer).

#### **8.1.1 Unsatisfactory academic progress**

All subject failures or unsatisfactory progress in a research program are to be recorded in OASIS at the end of each semester (or session).

AusAID supports early intervention by institutions to minimise variation of courses, particularly where an AusAID Scholar is experiencing difficulties in passing all subjects.

Early intervention for at-risk AusAID Scholars is important, particularly in the first year of study. Institutions must make early decisions where it determines that an AusAID Scholar is not likely to complete their Scholarship within the specified timeframe.

AusAID will not grant an extension to AusAID Scholars who are in the first year of their academic program. The institution must demonstrate that it is implementing a strategy for the AusAID Scholar to make up the failed unit(s), to ensure their studies are completed successfully in the required timeframe. The details should be entered in the study progress or journal screen of OASIS.

### **8.2 Variations**

Scholarships are awarded to recipients to obtain specified qualifications. The proposed course and the length of the Scholarships are agreed by AusAID and, in some instances, the partner government, following advice from institutions. The terms of the Scholarship are then agreed to by the recipient by signing the letter of offer and Scholarship contract. It is therefore expected that extensions and other Scholarship variations will not be necessary.

Institutions should view variations as a serious matter. Variations should not be recommended unless the institution is firmly convinced that it is the only option to enable the AusAID Scholar to successfully complete their program of study.

In counselling AusAID Scholars regarding possible variations, the institution must reiterate that the Scholarship is intended to provide skills valuable to the development of the Partner Country. An AusAID Scholar's personal aspirations are of secondary importance.

All variations, with the exception of terminations, are managed and processed in OASIS by the Post and the institution. In deciding if a variation is necessary, the institution should assess the options available to produce the most effective outcome. Approval must be sought from the Post, as variations frequently involve the commitment of new funds. In some cases variations will require negotiation with other parties, such as partner governments. The Post will determine if partner government approval is required for a variation and should only approve variations in accordance with the relevant policy and financial delegation.

Before submitting a variation in OASIS relating to academic failure, institutions must ensure they have investigated and reported on the following (using the OASIS journal notes facility):

- a. the scope of the academic difficulty: what is the specific academic issue (e.g. statistics, essay writing, exams, attendance, research, time management, etc.)
- b. the reasons for the failure – family stress, academic stress, health issues, etc.

- c. what is being or will be done by both the AusAID Scholar and the institution to address the issues (e.g. if an AusAID Scholar is suffering financial stress, what counselling, financial management plans have been put in place. If the issue is research skills, what extra academic support has the AusAID Scholar attended and what are the outcomes of that support) – i.e. an action plan to address the lack of academic progress
- d. how realistic is it that the AusAID Scholar will successfully complete the current course
- e. if there is an option to downgrade the academic award, is this being actively considered

Posts may take some time to consider and process variation requests, particularly if the partner government's approval is required. Therefore, institutions must lodge variation requests in OASIS at least six weeks before the current Scholarship completion date. To help Post with the deliberations, institutions must use the journal notes facility in OASIS to record issues, discussions held, etc.

Variations can take a number of different forms and each type is dealt with separately below.

### 8.2.1 Withdrawals

An AusAID Scholar may choose to withdraw from their study program, and forfeit their Scholarship before or after their arrival in Australia.

#### 8.2.1.1 Pre-Scholarship Withdrawal

If an AusAID Scholar wishes to withdraw from the Scholarship before travelling to Australia, they must advise the Post in writing. The Post must then process a withdrawal variation in OASIS.

#### 8.2.1.2 On-Scholarship Withdrawal

If an AusAID Scholar wishes to withdraw from the Scholarship whilst studying in Australia, they must advise the institution in writing. The institution must then seek approval from Post before processing the withdrawal variation in OASIS.

In the event that an AusAID Scholar withdraws from their Scholarship after their arrival in Australia they must return to their home country immediately. AusAID (Canberra) will notify the Department of Immigration and Citizenship of the AusAID Scholar's withdrawal.

*Note: An AusAID Scholar may incur a debt to the Commonwealth if they withdraw from the Scholarship after the first institution Census date of their Scholarship and do not return to their home country immediately, at which time the debt will be pro-rated.*

*Refer to [section 9](#) for more information on debt to the Commonwealth.*

### 8.2.2 Extensions

An extension is defined as any increase to the length of a Scholarship and is requested by the institution in OASIS and approved by Post.

Apart from an Honours year extension, only one extension of six months may be approved for the duration of the Scholarship. A request for extension will generally not be considered for a study program that is only one academic year in length.

Extensions will only be approved by Post if there are legitimate reasons, including unforeseen and exceptional circumstances that are beyond the control of the AusAID Scholar and the institution. Legitimate reasons do not include health issues, family matters, or a death in the family as these are more appropriately dealt with as suspensions.

The option to extend a Scholarship should only be considered where the AusAID Scholar:

- a. is already in the second or subsequent year of their course
- b. is expected to achieve the qualification as a consequence of the extension
- c. the institution deems an extension to be the only acceptable strategy to achieve the qualification
- d. has failed a subject(s), and the institution has implemented a strategy to assist the AusAID Scholar to complete the Scholarship on time and address the reasons for the failure.



In situations where an AusAID Scholar is not likely to finish their studies on time, the institution should consider all possible options in order to avoid the need for an extension. These options include:

- e. supplementary academic support
- f. enrolling in non-standard sessions (e.g. Summer School) subjects to repeat failed subjects
- g. cross-institution enrolment to repeat/replace failed subjects
- h. course downgrade
- i. overloading in subsequent semesters only if the Scholar is capable
- j. completing studies from home, particularly for research courses. In such cases the AusAID Scholar would not receive any further funding from AusAID
- k. terminating the Scholarship if repeated failures have occurred.

Where an extension is recommended, the institution must ensure that appropriate support, monitoring and counselling strategies are in place that will enable the AusAID Scholar to complete within the revised duration. Institutions and Posts must maintain thorough records on extension requests, approvals and rejections (in OASIS). If the AusAID Scholar is unlikely to achieve the desired outcome with the assistance provided, the institution should recommend termination of the Scholarship to AusAID (Canberra).

The institution should **not** recommend an extension where the institution has failed to:

- l. adequately monitor the AusAID Scholar's progress
- m. take mitigating action where the reasons for requiring the extension occurred prior to the last two semesters of study
- n. provide appropriate academic supervision and support to the AusAID Scholar to enable them to complete the Scholarship on time.

In cases where the institution has failed to satisfactorily monitor AusAID Scholar performance, the institution should implement appropriate strategies to address the issue, to enable the AusAID Scholar to resume satisfactory academic progress and complete their Scholarship within the specified time.

The Scholar will be responsible for paying any costs associated with gaining a visa extension.

### 8.2.3 *Suspensions*

A Scholarship may be suspended for a maximum total of 12 months, if deemed necessary for health or family reasons. Suspension variations are requested by the institution in OASIS and approved by Post.

In assessing a request for a suspension the institution should give consideration to the remaining duration of the Scholarship and the likely effects of the suspension (especially the break from study) on satisfactory completion of the course.

The following applies for institutions, AusAID Scholars and Posts in relation to suspension requests:

- a. the AusAID Scholar is to return, at their own cost, to their home country (with their family if accompanied) for the period of the suspension
- b. requests for suspension are to be lodged in OASIS by the institution and are to include the revised Scholarship completion date and any additional costs
- c. suspensions are to be approved by the Post and in some cases also the partner government
- d. suspensions should be lodged as early as possible to ensure fee penalties are minimised
- e. a suspension request incurring costs will not be approved if an extension has already been granted
- f. suspensions in the last semester of study may be granted only in exceptional circumstances
- g. where an AusAID Scholar will have to repeat subjects for which fees were incurred, the request will be handled as a suspension with an extension. No further requests for an extension will be permitted for the remainder of the Scholarship
- h. no CLE or other fees are payable for the period of suspension

- i. if a suspension is granted on medical grounds, the AusAID Scholar may be required to undergo a medical examination to see if they are fit to travel and resume full-time study in Australia. This examination will be at the AusAID Scholars' expense, and they must provide documentary evidence to the institution prior to their return to Australia
- j. the AusAID Scholar must contact the institution at least two months prior to the date the AusAID Scholar intends returning to Australia, concerning their Scholarship recommencement date
- k. the AusAID Scholar must, at their own expense, ensure that their visa and passport are valid prior to their return to Australia.

#### **8.2.4 Transfers**

A transfer between courses or to another institution should be considered as a last resort. A transfer should not be considered merely to accommodate an AusAID Scholar's request. Any request for a transfer must be compatible with the original Scholarship application, partner government requirements (where applicable) and country program priorities, rather than the personal aspirations of the AusAID Scholar.

##### **8.2.4.1 Course transfer**

A course transfer is used to transfer an AusAID Scholar from one course to another at the same institution (at the same or lower level). If the name or CRICOS code of an enrolled course changes, a course transfer needs to be processed in OASIS in order to update details on the Scholar's OASIS record. A course transfer will be approved by the Post if the transfer to the new course is considered to be consistent with the country program priorities and partner government requirements (where applicable). The course should not result in an extension of time to the Scholarship.

##### **8.2.4.2 Institution transfer**

An institution transfer is used if the AusAID Scholar is transferring (at the same level or lower level) to a different institution. A transfer between institutions should be considered as a last resort.

Acceptable reasons for a transfer are:

- a. movement of an academic supervisor (research AusAID Scholars)
- b. the institution ceases to offer the course
- c. course downgrades
- d. the AusAID Scholar fails to meet the entry requirements of their university after they have completed PCE or other preliminary courses, but they meet the entry requirements of a similar course at another university. Academic failure is not an acceptable reason for transferring to another institution.

A transfer can be approved by Post only if:

- e. the transfer institution is an institution contracted with AusAID
- f. the new course is considered by the Post to be consistent with the country program priorities and partner government requirements (where applicable)
- g. it will not result in an extension of time to the Scholarship
- h. the AusAID Scholar is likely to successfully complete the Scholarship.

If an AusAID Scholar has been approved to transfer between institutions, AusAID will not meet any costs associated with the transfer. If the course to which an AusAID Scholar transfers is shorter than the original course, the institution must reduce the duration of the scholarship in OASIS and advise the AusAID Scholar of the reduction in the duration of their Scholarship in line with their reduced study period.

Only one transfer request will be considered per AusAID Scholar.

### 8.2.5 Upgrades

AusAID Scholars are generally not permitted to upgrade to a higher level course (either within the same institution or at another institution) during or after completion of their Scholarship. However, Masters by Research AusAID Scholars may be permitted, in exceptional circumstances, to upgrade to a Doctorate program if they meet the strict requirements as outlined in [Appendix G](#).

### 8.2.6 Reductions

A reduction variation is lodged by an institution in OASIS when an AusAID Scholar is to complete their Scholarship prior to the original end date of their Scholarship. This can occur for a number of reasons:

- a. completing their study ahead of time
- b. conditions of offer not being met
- c. in the case of articulated courses, the first course is completed but not to a sufficient level to undertake the second course.

The institution is to ensure the AusAID Scholar departs Australia within 30 days of the revised Scholarship completion date, even if their AusAID Student Visa is not yet due to expire. The institution must inform the state office of DIAC of the revised completion date for the AusAID Scholar.

### 8.2.7 Entitlements

An entitlement variation is used when there is a change to the value of the Scholarship.

This may include:

- a. adding courses (pre-course English or articulating courses)
- b. adding entitlements (fieldwork, reunion airfare, etc.)
- c. deleting, reducing or increasing entitlement value
- d. editing dates and value of entitlements

An expense cannot be recorded in OASIS unless there is an approved entitlement. It should not be assumed that Post will approve this variation type without a detailed justification.

Prior to the AusAID Scholar's arrival in Australia, entitlement variations are to be entered into OASIS by Post. Entitlement variations entered into OASIS by the institution once the AusAID Scholar is on-scholarship will require Post approval.

### 8.2.8 Terminations

In those circumstances where a Scholarship requires termination, AusAID (Canberra) is responsible for the termination of the Scholarship. An institution may recommend a Scholarship termination to AusAID (Canberra) by entering a termination variation into OASIS.

AusAID reserves the right to terminate a Scholarship without a supporting recommendation from the institution where, in AusAID's view, the continued funding of the AusAID Scholar would be an inappropriate use of Australian Government funds.

A Scholarship will be terminated where an AusAID Scholar:

- a. does not make academic progress and remedial strategies have not been successful
- b. has infringed or failed to meet the conditions of the Scholarship
- c. is excluded by the institution from the course or study units or from remaining at the institution because of misconduct (as defined by the institution)
- d. has completed the maximum period of English language training available under the Scholarship and still has insufficient English language ability for entry to the academic program
- e. is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the Scholarship should be suspended)

- f. conducts themselves in a manner which is considered to have transgressed acceptable Australian community standards
- g. decides not to continue the Scholarship
- h. indicates that they intend to remain in Australia having applied for (or demonstrating an intention to apply for) or been granted a different visa
- i. is enrolled in a research program and the program has been delayed, and all options to remedy the situation have been exhausted by the institution and AusAID Scholar
- j. Is found guilty of criminal action.

The institution must immediately advise AusAID (Canberra) if it becomes aware of any of the circumstances detailed above, or of any other circumstances which it considers that AusAID (Canberra) may reasonably determine would be grounds to terminate the Scholarship.

AusAID (Canberra) will advise DIAC as appropriate as Scholars may be in breach of their visa conditions.

An AusAID Scholar may incur a debt to the Commonwealth if their Scholarship is terminated for non-medical reasons and they seek to remain in, or return to, Australia within the minimum exclusion period of two years.

Also refer to [section 9](#) of this Handbook for more information on debt to the Commonwealth.

### 8.2.9 Termination process

- a. The institution submits a termination variation in OASIS for AusAID (Canberra) to consider. The institution should provide AusAID with the AusAID Scholar's last known street and/or email address.
- b. AusAID advises the AusAID Scholar in writing that the institution has recommended termination of the AusAID scholarship. This advice will be in the form of "a Letter of Intent to Terminate the Scholarship." The AusAID Scholar will be advised that they have 14 days from the receipt of the Letter of Intent to Terminate the Scholarship to provide a statement detailing the reasons why the Scholarship should not be terminated. They will also be advised that if AusAID rejects the appeal they will have 14 days in which to depart Australia following the receipt of the formal Letter of Termination.
- c. If the AusAID Scholar appeals the termination decision, the Letter of Appeal should be sent direct to: The Director, Scholarships, AusAID (Canberra), GPO Box 887 Canberra City ACT 2601.
- d. The AusAID Scholar will be advised that if AusAID rejects their appeal, they will have 14 days from the date specified in the formal Letter of Termination in which to depart Australia
- e. If AusAID rejects the appeal, AusAID's decision is final.
- f. After considering the Letter of Appeal, and if AusAID upholds the recommended termination (or if the AusAID Scholar does not appeal their termination decision), AusAID (Canberra) will send a formal "Letter of Termination" to the AusAID Scholar and copy it to the institution, relevant Post and DIAC.
- g. The formal letter of termination will advise that the Scholarship has been terminated and the AusAID Scholar will be required to depart Australia within the specified date (normally 14 days from receipt of AusAID's formal advice). AusAID will forward a copy of this letter to the institution and the relevant Post and DIAC in Canberra of the date the Scholarship has been terminated.
- h. The institution will assist the AusAID Scholar with return home travel arrangements.
- i. If AusAID does not support the termination, AusAID will advise the AusAID Scholar of their appeal outcome in writing, and issue a copy to the institution and the Overseas Post. The AusAID Scholar will continue with their course of study at the institution. Where appropriate, AusAID and the institution will negotiate and agree upon a course of action if a variation to the Scholarship is required.

### 8.3 Study load

In keeping with the Standard under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, institutions may allow AusAID Scholars to enrol in less than a 'full-time' load in any standard study period (i.e. semester) if:

- a. there are compassionate or compelling reasons for reducing the load
- b. the reduced load is part of the institution's intervention strategy
- c. the AusAID Scholar has studied, or plans to study, extra units in another study period
- d. the AusAID Scholar has only a few units left to complete and these do not constitute a full-time load or
- e. prerequisite units are not available in that study period.

AusAID Scholars may spread their workload over more teaching periods (i.e. use non-standard sessions – Summer, Autumn, Winter) where an institution offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows an AusAID Scholar's enrolment load to fluctuate during the course. However, the institution must ensure the AusAID Scholar follows an enrolment pattern that will allow them to complete within the expected duration in the normal course of events.

For further information on the National code of Practice Standards, refer to:

<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

### 8.4 Change to field of study

A change to the field of study is not permitted. For example, a request for a transfer from an arts to a science degree would not be approved.

However, an institution may recommend a change to a different course within the same field of study at that institution that would be more appropriate to the scholar's needs (see [section 7.1.4.1](#))

### 8.5 Requests for academic transcripts

When an AusAID Scholar submits their Scholarship application form, they agree to authorise AusAID, or its appointed managing contractor, to access and/or obtain information, including copies of relevant academic records/reports to monitor their academic performance while studying in Australia.

Third parties (i.e. anyone outside the institution other than AusAID, Post and Posts' MCs) are not entitled to access AusAID Scholars' academic transcripts. Where partner governments require AusAID Scholars' academic results, Post can request the Scholars to send transcripts directly to the partner government.

## 9 Critical incidents

Critical incidents or welfare issues are handled on a case-by-case basis. Critical incidents include, but are not restricted to, the death of an AusAID Scholar, serious legal issues, or the serious physical or mental illness of an AusAID Scholar. In the event of a critical incident the institution should immediately inform AusAID (Canberra). The institution, in consultation with AusAID (Canberra), should then develop a strategy to ensure the situation is managed appropriately. In such cases, all communication with Posts and with relevant Whole-of-Government agencies will occur through AusAID (Canberra).

The institution may not incur any costs in dealing with a critical incident without AusAID (Canberra's) prior written approval.

If a member of the AusAID Scholar's family is involved in a critical incident, the AusAID Scholar is responsible for all associated costs and arrangements regarding the family member(s) involved in the critical incident.

Institutions must maintain a Critical Incident Report until the incident is closed and be prepared to provide it to AusAID (Canberra) at short notice. (A template is provided at [Appendix K](#))

### 9.1 Serious legal issues

AusAID Scholars must comply with all laws of Australia or risk termination of their Scholarship and cancellation of their visa. If the institution becomes aware of an AusAID Scholar encountering a legal problem it should advise AusAID (using email and the journal notes facility in OASIS) and advise the AusAID Scholar how to obtain legal advice and assistance. AusAID does not provide funds to meet the cost of such legal services.

#### 9.1.1 Crimes

The institution must inform AusAID (Canberra) if an AusAID Scholar is accused of a crime.

AusAID Scholars found guilty of crime/s in Australia will have their Scholarship terminated. The AusAID Scholar will be required to leave Australia and return home immediately (or upon the completion of their gaol sentence).

### 9.2 Serious illness

If an AusAID Scholar is hospitalised the institution will ensure the treating doctor is aware of the limitations of OSHC, and if any OSHC exclusion clauses apply. If the AusAID Scholar is hospitalised, the Contribution to Living Expenses will cease to be paid after six weeks.

The institution must consider appropriate actions such as suspension or termination and make a recommendation to AusAID (Canberra) accordingly for any AusAID Scholar who, as a result of serious health problems, is unable to complete their course within the designated Scholarship duration.

If an AusAID Scholar has completed their Scholarship, but is medically unfit to travel home, the following process must be followed:

- a. the AusAID Scholar must provide a medical certificate to the institution, which clearly states they are unfit to travel. The medical certificate should provide an estimated date that they will be fit enough for travel
- b. if, due to illness, the AusAID Scholar is to remain in Australia longer than 30 days after completion, the institution must obtain a "Letter of No Objection" from AusAID (Canberra). The AusAID Scholar must make arrangements with DIAC to transfer to another visa class. The AusAID Scholar must meet all costs associated with the visa change.



### 9.3 Medical escort home

Any expenditure by the institution in regard to medical escorts home requires the prior written approval of AusAID (Canberra).

In the event that an AusAID Scholar requires a medical escort home, the institution and AusAID have the following responsibilities:

#### *Institution*

- a. arranging for appropriately qualified medical/nursing assistance to escort the AusAID Scholar home. If possible the escort should be the same sex as the AusAID Scholar
- b. ensuring the carrying airline is informed of the nature of the AusAID Scholar's illness and is consulted on the arrangements that need to be made, bearing in mind the AusAID Scholar's right to privacy
- c. ensuring the Post is advised of travel details
- d. informing the Post if customs and immigration clearance is required
- e. seeking AusAID (Canberra) approval if contracting a medical escort through a commercial nursing agency, and ensuring an indemnity (workers compensation) is part of the contractual arrangement.

#### *AusAID (Post)*

- f. informing the nominating authority (if appropriate) and next of kin if it has been decided that a medical escort is required, bearing in mind the AusAID Scholar's right to privacy
- g. liaising to make arrangements regarding the AusAID Scholar's reception and care during transit through a third country (if required)
- h. liaising to ensure Scholar receives the appropriate reception when they arrive back in their home country

#### *AusAID (Canberra)*

- i. approving and reimbursing costs.

### 9.4 Death of an AusAID Scholar

In the event that an AusAID Scholar dies when they are in Australia, the institution and AusAID have the following responsibilities:

#### *Institution*

- a. inform AusAID (Canberra) as soon as possible
- b. if the deceased Scholar has family in Australia, the institution should find out and implement the family's wishes for dealing with the body, including:
  - i. if repatriation is sought, seek advice from the diplomatic/consular representative concerning the requirements for the body to enter the AusAID Scholar's home country
  - ii. if instructed to make funeral or cremation arrangements within Australia the institution shall inform AusAID (Canberra and Post) in writing
  - iii. if unaccompanied, Post will find out the wishes of the next of kin and inform the institution. The institution shall then implement those wishes in accordance with subclauses (i) and (ii) above
- c. at their discretion, pass details of funeral arrangements to relevant student and/or community organisations
- d. arrange for the AusAID Scholar's possessions and, if necessary, placing the personal effects of the deceased Scholar in the hands of the Public Trustee while awaiting instruction from the next of kin. The Public Trustee may take responsibility for selling effects if required and forwarding the proceeds to the appropriate person
- e. liaise with the police and/or hospital about the circumstances of the death. Information cannot be made public without the agreement of the AusAID Scholar's next of kin
- f. liaise with AusAID (Canberra) on any costs to be incurred



- g. any other actions as required by AusAID to deal with the situation in a prompt and considered manner
- h. provide AusAID (Canberra) and Post with a written report on the complete incident to close the communication loop (see [Appendix K](#))
- i. submit separate invoice (outside of OASIS) to AusAID (Canberra) for approved costs.

#### *AusAID (Canberra)*

- a. liaise with the relevant Post
- b. write a letter of condolence to the next of kin if they are in Australia
- c. pass on any information obtained or in its possession which is required by the institution to carry out its obligations
- d. reimburse approved costs associated with arrangements for the AusAID Scholar's body, unless an insurance claim is pending following an accident
- e. report the incident to AusAID executive and other Whole-of-Government agencies as appropriate.

#### *AusAID (Post)*

- f. liaise with the partner government or nominating authority where relevant
- g. liaise with next of kin, being sensitive to the cultural traditions, and assist with arrangements in-country as appropriate.

## **9.5 Death of an AusAID Scholar's family member**

AusAID does not provide any form of financial assistance to AusAID Scholars in the event that a family member dies in Australia.

Institutions may approve a Scholar's use of a Reunion Airfare Entitlement in advance if the Scholar needs to return home for the funeral of a family member.

## **9.6 Natural disasters**

### *9.6.1 In Australia*

In the event of a natural disaster in Australia that has impacted or has potential to impact on AusAID Scholars, the institution shall immediately inform AusAID (Canberra). The institution, in consultation with AusAID (Canberra), should then develop a strategy to ensure the situation is managed appropriately, to ensure:

- a. that AusAID Scholars are safe and in secure accommodation
- b. Scholars have access to emergency relief funding where appropriate
- c. Scholars have access to counselling services
- d. Scholars are able to return to their studies with minimum disruption.

### *9.6.2 In home country*

Institutions may consider Scholars using their Reunion Airfare Entitlement in advance if they need to return home on compassionate grounds for a short period following a natural disaster in their home country. The Scholar and institution will need to agree on the period. In some cases, it may be more appropriate for the institution to suspend the Scholarship.

## 10 Finalisation of studies and completion of Scholarship

### 10.1 Finalisation of studies

The finalisation of studies (and finalisation date) is defined differently for coursework and research scholars:

- a. **Coursework Scholars:** the date advised by the institution that examination results are released.
- b. **Research Scholars:** the date of submitting their thesis/research work for external examination, or the date they leave Australia if they have to submit their thesis from home.

AusAID Scholars will continue to be paid the Contribution to Living Expenses (CLE) for five days after the finalisation date.

The finalisation date is to be recorded in OASIS and can be done with results still pending. The date is to be on or before the main course end date. Completion travel cannot be expensed until travel has taken place.

### 10.2 Return home briefing and completion ceremony

Institutions may offer those AusAID Scholars returning home a Return Home Briefing, and a completion ceremony (where the AusAID Scholar is unable to attend a formal graduation ceremony).

Where a Return Home Briefing is undertaken, institutions should

- a. be sensitive to the circumstances the AusAID Scholar will encounter upon departure and returning to their home country
- b. provide advice and assistance where possible on reintegration, encouraging Scholars also to revisit their reintegration plans
- c. encourage the AusAID Scholar to join an Australia Awards alumni association and remain connected.

A completion ceremony (e.g. graduation, presentation ceremony or reception) marks the end of the studies. Where possible, the completion function should be arranged as soon as possible after coursework examination results are released.

Institutions should consider inviting AusAID (Canberra) to any events in which AusAID Scholars are participating, particularly the completion ceremony.

### 10.3 Final departure date

AusAID Scholars are required to return to leave Australia and return to their home country before their visa expires or within 30 days of the completion of studies, whichever comes first. Where a Scholarship is terminated, the AusAID Scholar will be required to depart Australia by the specified date (normally 14 days from the date of termination) from receipt of AusAID's formal advice.

AusAID Scholars are not permitted to extend their visa to enable them to remain in Australia, for example, to attend a formal graduation ceremony.

DIAC will issue the visa with an end date of one month after the course end date recorded in OASIS. Regardless of this, AusAID Scholars must leave Australia within 30 days after completion of studies.

Institutions must enter details of an AusAID Scholar's return home details (flight number, dates etc.) into OASIS at least three days prior to the scheduled departure dates in order to ensure the Post is advised.

The only exception to the requirement to return home within 30 days is where an AusAID Scholar and their spouse are both on AusAID Scholarships. In such cases, the AusAID Scholar who has completed may be permitted to remain in Australia until their spouse completes their AusAID Scholarship. The spouse, whose Scholarship finishes first, must transfer to an AusAID Dependant Visa at their own expense. Institutions should contact AusAID (Canberra) to obtain a "Letter of No Objection" which the AusAID Scholar will require when they apply for the AusAID Dependant Visa at DIAC. The letter will be forwarded to the AusAID Scholar, via the institution. It is the institution's responsibility to ensure the AusAID Scholar receives the letter.

If an institution books return home travel for an AusAID Scholar (transferring to an AusAID Dependant Visa) while they are still on Scholarship, the institution will cease from any involvement in the arrangements and will not incur any further costs (e.g. if the flight has to be changed) once the Scholarship period ends.

AusAID Scholars, whose children and/or spouse are working or studying as private students, are not permitted to remain in Australia after the completion of their studies to remain with their family.

#### **10.4 Completion of Scholarship**

The institution must, within seven calendar days of the AusAID Scholar's departure, update the following information in OASIS:

- a. Scholarship status (i.e. successful, unsuccessful, etc.)
- b. Scholarship completion date
- c. follow-up home country contact address
- d. degree the AusAID Scholar completed/will graduate with

AusAID may withhold payment to the institution of the reimbursable Return Home Travel until the Scholar's record in OASIS is up-to-date and accurate.

Completion of the Scholarship occurs at the end of the next pay period (currently six-monthly) and is an automatic process run by OASIS. For example, an AusAID Scholar's studies are finalised on 15 March 2012, the Completion will occur on 31 December 2012. If the studies are finalised on 15 December 2011, the Completion will occur on 30 June 2012.

Note: *Once a Scholarship is completed, no additional expenses or changes can be added to the record or invoiced through OASIS.*

Note: *Institutions must remember to update the outcome of Scholarships that have been finalised 'pending results', particularly for PhD scholars.*

## **11 Miscellaneous**

### **11.1 Off-scholarship study**

Off-scholarship study or other activities are not permitted under any circumstances. It is not possible for an AusAID Scholar to remain in Australia on an AusAID Student Visa, without receiving financial assistance from AusAID.

### **11.2 Return to Australia within the two year exclusion period**

AusAID Scholars are issued an AusAID Student Visa (subclass 576) to enter Australia. This visa holds conditions regarding no further stay, and an exclusion from Australia for two years.

If former AusAID Scholars wish to return to Australia within the two year exclusion period DIAC will generally require the support of AusAID for a visa to be granted. Former AusAID Scholars are required to contact the relevant AusAID Post to obtain a letter of support (or of no objection) for all visa applications. Any time spent in Australia during the two year exclusion period will extend the end date accordingly. Failure to meet these conditions will activate a debt to the Commonwealth, as detailed in [section 9](#).

### **11.3 Post-Scholarship externally-funded program in Australia**

High achieving and exceptional AusAID Scholars may be permitted to remain in or return to Australia after completing their Scholarship if they have been offered an externally-funded scholarship to undertake a higher level activity such as a Doctorate scholarship or post- Doctorate fellowship in Australia. Such requests must be approved by AusAID (Canberra) in consultation with Post. The details of the conditions applying and the approval process are at [Appendix F](#).

### **11.4 Alumni**

AusAID would very much appreciate alumni taking part in post-award monitoring and evaluation activities (for example, responding to surveys, maintaining re-entry action plans (or similar), joining AusAID's alumni association in-country, etc.

Where possible, institutions should make arrangements with graduating AusAID Scholars (alumni) to remain connected with the institution.

Institutions should also use every opportunity to encourage Scholars to join an Australia Awards alumni association when they return home and to keep in contact with the AusAID Post.

## 12 Debt to the Commonwealth

An AusAID Scholar will incur a debt to the Commonwealth if they:

- a. do not leave Australia immediately after their Scholarship has been completed, for a minimum of two years
- b. seek to remain in Australia without the support of AusAID
- c. apply for permanent residency or any other type of long-term visa to return to Australia within the two year exclusion period (this does not include short-term temporary visas)
- d. their Scholarship has been terminated for non-medical reasons and they apply for any other kind of visa to return to Australia within the two year exclusion period (this does not include short-term temporary visas)
- e. withdraw from their Scholarship after the institution's census date and seek to remain in, or return to, Australia within the two year exclusion period.

AusAID will not pursue a debt to the Commonwealth if:

- a. the AusAID Scholar withdraws from their Scholarship before the institution's first census date of student enrolments and leaves Australia immediately or
- b. the circumstances leading to the termination/withdrawal of the Scholarship are considered extenuating and beyond the AusAID Scholar's control (e.g. the AusAID Scholar withdraws or their Scholarship is terminated for significant and/or critical medical reasons where an independent medical specialist attests that the AusAID Scholar is not able to complete their Scholarship due to a medical condition) or
- c. the AusAID Scholar remains out of Australia for a total of two years after completing their Scholarship.

Due to privacy legislation and requirements, AusAID will not enter into any discussions about a Scholar's debt to the Commonwealth with a third party (not relevant to the Scholarship or visa administration) unless the Scholar provides written consent for AusAID to do so.

### 12.1 Debt to the Commonwealth process

AusAID will activate a debt to the Commonwealth when a Scholar applies for a change to their visa type, or fails to leave Australia and return home as outlined above. DIAC is not able to process any other visa application from the AusAID Scholar until AusAID provides a "Letter of No Objection".

The debt to the Commonwealth process is as follows:

- a. AusAID will formally advise the AusAID Scholar that it is aware of the Scholar's visa application (or intent to apply) and provide advice on the accrued costs calculated at that date (but not finalised until the institution submits its invoice for all expenses). This letter is copied to the relevant Post and to DIAC.
- b. The Scholar must advise AusAID in writing within 14 days of receiving the advice that they intend to proceed with the visa application and that they will liaise with AusAID's Finance section to make arrangements to repay the debt to the Commonwealth either in full or in instalments. This letter will be copied to AusAID (Canberra) and DIAC.
- c. Once suitable arrangements have been made to repay the debt to the Commonwealth, AusAID (Canberra) will issue a "Letter of No Objection" for the AusAID Scholar to provide to DIAC. Only then will DIAC be able to consider a visa application from the AusAID Scholar.
- d. If the Finance section determines that the AusAID Scholar does not meet the repayment requirements, AusAID will advise DIAC that it does not support the Scholar's visa application.



## APPENDIX A: Selection indicators and categories

<p><b>Academic indicators (30 per cent of overall assessment) may include, but not be limited to:</b></p> <p><i>All applicants:</i></p> <ul style="list-style-type: none"> <li>• Previous academic record</li> <li>• Pursuit of continuing learning</li> <li>• Barriers overcome in the process of gaining education</li> <li>• Relationship of study program to intended study program</li> <li>• Study skills and work habits: strengths and weaknesses</li> <li>• Justification for the course and institution preferences</li> </ul> <p><i>Research applicants:</i></p> <ul style="list-style-type: none"> <li>• Previous research experience</li> <li>• Number and quality of publications</li> <li>• Quality of the research proposal</li> <li>• Contact with potential supervisor/s</li> <li>• Strength of the academic referees' reports</li> </ul>
<p><b>Leadership indicators (30 per cent of overall assessment) may include, but not be limited to:</b></p> <ul style="list-style-type: none"> <li>• Ability to create and communicate a vision</li> <li>• Planning skills</li> <li>• Self-management and adaptability</li> <li>• Acting with integrity and engaging responsibly with risk</li> <li>• Ethical practice</li> <li>• Creating and maintaining productive working relationships and associations</li> <li>• Knowledge sharing and transfer</li> <li>• Problem-solving and relationship-building</li> <li>• Managing for results</li> <li>• Influencing others and negotiating effectively</li> <li>• Inclusive participation and ownership</li> <li>• Identifying and managing change</li> <li>• Leading by example and inspiring others</li> <li>• Work experience and achievements to date</li> <li>• Current employing organisation's influence in the region, country or community</li> <li>• Position in the organisation and level of responsibility</li> </ul>
<p><b>Potential outcomes indicators (40 per cent of overall assessment) may include, but not be limited to:</b></p> <p><i>All applicants:</i></p> <ul style="list-style-type: none"> <li>• Anticipated individual outcomes</li> <li>• Strength of relationship of study program to current and future work experience</li> <li>• Anticipated institutional/disciplinary/occupational outcomes</li> <li>• Strength of relationship of study program to home country's development priorities</li> <li>• Anticipated benefits to home country</li> <li>• Potential to tap into influential networks that will contribute to the country or region's development</li> </ul> <p><i>Research applicants</i></p> <ul style="list-style-type: none"> <li>• Potential to contribute to the country's research capacity (e.g. returning to a university or other research institution to pass on research skills)</li> </ul>



## Final selection categories

Outstanding: ≥90%	Outstanding application with a study program that has been very well developed in relation to its contribution to building leadership in support of home country's development; an outstanding candidate with strong academic capacity and demonstrated leadership capacities in strategic and inspirational thinking and practice, who is very likely to make a significant impact in their field of practice in home country and possibly internationally.
Very good: 80% ≤ 89%	High quality application with a study program that has been well considered for its contributions to building leadership in support of home country's development; a highly capable candidate who has demonstrated promising leadership capacities in strategic and inspirational thinking and practice, who is likely to make a significant impact in their field of activity.
Good: 70% ≤ 79%	Worthy application with a relevant study program; a capable candidate who has demonstrated some promising leadership characteristics and is likely to complete the study program and make a sound contribution to their field of activity.
Satisfactory: 60% ≤ 69%	An adequate application with a relevant study program; a candidate that has demonstrated some initial leadership characteristics and is reasonably likely to complete the study program and make a contribution to their field of activity.
Limited: <60%	An application that has not been well thought through and has a high element of risk in relation to successful completion of the study program; a candidate with limited potential to contribute as a leader in their field of activity.

AusAID (Canberra) acknowledges the contribution of Dr Veronica Volkoff's report, "Recommendations for Short listed PNG Candidates for the 2011 Australian Leadership Awards Scholarships", 11 August 2010.

## Providing development opportunities for all

As AusAID is committed to providing development opportunities for all, Posts should also take into account whether an applicant has had a previous opportunity to study and gain a qualification outside their home country and give special consideration to those who have not had that opportunity.

## APPENDIX B: Referee report template

This template is available at <http://www.ausaid.gov.au/scholar/how-to-apply.cfm>

### *Referee report*

The applicant has named you as a referee in support of an application for a Scholarship supported by the Australian Agency for International Development (AusAID) for study in Australia. To assist in the selection process, we would like to receive your views on the applicant's suitability for a Scholarship, in particular on their capabilities and personal qualities, academic competence (including, where applicable, their research ability) and potential outcomes.

1. Personal details					
Applicant's details					
Full name (as it appears in passport)					
Email					
Area of research interest					
Referee's details					
Family name					
Given names					
Mobile no.		Work phone no.			
Email					
Employing organisation	Name				
	Town/City, Country				
Position title				Starting date	/ /
Length of time you have known applicant	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> 3–12 months	<input type="checkbox"/> 1–2 years	<input type="checkbox"/> 2–5 years	<input type="checkbox"/> More than 5 years
Relationship to applicant (e.g. direct supervisor, lecturer, peer, etc.)					
Authorised official stamp of the organisation.					

## 2. Evaluation of applicant's capabilities and behaviours

Please evaluate the applicant against the following criteria\*

	Very good	Satisfactory	Needs coaching	Not observed
<b>Shapes strategic thinking</b> (meaning that they: inspire a sense of purpose and direction; focus strategically; harness information and opportunities; and show judgement, intelligence and commonsense)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieves results</b> (meaning that they: build organisation capability and responsiveness; marshal professional expertise; steer and implement change and deal with uncertainty; ensure closure and deliver on intended results)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cultivates productive working relationships</b> (meaning that they: nurture internal and external relationships; facilitate cooperation and partnerships; value individual differences and diversity; and guide, mentor and develop people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Displays personal drive and integrity</b> (meaning that they: demonstrate professionalism and probity; commit to action; display resilience; promote and adopt a positive and balanced approach to work; and demonstrate self awareness and a commitment to personal development)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communicates and negotiates effectively</b> (meaning that they: communicate clearly; listen, understand and adapts to audience; and negotiates persuasively)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Extract from the Australian Public Service Commission's 'The integrated leadership system – support tools – Leadership pathway: Individual profiles'

## 3. General comments

Why should the applicant be considered for a Scholarship?

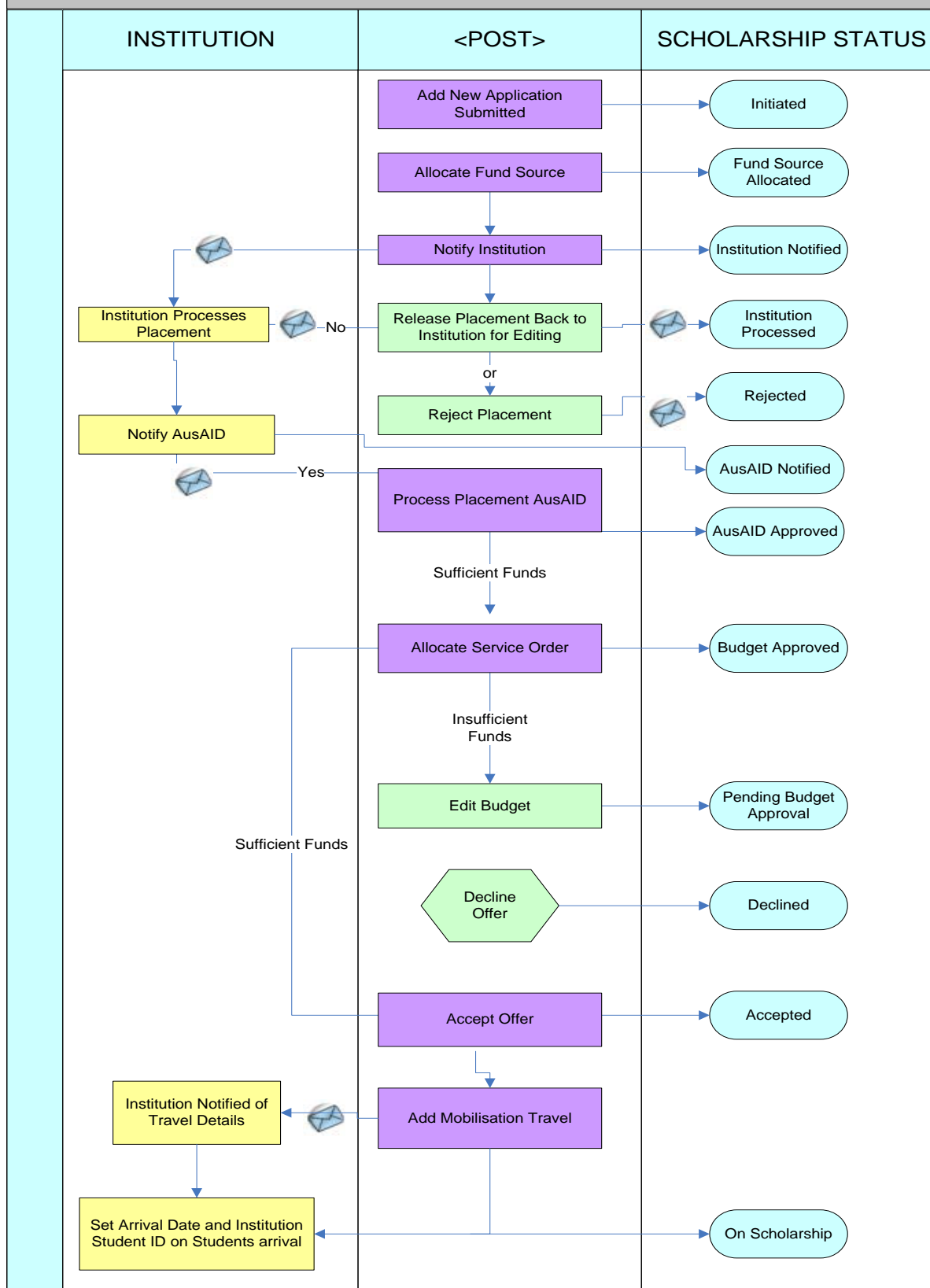
4. Academic referee comments – applicable to PhD candidates only	
In the past five years, how many research higher degree (PhD, Masters) candidates have you worked with?	
Your professional knowledge of the applicant is: <input type="checkbox"/> Very detailed <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Incomplete	
<p><b>Score the following criteria out of 10</b> (A score of 10 means that you regard the applicant as being in the top 2% of all candidates in each assessment category. A score of 9 indicates that the applicant is in the top 5% of all candidates. A score of 8 - top 10%; score of 7 - top 20%; score of 6 - top 30%; score of 5 - top 40%; score of 4 - upper 50%; score of 3 - upper 60%; score of 2 - upper 70%; score of 1 - bottom 30%)</p>	<b>Score</b>
(a) <b>Research potential:</b> intrinsic research potential (as distinct from examination results).	
(b) <b>Creative Ability:</b> ability to develop original ideas/hypotheses, to write original compositions or to assemble conventional work in some original way	
(c) <b>Initiative:</b> ability to embark on new ideas or approaches without prompting	
(d) <b>Perseverance:</b> ability to work steadily even in difficult circumstances or where motivation or external direction is minimal.	
(e) <b>Critical thinking:</b> ability to differentiate between sound and irrationally based thinking	
(f) <b>Team work:</b> ability to work in a research group	
(g) <b>Ability to Communicate:</b> both written and spoken	
Please comment on <b>evidence</b> of the applicant's research potential and achievement (such as the outcomes of their research experience and training, including university studies, publications, papers, and other relevant work) and any other comments relevant to the applicant's admission to a PhD (maximum 300 words).	

5. Referee's declaration and signature	
I declare that the information in this report is true and correct.	
Signature	Date    /    /
Thank you for assisting the Australian Government in identifying an outstanding candidate for an Australian Development Scholarship.	



## APPENDIX C: Scholarship Placement Process flowchart

### PLACEMENT PROCESS







## **APPENDIX D: Summary of AusAID Scholars' responsibilities**

Your responsibilities as an AusAID Scholar are detailed in the Scholarships Handbook and in your contract. This summary is provided for convenience.

### **Prior to Departure**

You must advise AusAID of any personal or family circumstances (e.g. family or financial problems, medical conditions, pregnancy) likely to affect your ability to commence the Scholarship on time or to complete the approved course within the scholarship period.

You must take up the Scholarship in the academic year for which it is offered.

You must participate in the Pre-Departure Briefing arranged by the AusAID Post in your country of citizenship.

You must not behave in a manner that is unacceptable by normal community standards.

You must agree to AusAID being able to collect information concerning yourself and/or your dependants and to pass that information onto other relevant parties, including the partner government and the media.

You must continue to be eligible to hold the Scholarship.

### **In Australia**

While you are in Australia, you must

- a. not hold another Australian Government scholarship at the same time as the AusAID Scholarship
- b. participate in the institution's compulsory Introductory Academic Program (IAP) on arrival in Australia
- c. reside in Australia for the duration of the Scholarship (apart from holidays, reunion visits or fieldwork visits)
- d. undertake only the approved program for which the Scholarship is offered and abide by the rules of the institution
- e. maintain an appropriate study load and participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all assessment items required for the course and sit examinations
- f. complete your studies and the Scholarship within the period stipulated in your Contract
- g. not undertake any additional off-scholarship tertiary studies during your time in Australia on an AusAID Student Visa
- h. be aware that any employment undertaken during term times may compromise academic progress
- i. liaise with the Student Contact Officer at the institution regarding any proposed changes to the approved program and acknowledge that approval is required from the institution, AusAID and partner government before any changes are made
- j. advise AusAID immediately, via the Student Contact Officer at the institution, if they marry a person who is an Australian or New Zealand citizen, or who has permanent residence status in Australia or New Zealand. The change in an AusAID Scholar's marital status may affect eligibility to maintain the Scholarship, and the debt to the Commonwealth may apply if the AusAID Scholar does not remain out of Australia for a minimum period of two years (see [Section 9](#))
- k. leave Australia, preferably returning to your home country, for a minimum of two years at the completion of your Scholarship in Australia
- l. be aware that a debt to the Commonwealth of Australia will be incurred if an AusAID Scholar fails to leave Australia or if they apply to become a permanent resident or for a visa to remain in or return to Australia within the two year exclusion period

- m. be aware that any time spent in Australia during the two year exclusion period will extend the end date of the two years accordingly
- n. agree that your Scholarship may be terminated at any time for failing to make satisfactory academic progress, failing to comply with the laws of Australia, misconduct, breaching the contract between themselves and the Commonwealth of Australia, including breaching the conditions of the Scholarship, or of the AusAID Student Visa, or if they apply to change your visa type
- o. understand that AusAID may also terminate the Scholarship at any time if it becomes aware of any behaviour or illegal activity undertaken by the AusAID Scholar prior to accepting your offer of the Scholarship that was not disclosed at the time of application and which, in AusAID's opinion, would have resulted in the application being rejected had it been disclosed
- p. understand that information about yourself and your dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, Australian tertiary institutions, partner organisations (including managing contractors and sub-contractors), Australian immigration authorities, medical insurers, medical practitioners, home government, the Australia Awards alumni network and other parties relevant for the purpose of promoting and administering the Scholarships or in relation to other development activities
- q. consent to the Australian Government using and disclosing extracts of your application (relating to your academic background and achievements, leadership skills and proposed study program in Australia) in promotional material in hardcopy and on the Internet. Noting that promotional material may include, but is not limited to, media releases in Australia and in the home country and information circulated to AusAID's offshore Posts and Australian education institutions, concerning the Scholarship
- r. understand that the release of personal information is governed by the *Privacy Act 1988* (Cth) <http://www.privacy.gov.au/publications/ipps.html>.

### **Travel to and within Australia**

Please note that the following are not provided by AusAID or the institution and are therefore your responsibility:

- a. insurance costs (travel & baggage, home contents)
- b. personal effects transport costs (i.e. removal costs either to and from Australia or within Australia)
- c. excess baggage costs
- d. travel costs for your dependants, either to and from Australia or within Australia
- e. arranging visas and meeting all requirements and costs for family entry to Australia including payment of compulsory OSHC health insurance for family members and
- f. travel costs to and from your place of study.

### **Your financial obligations**

Your institution will provide you with an Establishment Allowance on arrival and a fortnightly Contribution to Living Expenses (CLE). You are responsible for the use of these funds to pay your own living expenses including, but not limited to:

- a. initial and long-term accommodation costs
- b. daily travel to and from your place of study
- c. ongoing costs of living and study e.g. food, furniture, textbooks, clothing
- d. costs of medical services not covered by the Overseas Student Health Cover (OSHC)
- e. all costs associated with any family members who visit or accompany you to Australia, including OSHC for family members

- f. all costs associated with critical incidents involving family members
- g. costs of any legal services
- h. all costs related to any visa extension that may be necessary.

**Assisting with AusAID's monitoring and evaluation of its Scholarships**

You will be expected to participate in the monitoring and evaluation activities which may include, but not be limited to, surveys and other forms of feedback while you are studying in Australia and after you return home.



## **APPENDIX E: Arrangements for continuing ALA Scholars**

ALA Scholars who commenced their studies in Australia prior to 2012 should be managed in accordance with this Handbook but retain the entitlements and conditions as stated in their letter of offer and contract. These entitlements include a Study Enrichment Allowance (SEA), which provides financial assistance to enhance their formal studies. The SEA policy was implemented for the first time in 2008.

### **Study Enrichment Allowance**

The Study Enrichment Allowance (SEA) provides financial assistance to enhance Scholars' formal studies. Eligible activities may include, but are not limited to

- a. fieldwork, included as part of the formal study program
- b. conferences relevant to their studies or for professional development
- c. supplementary academic support (such as individual or group tutorials or assistance with thesis editing)
- d. purchasing materials particularly relevant to studies e.g. a software package (requests for using SEA to purchase IT hardware will not be approved)
- e. travel home for a short-term visit (note that they do not have a separate reunion airfare entitlement)
- f. subscribing to the institution's library resources (if applicable), prior to returning home at the end of the Scholarship.

Funding is limited to A\$2000 per annum per Scholar. It accumulates over the duration of the Scholarship starting when the Scholarship commences and at each 12-month milestone thereafter. Scholars may not apply in advance for funds from future years.

The SEA will be administered by, and generally at the discretion of, the institution. The SEA will not be provided as a cash payment.



## **APPENDIX F: Post-scholarship externally funded program in Australia**

### **Introduction**

The following outlines the procedures and criteria to be applied when processing a request from a former AusAID Scholar to undertake an externally funded Doctorate scholarship or post-Doctorate fellowship in Australia on completion of an AusAID Scholarship funded course of study.

### **Objectives**

This policy, while reaffirming the basic premise that AusAID Scholars should return to their home country upon completion of the program, also recognises that exceptional AusAID Scholars who are high achievers should be permitted to pursue their studies to the maximum of their abilities. It is recognised that this will further enhance the contribution the AusAID Scholar is able to make to the development in their home country, and also enhance the links with Australia.

### **Policy application**

This policy is limited in its application. It applies only to those AusAID Scholars who are offered a fully-funded Doctorate scholarship or post-Doctorate fellowship by a non-AusAID third party, including those offered by other Australian Government entities. Those AusAID Scholars, not subject to this policy, will continue to be required to return home for a minimum of two years on completion of their award in order to meet their contractual and visa obligations.

This policy requires AusAID (Canberra) to make a decision on a case-by-case basis. AusAID will consider the ability of the applicant to meet the selection criteria, the level of support from their sponsor, and whether the relevant Post and, if applicable, the partner government approves the application.

AusAID will not approve a post-ADS application from a Scholar wanting to undertake a second PhD.

### **Criteria**

Consistent with the objectives of the policy, applicants for an externally-funded Doctorate scholarship or post-Doctorate fellowship should be high achieving and exceptional Scholars. It is also critical that the research or activity to be undertaken is clearly linked to country development priorities and has demonstrated application to the Scholar's home country.

Applications for a post-scholarship activity will be accepted only from AusAID Scholars who are nearing completion of their Scholarship or who have returned home and are residing in their home country.

Applicants will need to provide:

- a. an original or certified copy of an offer of a fully-funded (including per diem rates) Australian Doctorate scholarship or post-Doctorate fellowship by an entity other than AusAID (e.g. AusAID Scholar's home government, Asian Development Bank, World Bank, Australian Government entity other than AusAID, Australian university, etc.)
- b. a written recommendation by the previous course co-ordinator and/or supervisor of the AusAID Scholar's capability and ability to succeed
- c. clear justification for the post-scholarship activity based on relevance to the home country's development priorities
- d. academic documentation that supports the academic ability of the applicant (e.g. transcripts)
- e. evidence that the applicant is likely to return to a position in their home country or region which will enable them to pass on their research skills (e.g. evidence of previous relevant employment in an academic or research environment or a letter of potential employment in such an institution on their return)



- f. agreement to return home for a minimum period of two years after completion of the externally-funded scholarship or fellowship, or in the case of AusAID Scholars who are applying from their home country, for the period remaining once the time spent in the home country has been deducted from the two year timeframe. Applicants may also provide the following to support their application:
  - i. letter of support for this additional study/research activity from their original or current employer who may have supported their original application for an AusAID Scholarship
  - ii. evidence that they will be able to forge research links that will benefit Australia and the home country.

A key consideration is whether the Post and the partner government (where relevant) agrees to the AusAID Scholar remaining in or returning to Australia to continue their studies. AusAID will liaise with the relevant interested parties concerning this matter.

Once AusAID approves the application, the applicant must apply to the Department of Immigration and Citizenship (DIAC) for a private student or other appropriate visa and must meet all DIAC requirements. DIAC will not process the visa application until AusAID advises that it has approved the AusAID Scholar's post-scholarship activity. Thereafter, the decision on whether or not to issue a visa is solely DIAC's responsibility based on their standard visa requirements. More information can be found on the DIAC website at: <http://www.immi.gov.au/>.

Scholars, who are coming to the end of their studies under the AusAID Scholarship, will not be able to remain in Australia pending any decision on their application for the post-scholarship activity. AusAID may not approve applications from AusAID Scholars who remain in Australia for this purpose or take up the offer of the scholarship/fellowship without approval from AusAID. This will affect their ability to get another visa as DIAC awaits advice on the approval before processing any application for a change of visa.

An AusAID-funded airfare to return home will not be available to AusAID Scholars who remain in Australia on an externally-funded Doctorate scholarship or post-Doctorate fellowship. AusAID Scholars will be entitled to an airfare home only if they return home immediately after the end of their studies under the Scholarship.

Former AusAID Scholars, who have been offered an externally-funded Doctorate scholarship or post-Doctorate fellowship within two years of returning home, may be eligible under this policy if they meet the criteria as stated above.

For all AusAID Scholars, the two year return home requirement will not be waived but rather will be deferred to commence once the AusAID Scholar has completed the externally funded scholarship/fellowship. Any time spent in their home country prior to taking up the scholarship/fellowship will be deducted from the two year timeframe.

If AusAID (Canberra), Post or partner government does not approve a former AusAID Scholar's return to Australia to take up the externally funded Doctorate scholarship or post-Doctorate fellowship, the applicant is able to request a review of the case and provide new information to support their request. Once a review has been undertaken, the decision is final and no further correspondence will be entered into.

## **Procedure**

- a. Applications must be made in writing by the applicant and/or their sponsor to AusAID (Canberra). The applicant must allow 30 days for AusAID to consider the application.
- b. AusAID (Canberra) will assess applications based on the criteria defined above and obtain approval from Post and partner government.
- c. If the applicant meets the criteria above, a minute recommending approval of the externally funded Doctorate scholarship or post-Doctorate fellowship will be provided to the relevant delegate.

- d. Following approval/non approval of the request, advice is to be sent to the applicant, institution and relevant Post, and a copy filed by AusAID.
- e. If applicable, approval by AusAID is effected by the signing of a Deed of Amendment to the AusAID Scholar's Acceptance of Offer contract with AusAID. The AusAID Scholar will confirm their intention to return home at the end of the externally funded scholarship/fellowship for a period up to a total of two years.
- f. Once approval for the externally funded Doctorate scholarship or post-Doctorate fellowship has been gained, three copies of the Deed of Amendment should be sent to the AusAID Scholar to be signed and returned to AusAID for signature of the delegate or the delegate's nominee. The Deed of Amendment must be signed after the approval by AusAID. Deeds signed prior to AusAID's approval will not be accepted.
- g. AusAID then files one original and sends two originals back to the institution (one for their file and one for the AusAID Scholar). A copy should also be sent to the relevant Post.
- h. Once the application for an externally funded scholarship or fellowship has been approved, AusAID will issue a "Letter of No Objection" to DIAC, in order to enable the relevant visa to be issued.



## **APPENDIX G: Upgrading a Scholarship**

### **Introduction**

It may be possible, in exceptional circumstances only, for a Scholarship for a Masters by research to be upgraded to a PhD.

AusAID would prefer, however, for the placement into the PhD to be confirmed during the Scholarship application phase. However, as this is not always possible, the following outlines the criteria and procedures AusAID will apply when considering a request for a Scholarship to be upgraded to a PhD.

### **Objectives**

This policy recognises that building the research capacity in a developing country will contribute to its economic development and poverty reduction. Allowing upgrades from a Masters by Research to a Doctorate program should mean that the Scholar's contribution to their home country's research capacity will be enhanced.

### **Policy application and criteria**

This policy is limited in its application. AusAID (Canberra) in consultation with Post and the partner government where applicable, on a case-by-case basis, may consider upgrades of exceptional AusAID Scholars from a Masters by Research to a Doctorate program, under the following criteria:

1. the relevant Post allows scholarships for Doctorate programs, according to its Country (or Regional) Profile, available at:  
<http://www.aisaid.gov.au/scholar/eligiblecountries.cfm>
2. the Doctorate program will be undertaken at the same institution at which the AusAID Scholar is enrolled and studying a Masters by Research program under the Scholarship; transfer to another institution will not be considered except under exceptional circumstances (e.g. the proposed supervisor is transferring to that other institution)
3. the upgrade will result in the study period (and hence the Scholarship duration) not exceeding four years in total (i.e. the equivalent duration had the institution's initial offer been for the Doctorate program)
4. the AusAID Scholar must provide evidence that they:
  - a. are likely to return to a position in their home country or region which will enable them to pass on their research skills (e.g. evidence of previous relevant employment in an academic or research environment; a letter of potential employment in such an institution on return home)
  - b. will be able to enhance research links between their home country and Australia
5. the request to upgrade, including all supporting documentation, is submitted to AusAID a minimum of 30 days prior to the AusAID Scholar's visa expiry date. AusAID will not support AusAID Scholars remaining in Australia pending any decision on approvals for an upgrade.

Requests for upgrades from AusAID Scholars who are undertaking a Masters by coursework will not be considered.

## Procedure

1. The *AusAID Scholar* must:
  - a. provide clear written justification for the upgrade from the Research Masters to the Doctorate program, based on the above criteria and the benefit of completing the Doctorate rather than the Masters program
  - b. provide a brief proposal, including a project timeline, demonstrating how the Doctorate will be completed within the total of four years, including how the Masters studies to date have contributed to achieving that deadline.
2. The *institution* must:
  - a) provide a recommendation for the upgrade, written by the supervisor and endorsed by the institution's Chair of the Research Committee or equivalent. The recommendation should outline the academic and research ability of the AusAID Scholar, applicability of the research topic to a PhD, capacity of the AusAID Scholar to complete the PhD within the timeframes noted above and any other benefits that may be realised
  - b) provide copies of all half-yearly reports submitted by the supervisor to the Research Committee or equivalent.
3. AusAID will require 30 days in which to consider the application. Following consultation with the relevant Post, AusAID (Canberra) will convey its decision to the AusAID Scholar and the institution.
4. The upgrade will be approved in-principle until such time that the AusAID Scholar can provide evidence that they have been accepted into the proposed Doctorate program and that it meets the criteria noted above.
5. Final approval by AusAID will be effected by the AusAID Scholar signing a Deed of Amendment to their Acceptance of Offer contract with AusAID. Three copies of the Deed of Amendment will be sent to the AusAID Scholar via the institution to be signed and returned to AusAID for signature of the delegate or the delegate's nominee. AusAID will file one original and return two to the institution (one for its file and one for the AusAID Scholar).
6. If the upgrade is approved, AusAID (Canberra) will inform DIAC of the AusAID Scholar's revised Scholarship completion date.

## APPENDIX H: Proformas for Reunion Airfare Travel

[Address to the AusAID officer at Post/ Managing Contractor]

Dear Sir/ Madam

This is to inform you that I, [insert Scholar's full name], do not intend to bring my family to join me in Australia. I therefore wish to claim the entitlement to a reunion airfare under my Scholarship.

I understand that the decision to provide this entitlement rests with AusAID staff at [Insert Country].

Yours sincerely

.....  
AusAID Scholar's signature

Date.....

Scholar's Name: .....

Scholarship No. ....

Witnessed by

..... Date.....

.....  
Print Name and Title

[Address to the AusAID officer at Post/ Managing Contractor]

Dear Sir/ Madam

This is to inform you that I, [insert full name], wish to bring my spouse and or family to join me in Australia. I therefore waive my entitlement to a reunion airfare under my Scholarship, as agreed in the contract between AusAID and myself.

Details of my family members are as follows:

Full Name (as shown in the passport)	Date of birth	Relationship to me (spouse, son, daughter)	Country of citizenship	Passport number	Issue date	Expiry date

I understand that by waiving my entitlement, I can no longer claim any reunion airfare during the period of my Scholarship.

Yours sincerely

..... Date.....  
AusAID Scholar's signature

Scholar's Name: .....

Scholarship No. ....

Witnessed by

..... Date.....  
Witness' signature

.....  
Print name and title



## **APPENDIX I: AusAID's Child Protection Code of Conduct**

Scholars receiving funds under an AusAID-funded scholarship agree to

- a. treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- b. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- c. not engage children in any form of sexual activity or acts, including paying for sexual services or acts
- d. wherever possible, ensure that another adult is present when working in the proximity of children
- e. not invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger
- f. not sleep close to unsupervised children unless absolutely necessary, in which case the AusAID Scholar must obtain their supervisor's permission, and ensure that another adult is present if possible
- g. use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for educational/research related purposes')
- h. refrain from physical punishment or discipline of children (excluding own children)
- i. refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- j. comply with all relevant Australian and local legislation, including labour laws in relation to child labour and
- k. immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

### **Use of children's images for educational/research related purposes**

When photographing or filming a child for educational/research related purposes, Scholars must:

- l. before photographing or filming a child, assess and try to comply with local traditions or restrictions for reproducing personal images
- m. before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this the AusAID Scholar must explain how the photograph or film will be used
- n. ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- o. ensure images are honest representations of the context and the facts and
- p. ensure file labels do not reveal identifying information about a child when sending images electronically.

The onus is on the Scholar to use common sense and avoid actions or behaviours that could be construed as child abuse



## APPENDIX J: Sample Introductory Academic Program

### WEEK ONE

	Monday	Tuesday	Wednesday	Thursday
9am – 12:30	<b>Welcome to institution</b> from relevant senior executive  IAP overview, expectations, responsibilities of AusAID Scholars, goal setting.  <b>University life and educational culture</b>	<b>Finding accommodation</b> Talk from local Real Estate, renting in the local area. Tenancy matters How to read a map <b>Information for families</b> Campus services, entitlements, child care, health services, housing, schooling.	<b>Needs analysis and assessment</b>  <b>Enrolment Award program information sessions</b>	<b>Living in Australia workshop</b> Cultural transition awareness, Australian customs, Australian history.  Indigenous Australia
12:30 – 1:30pm	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b> Welcome Lunch (Halal)	<b>Lunch break</b>
1:30 – 3:30pm	<b>Services on Campus</b> Learning support, student associations etc. Health and counselling services.  <b>Campus tour</b> How to read a map of the campus.	<b>FREE AFTERNOON</b>  Looking for accommodation.  Appointments with staff available if needed.	<b>OHSC Information session</b>	<b>Living in Australia workshop (cont.)</b>  Australian slang and communicating with Australians
	<b>Working and Tax file number</b> Work rights, part time employment, visa conditions		<b>Managing money</b> Stipend allowance, budgeting.	
3:30 – 4:30pm			<b>Shopping excursion</b>	<b>FREE AFTERNOON</b>  Appointments with staff available if needed.

## WEEK TWO

	Monday	Tuesday	Wednesday	Thursday
9am – 12:30 pm	<b>Strategies for successful study</b> Academic expectations Learning strategies – managing time Studying at this institution Development of an independent learning plan	<b>Academic Writing: Session 1</b> Types of academic writing Mind mapping concepts Getting started	<b>Academic Writing: Session 2</b> Researching a topic	<b>English listening and speaking skills</b>
12:30 – 1:30pm	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>
1:30 – 3:30pm	<b>Strategies for successful study - Cont.</b> Student-centred learning environment. <b>Learning Styles</b> Identifying your preferred learning style	<b>Taking Notes</b> Take notes from lecture and written text (peer and self-assessment).	<b>Library &amp; the Internet</b> Introduction to Internet for academic purposes. Literature & database searches.	<b>Computing and Information Technology</b> Using the online UoM system. Introduction to Moodle programs.
3:30 – 4:30pm	<b>Critical Thinking</b>	<b>Current AusAID Scholars share their stories and experiences</b>	<b>Overview of individual IAP project*</b>	<b>Staying Healthy</b>

*\* Each AusAID Scholar will complete a written report and oral presentation on a subject of their choice related to their discipline area. This task will incorporate core learnings developed throughout the program.*

## WEEK THREE

	Monday	Tuesday	Wednesday	Thursday
9am – 12:30 pm	<b>Written academic expression</b>  <b>Speaking in an academic context</b>	<b>Academic Writing: Session 4</b>  Paraphrasing Editing your work	<b>Academic Numeracy: Session 1</b>  Maths and Statistics	<b>Critical and Analytical Reading</b>
12:30 – 1:30pm	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>	<b>Lunch break</b>
1:30 – 3:30pm	<b>Computing and Information Technology</b>  Word, Excel	<b>Library session</b>  Getting online Catalogue searches	<b>Academic Writing 5</b>  Peer review	<b>Computing and Information Technology</b>  Word, Excel
3:30 – 4:30pm	<b>Referencing</b>  Academic integrity Copyright & Plagiarism	<b>PowerPoint workshop</b>	<b>IAP individual project</b>	<b>Critical Thinking</b>

## WEEK FOUR

	Monday	Tuesday	Wednesday	Thursday
9am – 12:30 pm	Oral presentation skills	Academic Numeracy Session 3  Evaluating and Interpreting data	Oral presentation skills	PRESENTATION Individual project
12:30 – 1:30pm	Lunch break	Lunch break	Lunch break	Lunch break
1:30 – 3:30pm	Library session	Library session	IAP individual project	PRESENTATION Individual project (cont.)
	PowerPoint workshop	IAP individual project		Feedback on presentation from staff and peers
3:30 – 4:30pm	Time Management		FREE AFTERNOON  Appointments with staff available if needed	FREE AFTERNOON  Appointments with staff available if needed

**APPENDIX K: Critical Incident Report**

(To be maintained by institution until incident is closed.)

NAME OF AUSAID SCHOLAR:	OASIS REFERENCE:
CITIZENSHIP:	AUSTRALIAN INSTITUTION:
GENDER:	
SCHOLARSHIP START DATE: SCHOLARSHIP END DATE:	COURSE OF STUDY:
SUMMARY OF INCIDENT:	
REPUTATIONAL RISKS:	
CHRONOLOGY OF EVENTS:	
RECORD OF MEDIA INTEREST / REPORTING:	
COSTS INCURRED:	
STUDENT CONTACT OFFICER'S NAME:	DATE:





## APPENDIX L: REINTEGRATION PLAN SAMPLE FORMAT

### REINTEGRATION PLAN

Name of Scholar: \_\_\_\_\_

Name and contact details of Employer: \_\_\_\_\_

\_\_\_\_\_

Current position of Scholar: \_\_\_\_\_

Award and field of study: \_\_\_\_\_

#### GENERAL EXPECTATIONS

**1 a. [Scholar]** Please explain why you expect the completion of this award to give you greater opportunities to contribute to relevant activities in your workplace (***Response must be no less than 200 words, but no more than 400 words***):

**b. [Employer representative]** Please explain why you expect the completion of this award by the employee to give your organisation greater opportunities to contribute to relevant development activities. (***Response must be no less than 200 words, but no more than 400 words***):

## TO BE COMPLETED BEFORE THE SCHOLARSHIP COMMENCES:

### 2. TASKS and RESPONSIBILITIES [Scholar & Employer]

Scholars please consult with your employers (or Post, if more relevant) and list potential or proposed ongoing or new tasks<sup>1</sup>, areas of responsibility<sup>2</sup> or ways in which you may apply the knowledge that you will gain through your studies. Employers please list potential support you will provide to this employee when they return.

SCHOLAR Responsibilities, knowledge or skills	New (Y/N)	Timeframe (Mth/Yr)	EMPLOYER REPRESENTATIVE Support to be provided or other comments

#### SIGN-OFF

We, the undersigned, declare the information provided above to be a true and accurate understanding of some of the ways in which the skills gained by the Scholar may be used on return:

#### Scholar:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Employer Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> Includes any function or operational activity, including research

<sup>2</sup> May include a new position or new responsibilities under a current position

## TO BE COMPLETED ON SCHOLAR'S RETURN:

### 3. POTENTIAL TASKS AND RESPONSIBILITIES [CANDIDATE & EMPLOYER]

Scholars please consult with your employers and discuss the previously agreed potential ongoing or new tasks<sup>3</sup> or areas of responsibility<sup>4</sup>. Update this below based on the current context of your organisation, and current plans for how you may be able to apply your new knowledge and skills.

Employers please add support that may be provided.

SCHOLAR Responsibilities, knowledge or skills	New (Y/N)	Timeframe (Mth/Yr)	EMPLOYER REPRESENTATIVE Support to be provided or other comments

<sup>3</sup> Includes any function or operational activity, including research

<sup>4</sup> May include a new position or new responsibilities under a current position