Australian Government
AusAID

Australian Scholarships
THE PATHWAY TO EXCELLENCE

AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIPS HANDBOOK

August 2009

Important message for awardees and administrators

Please read this Handbook thoroughly and fully understand its contents. For further assistance, please contact AusAID at ala@ausaid.gov.au.

This work is copyright. Apart from any use as permitted under the Copyrights Act 1968, no part may be reproduced by any process without prior written permission from the Commonwealth. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Attorney-General's Department, Robert Garran Offices, National Circuit, Barton ACT 2600 or posted at http://www.ag.gov.au/cca.

ISBN 1 920861 77 7

Internet www.ausaid.gov.au

Australian Leadership Awards Scholarships Handbook

Table of Contents

1 Australian Leadership Awards Scholarships 1

1.1 Goal 1

1.2 Objectives 1

1.3 Who are the ALA Scholarships targeting? 1

2 About the ALA Scholarship Handbook 2

2.1 Purpose of the Handbook 2

2.2 How to use the Handbook 2

2.3 Changes to the Handbook 2

3 Responsibilities 3

3.1 AusAID 3

3.1.1 AusAID (Canberra) 3

3.1.2 AusAID office at Australian Diplomatic Missions (referred to as Posts) 3

3.1.3 Managing Contractors 4

3.2 Australian Institutions 4

3.3 ALA Applicants, Awardees and Scholars 4

3.3.1 Application process 4

3.3.2 Before departing to Australia 4

3.3.3 In Australia 5

4 Eligibility criteria and application process 7

4.1 Equity 7

4.2 Eligibility criteria 7

4.2.1 English language requirements 8

4.2.2 Conditions relating to visas 8

4.3 Application process 8

4.3.1 Online application 8

4.3.2 Hardcopy application 9

4.3.3 Supporting Documentation 9

4.3.4 Other documentation 9

4.3.5 Note on verified true copies 10

4.4 Fields of study and programs available to applicants 10

4.4.1 Fields of study 10

4.4.2 Masters or Doctoral programs 10

4.4.3 Preparation programs 10

4.4.4 Types of courses not available under ALA Scholarships 11

4.5 Placement at an Institution 11

4.5.1 Role of the applicant 11

4.5.2 Role of the Institution 11

5 Selection, offer and acceptance processes 12

5.1 Selection processes 12

5.2 Selection criteria 12

5.3 Advising candidates of selection outcome 13

5.4 Accepting an ALA Scholarship 13

5.4.1 Awardees with disability/special needs 14

5.4.2 Child Protection *14*
5.5 Deferring an ALA Scholarship 14
6 About the ALA Scholarships 15
6.1 ALA Scholarship conditions 15
6.2 ALA Scholarship duration 16
6.3 ALA Scholarship entitlements 16
6.3.1 Mobilisation allowance 17
6.3.2 Establishment allowance 17
6.3.3 Contribution to Living Expenses (CLE) 17
6.3.4 Study Enrichment Allowance 18
6.3.5 Overseas Student Health Cover 19
6.3.6 Leadership Development Program 19
6.4 Before departing for Australia 19
6.4.1 Applying for an AusAID Student visa 19
6.4.2 Pre-departure briefing 20
6.4.3 Institution information kits 20
6.5 Family 20
7 Travel 22
7.1 Managing travel arrangements 22
7.2 Travel to Australia at the start of the ALA Scholarship 22
7.3 Requirements for all travel under an ALA Scholarship 22
7.4 Travel not covered by the ALA Scholarship 23
8 Support services 24
8.1 General services 24
8.2 Awardees with disability/special needs 24
8.2.1 Disability Discrimination Act 24
8.3 Arrival in Australia 24
8.4 Initial accommodation 25
8.5 Long-term accommodation 25
8.6 Critical incidents 25
8.6.1 Serious illness of a Scholar 26
8.6.2 Medical escort home 26
8.6.3 Death of a Scholar 27
8.6.4 Death of Scholar's family member whilst in Australia 27
8.6.5 Serious legal issues 28
9 Academic requirements 29
9.1 Introductory Academic Program 29
9.2 Satisfactory academic progress 29
9.3 Study load 30
9.4 Fieldwork 30
10 Variations 32
10.1 Deferrals 32
10.2 Withdrawals 32
10.2.1 Before arriving in Australia 32
10.2.2 After arriving in Australia 32
10.3 Course detail changes 32

10.4 Extensions 33
10.5 Suspensions 33
10.6 Transfers 34
10.7 Downgrades 34
10.8 Reductions 34
10.9 Terminations 35
10.9.1 Termination process 35
10.10 Upgrades 36
11 Other ALA Scholarship activities 37
11.1 Work attachments 37
11.2 Leadership practice 37
11.3 Leadership coaching 37
12 Completion of the ALA Scholarship 38
12.1 Completion of studies 38
12.1.1 Coursework Scholars 38
12.1.2 Research Scholars 38
12.2 Final departure date 38
12.3 Return home briefing and ALA Scholarship completion ceremony 38
12.4 Completion of the ALA Scholarship 39
12.5 Maintaining contact with Alumni 39
13 Miscellaneous 40
13.1 Post-ALA Scholarship study opportunities in Australia 40
13.2 Off-Scholarship study 40
13.3 AusAID Scholarships Debt to the Commonwealth 40
13.3.1 Debt to the Commonwealth process 40
13.4 Useful internet links 41
13.5 Enquiries 41
13.5.1 From Applicants 41
13.5.2 From Awardees 41
13.5.3 From Scholars 41
13.5.4 From Institutions and Posts 41
13.6 Measuring the effectiveness of the Scholarships 42
APPENDIX A 43
AusAID's Child Protection Code of Conduct 43
APPENDIX B 44
Addresses for submitting hardcopy applications 44
APPENDIX C 47
Upgrading an ALA Scholarship 47
APPENDIX D 49
Studies and fellowships in Australia after the ALA Scholarship 49
APPENDIX E 51
ALA Scholarships Contract 51

1 Australian Leadership Awards Scholarships

1.1 Goal

The goal of the ALA Scholarships program closely reflects the objective of AusAID awards. That is, through the provision of award opportunities, AusAID Awards seek to develop capacity of individuals and their workplaces to contribute to

- long-term development, stability and security of Australia's partner countries
- establishment and maintenance of mutually beneficial linkages between partner countries and Australia, as well as within regional networks.

1.2 Objectives

By providing ALA Scholarship awardees with opportunities to develop selected leadership skills[1] and establish professional networks, the program intends to address the following objectives.

1. Positive contributions by ALA Scholarship alumni to policies, practices and research relevant to respective country program objectives[2], which are relatively greater than the contributions of other AusAID scholarship alumni.
2. Participation in professional networking opportunities by ALA Scholarship alumni at the local, regional and global level, relevant to respective country program objectives, which is relatively greater than the level of professional networking of other AusAID scholarship alumni.

The outcome of these objectives will be measured at six months and one, three and five years.

1.3 Who are the ALA Scholarships targeting?

The Scholarships are intended for those who are already leaders, or have the potential to assume leadership roles, that can influence social and economic policy reform and development outcomes, both in their own countries and in the Asia-Pacific region.

ALA Scholarships target those whose chosen field of study equips them to play a significant role in addressing, researching or combating regional development issues. The development priority areas are disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

Selection for an ALA Scholarship is highly competitive, based on professional and personal qualities, academic competence and, most importantly, potential development outcomes for the country and region.

The Australian Government values the contribution and perspectives of all people. To ensure equity and the broad participation of all, including women, people with disability, ethnic minorities, rural population and socio-economically disadvantages groups, any barriers to their participation will be taken into account in the selection process.

ALA Scholarships are an investment in the future development of the Asia-Pacific region. Therefore, Scholars are required to return to their home country or the region for two years after completing their studies.

ALA Scholars will join an alumni network with strong and enduring links to Australia and the region. The network will increase the exchange of knowledge and information among Scholars, in their areas of specialisation, within their organisations and throughout Australia, their home countries and the region.

---

[1] Leadership attributes that are particularly pertinent to development practitioners are strategic thinking (planning skills, inclusive participation and ownership, harnessing communication technology, knowledge transfer, managing for results, and ethical practice) and an inspirational approach (leading by example, effective communication and interpersonal skills).

[2] Or nearest equivalent

2 About the ALA Scholarship Handbook

The ALA Scholarship Handbook (the Handbook) is an important document for all parties involved with managing or participating in the ALA Scholarship program. It should be read thoroughly and should always be referred to for the most up-to-date advice on ALA Scholarship policy, entitlements and conditions and administrative processes for managing Scholars.

2.1 Purpose of the Handbook

The Handbook instructs the different user groups on their roles and responsibilities in either managing or participating in the ALA Scholarship program. Institutions, Scholars, AusAID officers and Managing Contractors 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 ALA Scholar (also referred to as Scholar) and the Commonwealth of Australia.

2.2 How to use the Handbook

The Handbook follows the sequence for ALA Scholars from applying for a Scholarship to completing studies and returning home. Each chapter describes a step in the ALA Scholarship process and details each stakeholder's responsibility in that process. While some information may not seem relevant to a particular user, the Handbook provides an overview of the ALA Scholarship process for all users. Each person involved in managing various aspects of the process has access to the same information. This provides for a transparent and consistent approach to ALA Scholarship management by all parties.

The Handbook stipulates when actions need to be taken in the Scholarships Information Management Online (SIMON), which is the internet-based data management system that AusAID manages. SIMON enables AusAID, Managing Contractors and Institutions to access a central database, to electronically enter data, process ALA Scholarship applications and manage administrative processes. AusAID provides SIMON users with a SIMON User Manual and initial training in SIMON.

2.3 Changes to the Handbook

The Handbook will be maintained to ensure its relevance and consistency with current AusAID policy and direction. AusAID reserves the right to change or amend the Handbook at any time, notifying stakeholders of any major policy changes or emerging issues in a timely manner. It is the user's responsibility to review the Handbook periodically.

3 Responsibilities

3.1 AusAID

3.1.1 AusAID (Canberra)

AusAID (Canberra) will be responsible for

a. ensuring the ALA Scholarships program contributes in a systematic way to the overall objective of capacity development in the Asia-Pacific region

b. developing and maintaining the ALA Scholarship program's policies and conditions and ensuring consistency in their administration

c. assisting Posts with regional promotions, selection and mobilisation processes

d. coordinating the final selections in Canberra

e. forwarding ALA Scholarship offer letters and contracts to Posts

f. providing an AusAID ALA Scholarship student contact officer

g. determining how ALA Scholarships will be delivered in Australia by Institutions

h. providing a Leadership Development Program for ALA Scholars

i. managing contracts with Institutions

j. managing the OASIS and SIMON databases

k. processing ALA Scholarship variations in SIMON in accordance with relevant policy and financial delegation

l. reviewing and evaluating the effectiveness of the ALA Scholarships program.

3.1.2 AusAID office at Australian Diplomatic Missions (referred to as Posts)

Posts undertake and manage the following operational roles

a. ensuring the ALA Scholarships program is embedded, where applicable, in the country's program objectives and contributes in a systematic way to capacity development

b. arranging local promotional activities to attract the most appropriate applicants for the ALA Scholarships, ensuring promotional activities reach marginalised groups

c. receiving and processing applications

d. managing the short-listing process with AusAID (Canberra)'s assistance where required) and forwarding recommendations to AusAID (Canberra)

e. 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 to AusAID (Canberra) at the time of recommendation

f. announcing Awardees and holding functions as appropriate

g. ensuring Awardees have access to the Handbook and are clear about the ALA Scholarship conditions

h. advising AusAID Canberra of Awardees with disability/special needs

i. managing the mobilisation of ALA Awardees to Australia, ensuring that details of arrival are provided in good time for the Institution to book suitable accommodation

j. making the mobilisation payments to ALA Awardees, where applicable

k. arranging timely pre-departure briefings for the Awardees

l. providing letters of 'no objection' for Scholars' dependants to join the Scholars

m. where appropriate, liaising with Managing Contractors on ALA Scholarship matters

n. assisting in reviewing and evaluating the effectiveness of the ALA Scholarship program

o. promoting and supporting the Australian Scholars' alumni network.

3.1.3 Managing Contractors

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

3.2 Australian Institutions

Institutions are responsible for in-Australia management of Scholars in accordance with this Handbook and their Contract with AusAID. Institutions nominate a Contact Officer to act as a liaison for all matters between AusAID and the Institution. The Institution's appointed Student Contact Officer will be the contact point for Scholars at the Institution. How an Institution chooses to manage these arrangements, including the roles and responsibilities of the respective contact officers, is the Institution's decision.

3.3 ALA Applicants, Awardees and Scholars

3.3.1 Application process

The Applicant is responsible for

a. applying directly to an Institution for an unconditional offer of placement/enrolment (attaching the AusAID letter of introduction to the application to the institution)

b. registering for and sitting an English language test in time to receive the results to lodge with the ALA Scholarship application (if a current test result is not available)

c. submitting the application for the ALA Scholarship by the ALA Scholarship application closing date of 30 June - preferably online - and attaching or forwarding the required documentary evidence

d. informing Post of any connection or relationship to staff employed at Posts or with Managing Contractors at the time of application.

3.3.2 Before departing to Australia

The ALA Awardee must

a. sign an Acceptance of Offer contract between themselves and the Commonwealth of Australia before departing to Australia, agreeing to comply with the ALA Scholarship terms and conditions and eligibility requirements outlined in the ALA Scholarship Handbook, including AusAID's Child Protection Code of Conduct

b. provide details to Post if they have a disability/special need to enable AusAID and the Institution time to assess what physical or educational assistance may be required

c. provide bank account details at a bank in their country of residence to facilitate the electronic funds transfer (EFT) of the mobilisation allowance

d. provide details of next of kin or an emergency contact in their country of citizenship

e. obtain an AusAID Student Visa Subclass 576 from the appropriate Australian immigration office, including medical checks and Police Report/Clearance

f. arrange travel to Australia and advise Institutions and AusAID (Canberra) at ala@ausaid.gov.au of arrival date, unless the Post in-country is responsible for making these arrangements

g. attend the pre-departure briefing or function at Post

h. pay insurance costs (travel & baggage, etc)

i. be responsible for personal effects (including excess baggage) transport costs (i.e. removal costs either to and from or within Australia)

j. ensure that details of arrival are provided in good time to the Institution

k. advise the Institution in writing before arriving in Australia if they do not require the initial accommodation that the Institution has arranged for them. If the Scholar neglects to advise the Institution before arriving in Australia that they do not require the initial accommodation, the Institution may deduct the cancellation fee and airport pickup costs from the Scholar's Establishment Allowance

l. arrange visas and meet all requirements and costs for family entry to Australia including payment of compulsory OSHC health insurance for family members

m. continue to be eligible to hold an ALA Scholarship.

3.3.3 In Australia

It is mandatory that ALA Scholars

a. abide by the conditions of AusAID Student visa (subclass 576). Failure to do so may incur a debt to the Commonwealth of Australia (see Section 13.4)

b. read the ALA Scholarship Handbook and understand its contents

c. take up the ALA Scholarship in the calendar year for which it is offered, preferably in the first half of the year

d. undertake an appropriate study load in the program for which the Scholarship was offered, achieve satisfactory academic progress and abide by the Institution's rules to complete the ALA Scholarship within the time specified

e. participate in the Leadership Development Program

f. return to country of citizenship or the region for two years at the completion of study/research program in Australia

g. not hold another Australian Government Scholarship in the same period as the ALA Scholarship (e.g. a scholar cannot have an Endeavour Award at the same time as an ALA Scholarship)

h. reside in Australia for the duration of the ALA Scholarship (apart from reunion visits and fieldwork)

i. advise AusAID immediately, via the Student Contact Officer at the Institution, should they marry a person who is an Australian citizen, or has permanent residence status in Australia, a New Zealand citizen or has New Zealand permanent residency. The change in the Scholar's

marital status may affect eligibility to maintain the ALA Scholarship, and the 'return home rule' will continue to apply (see Section 6.1.m)

j. liaise with the Student Contact Officer at the Institution regarding any changes to the approved program and acknowledge that approval is required from the Institution and AusAID (Canberra) before any changes are made

k. agree to AusAID collecting information and to passing that information on to other relevant parties concerning the Scholar or dependants, if necessary

l. participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course e.g. assignments, essays and sit for examinations

m. be aware that the ALA Scholarship may be terminated at any time for a failure to comply with the laws of Australia, misconduct, breaches of the contract between the Scholar and the Commonwealth of Australia. This includes: breaches of the conditions of the ALA Scholarship; breaches to the conditions of the AusAID Student visa; attempts to change visa status; or failing to make satisfactory academic progress

n. provide AusAID and the Institutions with relevant personal information to facilitate tracer studies, surveys and alumni activities, and other activities as required

o. be responsible for day-to-day costs and arrangements, including, but not limited to

- opening a bank account on arrival in Australia, with assistance of the Institution, for payment of Contribution to Living Expenses (CLE)
- initial and long-term accommodation costs
- finding long-term housing
- daily travel to the place of study
- ongoing costs of living and study e.g. food, furniture, textbooks, clothing
- obtaining a tax file number
- costs for medical services that the OSHC does not cover
- all costs associated with critical incidents involving family members
- costs of any legal services
- travel costs related to any suspension
- reunion airfare travel arrangements
- all matters and costs associated with any family members who visit or accompany the ALA Scholar to Australia, including extending Overseas Student Health Cover (OSHC) to family members (see Section 6.5 – Family)
- any visa extensions and related costs for both the Scholar and family.

4 Eligibility criteria and application process

The ALA Scholarship application and short-listing processes are undertaken on an annual basis and coordinated at Post, with the exception of Iraq and Afghanistan which are coordinated by AusAID (Canberra). AusAID (Canberra) develops the eligibility requirements and selection criteria. Posts develop advertising strategies and selection processes to ensure appropriate applicants are selected in accordance with country program strategies. Posts forward their recommendations to AusAID (Canberra) and final selections are decided in Canberra.

4.1 Equity

The Australian Government values the contribution and perspectives of all people. To ensure equity and the broad participation of all, including women, people with disability, ethnic minorities, rural population and socio-economically disadvantaged groups, any barriers to their participation will be taken into account in the selection process.

4.2 Eligibility criteria

To be eligible to hold an ALA Scholarship, an Awardee must

a. be a citizen of an ALA Scholarship eligible country *Afghanistan, Bangladesh, Bhutan, Cambodia, China, Cook Islands, Federated States of Micronesia, Fiji, India, Indonesia, Iraq, Kiribati, Laos, Maldives, Marshall Islands, Mongolia, Nauru, Nepal, Niue, Palau, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Tokelau, Tonga, Tuvalu, Timor-Leste, Vanuatu, Viet Nam, Wallis & Futuna*

b. be residing in a country other than Australia and applying for the Scholarship from outside Australia

c. not be an Australian citizen or permanent resident, nor in the process of applying for such a status

d. not be either married or engaged to be married to, or a de facto of, a person who holds or who is eligible to hold Australian or New Zealand citizenship or permanent residence status *(NOTE Residents of Cook Islands, Niue and Tokelau with New Zealand citizenship are eligible but must apply for an AusAID 576 student visa*.)

e. have an unconditional Letter of Offer for Enrolment from an ALA Scholarship eligible Australian Institution for entry into full-time study to commence a Masters or Doctoral program in Australia; ongoing study programs will not be supported (list of eligible Institutions is available at http//www.ausaid.gov.au/scholar/ala_institutions.cfm)

f. must meet the English language requirements (see Section 4.2.1)

g. must not have held a foreign scholarship in the 24 months preceding the application - 24 months to be calculated from the date of arrival back in home country to the closing date for receipt of ALA Scholarship applications. (*NOTE this restriction does not apply to short-term 'Fellowship' recipients)*

h. be able to satisfy Australian Government requirements for student entry (see Section 4.2.2)

Study programs must relate to the development priority areas of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

4.2.1 English language requirements

Applicants must have undertaken one of the following English language proficiency tests no longer than two years prior to the opening date of the Scholarship application period

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

(NOTE: Some Institutions require higher test scores for entry into certain courses. Applicants must ensure that they have sufficient English for the course for which they have applied. There is no provision for ALA Scholars to undertake Pre-Course English.)

4.2.2 Conditions relating to visas

Applicants must ensure that they satisfy Australian Government requirements for international student entry to Australia (which includes health and character checks conducted by DIAC).

4.3 Application process

Applicants must submit a completed ALA Scholarship Application and certified copies of relevant documentation by 30 June. Applications or supporting documentation received after this date will not be considered.

Before submitting an application, Applicants should ensure that they

- meet the eligibility requirements
- have provided true, correct and complete supporting documentation. AusAID reserves the right to verify the contents of academic transcripts and other claims made by applicants. Applicants found to be submitting false, incorrect or misleading information will be disqualified from further consideration
- submit only one application – AusAID will disqualify an applicant who submits more than one application

A complete application consists of

- One completed application form
- One set of supporting documentation (verified true copies, not originals). (See section 4.3.3)

Applicants should note that the Institution's letter of offer for enrolment (see Section 4.5.1.) and the English language test results (see Section 4.2.1) are prerequisite documents and must be submitted at the same time as the Scholarship application.

Applications may be submitted online or by hardcopy.

4.3.1 Online application

The preferred application method is online, using the ALA Scholarship online application form at https://oasis.ausaid.gov.au. The Online User Manual is available to help prepare the online application.

When the applicant registers on this website, they will be required to answer some questions to establish their eligibility. They will then be given a unique ALA Registration Number, Username and Password.

Potential applicants do not need to submit the application immediately but can update their application form including attaching and updating additional supporting

documentation as it becomes available. Developing the application may continue up until 30 June.

4.3.2 Hardcopy application

If potential applicants have difficulty gaining access to the internet, they should prepare a hardcopy application and submit it with all supporting documentation to the appropriate Australian High Commission, Embassy or the Managing Contractor that has been nominated to review applications from the applicant's country of citizenship (see Appendix B).

Hard copy application forms can be

- downloaded after the applicant has completed the eligibility screen on the Online Application System (OASIS)
- downloaded from the documents section of the ALA Scholarships website, or
- obtained from the appropriate Australian High Commission, Embassy or the Managing Contractor.

Hard copy applications should be typewritten, signed and sent to the appropriate office. Documentation sent by email or fax will **not** be considered.

Applicants should note that AusAID officers key the information from the hardcopy applications into OASIS. OASIS requires strict word limits. Therefore, where a word or character limit exists, applicants need to answer those questions concisely.

4.3.3 Supporting Documentation

All supporting documentation must be verified true copies. Applicants should not send originals as AusAID will not return them.

The following items are essential to establishing an applicant's identity and eligibility

- An unconditional offer of admission from an Australian university for a Masters course or doctorate commencing in the next calendar year (see section 4.5.1)
- English proficiency test results obtained no earlier than two years prior to the ALA Scholarship round opening date (i.e. for a 19 March 2009 opening date, IELTS results achieved after 19 March 2007 will be considered as current). See section 4.2.1 for minimum eligibility scores
- Two forms of identification which may include birth certificate, driver's licence, national identity card or personal data page from the passport. An English translation must be provided If the original document is in a language other than English
- Graduation certificates or testamurs of all university-level academic qualifications completed by the applicant (in original language and translated into English where applicable). Secondary school certificates are not required
- Full academic transcripts showing grades for all university-level subjects/units attempted by the applicant (in original language and translated into English). Secondary school transcripts are not required.

4.3.4 Other documentation

- Referee reports: Up to three original referee reports preferably completed in English. If the referee report has been completed in a language other than English a translation of the original reference is required. The referee reports should describe first hand knowledge of the applicant's potential as a leader. Applicants should seek references from their employers or senior colleagues familiar with their professional skills and achievements. Referee reports from an academic or faculty head familiar with their recent academic performance are also welcomed. Referee reports from family members or spouses are not acceptable.
- Where relevant, documentary evidence of awards or prizes may be included in the application if they relate to recent (mature age) activities or achievements. Awards from secondary school or childhood activities are not required.

4.3.5 Note on verified true copies

To verify a document as a true copy, applicants should present the original document and a copy to a Commissioner of Oaths, Public Notary or other formally recognised authority in their home country. This official should sight both documents and verify with a stamp or a signature or both that the copy presented is a true copy of the original document. The applicant will have to bear any fees charged by notaries for verifying documents.

Applicants submitting an on-line application should scan the verified true copies of their supporting documents (not the originals) and attach them as PDF files with their application.

4.4 Fields of study and programs available to applicants

4.4.1 Fields of study

ALA Scholarships target those whose chosen field of study equips them to play a significant role in addressing, researching or combating the regional development issues of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

4.4.2 Masters or Doctoral programs

ALA Scholarships are offered for Masters or Doctoral programs only. These programs may be by coursework, a combination of coursework and research, or research-only.

The maximum duration for a Masters program is two (2) years and four (4) years for a Doctoral program.

Institutions may require some applicants to complete an articulating Graduate Diploma or other postgraduate level qualifying program before proceeding to their Masters program, or to complete an articulating Masters or other postgraduate level qualifying program before proceeding to their Doctoral program. Institutions need to state this requirement in their placement offer. The total duration is not to exceed the maximum duration for the final qualification, as stated above.

Double degrees will be considered only if they are able to be completed within the normal time limit for the level of qualification (i.e. two years for a Masters; four years for a Doctorate).

4.4.3 Preparation programs

The Institution may recommend other preparation programs, including any compulsory preliminary courses, to AusAID (Canberra) for approval. Preliminary programs should be no longer than eight weeks in length and must be included in the Offer.

4.4.4 Types of courses not available under ALA Scholarships

ALA Scholarships are not available for

- undergraduate programs, including honours studies
- Pre-course English and Foundation courses
- study by distance or external mode
- legal workshops
- training in areas related to nuclear technology and flying aircraft
- military training

4.5 Placement at an Institution

4.5.1 Role of the applicant

Applicants for ALA Scholarships must provide evidence of an unconditional offer of admission in an appropriate course at an eligible Australian higher education institution for studies commencing in Australia in the following calendar year. Study by distance or external mode is not allowed under ALA Scholarships. Offers that include conditions that relate to meeting additional English language proficiency or any other conditions will not be accepted by the ALA Scholarships program. Applicants presenting a conditional offer of admission will be deemed ineligible.

It is the responsibility of each applicant to conduct the necessary research into available courses, contact the Admissions staff in Australian higher education institutions and make arrangements for an offer of enrolment letter to be issued. Applicants must ensure that, when applying to an institution for an offer of admission, they advise admissions staff of their intention to apply for an ALA Scholarship by attaching the AusAID letter of Introduction (available at http://www.ausaid.gov.au/scholar/pdf/ala_letter.pdf)

Applicants should allow two to three months for the Institution(s) to consider the application(s) and to provide an offer of placement to the applicant before the ALA Scholarship closing date of 30 June.

4.5.2 Role of the Institution

Institutions make unconditional offers of admission or enrolment directly to applicants based on the Institution's own admission policies and processes. An offer which contains conditions may make the applicant ineligible to be considered for the ALA Scholarship. Institutions should contact AusAID (ala@ausaid.gov.au) if they are unsure of the effect of their offer conditions on the ALA Scholarship application.

No data is entered into SIMON at this stage. Institutions should refer to Section 5.2.e for information on the confirmation of offer process.

5 Selection, offer and acceptance processes

5.1 Selection processes

Selection for an ALA Scholarship is highly competitive, based on leadership qualities and academic competence. As the Australian Government values the contribution and perspectives of all people, including those most marginalised such as women, people with disability, ethnic minorities, rural populations and the socio-economically disadvantaged, any barriers to their participation will be taken into account in the selection process to ensure equity.

Study programs must relate to the development priority areas of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

Applications are checked to ensure they meet the eligibility criteria. Posts short-list applications from their country/region. Posts may also interview the short-listed candidates to determine who they will recommend to AusAID (Canberra). The final selection is approved in Canberra.

5.2 Selection criteria

Criterion	Indicative Evidence	Possible Sources
Academic competence Weighting 30%	➢ Level of results achieved in a degree/s from a recognised university ➢ Relevant prizes and awards (including prestige and influence of awarding body) ➢ Publications (quality rather than quantity) ➢ Link between past studies and proposed field of study	➢ Academic transcripts ➢ AEI-NOOSR Country Education Profiles ➢ English language proficiency ➢ Application ➢ Interview ➢ Writing exercise ➢ Post's knowledge of country/region (education system, geography, society, etc)
Demonstrated professional and personal leadership attributes Weighting 30%	➢ Relevant work experience in field related to the candidate's proposed course of study ➢ Career progression evident, including promotions ➢ Membership of professional bodies ➢ Community work (e.g. church, university communities, union organisations, other voluntary work) ➢ Community awards and acceptance ➢ Achievements beyond academia and personal barriers overcome ➢ Leadership attributes pertinent to a development practitioner (e.g. strategic thinking and an inspirational approach)	➢ Application ➢ Referee reports ➢ Interview ➢ Relevant professional and community awards in recognition of leadership within the aid context
Potential outcomes Weighting 40%	➢ How well the candidate's background fits the preferred profile(s) defined for AusAID's country/regional program objectives (or closest equivalent) ➢ How well the candidate's proposed course of study and initial reintegration plan match relevant AusAID country/regional program objectives	➢ Application ➢ Referee reports ➢ Interview ➢ Writing exercise ➢ Post's knowledge of country/region's development needs

The final selection in Canberra will result in at least 150 Awardees across the region, plus Reserve candidates who may be offered an ALA Scholarship should an original Awardee decline their offer.

5.3 Advising candidates of selection outcome

The following processes occur after the final selection of Awardees is determined in Canberra

a. AusAID (Canberra) will advise Posts by the end of September of those candidates selected for a Scholarship (Awardees). It will provide Posts with congratulatory letters for the Awardees from the Minister for Foreign Affairs or Parliamentary Secretary to the Minister.

b. Posts should notify all applicants of whether or not they have been successful, or at the minimum, all those who were interviewed.

c. Posts should liaise with AusAID (Canberra) prior to releasing selection outcome information to the media.

d. Via the Scholarship Information Management Online (SIMON) AusAID (Canberra) will provide a list of successful Awardees to Institutions, as 'Requests for Placement'.

e. Institutions will confirm (in SIMON) their offer of a place to the Awardees within five working days of receiving the Requests. The Institution must record all details in SIMON when confirming their offer. Failure to do so may result in AusAID (Canberra) not approving the funds.

   The offer in SIMON should therefore include relevant dates and the full cost estimate for

   i. the IAP

   ii. the study program, including any compulsory preliminary courses (*NOTE The formal study program must be the same length and cost as that listed in CRICOS)*

   iii. any work attachment that is part of the course requirements

   iv. Overseas Student Health Cover (OSHC).

f. All Scholars are eligible for funding under the Study Enrichment Allowance. *(NOTE: the Institution determines the best use of these funds for the Scholar throughout the duration of the Scholarship.)* Institutions record this cost under "Miscellaneous Costs" (with the exception of the Supplementary Academic Support) in SIMON. (*Refer to the SIMON Handbook for advice on using the system.)*

g. Once AusAID receives the confirmation of placement (in SIMON), it will generate the Offer letter and the Acceptance of Offer Contract and forward them to the Awardee.

5.4 Accepting an ALA Scholarship

To accept the offer of a Scholarship, the Awardee must sign a Contract (Acceptance of Scholarship Offer) with the Commonwealth of Australia, agreeing to comply with the ALA Scholarships' conditions and entitlements and eligibility criteria which are detailed in the Contract and this Handbook.

The Awardee must forward one signed copy of the Contract to their closest Post and keep the original as proof of the Scholarship when applying for an AusAID Student visa.

Awardees are responsible for obtaining an AusAID Student visa and should begin applying for the visa when they are notified of the Scholarship. Posts are encouraged to assist in expediting the process.

5.4.1 Awardees with disability/special needs

Most Australian Institutions are able to offer 'reasonable' support to students with disability to aid access to study. To assess the likely support needs, appropriate assistance and the capacity of relevant Institutions to provide the assistance, Awardees with a disability/special need must provide details of the disability and/or special need when they accept the offer. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating an accessible barrier-free learning environment.

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

AusAID will advise the Institution of any special requirements associated with a Scholar so that the Institution can pass these details to the Institution's Disability Liaison Officer prior to the Scholar arriving on-campus. Where applicants meet eligibility criteria and are selected for an ALA Scholarship, but the preferred Institution is not able to provide the assistance requested, other Institutions may be recommended.

It is a matter for AusAID (Canberra) to determine if any additional funding is required.

5.4.2 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 will take a zero-tolerance approach to any infringement.

Posts are to ensure that a copy of the AusAID Child Protection Code of Conduct is attached to the Contract when the Awardee signs it, accepting the terms of the Scholarship. (See Appendix A)

For more information on AusAID's Child Protection policy, see http//www.ausaid.gov.au/publications/pdf/child_protection.pdf

5.5 Deferring an ALA Scholarship

ALA Awardees must take up the Scholarship in the calendar year for which it is offered, preferably in the first half of the year.

Institutions may allow the Awardee to commence studies later in the calendar year. Awardees should obtain written approval from the Institution before requesting a later start of the Scholarship from AusAID.

6 About the ALA Scholarships

6.1 ALA Scholarship conditions

In accepting the ALA Scholarship, an Awardee agrees

a. to complete the ALA Scholarship within the start and end dates stated in the contract

b. to take up the ALA Scholarship in the calendar year for which it is offered, understanding that the scholarship cannot be deferred to another year (see Section 5.4)

c. to undertake the approved study program for which the ALA Scholarship is offered as stated in the ALA Scholarships application and contract

d. to liaise with the Student Contact Officer at the Institution regarding any changes to the approved program and acknowledge that approval is required from the Institution and AusAID (Canberra) before any changes are made

e. to participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course, e.g. assignments and essays, and sit for examinations, where applicable

f. to participate in the introductory Academic Program and the Leadership Development Program

g. to act in a manner in their home country, Australia or elsewhere that will not bring disrepute to themselves, their family, their country or AusAID

h. to obey the laws of the Commonwealth of Australia and the various States and Territories

i. to satisfy all visa requirements determined by the Australian Department of Immigration and Citizenship (DIAC) to hold an AusAID Student visa (subclass 576) as set out in the DIAC website: http://www.immi.gov.au and abide by the conditions of that visa

j. to return directly to their home country for a minimum period of two years upon completion of study in Australia (also known as the “return home rule”), recognising that failure to do so will incur a debt to the Commonwealth of Australia equal to the entire cost of the scholarship as calculated at the date of completion

k. to advise AusAID (Canberra) immediately, through the Student Contact Officer at the Institution, should they marry a person who is an Australian citizen or has permanent residence status in Australia, a New Zealand citizen or has New Zealand citizenship

l. that the scholarship may be terminated at any time if AusAID becomes aware of any behaviour or illegal activity undertaken by the Awardee prior to accepting the offer of the scholarship that were 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

m. that AusAID may terminate the Scholarship if the Awardee fails to make satisfactory academic progress, fails to comply with the laws of Australia, breaches the contract between themselves and the Commonwealth of Australia including breaches of the conditions or eligibility for ALA Scholarships, breaches of the conditions of the AusAID Student Visa or any action before the Awardee is mobilised to Australia or while in Australia which is against the intent of the ALA Scholarship program (e.g. the Awardee applies to change their visa status)

n. that the value of the scholarship is an estimate at the time of offer and may be subject to change without notice

o. to not hold another Australian Government Scholarship at the same time as the ALA Scholarship

p. to reside in Australia for the duration of the ALA Scholarship (apart from reunion visits to the home country and fieldwork)

q. to cooperate with the collection of information related to ALA Scholars (e.g. student surveys) and provide AusAID with their contact details to facilitate tracer studies and alumni activities

r. that information about the Awardee and their dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, Australian higher education institution, partner organisations, Australian immigration authorities, medical insurers, medical practitioners, home government, the Australian Scholarships Alumni Network (ASAN) and other parties relevant for the purpose of the promotion and administration of ALA Scholarships, or in relation to other scholarship development activities

s. to understand that the release of personal information is governed by the *Privacy Act 1988* (Cth). http://www.privacy.gov.au/publications/ipps.html

6.2 ALA Scholarship duration

The ALA Scholarship will cover the length of study time defined in the Contract. It includes

- the Introductory Academic Program
- compulsory preliminary programs, if applicable
- academic course duration as listed in CRICOS
- Leadership Development Program.

The maximum duration of the Scholarship is two (2) years for a Masters program and four (4) years for a doctoral program.

6.3 ALA Scholarship entitlements

A common set of entitlements apply to all ALA Scholarship recipients.

Mobilisation Allowance *	Once an Awardee is issued with a valid AusAID Student visa for the duration of the Scholarship, a mobilisation allowance of $2500 is available.
Establishment Allowance *	Upon arrival in Australia, the Institution pays A$5000 to the Scholar as a contribution towards expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance, etc.
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.
Introductory Academic Program	Institutions provide Scholars with a 4-6 week Introductory Academic Program prior to them commencing studies.
Contribution to Living Expenses (also referred to as a Stipend) *	The Institution pays the Scholar a fortnightly Contribution to Living Expenses (CLE) at a rate determined by AusAID (Canberra). For 2009-2010, the CLE is $26,800 pa. AusAID reviews the CLE annually.

Overseas Student Health Cover (OSHC) *	The Institution pays the OSHC on behalf of the Scholar, for the duration of the Scholarship, covering the Scholar's basic medical costs only. Scholars may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, orthodontist, optometrist, etc.
Study Enrichment Allowance (SEA) *	SEA provides financial assistance of up to A$2000 each year to Scholars to enhance their formal studies.
Leadership Development Program *	Costs associated with participating in the Leadership Development Program are covered by AusAID (Canberra).
Return Home Travel	The Institution pays for a single economy class airfare to the Scholar's home country, via the most direct route, at end of studies.

* See below for further details

6.3.1 Mobilisation allowance

Posts may elect one of two ways for mobilising Awardees

a. Posts pay them A$2500 as a contribution to the Awardee's airline ticket and pre-departure expenses

b. Posts make travel arrangements and payments for the Awardee.

6.3.2 Establishment allowance

Scholars are provided with a once-only Establishment Allowance upon arrival in Australia. The Establishment Allowance is a contribution towards expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance and excess baggage upon return home, etc. The allowance is paid in a lump sum to give Scholars the flexibility to use it at their discretion.

Scholars are advised to bring additional funds (in Australian dollars) to ensure they have enough money to cover any costs that may be incurred on arrival before their Establishment Allowance is paid. Money may be exchanged at airports on arrival in Australia.

The Institution must pay the full Establishment Allowance within two to three days of the Scholar opening a bank account after arriving in Australia. The Institution will assist Scholars on arrival to open a bank account. If there are delays with a Scholar opening a bank account, Institutions should manage the situation appropriately. AusAID will reimburse the payment of the Establishment Allowance to the Institution in accordance with the terms of the Contract.

AusAID will review the Establishment Allowance as required.

If, for some serious reason, a Scholar is permitted to transfer between Institutions or is granted a period of suspension, no re-Establishment Allowance is available.

6.3.3 Contribution to Living Expenses (CLE)

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

CLE (formerly known as a 'stipend') is a **contribution** to assist the Scholar to meet their everyday living costs such as accommodation, food, entertainment, etc. Scholars should not expect it to be sufficient to cover the expenses of accompanying family (see also Section 6.5 – Family). AusAID reviews the CLE annually.

CLE is paid fortnightly in arrears. The first payment however, should be paid into a bank account that the Scholar has nominated, within five days after the Scholar has arrived in Australia. Following the initial payment, CLE should be made in accordance with the Institution's fortnightly payment periods.

CLE commences on the Student's date of arrival in Australia, which must be no more than 14 days prior to the Student commencing their IAP, and ceases five (5) days after the Scholar completes their course of study. For coursework Scholars, this is up to five days after examination results are released. For research Scholars, this is up to five days after submitting their final thesis.

CLE payments continue

a. during public holidays and semester breaks
b. during periods of fieldwork under the ALA Scholarship
c. during reunion visits to the Scholar's home country
d. for up to six weeks if a Scholar is hospitalised or detained.

CLE payments will not be paid

a. during periods of ALA Scholarship suspension
b. when a Scholar is convicted of a criminal offence
c. after a Scholar has been hospitalised or detained longer than six weeks.

The CLE is exempt from income tax and not subject to an income test on Scholar or spouse income. For information on Australian tax laws, the Scholar should refer to the Australian Taxation Office website: http//www.ato.gov.au/

The Institution must advise all Scholars of the need to obtain a tax file number for banking purposes and for cases where Scholars seek employment. Scholars wishing to work should contact DIAC for information. AusAID strongly counsels Scholars not to work during term times in order to fully apply themselves to their study.

6.3.4 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)
e. travel home for a short-term visit
f. subscribing to the Institution's library resources (if applicable), prior to returning home at the end of the Scholarship, etc.

Funding is limited to A$2000 per annum per Scholar and will accumulate over the duration of the Scholarship (at the commencement of the Scholarship and at each 12-month milestone thereafter). Scholars may not apply for funds in advance from future years.

The SEA will be administered by, and at the discretion of, the Institution.

(NOTE: SEA was introduced in 2008. Scholars who commenced their studies in 2007 may accrue unspent Supplementary Academic Support and Fieldwork allowances from the 2007 academic year.)

6.3.5 Overseas Student Health Cover

AusAID (Canberra) provides funding for Scholars to take out basic medical insurance for the duration of their ALA Scholarship. This insurance is known as 'Overseas Student Health Cover' (OSHC) and is arranged by the Institution on behalf of the Scholar.

OSHC covers basic medical and hospital care in Australia, most prescription drugs and emergency ambulance transport. It does not cover **all** medical costs. Scholars attending the Pre-departure Briefing at the Post and/or during the Introductory Academic Program should be advised that OSHC does not cover

a. pre-existing medical conditions - Scholars are responsible for all costs not covered by OSHC and AusAID will not make gap payments

b. services such as dental, physiotherapy or optical services (known as ancillary services). The Scholar may purchase Ancillary OSHC cover.

All family members on an AusAID Dependant Visa must be covered by OSHC at all times during their stay in Australia. Scholars are responsible for organising and paying it.

AusAID provides a mobilisation allowance to contribute to the costs of medical examinations for the issue of the AusAID Student visa. No additional allowance is available. Scholars must cover the costs of any subsequent medical examinations, whether they are required for re-entry into Australia following an ALA Scholarship suspension, an extension of the AusAID Student visa or renewal of a Scholar's passport.

Institutions must

a. register Scholars and make the OSHC payment for all Scholars

b. advise Scholars of the terms and conditions of the OSHC

c. ensure the OSHC is maintained for the duration of the ALA Scholarship.

6.3.6 Leadership Development Program

All ALA Scholars are required to participate in the Leadership Development Program which involves

a. attending a three-day conference where all ALA Scholars come together to meet each other and Australian leaders to discuss emerging leadership issues

b. attending a four-day intensive workshop to explore leadership capacities and qualities at a more personal level, with Scholars designing their own leadership development program

c. other non-compulsory activities that might include one-on-one coaching sessions and work placements (also known as Leadership practice or internships).

A Managing Contractor develops and manages the Leadership Development Program in consultation with and on behalf of AusAID.

Further information on the Leadership Development Program is available at http//www.ldp.net.au

6.4 Before departing for Australia

6.4.1 Applying for an AusAID Student visa

The visa process can take a long time. As soon as the Awardee has signed the ALA Scholarship Contract (accepting the offer of the Scholarship), they should

immediately apply for an AusAID Student visa through the nearest Australian Immigration Office.

Note Awardees may apply only for the AusAID Student visa (Subclass 576).

The Awardee should advise the closest Post as soon as they receive the Visa.

Posts will then either transfer the mobilisation allowance into the Scholar's nominated bank account, or organise the travel to Australia for them.

Further information on the AusAID Student visa is available at http//www.immi.gov.au/students/students/576-2/

6.4.2 Pre-departure briefing

Posts are responsible for providing a Pre-departure Briefing for all Awardees, at least one month prior to their departure for Australia.

The Briefing provides essential information that Awardees need upon arrival in Australia, such as advice about living and studying in Australia. It is expected that the Briefing will help the Awardee to quickly settle into Australia and the Institution, thereby enhancing their ability to complete their studies within the duration of their Scholarship.

Briefings also provide an opportunity to remind Awardees of their ALA Scholarship obligations, including the requirement that they return to their home country for a minimum period of two years upon completion of the ALA Scholarship. (See also Section 6.1.m.)

Attendance at the Pre-departure Briefing is compulsory for Awardees and AusAID will pay the travel costs for them to do so. An Awardee's family members may attend at their own cost.

AusAID (Canberra) will provide Posts with relevant material (DVDs, booklets, etc) to use at the Briefings and to give to the Awardees.

6.4.3 Institution information kits

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

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 and in the community, local childcare and schooling options, information about public transport, etc.

The National Code of Practice is at:
http//aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_pdf.pdf

6.5 Family

The Australian Government does not provide any financial or other support for ALA Awardees' dependants. Awardees need to be aware that the Contribution to Living Expenses contributes only to their costs as a single person. It is not sufficient to cover expenses incurred by accompanying dependants.

AusAID strongly recommends Awardees to allow sufficient time to establish themselves in their new environment before being joined by their family.

Awardees must contact DIAC for details about visa requirements for family members intending to join them in Australia. See http//www.immi.gov.au/Scholars/Scholars/576-2/index.htm

Awardees should contact the Student Contact Officer at the Institution to advise them that family will be joining them and to seek advice about obtaining appropriate information, e.g. about schooling and child care.

7 Travel

7.1 Managing travel arrangements

ALA Scholarship Awardees are responsible for obtaining their passports, medical checks and visas.

Posts may elect to manage Awardees' travel arrangements in one of two ways

(i) Awardees make their own arrangements and receive a mobilisation allowance as a contribution to airfares, visa-related costs and any other travel costs, including insurance. No other funding assistance is available for getting to Australia.

After the Awardee provides their bank details (at the time of signing the ALA Scholarship Contract) and confirms that an AusAID Student visa 576 has been issued, Posts will transfer the mobilisation allowance into the nominated bank account.

(ii) Posts arrange and pay for the Scholar to travel to Australia, including an appropriate level of insurance (determined by Posts). Posts are to arrange initial travel to ensure Scholars arrive in Australia before their first course-related commitment. Post must inform AUSAID (Canberra) via the ALA Mailbox of the Scholar's travel details including flight number and arrival time. AUSAID (Canberra) will then enter this in SIMON. Once the information is entered in SIMON, an email is automatically generated and sent to the Institution.

7.2 Travel to Australia at the start of the ALA Scholarship

Awardees must ensure they arrive in Australia in good time to attend the Introductory Academic Program. This may be up to two weeks prior to the start of the Program to allow time to settle in and arrange long-term accommodation.

Prior to their departure for Australia, Awardees must advise the Institution of their initial accommodation preferences and arrival details.

7.3 Requirements for all travel under an ALA Scholarship

Travel should be cost effective, efficient and minimise the risk of the Scholar incurring problems while in transit or on stopover.

The following conditions apply to all travel under the ALA Scholarship

a. Scholars are entitled to travel between the airport closest to their home city/town/airport and either an Australian international airport/capital city, or the town/city closest to the Institution where they will be studying

b. Scholars are to travel by the most direct route. They are entitled to the "best fare of the day", which is the cheapest economy class fare, available during the period in which the Scholar will travel. Any special discount fares should be used

c. Institutions must advise the Scholar and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Institution

d. Stopovers are not permitted, unless unavoidable. If unavoidable, AusAID will pay reasonable accommodation costs if they are not covered by the airline

e. Scholars are 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 ticket price at the time of purchase.

7.4 Travel not covered by the ALA Scholarship

ALA Scholarships do not provide funding for

a. travelling to and from the Scholar's home country during any suspension of the Scholarship

b. travel costs for dependants or family members to, from or within Australia (see also section 6.5 – Family)

c. the cost of daily travel to and from the place of study

d. transporting personal belongings or excess baggage to, from or within Australia

8 Support services

8.1 General services

The Institution is required to provide support services to ALA Scholarship Scholars which are not less than the requirements of the National Standards for International Scholars as defined in the Institution's Contract.

An ALA Scholarship contact officer at AusAID (Canberra) is also available to provide assistance and support as required to Scholars and Institutions. The officer can be contacted at ala@ausaid.gov.au.

The following entitlements and support services are also applicable to Scholars on an ALA Scholarship.

8.2 Awardees with disability/special needs

Most Australian Institutions are able to offer 'reasonable' supports to students with disability to aid access to study. Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available dependent on the relevant Institution's capacity.

All students in Australia requiring support need to register for this service with the Institution's disability liaison unit or equivalent and provide relevant documents establishing the disability and the support needs. Accordingly, Scholars requiring assistance may be asked to provide a full medical report that establishes the nature of the disability and which specifies the necessary modifications or adjustments to facilitate their study.

8.2.1 Disability Discrimination Act

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 Commonwealth and State governments and the educational providers have obligations in this regard.

Education standards made under the Act spell out the requirements. They require that the institution discuss the support and access needs of students with disability with the student, to come to an agreement about what 'reasonable accommodations' can be made for the student so that the services can be provided in a non-discriminatory way. The Act and the Education 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

8.3 Arrival in Australia

Scholars must notify their Institution and AusAID Canberra (at ala@ausaid.gov.au) of their travel details, preferably no later than 10 December for a Semester 1 start and 15 May for Semester 2 start. Unless the Scholar indicates that they do not require airport reception, the Institution will meet Scholars upon arrival at the final destination airport and take them to their initial accommodation, at no cost to AusAID.

Scholars should try to arrive in Australia on a weekday as many services, such as banks, are closed on Saturdays and Sundays.

AusAID strongly encourages Awardees to delay family joining them in the first instance to allow themselves sufficient time to become established in the new environment.

8.4 Initial accommodation

Scholars are responsible for the costs of the initial accommodation.

Institutions will arrange initial accommodation for Scholars at least for the first seven days in Australia. Institutions will assume all Scholars require initial accommodation, unless the Scholar notifies otherwise, in writing. If the Scholar neglects to advise the Institution before arriving in Australia that they do not require the initial accommodation, the Institution may deduct the cancellation fee and airport pickup costs from the Scholar's Establishment Allowance.

Initial accommodation arranged by the Institution 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. Details of local shops, food outlets, public transport, etc must also be provided to the Scholar at this time.

Institutions are not obliged to assist with arranging accommodation for accompanying family, although they may choose to do so.

AusAID acknowledges that Scholars with disability may require accessible accommodation. Awardees with disability are to provide information about the type of accessible accommodation required when notifying the Institution and AusAID of their travel details. This will enable the Institution to explore and arrange reasonable and appropriate accommodation options which meet the needs of the Scholar, as closely as possible.

8.5 Long-term accommodation

Scholars are responsible for finding their own long-term accommodation and meeting all associated costs. Scholars are also responsible for the accommodation of dependants.

The Institution must provide Scholars with up-to-date advice about

a. availability and costs of residential colleges, international houses or hostels attached to the Institution, including accessible accommodation where relevant
b. the private accommodation options available, including accessible accommodation where relevant
c. tenancy requirements, tenancy protection and the establishment of utility connections
d. rental prices including potential additional costs such as gas, electricity, etc.

8.6 Critical incidents

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

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

AusAID does not provide any financial assistance if a member of the Scholar's family is involved in a critical incident. Scholars are responsible for all arrangements where members of a Scholar's family are involved in a critical incident.

8.6.1 Serious illness of a Scholar

If a Scholar is hospitalised, the Institution will ensure the treating doctor is aware of the limitations of the OSHC, and if any OSHC exclusion clauses apply.

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

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

a. the 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 the Scholar will be fit enough for travel
b. if, due to illness, the Scholar is to remain in Australia longer than 30 days (or beyond the expiration of the AusAID student visa, whichever is the sooner) after completion, the Institution must consult DIAC to make arrangements to transfer the Scholar to another visa class. The Scholar must meet all costs associated with the visa change.

8.6.2 Medical escort home

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

In the event that a Scholar requires a medical escort home during the course of their studies, the Institution and AusAID (Canberra) have the following respective responsibilities

Institution

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

AusAID (Canberra)

a. informing the nominating authority and next-of-kin if it has been decided that a medical escort is required, bearing in mind the Scholar's right to privacy
b. liaising with the Post to make arrangements regarding the Scholar's reception and care during transit through a third country (if required)
c. ensuring the Post is advised of travel details
d. informing the Post if customs and immigration clearance is required
e. reimbursing approved costs in accordance with the Contract.

8.6.3 Death of a Scholar

Institution

In the event that a Scholar dies during the course of their studies, the Institution will have the following responsibilities

a. inform AusAID (Canberra) as soon as practicable

b. if the Scholar was accompanied by family members, the Institution should find out and apply the family's wishes for dealing with the deceased, including

   (i) if repatriation is sought, seek advice from the diplomatic/consular representative concerning the requirements for the body to enter the Scholar's home country

   (ii) if instructed to make funeral or cremation arrangements within Australia, the Institution shall inform AusAID (Canberra) in writing. AusAID (Canberra) will forward details to the Post

c. if the Scholar was unaccompanied, AusAID (Canberra) will find out the wishes of the next-of-kin and inform the Institution who will implement those wishes in accordance with sub-clauses (i) and (ii) above

d. at its discretion, pass details of funeral arrangements to relevant student organisations

e. deal with the Scholar's possessions and, if necessary, place the personal effects of the deceased Scholar in the hands of the Public Trustee whilst awaiting instruction from the next-of-kin. The Public Trustee can take responsibility for selling the belongings if required and forwarding the proceeds to the appropriate person

f. seek information from the police and/or hospital about the circumstances of the death, noting that information cannot be made public without the agreement of the Scholar's next-of-kin

g. any other actions AusAID requires of the Institution to deal with the situation in a prompt and considerate manner.

AusAID (Canberra)

AusAID (Canberra) will have the following responsibilities

a. liaise with the relevant Post, Partner Government and next-of-kin

b. send condolences to the next-of-kin

c. if the Scholar was unaccompanied, find out the wishes of the next-of-kin and inform the Institution. The Institution shall then action those wishes in accordance with sub-clauses (i) and (ii) of section 8.5.3.b above

d. pass on any information obtained or in its possession to the Institution to enable it to carry out its obligations

e. reimburse approved costs associated with dealing with the deceased, unless an insurance claim is pending.

8.6.4 Death of Scholar's family member whilst in Australia

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

8.6.5 Serious legal issues

Scholars must comply with all laws of Australia or risk termination of their ALA Scholarship and cancellation of their visa. If the Institution becomes aware of a Scholar encountering a legal problem, it should advise the Scholar how to obtain legal advice and assistance. AusAID does not provide funds to meet the cost of such legal services.

The Institution must inform AusAID (Canberra) if a Scholar is involved in a serious crime.

Scholars who are found guilty of crime/s in Australia will have their ALA Scholarship terminated. The Scholar will be required to return home immediately upon completion of their prison sentence.

9 Academic requirements

9.1 Introductory Academic Program

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

The IAP is intended to assist Scholars to prepare for study in Australia, enhance their ability to meet the demands of study and maximise the likelihood of completing their course by the ALA Scholarship completion date. The IAP can also assist the Institution to identify Scholars who may need further assistance during their studies.

The Institution may subcontract the IAP, within the terms of the Contract, conditional upon the Institution being able to meet its obligations under the Contract.

The content of the IAP will be developed by the Institution. However, AusAID expects that at a minimum the IAP will be conducted over four to six weeks and will provide advice and information in such areas as

- assistance for newly arrived Scholars
- assistance to Scholars facing difficulties adapting to their new environment
- study skills and general academic skills including critical analysis, research skills and academic writing
- accommodation options and living arrangements, costs and budgeting
- welfare and health services information
- social adjustment activities
- equity and access issues and information on advocacy procedures
- chaplaincy and prayer rooms
- information on the Institution's rules and other legal requirements and relevant State laws
- the services the Institution is required to provide to Scholars enrolled at the Institution which are not less than the general requirements for the provision of services to international students embodied in the Education Services for Overseas Students Act 2000 (ESOS Act), Education Services for Overseas Students Regulations 2001 (ESOS Regulations), National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) and Australian Vice-Chancellors' Committee's Provision of Education to International Scholars Code of Practice (AVCC Code of Practice), as updated and/or amended from time to time
- returning home programs.

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

9.2 Satisfactory academic progress

Satisfactory academic progress is defined by and is in accordance with the Institution's policy and guidelines relating to academic performance for students. However, Institutions must be able to guarantee that, under the normal course of events, Scholars will be able to complete their studies within the specified timeframe of the Scholarship.

Institutions must maintain up-to-date records of Scholars' progress in SIMON, as required in the Institution's Contract with AusAID, so that the information is accessible to AusAID.

Institutions must monitor Scholars to ensure that they are on schedule to complete their course by the ALA Scholarship completion date. Such monitoring should include ensuring that they

a. attend the IAP
b. are maintaining an appropriate study load in the course for which the ALA Scholarship was awarded (or for which prior approval has been given to transfer), in order to complete it within the specified duration
c. are meeting the Institution's and DIAC's rules relating to satisfactory progress for international students
d. are making satisfactory progress, as determined by the Institution.

Institutions need to make early decisions, taking into account the Scholar's previous performance and overall capabilities, as to whether they have the ability to continue and complete their ALA Scholarship on time.

The Institution may

a. implement a strategy for the Scholar to make up failed unit(s). The details should be entered in the study progress or journal screen of SIMON
b. recommend suspension if the Scholar's failure relates to health or family issues
c. recommend termination of the ALA Scholarship.

The Institution must seek prior approval from AusAID Canberra where a strategy will result in an increase in the cost of ALA Scholarship, e.g. summer school enrolment and/or enrolling in additional subjects.

9.3 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 can allow Scholars to enrol in less than a 'full-time' load in any study period 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 Scholar has studied, or plans to study, extra units in another study period
d. the Scholar has only a few units left to complete and these do not constitute a full-time load
e. prerequisite units are not available in that study period.

Scholars may spread their workload over more teaching periods, where an Institution offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a Scholar's enrolment load to fluctuate during the course. However, the Institution must ensure the Scholar follows an enrolment pattern that will allow the Scholar to finish within the expected duration in the normal course of events.
For further information on the National Code of Practice Standards, see http//aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn

9.4 Fieldwork

The maximum total period approved for fieldwork is 12 months.

Fieldwork must not result in needing an extension to the ALA Scholarship.

Travel to a third country for fieldwork is permissible only where it has been approved as part of the Scholar's research study plan.

Prior to their departure on fieldwork, Scholars must provide to the Institution

a. an outline of the fieldwork and the relationship to the Scholar's program of study

b. a statement that the fieldwork is essential to the successful completion of the Scholar's program

c. a detailed travel itinerary (including flight times, accommodation, contact details whilst overseas, etc.)

d. a description of supervisory arrangements whilst undertaking fieldwork.

If the Scholar is accompanied, they are responsible for all family members whilst undertaking fieldwork. Where the 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 the Scholar.

See also Section 6.3.4 - Study Enrichment Allowance.

10 Variations

ALA Scholarships are awarded to Scholars to obtain specified qualifications. AusAID determines the length of the ALA Scholarship according to the length of the study program cited in the Institution's placement offer. Through the acceptance process (i.e. signing the Contract) the Scholar agrees to the length of the Scholarship. Therefore it is expected that extensions and other variations will not be necessary.

Institutions should view variations as a serious matter. Only AusAID (Canberra) may approve ALA Scholarship variations. An Institution should not recommend a variation unless it is firmly convinced that the variation is the only option to enable the Scholar to successfully complete the course of study.

Variation requests of an ALA Scholarship may take time to process. Variations frequently require AusAID to commit new funds and, in some cases, negotiation with other parties. In deciding if a variation to a Scholar's program is necessary, the Institution should assess the options available to produce the most effective proposal.

AusAID (Canberra) and the Institutions manage and process all ALA Scholarship variations in SIMON.

ALA Scholarship variations can take a number of different forms such as withdrawals, course detail changes, extensions, suspensions, transfers (internal and external Institution transfers), reductions, and terminations. Each variation type is dealt with separately below.

10.1 Deferrals

See Section 5.4 and Section 10.5 – Suspensions

10.2 Withdrawals

A Scholar may withdraw from the ALA Scholarship before or after arriving in Australia.

10.2.1 Before arriving in Australia

If an Awardee withdraws before arrival but has already received the mobilisation allowance, the Awardee must return this amount in full immediately to the Post.

10.2.2 After arriving in Australia

In cases where a Scholar withdraws from the ALA Scholarship after arriving in Australia they must return home within 14 days. Institutions are to process a withdrawal variation in SIMON. AusAID (Canberra) will notify DIAC of the Scholar's withdrawal.

The Scholar will incur a Debt to the Commonwealth if they stay in Australia or don't observe the two year rule (see Section 6.1.m.).

10.3 Course detail changes

The Institution can enter a Course Detail Change Variation in SIMON without consultation with AusAID (Canberra) if a minor date change needs to be made to a Scholar's record due to

a. a minor change in the Scholar's travel plans (i.e. the Scholar may arrive a day earlier than originally anticipated)

b. incorrect data entry.

10.4 Extensions

An extension is defined as “any increase to the length and/or cost of an ALA Scholarship”. The Institution will need to make a convincing case for any extension and AusAID will approve only one extension of up to a maximum of six months. Legitimate reasons may include unforeseen and exceptional circumstances that are beyond the control of the 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 (see Section 10.5).

In situations where a Scholar is not likely to finish their study on time, the Institution should consider all possible options in order to avoid an extension. These options include

a. supplementary academic support
b. enrolling in summer school or cross-institutional subjects to repeat failed subjects
c. downgrading the course or qualification
d. overloading in subsequent semesters
e. completing studies from home, particularly for research Scholars; the Scholar would not receive any further funding from AusAID
f. terminating the ALA Scholarship if repeated failures occur.

Extensions should be recommended only where

a. all other avenues to achieve the qualification on time have been exhausted and the Institution deems an extension to be the only acceptable strategy
b. the Scholar is expected to achieve the qualification as a consequence of the extension.

Where an ALA Scholarship extension is recommended, the Institution must ensure that appropriate support and monitoring strategies are in place to enable the Scholar to complete within the revised ALA Scholarship period. Institutions must maintain thorough records on extension requests.

If the Scholar is unlikely to achieve the desired outcome with the assistance provided, the Institution should recommend termination of the ALA Scholarship.

The Institution should not recommend an extension where the Institution failed to

a. adequately monitor the Scholar’s progress
b. identify that a Scholar was at risk and therefore did not put in place timely intervention measures
c. provide appropriate academic supervision and support to the Scholar to enable them to complete the ALA Scholarship on time.

10.5 Suspensions

Suspensions of up to a maximum of 12 months may be approved.

In considering a suspension, the Institution should take into account the length of time of the ALA Scholarship remaining and the likely effects of the suspension (especially the break from study) on satisfactory completion of the course.

All requests for suspensions should be lodged in SIMON and are to include the revised ALA Scholarship completion date and any additional tuition fee. The Institution should lodge the request as soon as possible to ensure fee penalties are minimised. Where a Scholar will have to repeat subjects for which fees have already been incurred, the request will be handled as a suspension with an extension. Thus, no further requests for an extension will be permitted.

The Scholar is to return, at their own cost, to their home country (with their family if accompanied) for the period of the suspension. There will be no Contribution to Living Expenses or other fees payable for the period of suspension. The Scholar should keep in contact with the Institution while on suspension.

The Scholar must contact the Institution at least two months before they intend recommencing their course in Australia. The Scholar must, at their own expense, ensure that their visa and passport is valid prior to returning to Australia.

If a suspension on medical grounds is requested, the Scholar may be required to undergo a medical examination prior to returning to study in Australia to make certain they are fit to travel and resume full-time study in Australia. This examination will be at the Scholar's expense. The Scholar must provide documentary evidence to the Institution prior to their return to Australia.

10.6 Transfers

Transfer to a different course or Institution may be considered only as a last resort. Transfers should not be considered merely to accommodate a Scholar's request. Any request for a transfer must be compatible with the original ALA Scholarship application.

Transfers involve a Scholar transferring from

a. one course to another course at the same level within the same Institution
b. one course to another course at the same level but to another Institution.

Acceptable reasons for a transfer are

a. movement of an academic supervisor (research Scholars)
b. the Institution ceases to offer the course.

Transfers may be approved only if

a. the new Institution is contracted with AusAID
b. AusAID (Canberra) considers that the new course aligns with the intention of the original offer
c. the Scholar is likely to complete the ALA Scholarship on time.

If a Scholar is permitted to transfer between Institutions, AusAID will not meet any costs associated with the transfer.

10.7 Downgrades

If an Institution believes a Scholar will not be able to complete the nominated ALA Scholarship course successfully, a course downgrade may be discussed with AusAID (Canberra). This may also involve a reduction to the ALA Scholarship duration.

10.8 Reductions

The Institution may lodge an ALA Scholarship Reduction Variation in SIMON if a Scholar finishes their ALA Scholarship early as a result of completing their study ahead of time.

The Institution is to ensure the Scholar departs Australia within 30 days of the revised ALA Scholarship completion date. The Scholar is **not** permitted to remain in Australia until their AusAID Student visa expires. The Institution must inform DIAC of the Scholar's revised ALA Scholarship completion date.

10.9 Terminations

In some circumstances an ALA Scholarship must be terminated.

AusAID (Canberra) is responsible for terminating an ALA Scholarship, usually based upon a recommendation from the Institution. AusAID supports Institutions using their knowledge and skills in making early recommendations to terminate Scholarships, when a Scholar is clearly unable to complete their studies within the allocated timeframe.

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

An ALA Scholarship will be terminated if a Scholar

a. continues to fail, fails to attend compulsory courses, and where remedial strategies have not been successful
b. has infringed or failed to continue to meet the conditions of the ALA Scholarship
c. is excluded by the Institution from the course or from remaining at the Institution because of misconduct (as defined by the Institution)
d. is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the ALA Scholarship should be suspended)
e. acts in a manner which is considered to transgress acceptable community standards
f. decides not to continue the ALA Scholarship
g. indicates their intention either to remain in Australia or not to return to their home country
h. has applied for or been granted a non-AusAID visa or permanent residency
i. is enrolled in a research program that has been delayed, and all options to address the delay are not practical or possible, or
j. is found guilty of crime/s in Australia.

The Institution must immediately advise AusAID (Canberra) if it becomes aware of any circumstances listed above, or of other circumstances which it considers AusAID (Canberra) may reasonably consider would be grounds to terminate the ALA Scholarship.

10.9.1 Termination process

a. The Institution lodges a Termination Variation in SIMON for AusAID (Canberra) to consider. The Institution should provide AusAID with the Scholar's last known contact details.
b. AusAID(Canberra) advises the Scholar in writing that the Institution has recommended termination of the ALA Scholarship. The Scholar will be advised to provide a statement detailing the reasons why the Scholarship should not be terminated. The Scholar will also be advised that if the AusAID rejects the Scholar's appeal they will need to depart Australia by a specified date, following receipt of the formal letter of termination.
c. The Scholar provides a letter of appeal direct to The Director, Australian Scholarships' Group, AusAID Canberra, GPO Box 887 Canberra City 2601.
d. If AusAID (Canberra) continues to support the request for termination after considering the letter of appeal, it will send a formal termination letter to the Scholar, copied to the relevant Institution and Post.

e. The formal letter of termination will advise the Scholar that the ALA Scholarship has been terminated and the Scholar must depart Australia by a specified date (normally within 14 days of the date of the formal letter). The Contribution to Living Expenses will continue to be paid for five days only from the date of the formal notice.

f. The reasons for termination are to be treated as confidential within AusAID and the Institution. Explanation of the termination recorded in SIMON must be factual and be in general terms (for example, academic failure, non-attendance, breach of ALA Scholarship contract, etc).

g. Where AusAID upholds the Scholar's appeal, it will advise the Scholar, the relevant Institution and Post of the appeal outcome. The 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 ALA Scholarship is required.

10.10 Upgrades

AusAID (Canberra) may consider upgrades of exceptional ALA scholars from a Masters by research to a Doctoral program, under the following conditions

1. that the Institution, at which the Scholar is enrolled and studying under the ALA Scholarship, makes a case for the upgrade; transfer to another Institution will not be considered except under exceptional circumstances (e.g. the proposed supervisor is transferring to that other Institution)

2. that the upgrade will result in the total study period (and hence the ALA Scholarship duration) not exceeding four (4) years, (i.e. the equivalent duration had the Institution's initial offer been for a Doctoral program)

3. that the Scholar abides by the 'return home rule' after completion of their further study and not seek to re-enter Australia for two years (for long-term study or permanent residency). (See Section 6.1.m.)

The policy and guidelines for the procedures and criteria applying to the upgrade policy and approval process are at Appendix C.

11 Other ALA Scholarship activities

11.1 Work attachments

All work attachments that are part of the Scholar's course requirements must be identified in the Institution's original placement offer and entered in SIMON. The Institution arranges the work attachment or provides the Scholar with sufficient information to enable them to make the arrangements.

The Contribution to Living Expenses will continue to be paid for the duration of the work attachment, irrespective of any payment the Scholar may receive from the employer.

The maximum period of a work attachment is 12 months. Work attachments may be undertaken in Australia, the Scholar's home country or another country within the Asia-Pacific region. Work attachments will not increase the duration of the ALA Scholarship.

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

11.2 Leadership practice

Scholars may choose to participate in a Leadership practice module as part of the Leadership Development Program under the ALA Scholarships. For more information, see http//www.ldp.net.au

11.3 Leadership coaching

Scholars may choose to participate in a Leadership coaching module as part of the Leadership Development Program under the ALA Scholarships. For more information, see http//www.ldp.net.au

12 Completion of the ALA Scholarship

12.1 Completion of studies

Scholars will continue to receive the Contribution to Living Expenses for five (5) days only from their completion of studies.

12.1.1 Coursework Scholars

Completion of studies is defined as the date examination results are released, as advised by the Institution.

12.1.2 Research Scholars

Completion of studies is defined as the date that the Scholar submits their final thesis/research work.

12.2 Final departure date

Scholars are required to leave Australia prior to the AusAID student visa expiring or within 30 days of the completion of studies (see Section 12.1), whichever comes first. However, when a Scholarship has been terminated, the Scholar must leave Australia by the date specified in AusAID (Canberra)'s formal advice of termination. (See also Section 10.9.1.e)

The only exception is where a Scholar and their spouse are both on AusAID Scholarships. In such cases, the Scholar who has completed may 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 "no objection letter" which the Scholar will need when they apply for the AusAID Dependant Visa. It is the Institution's responsibility to ensure the Scholar receives the letter.

If an Institution books return home travel for a Scholar who intends transferring to an AusAID Dependant Visa, 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.

Scholars, whose children and/or spouse are working or studying as private students, are **not** permitted to remain in Australia with their family after completing their studies under the ALA Scholarship.

12.3 Return home briefing and ALA Scholarship completion ceremony

Institutions may offer Scholars a Return Home Briefing and an ALA Scholarship Completion Ceremony in lieu of a formal graduation ceremony in Australia or, in some cases, in countries of origin, to mark the end of their Scholarship, but are not contractually obliged to.

Where a going-home briefing is undertaken, Institutions should note the following from the AVCC (now known as Universities Australia) Code of Practice

a. be sensitive to the circumstances the Scholar will encounter upon departure and returning to their home country

b. provide advice and assistance where possible on re-orientation

c. encourage the 'alumni association' concept and maintain an "after-care" program

The Code of Practice is available at
http//www.universitiesaustralia.edu.au/content.asp?page=/policies_programs/international/cofpractice.htm

12.4 Completion of the ALA Scholarship

In accordance with its Contract, the Institution must update in SIMON

a. the ALA Scholarship status (i.e. successful, unsuccessful, etc)

b. the ALA Scholarship completion date

c. qualification obtained

d. the study progress screen

e. follow-up home country contact address.

The record in SIMON must be up-to-date and accurate before AusAID will pay a correctly rendered invoice for the reimbursable Return Home Travel. AusAID may withhold payment of this reimbursable item if the record is not up-to-date and accurate.

Subject to negotiation, AusAID may require the Institution to collect information from Scholars to assist in any follow-up evaluation of Scholars' career progress upon their return to the home country.

12.5 Maintaining contact with Alumni

Where possible, Institutions should encourage graduating Scholars to

- contact their closest AusAID Post within two weeks of returning home and to participate in alumni network activities
- subscribe to the Institution's library resources before they return home. (See also Section 6.3.4 - Study Enrichment Allowance)

13 Miscellaneous

13.1 Post-ALA Scholarship study opportunities in Australia

Exceptional Scholars may be permitted to remain in Australia after completing their ALA Scholarship where they are offered an externally funded Doctoral Scholarship or Post-Doctoral Fellowship in Australia. Such requests must be approved by AusAID (Canberra). The policy and guidelines for the procedures and criteria applying to the policy and the approval process are at Appendix D.

13.2 Off-Scholarship study

Off-Scholarship study is not permitted. A Scholar cannot continue to study and remain in Australia on an AusAID Student visa, without receiving financial assistance from AusAID.

13.3 AusAID Scholarships Debt to the Commonwealth

A Scholar will incur a Debt to the Commonwealth if they

a. do not leave Australia immediately and remain away for a period of two years after their Scholarship has been completed
b. seek to remain in Australia without the support of AusAID
c. apply for permanent residency or any other kind of visa to return to Australia within the two year exclusion period
d. had their Scholarship terminated for non-medical reasons and apply for any other kind of visa to return to Australia within the two year exclusion period
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 may elect not to pursue the debt if

a. the Scholar withdraws from their course (and the Scholarship) before the Institution's census date at the beginning of their first year and returns home immediately
b. the Scholarship is terminated for significant and/or critical medical reasons. (Significant and or critical medical reasons means where an independent medical specialist attests that the Scholar is not able to complete their studies due to a medical condition)
c. the circumstances leading to the termination/withdrawal of the Scholarship are considered extenuating and beyond the Scholar's control.

13.3.1 Debt to the Commonwealth process

a. The Debt to the Commonwealth will be activated by a Scholar's application for permanent residency or any other visa to DIAC, or failure to return home.
b. AusAID will calculate the debt based on the costs incurred up to the date of notice of termination, withdrawal or successful completion of the Scholarship.
c. AusAID will review the Scholar's record and advise them in writing of the total cost of the Debt which the Scholar can either pay in full or via financial arrangements negotiated with AusAID.
d. The Scholar must advise AusAID in writing that they intend to proceed with the visa application and repay the Debt to the Commonwealth.
e. Once AusAID is satisfied that suitable arrangements have been made to repay the Debt it will issue a "Letter of No Objection" to the Department of Immigration and Citizenship (DIAC), copied to the Scholar.

f. If AusAID determines that the Scholar is not able to meet the requirements, it will advise DIAC that it will not support the visa application.

Further information on mechanisms that are available to provide discretionary payments in special circumstances, or financial relief from debts owed to the Commonwealth is available from http://www.finance.gov.au/financial-framework/discretionary-compensation/index.html

13.4 Useful internet links

ALA Scholarships	http://www.ausaid.gov.au/scholar/ala.cfm
ALA Scholarships' Leadership Development Program	http//www.ldp.net.au/index.php?action=about
AusAID	www.ausaid.gov.au
Australian Scholarships	http//www.australianscholarships.gov.au/
Australian Taxation Office	http//www.ato.gov.au/
Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS)	http//cricos.deewr.gov.au/
Child Protection Policy and sample Code of Conduct	http//www.ausaid.gov.au/publications/pdf/child_protection.pdf
Debt to the Commonwealth – discretionary compensation	http://www.finance.gov.au/financial-framework/discretionary-compensation/index.html
Department of Immigration and Citizenship	http//www.immi.gov.au
Disability Standards for Education	http//www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_DisabilityStandardsforEducation
ESOS National Code of Practice 2007	http//aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn
Study in Australia	http//www.studyinaustralia.gov.au
Universities Australia (previously AVCC) Code of Practice	http//www.universitiesaustralia.edu.au/content.asp?page=/policies_programs/international/cofpractice.htm

13.5 Enquiries

13.5.1 From Applicants

Applicants may direct their enquiries to ala@ausaid.gov.au or to their nearest AusAID Post, after reading the Handbook and/or referring to the information on the ALA Scholarships website at: http://www.ausaid.gov.au/scholar/

13.5.2 From Awardees

Before departing for Australia, Awardees should direct enquiries to the AusAID Post which notified them of their Scholarship offer. (See Appendix B for details.)

13.5.3 From Scholars

After they arrive in Australia, Scholars should direct their enquiries in the first instance to their Student Contact Officer at their Institution, or to AusAID at ala@ausaid.gov.au

13.5.4 From Institutions and Posts

Institutions and Posts should direct all enquiries relating to the ALA Scholarship program, in the first instance, to ala@ausaid.gov.au

13.6 Measuring the effectiveness of the Scholarships

At various intervals, Alumni and Posts will be asked to report on

a. how Alumni individually are contributing to the development of their home country or developing countries of their region in regard to the country or region program objectives (or nearest equivalent)

b. whether Alumni are maintaining linkages with Australia and networking with other awardees

c. whether Alumni have strengthened the capacity of their organisations to contribute to the development of their home country or developing countries of their region

d. how the awards have promoted gender equity or addressed other relevant cross-cutting issues

e. how the leadership development component of the ALA Scholarships differentiates the ALA Scholarship Alumni from other AusAID alumni.

APPENDIX A

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 Scholar must obtain their supervisor's permission, and ensure that another adult is present if possible

g. appropriately use computers, mobile phones, or video and digital cameras 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

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 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

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 behaviour that could be construed as child abuse.

APPENDIX B

Addresses for submitting hardcopy applications

Below are the contact details for the appropriate Australian High Commissions, Embassies or their Managing Contractors that will receive ALA Scholarship applications.

Country of Citizenship	**Address for hardcopy applications**
Afghanistan	Australian Leadership Awards Scholarships c/o TNT International Express Shahr-e-Naw, Turabaz Khan Ave, TNT BLDG, Kabul – AFGHANISTAN
Bangladesh	Australian Leadership Awards Scholarships AusAID Section Australian High Commission 184, Gulshan Avenue Gulshan-2 Dhaka -1212 BANGLADESH
Bhutan	Australian Leadership Awards Scholarships AusAID Section Australian High Commission PO Box 5210 1/50 G, Shantipath, Chanakyapuri New Delhi - 110 021 INDIA
Cambodia	Australian Leadership Awards Scholarship IDP Education No. 46, St.214, Sangkat Boeung Raing Khan Daun Penh, Phnom Penh CAMBODIA
China (excluding Hong Kong SAR and Macau SAR)	Australian Leadership Awards Scholarships Suite 7002, Parkson Plaza Jin Rong Dajie 37 Beijing, 100031 PEOPLE'S REPUBLIC OF CHINA
India	Australian Leadership Awards Scholarships AusAID Section Australian High Commission PO Box 5210 1/50 G, Shantipath, Chanakyapuri New Delhi - 110 021 INDIA
Indonesia	Australian Leadership Awards Scholarships Gedung Wirausaha Lt 2 Jalan HR Rasuna Said Kav-5 Kuningan JAKARTA 12940
Iraq	Australian Leadership Awards Scholarships AusAID GPO Box 887 Canberra ACT 2601 AUSTRALIA

Laos	Lao-Australian Scholarships Office Vientiane College 23 Singha Road Vientiane LAO PDR
Maldives	Scholarships Officer Australian High Commission 21 Gregory's Rd Colombo 7 SRI LANKA
Mongolia	Mongolia-Australian Scholarships Program MASP Suite 201, Building #8, Behind IT Park Sukhbaatar District Ulaanbaatar MONGOLIA
Nepal	Australian Leadership Awards Scholarships AusAID Section Australian Embassy PO Box 879 Bansbari Kathmandu NEPAL
Pacific: Kiribati Cook Islands, Fiji, Marshall Islands, Micronesia; Nauru; Niue; Palau; Samoa; Solomon Islands; Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna	**Mailing Address:** Australian Leadership Awards Scholarships SPBEA PO Box 2083 Government Buildings Suva, FIJI **Street Address:** Australian Leadership Awards Scholarships SPBEA 26 Macgregor Rd Suva, FIJI
Papua New Guinea	**Mailing Address:** PNG-Australia Targeted Training Facility (PATTAF) Private Mail Bag, Port Moresby, National Capital District, PAPUA NEW GUINEA **Street Address:** PNG-Australia Targeted Training Facility (PATTAF) First Floor Port Moresby Post Office, Corner Cuthbertson Street and Champion Parade, Down Town Port Moresby
Philippines	Facility Director Philippines-Australia Human Resource Development Facility Coffey International Development Pty Ltd 3rd Floor JMT Bldg. ADB Ave. Ortigas Centre, Pasig City 1605 PHILIPPINES
Sri Lanka	Scholarships Officer Australian High Commission 21 Gregory's Rd Colombo 7 SRI LANKA
Thailand	Regional Program Manager AusAID Australian Embassy 37 South Sathorn Road Bangkok 10120, THAILAND

Timor-Leste	Australian Leadership Awards Scholarship PSCDP (Public Sector Capacity Development Program) Office Tjing Fa Ho House # 01 – 01 Talhao No 85 Bairro de Lecidere Dili TIMOR-LESTE
Vietnam	Australian Leadership Awards Scholarships AusAID (Education and Scholarships Program) Australian Embassy 8 Dao Tan Street Hanoi, VIETNAM

APPENDIX C

Upgrading an ALA Scholarship

Introduction

AusAID would prefer for potential scholars to apply - and for the Institution to make an offer - for a place directly into a Doctoral program during the ALA Scholarship application phase. However, as this is not always achieved for various reasons, the following outlines the criteria and procedures AusAID will apply when considering a request for an ALA Scholarship to be upgraded.

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 Doctoral program will mean that the home country's research capacity may be improved at a more rapid rate.

Being able to upgrade to a higher level qualification, without being obliged to have a two-year break in between studies will enable the Scholar to obtain a Doctorate from Australia within four years (rather than a total of possibly eight years - i.e. up to two years for the Masters followed by two years return home and then four years for the PhD). [3]

Policy application and criteria

This policy is limited in its application. AusAID (Canberra) may consider, on a case-by-case basis, upgrades of exceptional ALA scholars from a Masters by Research to a Doctoral program, under the following criteria:

1. that the Doctoral program will be undertaken at the same Institution at which the Scholar is enrolled and studying a Masters by Research program under the ALA Scholarship; transfer to another Institution will not be considered except under exceptional circumstances (e.g. the proposed supervisor is transferring to that other Institution)
2. that the upgrade will result in the study period (and hence the ALA Scholarship duration) not exceeding four (4) years in total (i.e. the equivalent duration if the Institution's initial offer had been for a Doctoral program)
3. that the 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)
    b. will be able to forge research linkages
4. that the request to upgrade and all supporting documentation is submitted to AusAID a minimum of 30 days prior to the Scholar's visa expiry date. AusAID will not support Scholars to remain in Australia pending any decision on approvals for an upgrade.
5. requests for upgrades from ALA scholars who are undertaking a Masters by coursework will not be considered.

Procedure

1. The *ALA scholar* must:
    a. provide clear written justification for the upgrade from the Research Masters to the Doctoral program, based on the above criteria and the benefit of completing the Doctorate rather than the Masters program

[3] AusAID scholars are required to return home for a period of two years after completing their scholarship.

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 support for the upgrade, based on the academic and research ability of the Scholar, applicability of the research topic to a PhD, capacity of the Scholar to complete the PhD within the timeframes noted above and any other benefits that may be realised; written by the supervisor and endorsed by the Chair of the Research Committee or equivalent.

   b) Provide copies of all half-yearly reports submitted by the supervisor to the Research Committee or equivalent.

3. Following consultation with the relevant Post, AusAID Canberra will convey its decision to the Scholar and the Institution. AusAID will require 30 days in which to consider the application.

4. The upgrade will be approved in-principle until such time that the ALA Scholar can provide evidence that they have been accepted into the proposed Doctoral program and that it meets the criteria noted above.

5. Final approval by AusAID will be effected by the 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 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 Scholar).

6. If the upgrade is approved, AusAID (Canberra) will inform DIAC of the Scholar's revised ALA Scholarship completion date.

APPENDIX D

Studies and fellowships in Australia after the ALA Scholarship

Introduction

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

Objectives

This policy, while reaffirming the basic premise that ALA Scholarship recipients should return to their home country upon completion of the program, also recognises that exceptional Scholars should be permitted to pursue their studies to the utmost of their abilities. This will produce the greatest global benefits for the partner country, AusAID and the Scholar.

It also recognises that exceptional Scholars, capable of receiving doctoral or post-doctoral awards in Australia are also likely to receive such opportunities from other countries. If former ALA Scholars accept award offers from other countries, the aim of having the Scholar remain in their home country to meet the two year requirement would be defeated.

Policy application

This policy is limited in its application. It applies only to those post-ALA Scholars who qualify for doctoral studies or post-doctoral work and who are deemed to have exceptional ability. Those ALA 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.

This policy requires AusAID to make a decision on a case-by-case basis considering the ability of the applicant to meet the criteria, having full support from the sponsor.

Criteria

In determining whether to seek approval to allow a Scholar to take up the offer of an externally funded doctoral scholarship or post-doctoral fellowship, AusAID Officers should ensure the application provides

1. an offer of a fully funded (including per diem rates) Australian doctoral scholarship or post-doctoral fellowship by an entity other than AusAID (e.g. Scholar's home government, Asian Development Bank, World Bank, Australian university or private sector). An original or certified copy of the letter of offer of a scholarship/fellowship must be provided
2. a letter of support from the Institution at which the applicant intends to undertake the externally funded scholarship
3. the course coordinator and/or supervisor's written recommendation of the Scholar's capability and ability to succeed
4. clear justification for the post ALA Scholarship based on academic ability of the applicant and relevance to the partner country's or the Asia-Pacific region's development priorities
5. agreement to return home for a period of two years after completion of the externally funded scholarship or fellowship or, in the case of Scholars who have returned home, the period remaining once the time spent in the home country has been deducted from the two year timeframe (see Procedures below for further information).

The applicant must arrange with the Department of Immigration and Citizenship (DIAC) to be issued with a private student or other appropriate visa and meet all DIAC requirements. DIAC is responsible for the decision on whether or not to issue a visa, based on their standard visa requirements.

Scholars will not be able to remain in Australia pending any decision on approvals for externally funded doctoral scholarships or post-doctoral fellowships they have applied for prior to returning to their home country. AusAID may not approve applications from Scholars who remain in Australia for this purpose or take up the offer of the scholarship/fellowship prior to a decision from AusAID.

Former ALA Scholars, who have been offered an externally funded doctoral scholarship or post-doctoral fellowship within two years of return to their home country, may be eligible under this policy if they meet the criteria as stated above.

For all Scholars, the two year return home requirement will not be waived but rather will be deferred to commence once the Scholars have 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 does not approve a former ALA Scholar's externally funded doctoral scholarship or post-doctoral fellowship, the applicant is able to request a review of the case and provide new information based on the criteria to support their request. Once a review has been undertaken, AusAID's decision is final and no further correspondence will be entered into.

Procedure

1. Applications must be made in writing by the Scholar and/or their sponsor to AusAID in Canberra. The applicant must allow 30 days for processing the application.
2. AusAID Canberra will assess applications based on the criteria defined above.
3. If the applicant meets the criteria above, a minute recommending approval of the externally funded doctoral scholarship or post-doctoral fellowship will be provided to the Director at AusAID Canberra responsible for Australian Scholarships.
4. 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.
5. If applicable, approval by AusAID is effected by the signing of a Deed of Amendment to the Scholar's Acceptance of Offer contract with AusAID. The Scholar will confirm their intention to return home at the end of the externally funded studies for a period up to a total of two years.
6. Once approval for the externally funded studies or fellowship has been gained from the Director, three copies of the Deed of Amendment should be sent to the Scholar via the institution to be signed and returned to AusAID for signature of the delegate or the delegate's nominee.
7. AusAID then files one original and sends two originals back to the institution (one for their file and one for the Scholar). A copy should also be sent to the relevant Post.
8. Once the application for externally funded studies or fellowship has been approved, AusAID (Canberra) will issue a letter of "no objection" to DIAC, in order for the relevant visa to be issued.

APPENDIX E

ALA Scholarships Contract

<Date>

<Title> <Name>

<AusAID ID>

Dear <Title> <Name>

AUSTRALIAN LEADERSHIP AWARD - SCHOLARSHIP OFFER

Congratulations! You have been selected to receive an Australian Leadership Awards (ALA) Scholarship. You will be joining an elite group of scholars identified as having the capacity to contribute to the future development of their home country and the Asia-Pacific region.

Attached to this letter is a copy of the Acceptance of Award Offer (contract) between you and the Commonwealth of Australia. Please read the details of the Acceptance of Award Offer closely. If you wish to accept the offer, sign and return it to the Australian High Commission/Embassy in your home country.

The conditions of your ALA Scholarship are set out in the Acceptance of Award Offer and in the ALA Scholarship Handbook. Current versions of the Handbook may be downloaded from the AusAID website: http://www.ausaid.gov.au/scholar/pdf/ala_handbook.pdf). You should read the Handbook before you decide whether to accept the Scholarship. Please consider carefully the sections of the ALA Handbook that relate to academic requirements while in Australia, your responsibilities and the Scholarship entitlements and conditions. Schedule 1, attached to the contract, provides a Summary of your responsibilities as a Scholar, however, you should read the entire Handbook and not rely solely on the Summary.

If there are any parts of the Acceptance of Award Offer or the ALA Scholarship Handbook that you do not understand, you should contact the AusAID office at the Australian High Commission/Embassy in your home country for clarification before signing.

If you decide to accept the ALA Scholarship, you must:

1. Sign both copies of the enclosed Acceptance of Award Offer between <Title> <Name> and the Commonwealth of Australia in front of a witness. This means that you agree to:

   a) the conditions set out in the ALA Scholarships Handbook, (noting that AusAID reserves the right to update the Handbook and therefore the conditions of your award at any time); and

   b) the ALA Scholarship Entitlements outlined in the Acceptance of Award Offer.

2. You and the witness must initial each page of both copies of the Acceptance of Award Offer, and sign where indicated.

   By signing the Acceptance of Award Offer you enter a legally binding agreement between yourself and the Commonwealth of Australia.

3. Take a copy of the Acceptance of Award Offer for your records. Return the original copy to the AusAID Officer (who sent you the contract for signature) within ten (10) days of the date of this letter. The offer may be withdrawn if AusAID does not receive the signed Acceptance from you within ten days.

4. Keep this letter, together with your copy of the Acceptance of Award Offer, as you will need them when you apply for a visa to Australia.

Endeavour Awards

If you have applied for an Endeavour Award, the Department of Education, Employment and Workplace Relations will finalise offers for these awards in October. If you are successful, you will need to decide which award you wish to accept as it is not possible to hold both awards at the same time. If you decide to accept the Endeavour Award, you will need to immediately contact your local Australian High Commission / Embassy and inform them of your decision to decline the AusAID ALA Scholarship. You should write "unable to accept" on the 'Contract between <Title> <Name> and the Commonwealth of Australia', sign it and return it to the AusAID Officer who sent you the contract.

We wish you well for your stay in Australia and success in your studies.

Yours sincerely

AusAID

Enclosures

Australian Government
AusAID

AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIP

THIS ACCEPTANCE OF AWARD OFFER (CONTRACT) IS MADE BETWEEN <Title, Name> AND THE COMMONWEALTH OF AUSTRALIA

I, <Name> accept AusAID's offer of an Australian Leadership Awards (ALA) Scholarship. I understand that my acceptance of the ALA Scholarship will equip me to contribute to the development of my country after I complete the approved course of study as set out below.

Scholarship details

Name (title, first name, family name)	<Title> <Name>
AusAID ID	<Simon ID>
Country of Citizenship	<Country>
Institution	<Institution>
Scholarship Start Date	<scholarship start date>
Scholarship End Date	<scholarship end date>
Level of Study	<Level of study>
Estimated value of scholarship (at the time of the ALAS Offer):	**<FMA13 amount>** plus GST, if any, to a maximum amount of <10% of FMA13 amount>. The estimated value of this scholarship is subject to change without notice.
Award Benefits (The Award benefits of this scholarship are subject to change without notice.)	Mobilisation allowance or air travel up to A$2,500 (on issue of visa) Establishment allowance of A$5,000 (on arrival in Australia) Overseas Student Health Cover (awardee only) Tuition fees at Australian institution Contribution to Living Expenses (stipend) of A$26,800 per annum, paid on pro rata basis Introductory Academic Program Leadership Development Program Study enrichment allowance (at discretion of institution) Return home air travel

Study Program

<IAP Program>	<IAP start date – IAP end date>
<Course>	<Course start – course end date>

Leadership Development Program: Dates to be advised

I further understand that my acceptance of the ALA Scholarship creates a legally binding agreement between myself and the Commonwealth of Australia. The Acceptance of Award Offer shall be governed by and interpreted in accordance with the laws of the Australian Capital Territory.

In accepting the Australian Leadership Award Scholarship, I agree:

a. to complete my ALA Scholarship within the start and end dates stated in the Scholarship's details (above);

DRAFT

b. to take up the ALA Scholarship in the calendar year for which it is offered, understanding that the scholarship cannot be deferred to another year;

c. to undertake the study program that is stated in the Scholarship details (above);

d. to liaise with the Student Contact Officer at the Institution regarding any changes to the approved program and acknowledge that approval is required from the Institution and AusAID (Canberra) before any changes are made;

e. participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course, e.g. assignments and essays, and sit for examinations, where applicable;

f. to participate in the Introductory Academic Program and the Leadership Development Program;

g. to act in a manner in my home country, Australia or elsewhere that will not bring disrepute to myself, my family, my country or AusAID;

h. to obey the laws of the Commonwealth of Australia and the various States and Territories;

i. to satisfy all visa requirements determined by the Australian Department of Immigration and Citizenship (DIAC) to hold an AusAID Student Visa, as set out in the DIAC website: http://www.immi.gov.au and abide by the conditions of that visa;

j. to return directly to my home country for a minimum period of two years upon completion of my study in Australia (also known as the "return home rule"), recognising that I will incur a debt to the Commonwealth of Australia equal to the entire cost of my scholarship as calculated at the date of completion if I fail to do so;

k. to advise AusAID (Canberra) immediately, through the Student Contact Officer at the Institution, should I marry a person who is an Australian citizen or has permanent residence status in Australia, a New Zealand citizen or has New Zealand citizenship.

l. to not hold another Australian Government Scholarship at the same time as my ALA Scholarship;

m. to reside in Australia for the duration of the ALA Scholarship (apart from reunion visits to the home country and fieldwork);

n. to cooperate with the collection of information related to ALA Scholars (eg. student surveys) and provide AusAID with my contact details to facilitate tracer studies and alumni activities;

o. that information about myself and my dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, my Australian higher education institution, partner organisations, Australian immigration authorities, medical insurers, medical practitioners, my home government, the Australian Scholarships Alumni Network and other parties relevant for the purpose of the promotion and administration of AusAID development awards activities; and

p. that I understand that the release of personal information is governed by the *Privacy Act 1988* (Cth). http://www.privacy.gov.au/publications/ipps.html.

q. that AusAID may terminate my Scholarship at any time if:

    i. I fail to make satisfactory academic progress;

    ii. I fail to comply with the laws of Australia;

    iii. I breach this contract between me and the Commonwealth of Australia, including breaches of the conditions of the ALA Scholarship and of the conditions of the AusAID Student Visa;

    iv. AusAID becomes aware of any behaviour or illegal activity by me prior to the offer of the Scholarship that were not disclosed at the time of my application which, in AusAID's opinion, would have resulted in my application being rejected had it been disclosed; or

DRAFT

v. AusAID becomes aware of any action prior to me being mobilised to Australia or while I am in Australia which, in its opinion, is contrary to the intent of the ALA Scholarships program including without limitation, any action that would indicate that I may breach the return home rule, such as applying to change my visa status.

r. that the value of my scholarship is an estimate at the time of offer and may be subject to change without notice.

I have read and understood the ALA Scholarships Handbook and understand that AusAID reserves the right to change the ALA Scholarship Handbook at any time and that any such changes may affect the terms and conditions of my Acceptance of Award Offer.

I agree that I will fully abide by the terms and conditions of the Australian Leadership Awards Scholarship as set out in this agreement and the ALA Scholarship Handbook by signing this Acceptance of Award Offer.

.....	.....
[Signature of Scholar]	[Signature of Witness]
<Title> <Name>	.....
	[Name of Witness (print)]
[Date].....	[Date].....

DRAFT

SCHEDULE 1

SUMMARY OF SCHOLAR'S RESPONSIBILITIES

Your responsibilities as an ALA Scholar are detailed in the ALA Scholarships Handbook. This summary is provided for your information.

1. Prior to Departure

You must advise AusAID of any personal or family circumstances (e.g. family or financial problems, medical conditions) likely to affect your ability to commence the scholarship on time or to complete the approved course in 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 Australian High Commission/ Embassy before departing your home country.

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

You must continue to be eligible to hold the ALA Scholarship.

2. Travel and Entry Requirements

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) 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; and

e) Arranging visas and meeting all requirements and costs for family entry to Australia including payment of compulsory OSHC health insurance for family members.

3. In Australia

As an ALA Scholar **you must abide by the terms of the contract.**

Your financial obligations: AusAID 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 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.

DRAFT

Australian Government
AusAID

Australian Scholarships
THE PATHWAY TO EXCELLENCE

AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIPS

GUIDELINES FOR IN-COUNTRY MANAGEMENT

June 2009

Contents

ACRONYMS 5

OVERVIEW 6

1. KEY DATES 7

2. SUMMARY OF THE SCHOLARSHIPS SECTION AND POST ROLES 9

3. PLANNING AND PREPARATION 13

3.1 Budget 13
3.1.1 Budget allocation 13
3.1.2 Budget management 13

3.2 Communication strategy 14
3.2.1 Objectives of ALA Scholarships 14
3.2.2 Key messages 14
3.2.3 Key stakeholders 15
3.2.4 Promoting ALA Scholarships at Post 15
3.2.5 Applicant profiling 15
3.2.6 Communication tools 16
3.2.7 Modes of communication 16
3.2.8 Timing of promotional activities 17
3.2.9 Funding promotional activities 17

4. IN-COUNTRY ALA SCHOLARSHIPS MANAGEMENT PROCEDURES 18

4.1 Dealing with enquiries 18

4.2 Application processing 18
4.2.1 Receiving applications 18
4.2.2 Entering and submitting applications 19
Key principles of uploading applications 19
Uploading documentation 19
4.2.3 Checking eligibility requirements 20
Eligibility criteria 20
How to check eligibility 21
4.2.4 Confirming documentary evidence 23
4.2.5 Changing applicants' status 23

5. Assessment and Selection process 23
5.1 Key selection principles 23
5.2 Selection criteria 24
5.2.1 Equity 24
5.3 Initial assessment and interviews 25
5.4 Selection panels 25
5.5 Resources 26
5.6 Reports used for short-listing 26
5.6.1 Assessment Summary Report 26
5.6.2 Rank Detail report 27
5.7 Recommendations to the Interdepartmental Selection Panel 28
5.8 Final selection by Interdepartmental Selection Panel 28

6. Offers and acceptances 29
6.1 Advice to Awardees 29
6.2 Advice to reserve candidates and unsuccessful applicants 29
6.3 Letters of Offer / contracts 29

6.4 Upgrading reserve candidates 29

7. Mobilising Awardees to Australia 29
7.1 Visa applications 30
7.2 Travel arrangements 30
7.3 Emergency contacts 31
7.4 Pre-departure briefing 31
7.5 Other pre-departure functions 31

APPENDIX 1: INDICATIVE NUMBER OF RECOMMENDATIONS BY COUNTRY/REGION 32

APPENDIX 2: TEMPLATE - APPLICANT PROFILE 33

APPENDIX 3: TEMPLATE - PROPOSAL FOR BUDGET REQUEST 34

APPENDIX 4: ELIGIBILITY CHECKLIST 39

APPENDIX 5: SUMMARY OF LEADERSHIP ATTRIBUTES FOR SELECTION 40

APPENDIX 6: GUIDE TO ASSESSING PRIORITY THEMES 42

APPENDIX 7: RECORD OF INTERVIEW 46

APPENDIX 8: LETTER TO DIAC RE AWARDEE'S FAMILY VISA APPLICATION 48

APPENDIX 9: ADVICE TO RESERVE CANDIDATES 49

APPENDIX 10: ADVICE TO UNSUCCESSFUL APPLICANTS 50

APPENDIX 11: MOBILISATION GUIDELINES FOR AWARDEES 51

APPENDIX 12: FORM - EMERGENCY CONTACTS & FLIGHT DETAILS 55

APPENDIX 13: DRAFT LETTER – POST'S RECOMMENDED CANDIDATES 57

Acronyms

ADS	Australian Development Scholarships
ALA	Australian Leadership Awards
AUD	Australian Dollar
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
HOM	Head of Mission
IAP	Introductory Academic Program
ISP	Interdepartmental Selection Panel
IWO	Internal Working Order
LDP	Leadership Development Program
MC	Managing Contractor
PCE	Pre-Course English
PDB	Pre-Departure Briefing
PhD	Doctor of Philosophy/Doctorate degree
OASIS	Online Australian Scholarships Information System
SIMON	Scholar Information Management Online
WoG	Whole of Government

Overview

These guidelines are to assist overseas Posts and Managing Contractors to manage in-country aspects of the Australian Leadership Awards (ALA) Scholarships. Posts will adapt procedures to best fit with local conditions. The guidelines should be used in conjunction with the Online Application Scholarships Information System (OASIS) Post User Guide.

The Scholarships Section in Canberra – previously known as the Australian Scholarships Group (ASG) – will provide broader strategy and policy advice and resources; manage the Leadership Development Program (LDP); liaise with Institutions and manage scholars' issues while they are in Australia; and, assist Posts to build a strong alumni association to support Australian scholarships in general.

Up to 200 ALA Scholarships may be awarded each year. The allocation of Scholarships for Masters and PhDs is dependent on the calibre of applicants. Posts are asked to short-list applicants for consideration by the ALA Scholarships Interdepartmental Selection Panel in Canberra. Posts are advised of an indicative number of recommendations for their country/region (see Appendix 1: Indicative number of recommendations for their country/region). The Interdepartmental Selection Panel makes the final selections from a regional perspective, taking into consideration priority themes, gender, equity and region. The panel will identify up to 50 reserve candidates, to be upgraded if any Awardees decline their Scholarship offer.

Posts will advise applicants of the outcome of their applications, following advice on the final selection of Awardees from the Scholarships Section. Posts act as a conduit between the Scholarships Section and Awardees, to distribute Letters of Offer (also known as 'contracts') and keep abreast of Awardees' acceptances or refusals. Posts (or their Managing Contractors) will provide in-country pre-departure briefings and assist Awardees with their mobilisation to Australia in close liaison with host institutions.

Posts will assist the Scholarships Section with monitoring and evaluating the outcomes of the ALA Scholarships program when Scholars return home.

1. Key dates

Dates	Applicants	Posts
Preparation	Undertake all preliminary requirements in preparation for submitting a complete application, including: • develop and discuss Australian study plans with employer, referees and family • collect all required supporting documents (e.g. passport, birth certificate, transcripts, referee reports) • arrange verification of copies and translations of documents, as required • prepare for and complete an appropriate language test (if current results are not available) • conduct research on available Australian courses, attend Australian higher education exhibitions where available and apply to preferred institution(s) for an offer of place.	• Plan appropriate local approaches to promotions, application processing, candidate short-listing and mobilisation, including resource requirements, regional arrangements and role for MCs, if any • Negotiate and finalise contract variations with MCs (if required) • Recruit and train new staff (if required) • For smaller Posts, finalise regional arrangements • Conduct local (external) promotions campaign • Maintain awareness among Whole of Government partners of ALA Scholarships • Handle enquiries from prospective applicants that can be dealt with by Post or refer them to the Scholarships Section at ala@ausaid.gov.au
March - June	• ALA Scholarships Online Australian Scholarships Information System (OASIS) available for online applications.	• Handle enquiries from prospective applicants that can be dealt with by Post or refer them to the Scholarships Section at ala@ausaid.gov.au • External promotions: conduct local promotions campaign • Internal promotions among Whole of Government partners at Post • Staff training and preparing resources for application processing, short-listing and mobilization • Arrange interview panel for shortlisting process • Prepare budget submission to ALA Team for financial allocation for the next financial year (mid-May)
30 June	• Closing date for submitting applications and all supporting documentation (online and hardcopy).	• Process hard copy applications (eligibility assessment, data entry) • Enter data from eligible hard copy applications into OASIS • Match hard copy supporting documentation to online applications and upload essential documents • Handle enquiries from prospective applicants
1 Jul – 25 Aug	Attend additional selection activities such as interview or testing if	• Finalise entry of hard copy applications and eligibility checking

Dates	Applicants	Posts
	shortlisted.	• Assess applications and prepare short-list for interview • Conduct interviews • Submit recommended candidates to Scholarships Section by 25 Aug
26 Aug - mid-Sept	No action. Selection decisions pending	• In Canberra, Scholarships Section provides the Interdepartmental Selection Panel with summary reports along with Posts' rankings and comments (ISP members have access to applications online) • Scholarships Section advises Posts of selection panel outcomes (second last week of September)
End September - end October	• Successful applicants advised of outcome of selection process (from end September) • Awardees receive Award Offer letters (from first week October) • Awardees need to formally accept their offer within 10 working days of receiving it.	• Posts notify successful / reserve / unsuccessful applicants immediately upon being notified of the Interdepartmental Selection Panel decisions • Scholarships Section generates in SIMON Request For Placement (RFP) to the host institutions (confirming original offer of place made to applicant) • Posts notify local DIAC Office of names and other relevant details of successful applicants/Awardees being offered an ALA • Scholarships Section generates Award Offers, including letter from the Minister or Parliamentary Secretary, and send to successful applicants via Posts.
October - December	• Awardees prepare for commencement of study in Australia, including liaising with Posts concerning visa application and travel arrangements • Awardees liaise with Australian institutions concerning IAP programs, study, accommodation and family entry arrangements (if relevant)	• Assist Awardees to arrange medical examinations • Liaise with DIAC regarding ALA Scholars' visas • Arrange or facilitate international travel • Conduct Pre-departure briefings and formal farewell functions • Facilitate communications with institutions, especially regarding arrival details • Advise Scholarships Section of Scholar arrival details • Media announcements (in consultation with the Scholarships Section)
Australian academic year	Study must commence in Australia during the upcoming academic year (which, in Australia, is the same as the calendar year). Awards cannot be deferred to the following year.	• Monitor and follow up any outstanding issues relating to current round • Review lessons learned and modify processes for next round

2. Summary of the Scholarships Section and Post roles

Step in process	Scholarships Section role	Post role	Manual process	OASIS process
Overall Objective	• To lead ALA Scholarships policy development and program planning, coordinate final selection of ALA Scholars and report on outcomes	• To manage in-country elements of the ALA Scholarships program including ensuring the scholarships are embedded as an aid modality in the country program strategy.		
Planning and resources	• Consult Posts and other stakeholders on lessons learned and provide guidelines for Posts to assist with program planning and implementation • Determine eligibility requirements and selection criteria • Consult the Executive to identify priority themes and short-listing quotas • Advise Posts of indicative short-listing numbers for their country/region • Assist Posts in developing regional/country management arrangements as appropriate • Approve agreed funds for Posts to manage in-country/regional aspects of ALA Scholarships program • In coordination with Information Systems Group (ISG), maintain and develop OASIS • Maintain the AusAID scholarships website • Provide help desk facility for enquiries from applicants and Posts concerning ALA Scholarships policy and systems	• Advise Scholarships Section of Scholarships contact person at Post • Advise Scholarships Section of address for applicants to send hard copies of applications and supporting documentation • Plan appropriate promotional activities, application and selection processes, and pre-departure briefing and mobilisation • Provide Scholarships Section with a budget to fund ALA Scholarships in-country management • Maintain appropriate links with WoG colleagues to facilitate ALA Scholarships management • Assess in-country management requirements and revise current contractual arrangements with Managing Contractors (MCs) or initiate new arrangements to partially out-source ALA Scholarships management locally	See Appendix 3 for Budget proposal Template	

Step in process	Scholarships Section role	Post role	Manual process	OASIS process
Marketing & Communications	• Develop communications materials for use by Posts • Manage generic advertising • Provide briefings/information sessions for Australian higher education institutions • Utilise cable system to flag important initiatives and promote greater internal (AusAID) and Whole of Government awareness of ALA Scholarships and inter-departmental cooperation • Analyse effectiveness of promotional activities at the conclusion of each round • Advise Embassies in Canberra of selections • Develop and maintain shared Scholarships intranet site • Develop monitoring and evaluation framework	• Develop and implement local (external) communications strategies promoting ALA Scholarships opportunities with counterparts in government, business, educational, community and other organisations • Promote awareness of ALA Scholarships internally (at Post) across Whole of Government agencies, highlighting roles and responsibilities for in-country management • Handle enquiries from potential applicants • Where relevant, monitor the performance of MCs in the implementation of any out-sourced communications and promotional activities • Report to Scholarships Section on promotional activities undertaken at the close of each round of selections • Advise partner governments of selections where applicable	See section 3.2 - Communications Strategy	
Application processing and eligibility checking	• Develop guidelines and OASIS User Guide to assist Posts to process applications • Provide ongoing guidance on ALA Scholarships policy matters in response to Post queries	• Verify eligibility of all applicants • Enter data of eligible hard copy applications into OASIS • Match hard copy supporting material received for online applications to those applications • For eligible applicants that are to be considered by a selection panel, upload supporting documentation relevant to the selection process. • Where program management functions are outsourced, monitor progress through regular communication with MC during applications stage	• See Appendix 4 for Eligibility Checklist to check hard copy applications prior to entering data into OASIS.	• see OASIS Post User Guide

Applicant short-listing, selection & offer/acceptance	• Provide ongoing guidance on ALA Scholarships policy matters in response to Post queries • Provide IT training for assessment and reporting processes • Receive Posts' recommendations for consideration by the Interdepartmental Selection Panel • Seek endorsement of selected candidates from Executive • Advise Minister and Parliamentary Secretary of outcome of selections • Advise Posts of Interdepartmental Selection Panel decisions • Advise Posts of next ranked reserve candidate if award offers are declined • Transfer details of Awardees into SIMON • FMA 13 approval • Scholarships Section generates Award Offers accompanied by letter from Minister/Parliamentary Secretary	• Undertake initial assessment of eligible applicants against the selection criteria • Identify appropriate number of applicants to be short-listed for interview keeping in mind target numbers to be recommended to ISP (see Appendix 1 for relevant number for your Post/country) • Verify documentation, including referee checks, of applicants to be short-listed • Prepare initial short-list, convene interview committee and undertake interviews to validate applicants' claims and assess leadership and personal qualities, experience and potential outcomes • Determine applicants to be recommended to Canberra • Update OASIS, showing selection outcomes, scores, interview comments, recommendation comments. • Based on Scholarships Section's advice on outcomes of ISP, advise successful candidates • Advise unsuccessful applicants and reserve candidates • Distribute Award Offers received from Canberra • Advise Scholarships Section of any candidates declining an award so that the next ranked reserve candidate can be upgraded • Where program management functions are outsourced, monitor progress through regular communication with MC during short-listing and offer/acceptance stages • Arrange publicity surrounding the announcement of award winners in-country		• See OASIS Post User Guide • Applications can be considered online once all have been entered onto OASIS by Posts/MCs • Panel members enter assessments into OASIS • Posts advise Scholarships Section of recommendations within OASIS • Posts can perform mail merges from data within OASIS • Canberra panel considers recommendations online based on summary reports • Canberra Panel selections reported in OASIS

Awardee mobilisation	• Provide ongoing guidance on ALA Scholarships policy matters in response to Post queries • Provide any assistance and advice required to expedite mobilisation process • Update SIMON with travel details provided by Post	• Coordinate mobilisation with intensive support for Awardees through each step • Liaise directly with Awardees regarding medical checks; submission of visa applications; and confirmation of dates of travel and arrival • Liaise with DIAC, travel agents and institutions as required • Where program management functions are outsourced, monitor progress through regular communication with MC during mobilisation phase, including trouble-shooting with DIAC • Facilitate whole-of-Embassy engagement in pre-departure functions, including associated promotional activities • Provide pre-departure briefings for Awardees • Advise Awardees to keep in contact with their University Contact Officer regarding airport pickup and temporary accommodation requirements	• Mobilisation payments will be made through AidWorks • For 2010 intake, all mobilisation processes will be outside OASIS • Posts monitor MC management	• Mobilisation and Scholar management processes will be released in OASIS in 2010
Monitoring & Evaluation	• Assist Posts with M & E activities	• Welcome the returned scholars • Maintain contact with returned scholars and encourage them to participate in alumni network activities • Conduct M & E activities such as tracer and case studies to assess the impact of the ALA Scholarship program.		• Maintain current contact details

3. Planning and Preparation

3.1 Budget

3.1.1 Budget allocation

The Scholarships Section will accept requests for budget allocations for each financial year for implementing the ALA Scholarships at Posts. These costs include those relating to promotion, processing, selection, mobilisation and pre-departure.

Each Post must submit a budget proposal including a brief description of the proposed activities and a table of the associated costs in AUD (see Appendix 3 Budget Proposal template). The Scholarships Section will review all requests and determine an allocation of funding based on the details provided.

The deadline for submission for budget requests is mid-May each year.

In formulating budget figures, Posts should consider the likely number of candidates awarded (using indicative short listing numbers for reference) and reflect management costs accordingly. For example, it would be unreasonable for a Post with only a handful of expected scholars to request a large budget for selection and mobilisation costs. Marketing and communication activities in this case should be targeted to produce fewer applicants but of a higher quality.

3.1.2 Budget management

It is the responsibility of each Post to ensure that expenditure is attributed to the correct cost centres in AidWorks during each financial year and that it does not exceed the Scholarships Section-approved budget. Each Post should ensure that they are familiar with the categories below and relevant administrative arrangements.

Item	Agreements	Payment
Mobilisation	• the ALA team in Canberra will create IWOs for Posts based on the numbers of successful scholars from each Post shortly after the Final Selection is made.	To be paid at Post via IWO or contract*
Promotion	• Approved costs for advertising and promoting the ALA Scholarships for the 2011 academic year should be charged to IWO **50133/H1837**. • Total spending on promotional activities should not exceed the approved budget amount.	To be paid at Post via IWO or contract*
Selection process and administration	• The ALA team will create IWOs in activity **06A843** based on your approved budget. Posts will manage the IWOs once they have been created. • A single IWO for the ALA selection process will be created. • All selection process costs should be charged to this IWO. • Selection process and administration costs should not exceed the approved budget amount.	To be paid at Post via IWO or contract*

Pre-departure Briefing (PDB)	• IWO's will be created in activity **06A843** based on your approved budget. • A single IWO for the ALA PDB costs will be created. • All PDB costs should be charged to this IWO • PDB costs should not exceed the approved budget amount	To be paid at Post via IWO or contract*

* If your Post has a contract in place for this expense, please advise Scholarships Section during the budget process so that the contract can be linked to the relevant ALA Scholarship Activity in AidWorks.

If your Post looks like it may exceed the original request at any time during the financial year, you will need to submit a request for additional funding before making financial commitments. Failure to do so may result in the Post having to meet the additional expenses.

3.2 Communication strategy

The following information is specific to ALA Scholarships and provides a number of communications options that can be individualised to suit local situations. The purpose is to equip AusAID staff at Post with the necessary knowledge to effectively promote ALA Scholarships and generate awareness and understanding of ALA Scholarships in order to attract high calibre applicants.

This strategy provides information on ALA Scholarships objectives, key messages and the formulation of country-specific communication plans. The Scholarships Section will be responsible for promoting ALA Scholarships within Australia, while AusAID Posts overseas will manage their own ALA Scholarships communications (marketing) activities in-country.

3.2.1 Objectives of ALA Scholarships

The goals and objectives of ALA Scholarships should be kept in mind as Posts determine the most appropriate marketing and communications activities to be undertaken locally.

The goal of the ALA Scholarships closely reflects the objective of AusAID awards. That is, through the provision of award opportunities, AusAID Awards seek to develop capacity of individuals and their workplaces to contribute to:

- long-term development, stability and security of Australia's partner countries; and
- establishment and maintenance of mutually beneficial linkages between partner countries and Australia, as well as within regional networks.

By providing Awardees with opportunities to develop selected leadership skills[1] and establish professional networks, the ALA Scholarships intends to address the following objectives.

- Positive contributions by ALA Scholarship alumni to policies, practices and research relevant to respective country program objectives[2], which are relatively greater than the contributions of other AusAID scholarship alumni.
- Participation in professional networking opportunities by ALA Scholarship alumni at the local, regional and global level, relevant to respective country program objectives, which is relatively greater than the level of professional networking of other AusAID scholarship alumni.

3.2.2 Key messages

The key messages that the promotional activities for the ALA Scholarships should convey are that they:

- aim to develop leadership and build partnerships and linkages within Asia-Pacific
- are offered to high achievers from the region to undertake postgraduate study (Masters or Doctorate) and a Leadership Development Program in Australia

[1] Leadership attributes that are particularly pertinent to development practitioners are strategic thinking (planning skills, inclusive participation and ownership, harnessing communication technology, knowledge transfer, managing for results, and ethical practice) and an inspirational approach (leading by example, effective communication and interpersonal skills).

[2] Or nearest equivalent

- target those whose chosen field of study equips them to play a significant role in addressing, researching or combating regional development issues.

In addition:

- ALA Scholarships is a regional program with the flexibility to address priority issues. Current priority areas are disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.
- ALA Scholarships have a focus on leadership and are intended for those who are already leaders, or have the potential to assume leadership roles, that can influence social and economic policy reform and development outcomes, both in their own countries and in the region.
- Selection for an ALA Scholarship is highly competitive, based on professional and personal qualities, academic competence and, most importantly, potential development outcomes for the country and region.
- ALA Scholarships are an investment in the future development of the region.
- ALA Scholarship recipients must be willing to return to their home country or the region for two years after completing their studies to contribute to development.
- ALA Scholars should be willing to make a commitment to the Australian Scholarships alumni network.
- Applications are accepted annually, opening in March and closing 30 June each year.

3.2.3 Key stakeholders

- Potential applicants
- Partner governments
- Education sector, including education and research institutions in-country and peak bodies
- Business and industry
- Non-Government Organisations
- Alumni
- Other Australian Government agencies

3.2.4 Promoting ALA Scholarships at Post

Posts will manage their own ALA Scholarships marketing and communication activities in accordance with what is deemed appropriate for their country/region. Whole of Government engagement in the targeted and ongoing promotion of these awards is critical.

Posts are asked to develop their own marketing and communications plan in consultation with the Scholarships Section and to report to the Scholarships Section at the conclusion of the round, the promotional activities undertaken and the outcomes achieved. This will assist the Scholarships Section to review the success of promotional activities at a country and regional level and provide feedback to Posts. The ALA Scholarships application form also surveys applicants to determine where they heard about the ALA Scholarships.

The Scholarships Section is able to provide advice on promotional activities and a range of tools to utilise in marketing the ALA Scholarships at Post to the most appropriate audiences.

3.2.5 Applicant profiling

All Posts, particularly those with large populations, should take a strategic and targeted approach to attracting high calibre candidates and reduce the number of non-competitive applicants. The number of awards available has been kept low to build the prestige of the Scholarship. Each country or region is advised of an indicative number of recommendations to forward to Canberra for final selection. (See Appendix 1: Indicative numbers of recommendations by country/region)

Prior to embarking on promotional activities, it is important that Post know exactly to whom it should promote the scholarship opportunities. Creating applicant profiles will enable you to target your promotions to a specific audience.

Create a profile for each type of applicant that you hope to encourage to apply for an ALA Scholarship, taking into consideration the types of promotional activities that will be required to reach each one.
(See Appendix 2: Template - Applicant Profiling)

3.2.6 Communication tools

The Scholarships Section has produced a number of communication tools to assist Posts to conduct promotional activities in-country, including:

- ALA Scholarships information brochure – template includes area for Posts to include their own (local) scholar profile to assist with targeted marketing of the ALA Scholarships
- advertisement – opening of ALA Scholarships round
- media release inviting applications
- media release announcing award selections
- talking points
- AusAID website.

If Managing Contractors have their own website, they must link any reference to the ALA Scholarships to: http://www.ausaid.gov.au/scholar/ala.cfm to ensure that the most current and correct information is provided to potential applicants.

3.2.7 Modes of communication

The mode of communication will largely be influenced by the target applicants identified through profiling (as per para 3.2.5 above).

Newspapers

Advertisements in English language newspapers are often seen as a good way to reach a large audience. In part this is true. However, you should consider the profile of the candidates that you hope to attract by placing such an advertisement. The cost of placing an advertisement in the newspaper may not provide the targeted promotion that is required to attract good candidates.

FM Radio

Advertising on FM Radio has been quite successful in some countries. Utilising alumni to participate in the broadcasts has also lead to positive promotional outcomes.

Targeting of local organisations/institutions

Promoting the Scholarship to local partner institutions/NGOs/companies has provided many good opportunities to attract quality applicants in the past.

Alumni

Forwarding the details (such as open and close dates) of the upcoming application round to Alumni should also be encouraged. Alumni events are also a good opportunity to promote the ALA Scholarships.

Meetings with key stakeholders

Brochures and other information can be disseminated during meetings with key stakeholders including Partner Government officials and Australian WoG partners.

Information seminars

Information relating to the ALA Scholarships may be provided at dedicated seminars or incorporated into road-shows and trade fairs, bearing in mind the timing of these promotional activities in relation to opening and closing dates.

Letter mail-outs

Letter mail-outs can be useful and cost effective if targeted appropriately, however an indiscriminate mail-out can be resource intensive and has the potential to significantly increase the quantity rather than quality of applications. This has a resource impact on processing and eligibility checking of these applications and is counterproductive, particularly where there are only a small number of ALA Scholarships offered each year.

3.2.8 Timing of promotional activities

The timing of promotional activities impacts on the success of attracting quality applications by the deadline. For example, running advertisements in May when there is a June closing date encourages incomplete or under-developed applications. Applicants need time to prepare for and gain an offer from an Australian institution and to sit an English proficiency test. The timeline below may be of assistance.

Month	Activity
January	• Update Embassy/High Commission website
Feb/March	• Brief other Government agencies • Meet with key stakeholders • Distribution of promotional material eg posters • Place advertisements in relevant newspapers/publications (if suitable) • Radio advertising (if suitable) • Media release inviting applications (if suitable) • Radio and press interviews with alumni
November/December	• Media release announcing award winners • Radio and press interviews with award winners • Reception to honour award winners
Ongoing	• Brief other Government agencies • Meet with key stakeholders • Distribute promotional material e.g. posters and fact sheets • Present information seminars • Alumni events

3.2.9 Funding promotional activities

Posts need to advise the Scholarships Section of their ALA Scholarships communications plan and the costs associated with implementing that plan in their Budget requests for ALA Scholarships implementation.

Requests for funding will be assessed from a regional perspective as well as country-specific requirements. Posts must ensure that funding does not exceed approved budget for the financial year without prior approval from Scholarships Section. (See Section 3.1: Budget)

4. In-country ALA Scholarships Management Procedures

4.1 Dealing with enquiries

All enquiries from potential applicants should be directed to the website in the first instance. Those seeking further clarification and advice should do so through the public mailbox that is available on the website: ala@ausaid.gov.au. The Scholarships Section will monitor and respond to all enquiries relating to ALA Scholarships. Enquiries relating to OASIS should also be sent to the public mailbox and Scholarships Section will respond or refer more complex enquiries to AusAID's Information Services Group.

The Scholarships Section may refer some potential applicants to Posts if they are unable to use an online or emailed application form and require hard copies to be mailed to them or to be picked up from the Post. They may also be referred to Post for advice as to whether it will accept pending documentation after the closing date (e.g. results from an English proficiency test conducted in mid-June).

4.2 Application processing

Posts are required to undertake registration of hard copy applications, eligibility checking, entering and submitting hard copy applications and uploading documentation into OASIS

Posts are responsible for entering into OASIS:

- all eligible applications that have been received in hard copy only;
- relevant supporting documentation for hard copy applications; and
- all relevant supporting documentation submitted in hard copy by applicants who have submitted their application online.

A spreadsheet or database of all applications received as hard copy must be kept. **To minimise processing time, it is recommended that paper-based applications are checked first for eligibility (see 2.3 below) and only eligible applications are entered into OASIS** (see Appendix 4 for a checklist for hard copy applications)**.** The reason for ineligibility should be recorded in the spreadsheet or database.

Posts are responsible also for verifying the eligibility of all relevant online applications.

4.2.1 Receiving applications

Applications may be submitted by one of two methods:

- On-line (supporting documentation can be uploaded or submitted by mail), or
- Paper-based (hard copy) by mail to Post.

Posts need to check all paper-based (hard copy) applications received. Some may be duplicates of applications already submitted online but others may need to be entered into OASIS by Post (after checking for eligibility). All hard copy supporting documentation received by mail must also be carefully checked and matched up with the relevant application (online or hard copy) so that it can be entered into OASIS if required.

Posts should keep a spreadsheet or data base of all applications received in hard copy, even those that are ineligible, so that they can report on actual numbers of applications received.

Applicants are advised that incomplete applications will not be considered. A complete application includes:

- ALA Scholarships Application Form (on-line or hard copy) with all sections completed and, if hard copy, signed and dated by the applicant. (Applicants submitting on-line must check a box acknowledging the conditions of submission)
- Verified copies of the following supporting documents (scanned pdf copies submitted on-line or hard copies are acceptable)
- Passport, Birth certificate or other acceptable ID card showing citizenship
- Letter issued by an Australian University or other eligible institution offering unconditional admission into a Master or PhD program commencing in the following Australian academic year:
- Verified copy of results of a valid English proficiency test
- University transcripts and degree certificate (in English and original language)
- Documents providing evidence of awards or prizes (if relevant)
- Up to three Referee reports (although an application may still be considered without referee reports)
- Evidence of any academic or professional publications of which the applicant is an author or co-author (if any) (this can be assessed at interview)

4.2.2 Entering and submitting applications

All hard copy applications that have been verified as eligible must be entered into OASIS so that they can be assessed. The format of the hard copy application form follows that of the online form, so information can be easily copied from the hard copy into the online version.

See *OASIS Post User Guide* for detailed guidelines on how to enter an application and upload supporting documentation.

Key principles of uploading applications

It is important to remember the following when entering or uploading data from hardcopy applications:

- Enter exactly what the applicant has written in their paper application. Do not try to guess what they meant or to fill in gaps if they have missed things out.
- Where there is a restriction on the number of words that can be entered in a field, enter only up to that limit, even if the applicant has written more. Do not attempt to rewrite the application to fit into the word limit.

Uploading documentation

It is important to make sure that all relevant documentation provided as part of an application is uploaded into OASIS. In addition to uploading documentation sent with hard copy applications, you may need to upload documents that online applicants may have sent in separately.

Some documents are essential to establish eligibility (see 2.3.2 below), while others will be considered during the assessment process.

Essential documents to upload to establish eligibility:

- Passport or other ID document
- Letter of offer from Australian institution
- English test results
- Degree certificate

Documents to be uploaded for assessment:

- Academic transcript(s)
- Referee report(s)
- Awards and prizes (if applicable)

All applications being recommended to the Interdepartmental Selection Panel must have relevant documents uploaded.

Some candidates may have provided documents that are not relevant (for example, secondary school transcripts or prizes, copies of essays or assignments etc). These need not be uploaded but should be kept in hard copy.

4.2.3 Checking eligibility requirements

Posts are required to verify the eligibility of all applicants. This is done by checking the claims they have made in their application against documents that they have submitted. As noted above, hard copy applications should be checked for eligibility before entering into OASIS. Once online, all applications must be checked and verified in OASIS.

Eligibility verification and confirmation of documentary evidence must be completed and all relevant screens updated by checking the Eligibility Verified box before the application can be moved to 'eligible' status

To reduce the number of ineligible applications, OASIS requires applicants to acknowledge the eligibility requirements prior to receiving access to the application form online. However, it will still be necessary to conduct a **thorough check of all applications received**, whether submitted on-line or by mail, to ensure that applicants' claims are true and supported with the necessary documentation.

Applicants are required to provide certified copies of their eligibility and other supporting documentation. You are not expected to determine that the documents provided are authentic but it is expected that Post staff will be familiar with the local standards and formal requirements that are most acceptable for the certification of documents. As a general rule, the same requirements as those applied by Department of Immigration and Citizenship (DIAC) staff in the Post should be applied by Post staff for the ALA Scholarships program.

Eligibility criteria

To be eligible to hold an ALA Scholarship, an Awardee must

a. be a citizen of an ALA Scholarship eligible country
Afghanistan, Bangladesh, Bhutan, Cambodia, China, Cook Islands, Federated States of Micronesia, Fiji, India, Indonesia, Iraq, Kiribati, Laos, Maldives, Marshall Islands, Mongolia, Nauru, Nepal, Niue, Palau, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Tokelau, Tonga, Tuvalu, Timor-Leste, Vanuatu, Viet Nam, Wallis & Futuna

b. be residing in a country other than Australia and applying for the Scholarship from outside Australia

c. not be an Australian citizen or permanent resident, nor in the process of applying for such a status

d. not be either married or engaged to be married to, or a de facto of, a person who holds or who is eligible to hold Australian or New Zealand citizenship or permanent residence status *(NOTE Residents of Cook Islands, Niue and Tokelau with New Zealand citizenship are eligible but must apply for an AusAID 576 student visa*.)

e. have an unconditional Letter of Offer for Enrolment from an ALA Scholarship eligible Australian Institution for entry into full-time study to commence a Masters or Doctoral program in Australia; ongoing study programs will not be supported (list of eligible Institutions is available at http//www.ausaid.gov.au/scholar/ala_institutions.cfm)

f. must meet the English language requirements (see explanatory notes below)

g. must not have held a foreign scholarship in the 24 months preceding the application - 24 months to be calculated from the date of arrival back in home country to the closing date for receipt of ALA Scholarship applications. (*NOTE this restriction does not apply to short-term 'Fellowship' recipients)*

h. be able to satisfy Australian Government requirements for student entry

Study programs must relate to the development priority areas of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

How to check eligibility

To verify the applicant's eligibility, you need to check their claims as below. These must be confirmed in OASIS before the application can be further considered. (See OASIS Post User Guide.)

Remember, if a hard copy application is not eligible, you do not need to enter it into OASIS for assessment. If it is eligible, it should be entered and its supporting documentation should be uploaded (See OASIS Post User guide).

Claim	Document to check	What to check
Identity	Passport or other photo ID	Are the names and date of birth the same as entered in the application?
Citizenship	Passport, birth certificate, or other ID	Is the applicant a citizen of an eligible country?
Offer from Australian Institution (*see Note 1*)	Letter of offer from the Australian institution	Is the letter issued by an Australian University or other eligible institution? Does it offer **unconditional admission** into a Master or PhD program commencing in Australia in the following calendar year? See note 2) (The calendar year in Australia is equivalent to the academic year)
English language proficiency (*see Note 3*)	English test results – IELTS or TOEFL certificate	Is this a test that is valid for ALA Scholarships? Does the test relate to the applicant? Is the test date within two years prior to the application date? Did the applicant attain the required results? Is the copy a true copy of the original? (use https://ielts.ucles.org.uk/ielts-trf/index.jsp to verify IELTS test results online)
Qualification (*see Note 4*)	University degree certificate (in original language and English)	Does the applicant have a degree equivalent to an Australian Bachelors degree?
Previous Scholarships (*see Note 5*)	Application details of previous study	Has the applicant held a foreign scholarship within the past two years?

Notes:

1. *University offers must be for study on-campus in Australia. Offers for Distance Education or external campus study are not acceptable.*

2. *Conditional on sighting documents may be acceptable though conditional on proof of English may not.*

3. *The English language requirements are set out in the ALA Scholarships website information. Note that only the following tests are valid and results must be at least as indicated below. 'Institutional' or predictive TOEFL test results are not acceptable. Test results gained more than two years prior to the date of submitting the ALA Scholarships application are not acceptable. Applicants must have:*

   - *an IELTS Academic Test with an overall score of at least 6.5 and no band less than 6, or*
   - *a TOEFL paper-based test score of at least 580, or*
   - *a TOEFL computer-based test score of at least 237, or*
   - *a TOEFL Internet-based score of at least 92.*

4. *If you are unsure whether an applicant's previous university qualification is equivalent in standard to an Australian Bachelors degree, you should seek advice from the Australian Education Centre located in the applicant's home country or region. Alternatively, the ALA Scholarships team in the Scholarships Section can help you to access the AEI-NOOSR Country Education Profiles online – please email the ALA Mailbox at ala@ausaid.gov.au to request a login.*

5. *Applicants must not have held a foreign scholarship in the 24 months preceding the application (24 months calculated from the date of arrival back in home country to the closing date for receipt of ALA Scholarship applications, i.e. 30 June)*

4.2.4 Confirming documentary evidence

In addition to the documents that need to be checked to verify eligibility, applicants are asked to provide other documents in support of their application. These need to be checked and confirmed in OASIS before the application can be assessed. (See OASIS Post User Guide).

Hard copies not already uploaded must be uploaded if the application is to be assessed.

Document to check	What to check	Note
Transcripts	Does the transcript match the identity of the applicant and the degree they have claimed?	
Referee report(s)	Do the reports provided relate to the applicant? Are they from the person claimed in the application? Have they been signed (if hard copy)?	Although applicants are asked for three referee reports, some may provide fewer and that is acceptable.
Awards and prizes	Is there documentary evidence provided to support the applicant's claim of any prizes or awards? If so, does it correspond to the claims made?	Not all applicants will have prizes or awards.

4.2.5 Changing applicants' status

It is the responsibility of the Post to change the status of applicants from 'submitted' to 'eligible' or 'unsuccessful' following the verification of their eligibility. (see OASIS Post User Guide). Only applicants whose status is 'eligible' can be further considered.

5. Assessment and Selection process

5.1 Key selection principles

In keeping with ALA Scholarships objectives and the requirements of a prestigious program, Posts are reminded that the principles of **equity, transparency, open competition and merit** remain the cornerstones of selection for the ALA Scholarships.

There may be several levels of assessment in the selection process, depending on the country of the applicant, and Selection Panels may be used at various levels. The final assessment will be done by the Interdepartmental Selection Panel in Canberra that will select ALA Awardees across the region based on information recorded in OASIS. Posts must use OASIS to make recommendations of the required number of applicants from their area of responsibility (see Appendix 1: Indicative number of recommendations by country/region) by 25 August, in time for the meeting of the Interdepartmental Selection Panel in September.

Posts must ensure that connections or relationships between applicants and staff employed with Posts/Managing Contractors are disclosed to AusAID (Canberra) at the time of recommendation.

5.2 Selection criteria

The published selection criteria outlined below should be used at all relevant levels of assessment. The respective weightings accorded to each of the criteria and the sources of evidence to be considered for each criterion are also indicated.

WEIGHT	INDICATIVE EVIDENCE	POSSIBLE SOURCES
Academic competence		
30	• Level of results achieved in a degree/s from a recognised university • Relevant prizes and awards (including prestige and influence of awarding body) • Publications (quality rather than quantity) • Link between past studies and proposed field of study	• Academic transcripts • AEI-NOOSR Country Education Profiles • English language proficiency • Application • Interview • Writing exercise • Post's knowledge of country/region (education system, geography, society, etc)
Professional and personal leadership attributes		
30	• Relevant work experience in field related to the candidate's proposed course of study • Career progression evident, including promotions • Membership of professional bodies • Community work (e.g. church, university communities, union organisations, other voluntary work) • Community awards and acceptance • Achievements beyond academia and personal barriers overcome • Leadership attributes pertinent to a development practitioner (e.g. strategic thinking and an inspirational approach)	• Application • Referee reports • Interview • Relevant professional and community awards in recognition of leadership within the aid context
Potential outcomes		
40	• How well the candidate's background fits the preferred profile(s) defined for AusAID's country/regional program objectives (or closest equivalent) • How well the candidate's proposed course of study and initial reintegration plan match relevant AusAID country/regional program objectives	• Application • Referee reports • Interview • Writing exercise • Post's knowledge of country/region's development needs

5.2.1 Equity

The Australian Government values the contribution and perspectives of all people. To ensure equity and the broad participation of all, including women, people with disability, ethnic minorities, rural population and socio-

economically disadvantaged groups, any barriers to their participation will be taken into account in the selection process.

5.3 Initial assessment and interviews

Once an applicant's eligibility is established, an initial assessment should be undertaken to determine a short-list for interview or further consideration. Interviews are strongly recommended and may be used to validate applicants' claims, view their original documents including passports, degree certificates and English language proficiency test results and to assess their leadership and personal qualities, experience and potential outcomes. Interviews also present an opportunity to assess applicants' English language proficiency face to face. A possible interview format is included in these guidelines at Appendix 7: Record of Interview.

5.4 Selection panels

(see OASIS Post User Guide, for how to create Selection Panels in the OASIS system)

Depending on the judgement of the Post, Selection Panels may be used at more than one level starting from the initial assessments or may be reserved for the final selection of candidates to be recommended to Canberra.

The composition of selection panels is to be determined by Posts. In keeping with the prestige of the ALA program, however, it is recommended that the committee at Post that will recommend Awardees to Canberra be chaired by the Head of Mission or his/her delegate and include representatives from other Australian government agencies at Post. Inclusion on the committee of one or more local academics of international standing, preferably with knowledge of Australian higher education, is also strongly recommended. Representatives from counterpart government agencies might also be considered, as well as officials from high profile non-government and/or private sector organisations.

All Panel members must be registered as OASIS users before they can be assigned to a panel in OASIS. User access forms are available from the ALA Mailbox, ala@ausaid.gov.au and should be returned to the Mailbox on completion.

The role of the panel member is to undertake an assessment of each application being considered and be able to provide feedback to and participate in a panel meeting. Applicants must be assessed against each selection criterion and a score recorded for each of these. Panel members may record relevant comments that will assist in the assessment process. Comments should be kept brief and succinct, keeping in mind principles of fairness and transparency. **Panel members should be reminded that any comments recorded may be accessed through the Freedom of Information Act**. Panel members who are involved in interviews may enter comments in the Interview Comment field. These comments are particularly valuable to the Interdepartmental Selection Panel in Canberra who will not have the opportunity of an interview when assessing applicants.

Each panel meeting will determine a final score for each applicant that will be entered into OASIS by the Panel Secretariat (Chair). Instructions on entering scores are in the **OASIS Post User Guide.**

As an application moves through the selection process, it may be assessed by one or more panels after the initial panel has completed its assessment. Each time this happens, the Panel Secretariat of the latest panel will need to overwrite the overall/actual score in the Edit Overall Assessment screen and may add to the Comments fields. Each panel secretariat entering comments should provide the initials of the person entering the comment and the date on which it was entered. Remember that comments in either field may be viewed by other users of OASIS, by the Interdepartmental Selection Panel and potentially by the applicant under FOI. They should therefore be kept brief, to the point and worded appropriately.

Once scores have been entered into OASIS for individual applicants, reports may be run to help in the selection process.

5.5 Resources

The following resources are available to assist Posts in assessing applications:

- Appendix 5: Summary of Leadership Attributes for Selection
- Appendix 6: Guide to assessing priority themes
- AEI-NOOSR Country Education Profiles - the ALA Scholarships team in Scholarships Section can help you to access the Country Education Profiles online – please email the ALA Mailbox at ala@ausaid.gov.au to request a login
- IELTS Test Report Form (TRF) Verification Service is available on the IELTS Test website. Users are able to confirm validity of IELTS test results. For logon, please email ALA Mailbox at ala@ausaid.gov.au.

5.6 Reports used for short-listing

The Panel Secretariat (Chair of Panel) of each panel may use these reports after the panel has met to review applicants' rankings based on actual/overall scores recorded. **See OASIS Post User Guide for instructions on how to run the reports.**

5.6.1 Assessment Summary Report

This report provides summary information of applicants in a ranked order, based on the scores entered by the most recent selection panel to consider these applicants. This report may be used by Panel Chairs at Posts to assist in the short-listing and selection of applicants to recommend to the Interdepartmental Panel. AusAID Canberra will use this report to present summary information to the Interdepartmental Panel for the final selection of Awardees.

The table below explains the content of this report.

Column header	Description	Comment
Country rank	Country rank shows the applicant's rank relative to others from their country. The country rank is based on the country of citizenship of the applicant	All ranks are based on the applicant's actual score by the latest assessment panel
Country	Country of citizenship of the applicant	
Code	ALA number allocated to an application	This number is automatically allocated by OASIS
Status	Indicates the status of the application.	For example: status may be draft, submitted, eligible, short-listed, recommended etc
Given names	Applicant's Given Name	If applicant has only one name, the same name may appear in both columns
Family names	Applicant's Family Name	
Gender	Male or female	
Field of Study	General area of study proposed	This is selected from a pull down list in the application screens

Theme	Applicant's selection of one of the following priority themes- disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation	All applicants should have identified a theme.
Academic	Score given to this applicant for their academic background etc- out of 30	Scores shown against each selection criterion and overall are those entered by the last panel to assess the application
Leadership	Score given to the applicant for professional and personal leadership qualities- out of 30	
Potential Outcome	Score given for potential benefit from Australian education to applicant, his/her field of study, and home country- out of 40	
Overall	Total of academic, leadership, potential outcome and professional record scores: score out of 100	

5.6.2 Rank Detail report

This report provides more detailed information regarding applicants in a ranked order based on the scores entered by the most recent selection panel to consider the applicants. This report may be used by Posts to assist in the short-listing and selection of applicants to recommend to the Interdepartmental Panel. AusAID Canberra will use this report to present detailed information to the Interdepartmental Panel for the final selection of Awardees. It should be noted that Interview Comments will appear in this report.

The table below explains the content of this report.

Column header	**Description**	**Comment**
Country rank	Country rank shows the applicant's rank relative to others from their country. The country rank is based on the country of citizenship of the applicant	All ranks are based on the applicant's actual score by the latest assessment panel
Post rank	Post rank is used by Suva and Colombo for regional groups and shows ranking of all regional applicants relative to others from the region. This ranking will continue to fluctuate until all scores at Country level have been finalised. For countries other than those in the regional groups, Country Rank will be the same as Post Rank	
Code	ALA number allocated to an application	This number is automatically allocated by OASIS
Given names	Applicant's Given Name	If applicant has only one name, the same name may appear in both columns
Family names	Applicant's Family Name	
Gender	Male or female	
Country	Country of citizenship of the applicant	
Institution	Australian tertiary education institution at which the applicant has been offered a place	
Type of Study	Level of study intended i.e. Masters or PhD	

Proposed study program	The degree program in which the applicant intends to study	
Field of study	General area of study proposed	This is selected from a pull down list in the application screens
Theme	Applicant's selection of one of the following priority themes- disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation	All applicants should have identified a theme.
Academic	Score given to this applicant for their academic background etc- out of 30	Scores shown against each selection criterion and overall are those entered by the last panel to assess the application
Leadership	Score given to the applicant for professional and personal leadership qualities- out of 30	
Potential Outcome	Score given for potential benefit from Australian education to applicant, his/her field of study, and home country- out of 40	
Overall	Total of academic, leadership, potential outcome and professional record scores: score out of 100	
Decision	Final decision by the Interdepartmental Selection Panel is entered here	For the use of the Interdepartmental Selection Panel only
Academic Background	Applicant's description of their academic background	These items are shown below the other items, not on the same row
Position / Employer	Describes the applicant's job and employer.	
Interview Comments	Comments entered by assessment panel following the applicant's interview	

5.7 Recommendations to the Interdepartmental Selection Panel

Once the final selection panel at Post level has decided which applicants are to be recommended, Post Coordinators need to change those candidates' status from 'short-listed' to 'recommended' and to change the status of those not recommended to 'unsuccessful'. Application must be in status of short-listed and all assessments must have been undertaken and all comments entered into OASIS. A hard copy list of recommended candidates must be signed off by the responsible A-based officer prior to the recommendations being forwarded to Canberra through OASIS. The hard copy should be kept on file for the audit trail. A recommended format for this is at Appendix 13: Draft letter – Post's

Each responsible Post must have submitted their recommendations to Scholarships Section by 25 August 2009. Scholarships Section will then run summary reports including all 'recommended' applicants for the consideration of the Interdepartmental Selection Panel.

5.8 Final selection by Interdepartmental Selection Panel

The Interdepartmental Selection Panel will assess and rank the short-listed applicants recommended by Posts. The panel will take into consideration the Posts' assessments, regional representation and the prevalence of studies in the priority themes. Gender representation across the whole ALA Scholarships program is also considered.

AusAID Canberra will advise Posts of selection outcomes including the names of any reserves. Scholarships Section will change the status of 'recommended' candidates in OASIS to 'awarded', 'on reserve' or 'unsuccessful'.

6. Offers and acceptances

6.1 Advice to Awardees

Posts will contact successful Awardees, asking them to confirm that they wish to take up an award and will then advise Scholarships Section of any who intend to decline. If Awardees are also in line for other awards, such as an Endeavour scholarship, they should be advised that it is up to them to decide which of the awards they will take up.

6.2 Advice to reserve candidates and unsuccessful applicants

Post will advise reserve candidates and unsuccessful candidates of the outcome of their applications. Suggested templates for these letters are at Appendix 9: Advice to reserve candidates and Appendix 10: Advice to unsuccessful **.**

6.3 Letters of Offer / contracts

Scholarships Section will generate Acceptance of Award Offers (contracts) in SIMON and send these as PDF documents to Posts for forwarding to successful candidates. A covering letter from the Minister for Foreign Affairs or the Parliamentary Secretary will be included.

Posts may forward the letters to Awardees either as PDF or hard copies. Awardees will respond to the Post within a set time, returning one copy of the signed Scholar contract or their formal notice of 'inability to accept.' Posts may wish to provide mobilisation guidelines to Awardees together with their Acceptance of Award Offer (contract). A suggested format for initial mobilisation guidelines that might be provided is at Appendix 11: Mobilisation Guidelines for Awardees**.** Posts will need to tailor these to local conditions.

6.4 Upgrading reserve candidates

If any Awardees do not accept their award offer, Posts must advise Scholarships Section immediately so that the appropriate reserve(s) can be upgraded to Awardee(s). The list of reserves will be ranked by ISP during final selection and upgrades will follow this rank order. It should be noted that the refusal of an award will therefore not automatically result in an offer to a reserve from the same country.

Scholarships Section will advise Posts if any of their reserve candidates are to be upgraded and, once the university offers are received, will generate Letters of Offer/Scholar contracts in SIMON. Scholarships Section will change the OASIS status of upgraded reserves to 'awarded'.

Posts will advise the upgraded reserves that they are about to be offered an award and will forward their letters etc as in 4.3 above.

7. Mobilising Awardees to Australia

Once Awardees have returned their signed Scholar contracts, Posts will assist them in getting ready to depart for Australia. Although ALA Scholarships Awardees are responsible for obtaining their passports, medical checks, and visas, some may require considerable support from Posts.

Posts may elect to manage Awardees' travel arrangements in one of two ways:

a. Awardees make their own arrangements and receive a mobilisation allowance of AUD$2500 (or local equivalent) as a contribution to airfares, visa-related costs and any other travel costs. No other funding assistance is available. The mobilisation allowance will be made available as soon as the Scholar has obtained a valid AusAID Scholar Visa

After the Scholar provides his/her bank details upon signing the ALA scholarship contract and has been issued a visa, Posts will arrange to transfer the mobilisation allowance into the Scholar's nominated bank account.

b. Posts arrange and pay for the Scholar to travel to Australia. In addition to airfares, this may also involve payment for the Awardee's medical examination but there is normally no visa fee payable for AusAID Scholar visa applications.

7.1 Visa applications

Awardees must apply to DIAC at the Australian Mission in their country for an AusAID Scholar visa (category 576).

Posts should liaise with DIAC at Post to advise them of the names and passport details of Awardees and their dependants who will be seeking 576 visas. Procedures for Scholar visa application may vary from Post to Post and should be checked with DIAC staff, who will provide access to the appropriate forms and list of necessary contacts. Generally, Awardees and dependants need to have an X-ray and medical examination by approved providers before submitting their visa application. They should be urged to have their medicals and submit visa applications as early as possible, as there can be long delays in these processes.

All Awardees will need to attach a copy of their Letter of offer/Contract to their visa application. Awardees who wish to bring dependant family members with them also require a 'letter of no objection' from AusAID at the Post (see attached template at Appendix 8: Letter to DIAC re Awardee's family visa application) to apply for Scholar dependant visas.

Awardees should be strongly counselled against bringing family members on tourist or other visitor visas, as visa status affects rights to work, schooling, health cover etc. Visas cannot easily be converted after family members arrive in Australia.

Before issuing a 'letter of no objection', Posts should check that:

- the Scholar has considered the financial implications of family accompanying;
- appropriate arrangements are in place for family accommodation;
- places in school have been guaranteed for school-age children;
- health insurance is arranged for family members; and
- the Australian institution agrees to the family arrival.

As many institutions prefer Awardees' families to postpone their arrival until after the Scholar has settled in and found appropriate accommodation, Awardees should be advised to contact their university before making travel arrangements for family members. Awardees must arrange and pay for OSHC for their accompanying family members and may also need to have arranged schooling for school age dependants before visas will be issued.

DIAC may also require Awardees to provide additional evidence of financial support when assessing Scholar and dependant visa applications. Posts should ensure that Awardees are aware that AusAID does not provide funding for families and that they should check information on living costs before deciding to bring family members.

7.2 Travel arrangements

If possible, Awardees should arrive at their institution in good time to find accommodation before the beginning of the Introductory Academic Program (IAP). Attendance at the IAP is a mandatory part of the ALA Scholarships. Arrival up to two weeks prior to IAP is permitted.

General conditions relating to travel arranged by Posts or Institutions are provided in section 5.4 of the ALA Scholarships Handbook.

If the Awardee is arranging their own travel, they must keep the Post informed of their proposed arrangements as well as keeping in touch with the institution. Posts should inform Scholarships Section via the ALA Mailbox, so that the travel details can be entered into SIMON (including dates, flight number(s), arrival time). A format for providing this information to Scholarships Section is at Appendix 12: Form - Emergency contacts & flight details **.**

7.3 Emergency contacts

Before Awardees leave for Australia, they should be asked to provide contact details of family members or friends in their home country who can be contacted by AusAID in the case of an emergency. Emergency contacts should not be family members who are likely to accompany the Scholar to Australia. Posts should provide this information to Scholarships Section so that it can be entered into SIMON. Please use the form at Appendix 12: Form - Emergency contacts & flight details

7.4 Pre-departure briefing

Posts are responsible for providing a Pre-Departure Briefing (PDB) for all Awardees, at least one month prior to the Awardees' departure for Australia. See section 4.6 of the ALA Scholarships Handbook.

Scholarships Section will provide Posts with relevant material (DVDs, booklets, etc) to use at the PDB and to give to the Awardees. PDBs are an excellent opportunity to involve other sections of the Embassy in interactions with Awardees and can also be used for promotional purposes.

Attendance at PDBs is compulsory for Awardees. Family members of Awardees, especially those who expect to accompany Awardees to Australia, are encouraged to attend PDBs. AusAID will provide travel costs for the Scholar to attend a PDB.

Institutions are responsible for providing information kits to Awardees. These contain information more specific to the city and institution that the Scholar will attend. Some institutions may send these kits to Awardees through the Post, others may send them direct.

7.5 Other pre-departure functions

Posts may wish to arrange other pre-departure functions, involving other Australian Government representatives at the Post and, where appropriate, ALA Scholarships and ADS alumni.

Appendix 1: Indicative number of recommendations by country/region

REGION / COUNTRY	
Pacific Region - managed by Suva Post	**30**
Cook Islands	
Federated States Of Micronesia	
Fiji	
Kiribati	
Marshall Islands	
Nauru	
Niue	
Palau	
Samoa	
Solomon Islands	
Tokelau	
Tonga	
Tuvalu	
Vanuatu	
Wallis And Futuna	
Papua New Guinea	**20**
South Asia - managed by Colombo Post	**45**
Bangladesh	
Bhutan	
India	
Maldives	
Nepal	
Sri Lanka	
West Asia - managed by Desk Canberra	**6**
Afghanistan	
Iraq	
North Asia - managed by Beijing Post	**20**
China	
Mongolia	
East Asia	**119**
Cambodia	15
East Timor	5
Indonesia	35
Laos	10
Philippines	20
Thailand	4
Vietnam	30
Total recommendations	**240**
ALA Scholarships to be awarded for 2010	**150-180**

Appendix 2: Template - Applicant Profile

Prior to embarking on promotional activities, it is important that you know exactly who to promote the scholarship opportunities to. Creating applicant profiles will enable you to target your promotions to a specific audience.

Create a profile for each type of applicant that you hope to encourage to apply for an ALA Scholarship, taking into consideration the types of promotional activities that will be required to reach each one. Please keep in mind that all profiles should have a leadership aspect and include assessment of leadership competencies relevant to the desired outcomes (See Appendix 5: Summary of Leadership Attributes for Selection).

Name of Profile	Profile 1. Name of profile [For example, 'Potential leaders in health sector from … province']
Eligible Groups/Areas	*Description of who you want to attract under this profile.* For example, potential leaders from particular sectors, geographic locations [rural/provincial], or cross-cutting equity considerations (gender, disabled, non-urban workers, etc.)
Outputs and Targets	*Intended numbers of applicants/Awardees/etc to fall under this profile, and target proportions with respect to whole program.*
Objectives and Desired Outcome	*List relevant objectives and state how the applicants falling under this profile should be able to contribute to each.* How will the targeted applicants contribute to these objectives?
Strategies to gain applications	*Describe targeting strategies.* How will you target these candidates – promotional activities, which organisations/sectors?
Selection Criteria	*Define profile-specific eligibility/selection criteria (note: that these should vary between profiles).* What leadership attributes will be important in assessing the contribution they will be able to make to the objectives?
Support Service Options	*How you intend to help these applicants/Awardees complete administrative processes and contribute to relevant objective(s) (i.e. from before application to after return).* Will you need to implement any strategies to support applicants matching this profile?

Appendix 3: Template - Proposal for Budget Request

Australian Leadership Awards – Scholarships

Proposal for Budget Request

[Post]

20xx-20xx Financial Year

Prepared by
xxx
Program Manager for Scholarships
AusAID xxx

[date]

This report proposes recommendations for budget allocation and implementation of ALA Scholarships 20[xx] intake round.

1. Background

This section should give a brief overview of how the ALA Scholarships program in your country is managed. Include brief details here of:

- *Who is involved with the implementation of ALA Scholarships during this period – for example Post, MC, Whole of Government partners etc.*
- *Main areas of responsibilities for each stakeholder and any delegations, for example, whether promotions are carried out by DEEWR or another government partner.*
- *Any activities which have relevance to the ALA Scholarships program in this period, for example, changes to Managing Contractors, tender processes, redesign of program, etc.*

2. Key Data

2.1. Duration of activity and key dates

The activity relates to the period: [Date 20xx] to [Date 20xx]. Key dates for this period are at Attachment 1 to this document.

2.2. Estimated number of ALA Scholarships to be awarded in [the Country]

It is anticipated that there will be up to [xx] ALA Scholarships offered to [the Country] in 20[xx]. To achieve this target, [xx] ALA Scholarships applicants will be short-listed for interview. [Include any short-listing targets you hope to meet from particular geographic areas or priority groups.]

2.3. Estimated numbers of ALA Scholarships applicants

Include in this section relevant details relating to:

- *Expected interest in the program*
- *Estimated number of applications – based on previous years' figures and any anticipated increases/decreases*
- *Any factors impacting on applications received*
- *IELTS testing information – what support will be provided, available testing in country, etc.*

3 Management

Include in this section:

- *management responsibilities – who will manage ALA Scholarships in-country?*
- *responsibilities of any contractors as they relate to management of the ALA Scholarships*
- *any administration outsourcing that will be undertaken*
- *relevant information relating to upcoming tenders or contract end/start dates or program designs*

4 Promotion

4.1 General Promotion

Include in this section all activities (and timeframes) that will be undertaken to promote the ALA Scholarships program and encourage quality applicants in the next round.

4.2 Targeted Promotion

Include in this section any groups you will be targeting and how you will ensure that they are reached. For example, potential leaders from particular sectors, geographic locations [rural/provincial], or cross-cutting equity considerations (gender, disabled, non-urban workers, etc.) Please refer to Appendix 2 of the ALA Scholarships Guidelines for Posts for further assistance with targeting applicants.

5 Screening applications for eligibility

Include in this section a description of how Post/MC will screen eligible applicants:

- *What is the process that will be followed and the key dates?*
- *What resources will be utilised to achieve this?*
- *Who will undertake this work?*

6 Selection Process

6.1 Initial short-listing

Include in this section details of how applicants will be short-listed:

- *What is the process that will be followed and the key dates?*
- *What resources will be utilised to achieve this?*
- *Who will undertake this work?*
- *Will there be travel or outsourcing involved?*
- *How many applicants will be short-listed?*

6.2 Interviews

Include in this section details of how applicants will be interviewed:

- *What is the process that will be followed and the key dates?*
- *Where will interviews be held?*
- *Who will sit on the interview panel?*
- *Will there be travel or outsourcing involved?*
- *How many applicants will be interviewed?*
- *How many will be selected for recommendation to Canberra?*

7 Placement and mobilisation process

Include in this section any activities related to the placement and mobilisation process including such responsibilities as:

- *advising applicants of outcome*
- *pre-departure briefing*
- *farewell function*
- *Awardee mobilisation*

ATTACHMENT 1

ALA SCHOLARSHIPS 20xx INTAKE - KEY DATES

Include key dates for:

- *Any promotional activities of ALA Scholarships – for example, to targeted applicants/priority areas/regional locations*
- *Opening of Application round*
- *Completion dates for any relevant activities such as language testing*
- *Closing date for all applications*
- *Compilation of eligible candidates for short-listing and interview processes*
- *Post to forward list of short-listed candidates to Canberra*
- *Successful applicants advised of outcome of selection process*
- *Award ceremony and/or Pre-departure briefing*

ATTACHMENT 2

ALA SCHOLARSHIPS IMPLEMENTATION XX/XX COSTS

ACTIVITY DETAILS **		Cost (AUD)
Promotion		
Include any promotional costs which may include such things as advertising, production of flyers and brochures, promotional events and information sessions, travel for promotional activities, institutional visits, etc.		
eg. production of 200 flyers	artwork	200AUD
	printing	300AUD
		$
		$
		$
		$
		TOTAL: $
Selection process and administration		
Include any costs related to the selection process and administration including consultants, venue hire, Interview panel costs including travel and accommodation, IELTS and other support costs, printing and postage etc.		
Eg. Selection Panel	*1 consultant panel member for 2 days*	*AUD1018*
	Consultant travel (return airfare Melbourne to Dhaka)	*AUD3000*
	Consultant accommodation 2 nights	*AUD300*
		$
		$
		$
		$
		TOTAL: $
Pre-departure briefing (PDB)		
Include any pre-departure costs including the briefing, farewell activities including functions, catering, accommodation and travel for Awardees etc.		
		$
		$
		$
		$
		TOTAL: $
Mobilisation		
You do not need to include a figure for mobilisation in your budget request. This will be calculated in Canberra b on the numbers of successful scholars from each Post.		

***Please ensure that the detail for each expense item is listed as a separate budget line item with indicative cost*

Appendix 4: Eligibility checklist

ALA Scholarships eligibility checklist (hardcopy applications only)

Complete all details and place X in Yes or No box against each item as required

Registration ID		**Checker's ID**	
Applicant's name *(family name first)*			
Gender *circle*	**M** **F**		

		YES	NO
1	**Citizen of eligible country?**		
	- *check passport for **country name***		
	- *supporting documentation?* birth certificate or passport page		
	original language (certified)		
	certified translation		
2	**Country of current residence is somewhere other than Australia?**		
3	**Academic Background**		
	- Has completed a tertiary level qualification at least equivalent to Australian Bachelor degree?		
	- Supporting documentation degree certificate(s) *original language*		
	certified translation		
	academic transcript(s) *original language*		
	certified translation		
4	**Has a postgraduate offer from an Australian institution?**		
	- *Institution name*		
	- *Course (course name; Masters or PhD)*		
	- *supporting documentation?* *Unconditional Offer letter from institution*		
5	**Meets English language requirements?**		
	- supporting documentation? Evidence: Is English level adequate?		
6	**Previous scholarship in past two years?**		
7	**Is other documentation attached (if applicable)?**		
	evidence of prizes *original language*		
	certified translation		
	evidence of publications *original language*		
	certified translation		
	Research plan outline (if applicable)		
	Referee report/s (less than three is permissible)		
	Eligibility check: is applicant eligible?		

If not, why not? (tick appropriate boxes)

- ☐ Citizenship
- ☐ Residency
- ☐ Academic Background
- ☐ Academic English proficiency
- ☐ No university offer
- ☐ Held scholarship in previous two years
- ☐ Missing documents
- ☐ Other (specify)

Appendix 5: Summary of Leadership Attributes for Selection

The following text is adapted from ***Australian Leadership Awards Design and Implementation Plan*** (May 2006), Section 5.2. It provides a useful discussion of leadership and will assist assessors in conducting the leadership assessment of short-listed candidates for ALA scholarships.

The ALA Program targets current and future leaders who might be key personnel from institutions, business, media, industry, education, government and community organisations, who are capable of leading reform, development and governance in developing countries in the Asia Pacific region.

For the purposes of the Program, leadership is broadly defined as the ability to provide a vision and to influence and achieve change.

At a more detailed level, leadership involves establishing directions for a group, gaining commitment from members of the group to this direction, and motivating group members to achieve the required outcomes.[1] A leader who demonstrates these attributes will also have the ability to focus efforts on establishing direction, aligning effort, inspiring commitment, motivating people, and modelling behaviours. An effective leader will also be a competent manager with ability to influence and make optimum use of systems and processes to enhance efficiency in use of resources and to undertake organisational improvement activities focusing on strategy, structures, systems and culture[2].

The core skills and attributes that contribute to effective leadership include:

- achievement and results orientation
- creating and maintaining productive working relationships and alliances
- strategic thinking and creating vision
- self management and development
- developing and supporting development of others
- acting with integrity and engaging responsibly with risk
- influencing others and negotiating effectively

The program will focus on targeting eligible people who have the overall ability to provide a vision and influence and achieve change. While a person may have some or all core leadership skills and competencies it will not be possible to identify this at selection although the proposed selection process and instruments will provide some opportunity to do so.

In targeting current and future leaders – people with ability to provide a vision and to influence and achieve change – it is necessary to assess the level at which a target person operates in their organisation. Ideally there would also be an assessment of the readiness of that environment for change. However, this assessment is not usually possible under a scholarship program, although references from senior level leaders in an organisation may provide some insight. Targeted leaders should be at a senior level in a corporate, academic, government, non-government organisation from which they can influence and achieve change.

Leadership in a development context should be flexible enough to take into account the potential of the individual to confer significant social goods through the exercise of effective leadership. Significant social goods could flow from the discovery of new treatments for pandemic diseases or methods for the abatement of pollution from energy generation. Alternatively, social goods could flow from the effective management of

[1] Based on Queensland Health: Leadership development and framework [on-line resource: http://health.qld.gov.au/ldf/definition.asp]
[2] Same source: Queensland Health

national budgets, responsible government and the promotion of tolerance and understanding. Targeted people with identified leadership ability might, for example, range from senior government personnel participating in regional policy-making organisations, an academic leading research on disease pandemics, a head of a community planning group, head of a government trade policy division, a school principal leading a council of district school principals or a head librarian seeking to move a traditional library to an information centre.

Although the program targets leaders who preferably are in employment, there is scope for inclusion of young potential leaders who demonstrate outstanding ability but have not yet had the opportunity to exercise leadership. In some cases, demonstration of outstanding leadership ability may over-ride the requirement for a person to be in a senior level position.

ALA Scholarships are for gaining a higher level of knowledge in priority areas and obtaining leadership training. They will be awarded on a competitive basis to the applicants from across the region who best meet the selection criteria.

Appendix 6: Guide to assessing priority themes[1]

All Applicants must demonstrate that their proposed study fits within a development priority theme. The following is intended as a guide only to assessing the relevance of an applicant's proposed course of study to a priority theme. This is not an exhaustive list. When short-listing applicants, this information should be considered in conjunction with how the proposed study aligns with country and/or regional priorities.

Disability	**Look for study into:**
Disability is a growing issue in our region as a result of population growth, ageing, lifestyle diseases, conflict, malnutrition, traffic accidents, injuries, HIV/AIDS and medical advances that preserve and prolong life.	• services and technologies to meet specific needs of people with disability • building leadership skills of people with disability and their organisations • policy development relating to disability • inclusivity These may be across all fields of study particularly: Health; Education; Sociology; and Law.
Economic Growth	**Look for study into:**
Access to free trade and investment flows is a key factor in stimulating the long-term economic growth that is essential to poverty reduction.	• investment policies and institutions • improving understanding of country-specific factors (both inhibiting and promoting for implementing policies) • tax reforms (assisting the poor) • increasing market access • property rights • anti-corruption • international trade • customs These will usually be in the fields of: Economics; Accounting; Banking; Commerce; International Relations/Affairs; Sociology; and Law.
Education	**Look for study into:**
Australia's objective for education is to assist developing countries reduce poverty and achieve sustainable development by giving more girls and boys in Asia-Pacific a better education.	• Education – training of teachers • Increasing access to education • Education policy • Management and administration for the education sector • Improved teaching of English These will usually be in the fields of Education; Public Administration; Sociology.

[1]Description of the themes has been extracted from: http://www.ausaid.gov.au/keyaid/default.cfm

Environment	**Look for study into:**
Without protecting natural systems, there is a risk that livelihood gains made through economic growth and development will not be sustainable over the long term.	• Climate and environment • fuel substitution (for example, solar and biomass) • waste disposal • local knowledge/techniques for sustainable fuel/energy production • Public policy and regulation relating to environmental issues These will usually be in the fields of: Engineering; Environmental studies; Physics; Geology; Chemistry, Biology, Public Administration, Disaster mitigation.
Food Security	**Look for study into:**
Food security is: when all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food to meet their dietary needs and food preferences for an active and healthy life.	• Agricultural research and development • Agricultural productivity and access to food supply • Crop diversity • Agricultural infrastructure • Agricultural economics • International trade These will usually be in the fields of science, agriculture, economics, public administration, environment, resource management.
Gender	**Look for study into:**
Gender equality means women and men have equal opportunities to realise their individual potential, to contribute to their country's economic and social development and to benefit equally from their participation in society.	• Monitoring and evaluation of gender equality measures • Policy development relating to gender equality • Study specifically relating to participation of women and girls in decision-making and their access to resources These will usually be in the fields of gender studies, education, public policy.
Governance	**Look for study into:**
Good governance is crucial in achieving lasting improvements in development. It forms a component of nearly every sector, particularly where systems' strengthening is involved. Often it underpins long-term sustainability and supports the key goal of building effective states.	• enhancing economic management • strengthening the rule of law • improving public sector management • strengthening democratic institutions and processes • strengthening civil society These will usually be in the fields of public administration, human resources development and management, legal studies.

Health	**Look for study into:**
Investing in health helps lay the ground work for skilled and productive populations, and ensures that the poor can expand their range of choices, improve their productivity and participate more fully in society.	• health policy • health financing • human resources for health • health information systems • tackling major diseases (e.g. HIV / AIDS, malaria, pandemics etc) • women's and children's health • health nutrition • health education These will usually be in the fields of public health administration, medicine and other ancillary medical fields, nutrition, human resources management.
Human Rights	**Look for study into:**
From an aid perspective, development and human rights are interdependent and mutually reinforcing. For development to be sustainable, individuals in developing countries need to have secure and long-term access to the resources required to satisfy their basic needs, be they economic, social, cultural, civil or political.	• sustainable management of natural resources • public sector reform • politics and democracy • legislation and legal frameworks • community development • human rights education and training These will usually be in the fields of natural resources management, public policy, community development, legal studies, human resources management.
Infrastructure	**Look for study into:**
Infrastructure investment can lift economic growth and support social objectives. Infrastructure development focuses on improving access to essential infrastructure services such as water supply and sanitation, transportation and energy.	• private and public financing and management of infrastructure • human resources development, institutional strengthening and capacity building in the infrastructure sector • energy technologies • water supply and sanitation technologies • designing infrastructure systems • managing large construction projects These will usually be in the fields of engineering, finance, human resources management.
Regional Stability	**Look for study into:**
Challenges to stability are emerging in the form of transboundary threats like pandemics, disasters, and climate change. Transnational crimes such as people trafficking, drug trafficking, money laundering and terrorism also threaten regional stability. Such forces pose direct threats to development as well as deter investment, diminish legitimate and stable employment prospects and impact on neighbouring countries.	• institutional and personal network building (particularly into regional multilateral organisations such as ASEAN, APEC) • regional integration (combating corruption and encouraging regional cooperation) • regional governance (strengthening local capacity for crime prevention, police force, improving judicial systems) • counter-terrorism (improving surveillance technology for detecting smuggling and potential terrorist threats) These will usually be in the fields of diplomacy studies, international relations/affairs, strategic studies, criminology, law, education, economics, computer science, and natural sciences.

Rural Development	**Look for study into:**
The majority of the world's poor lives in rural areas and are disproportionately dependent on natural resources for their livelihoods, especially resources such as forests and fisheries. The sustainable management of these resources is essential for improving living standards today while ensuring future generations also benefit.	• natural resources management • early detection and control of and response to livestock and crop diseases • agribusiness development and management • policy and regulatory frameworks • strengthening rural and agricultural financial systems • processing and production technologies • marketing and trade development • quarantine • sanitary standards and quality control These will usually be in the fields of agriculture, veterinary science, agribusiness, finance, production technology, international trade, customs, resource management.
Water and Sanitation	**Look for study into:**
Access to clean water and effective sanitation has a catalytic effect on many aspects of human development, being essential for a healthy population and environmental sustainability.	• water planning and management • water quality assessment • water security • rural water supply and sanitation infrastructure These will usually be in the fields of health, natural science, geology, environment, chemistry, hydrology, resource management.

Appendix 7: Record of interview

ALA Scholarship Application – Record of Interview

Interviewer: _____ Date: _____

Applicant's name:	**Overall observation:** Outstanding / Very Good / Satisfactory / Poor
Code:	**Total score**: / 100
Distinguishing comment (may be recorded on OASIS):	

Notes

1. *The interview should be used to confirm the assessment of the written application.*
2. *'Distinguishing comment' is anything about this applicant that is particularly noteworthy and which should be brought to the attention of the final selection panel in Canberra.*
3. *Leadership attributes that are particularly pertinent to development practitioners are strategic thinking (planning skills, inclusive participation and ownership, harnessing communication technology, knowledge transfer, managing for results and ethical practice) and an inspirational approach (leading by example, effective communication and interpersonal skills).*

SELECTION CRITERIA (and sample questions)

1. Academic competence **Application: ___ / 30**

Interview: ___ / 30

What were some of the challenges you faced getting into university and when you were at university and how did you manage them?

Explain how and why you chose the study program and the Australian institution?

2. Professional and personal leadership attributes **Application: ___ / 30**

Interview: ___ / 30

Give examples where you have or have not succeeded in bringing about a change. What factors affected the result. What would you do differently?

Explain a situation where you have had to collaborate with external stakeholders or use your networks either in your professional or community work to achieve an outcome.

3. Potential outcomes **Application: ___ / 40**

Interview: ___ / 40

Identify your sphere of influence where you may be able to transfer your newly gained skills and knowledge when you return home. Include tangible and possible long-term impacts/development outcomes for your sector and/or community.

How will you address the challenges of reintegrating back into your work and the community when you return? (Interviewees may be asked beforehand to bring a reintegration plan to the interview with them and talk through it.)

Appendix 8: Letter to DIAC re Awardee's family visa application

To be signed by AusAID at Post

[Date]

DIAC office
Australian Embassy / High Commission
(Country)

TO WHOM IT MAY CONCERN

RE: [title] [name] ALA Scholarships [ID]

The above named has been awarded an Australian Leadership Awards (ALA) Scholarship to study in Australia under the auspices of AusAID. The conditions and entitlements of the Scholarship are set out in the Letter of Acceptance/Contract.

The Awardee (student) will receive *a mobilisation allowance of $2,500 or airfare to Australia*, an establishment allowance of $5,000 on arrival in Australia and an annual stipend from AusAID of $26,800 (2009-10 rate, indexed annually) for the duration of their Scholarship.

AusAID has no objection to the following family members joining the Awardee in Australia:

Name	Date of birth	Gender	Nationality	Passport No.	Relationship to Awardee

Yours faithfully

AusAID

Appendix 9: Advice to reserve candidates

Draft letter to reserve candidates - to be sent out by Posts

[Date]

[Candidate's name]
[Address]

Dear [candidate's name]

It is with pleasure that I write to advise that you have been selected as a reserve candidate for an Australian Leadership Awards (ALA) Scholarship commencing in [insert year].

We received a large number of high quality applicants for this prestigious award and the selection process was extremely competitive.

Reserve candidates have been ranked in order and will be elevated to Awardee status where an ALA recipient is not able to accept their Scholarship.

If you wish to accept your position as a reserve candidate, please contact (local Embassy/High Commission) to confirm your decision.

Yours sincerely

AusAID

Appendix 10: Advice to unsuccessful applicants

Draft letter to unsuccessful applicants - to be sent out by Posts

Dear Applicant

Thank you for your application for an Australian Leadership Awards (ALA) Scholarship.

The selection process was very competitive, with around 1000 applications received and only a limited number of awards available. Unfortunately, your application was unsuccessful.

Please note that the decisions of the Selection Committee are final and confidential and no correspondence regarding outcomes of the selection process will be entered into.

The next round of scholarships will be advertised in March next year through the AusAID website (http://www.ausaid.gov.au/scholar/) should you wish to submit an application next year.

We wish you success in your pursuit of further studies.

Yours faithfully

AusAID

Appendix 11: Mobilisation Guidelines for Awardees

The following is a suggested format of mobilisation guidelines for Awardees. Posts will need to insert appropriate contact details where indicated.

AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIPS
Guide to mobilising to Australia

Congratulations on your successful application for an Australian Leadership Awards (ALA) Scholarship. This document is intended to guide you in the processes to enable you to commence your studies in Australia next year. It is divided into the following sections for easy reference.

1 Letter of Offer

2 Pre-departure briefing

3 Application for a Scholar Visa & Immigration Contact Details

4 Mobilisation & Travel to Australia

5 Information on Australia

1 Letter of Offer

To accept the ALA scholarship you must, in front of a witness, sign two copies of your contract, titled AUSTRALIAN LEADERSHIP AWARD (ALA): LETTER OF OFFER. Before signing, you should read the ALA Scholarships Handbook to familiarise yourself with the terms and conditions of the ALA Scholarships. The Handbook is available on the AusAID website at: http://www.ausaid.gov.au/publications/pdf/alas_handbook.pdf If you have any questions, please speak to your AusAID contact officer at the Embassy or High Commission, or email the ALA team at AusAID at ala@ausaid.gov.au

You should retain one signed copy of your contract for your own record and make a copy to submit with your Scholar visa application. The second signed contract should be returned to your AusAID contact officer:

Insert name and address of AusAID contact at Post or Managing Contractor

2 Pre-departure Briefing

An ALA Pre-departure Briefing will be held in most countries prior to the end of the year. The briefing is intended to help you prepare for your departure to Australia and your first few weeks in Australia. It is important that you contact the AusAID Contact Officer to find out the date of the briefing and any ALA functions to be held in your country.

Information from Institutions
You will also receive an information package from your Australian institution prior to your departure for Australia. The institution will also provide you with a briefing upon arrival in Australia.

3 Applying for a Student Visa

Now that you have received your formal Letter of Offer from AusAID you can begin the process of obtaining an AusAID student visa. You should lodge your visa application well in advance of the course start date as the visa process in some countries may take up to six weeks. Please note, however, that a visa will not be granted more than three months before to the course start date.

Please download the application for a student visa form 157A from the website of the Australian Department of Immigration and Citizenship (DIAC) website. You will be applying for an AusAID visa (subclass 576). The link is:

http://www.immi.gov.au/allforms/application-forms/index.htm.

- The link takes you to a section called 'Applications and Forms'
- Click on Numerical List
- Go to the bottom of the page and click on Forms 100-999
- Click on 157A Application for a Student Visa (156KB PDF file)
- Print off this form and complete it

A step-by-step guide to applying for an AusAID visa can be found at:

http://www.immi.gov.au/Scholars/Scholars/576-2/index.htm

An Application Checklist for AusAID visa (Subclass 576) Assessment Level 2 (80KB PDF file) can be found at:

http://www.immi.gov.au/Scholars/checklists/visa_576_2.pdf.

Medical clearance
You and any family members included in your visa application are required to undergo a medical examination before a Student visa can be granted.

Contact the Office of the Australian Department of Immigration and Citizenship (DIAC) in your country for advice on how to obtain a medical examination. The Office will have a list of approved doctors who can perform the medical examination.

DIAC contact details
The contact details for the Office of the Australian Department of Immigration and Citizenship in your country are:

Insert contact details of the DIAC officer at Post.

Contact details for the Immigration Offices can also be found at http://www.immi.gov.au/contacts/overseas/index.htm.

4 Mobilisation and travel to Australia

Arrangements for mobilising to Australia vary from Post to Post. Please check with the AusAID contact officer listed in Section 1. Some Posts may provide Awardees with a mobilisation allowance from which to purchase tickets etc; others may make and pay for the arrangements on behalf of the Awardees. Mobilisation costs may include, for example:

- airfares to the city in Australia where you will be studying
- medical examination in order to obtain a visa

If you are advised by your AusAID contact at the Post that you should organise your own travel to Australia, you must keep in touch with them and with the Australian institution to which you are going. Details of AusAID contacts at the participating institutions are attached. Check with the institution about appropriate arrival dates. The person you should contact at your institution is:

Insert details of AusAID contact officer at the Awardee's institution

Once you have made a firm travel booking, please inform your institution of your travel itinerary as they will arrange for you to be met at the airport upon arrival in Australia and taken to your temporary accommodation. Please also send a copy of your itinerary to the Post and to the AusAID ALA mailbox: ala@ausaid.gov.au., clearly stating your name, country and ALA Scholarships ID number.

FAMILY MEMBERS' TRAVEL

If members of your immediate family are going to accompany you to Australia, you need to ask the AusAID officer at your Post for a 'letter of no objection' to attach to their Scholar dependant visa application. You will need to have arranged appropriate accommodation for your family and enrolment at school for any school age children. Most institutions prefer Scholars to arrive alone and to arrange for the family to follow after they have settled in. Please check with your AusAID contact at your institution regarding an appropriate arrival date for your family. You are strongly advised not to have your family travel on a tourist or other visitor visa, unless they are only making a brief visit to Australia. Visa status affects rights to work permits, schooling, health cover etc. and visas cannot easily be converted after family members arrive in Australia.

EMERGENCY CONTACT

Before you travel to Australia, you must give AusAID details of someone in your country who can be contacted in an emergency, if anything happens to you. Please complete the attached form and return it to your AusAID contact at Post.

SECTION FIVE: INFORMATION ON AUSTRALIA

AUSTRALIAN QUARANTINE LAWS

Australia has very strict laws relating to the importation and/or possession of certain goods. Your AusAID officer at Post will provide you with information from the Australian Quarantine and Inspection Service on prohibited goods and goods which must be declared at the airport. More information can be found at: www.aqis.gov.au

Posts should provide copies of appropriate AQIS brochures

USEFUL WEBSITES

The official Australian Government website for International Scholars **'Study in Australia'** (www.studyinaustralia.gov.au) provides impartial and reliable information about courses institutions, study and living costs, the application process, visa requirements and more.

Other useful websites include:

Australian Agency for International Development (AusAID): www.ausaid.gov.au

Australian Tourist Commission: www.australia.com

Department of Immigration and Multicultural Affairs: www.immi.gov.au/Scholars/index.htm

Department of Foreign Affairs and Trade: http://www.dfat.gov.au/geo/australia/

Australian Government and State & Territory Websites

Australian Government: http://www.australia.gov.au/

Queensland Government: http://www.qld.gov.au/.

New South Wales Government: http://www.nsw.gov.au

Victorian Government: http://www. http://www.vic.gov.au/

South Australian Government: http://www.sa.gov.au

West Australian Government: http://www.onlinewa.com.au

Northern Territory Government: http://www.nt.gov.au

Australian Capital Territory Government: http://www.act.gov.au

Tasmanian Government: http://www.service.tas.gov.au

Attachment:

Emergency contact and flight details form

Appendix 12: Form - Emergency contacts & flight details

Awardee's Details

AusAID ID	
Family name	
Other name	

Next of Kin – Emergency Contact **(Do not include anyone accompanying the Awardee to Australia.)**

Contact Name	
Relationship to Awardee	
Number & Street	
Suburb or Town	
State/Province	
Country	
Country Code	
Home Area Code	
Home Phone	
Home Fax	
Work Area Code	
Work Phone	
Work Fax	

Awardee Passport Details

Passport No.	
Passport Expiry Date	
Passport Issued By	
Passport Issue Date	

Awardee Visa Details

Visa Request Date	
Visa Issue Date	
Visa Place Of Issue	
Visa Expiry Date	
Visa Label Number	

Confirmed Flight Details

Carrier	
Flight No.	
Departure Place	
Departure Date & Time	
Arrival Place	
Arrival Date & Time	
Cost	
No. of persons arriving with Awardee	

Details of Family Member(s) accompanying Awardee

Name	
Passport Number	
Arrival Date	
Name	
Passport Number	
Arrival Date	
Name	
Passport Number	
Arrival Date	

Appendix 13: Draft letter – Post's recommended candidates

Date

Program Manager
ALA Scholarships
Scholarships Section
AusAID CANBERRA

Post:

Re: Australian Leadership Awards Scholarships (ALA Scholarships) 20xx Intake

A paragraph could be included here to outline any selection process followed, what panels were held and when and who chaired them (up to 5 lines)

The panel recommends the following candidates for further consideration by the Interdepartmental Selection Panel in Canberra:

1.

2.

3.

4…..

The above-named candidates will be given the status of "Recommended" in OASIS.

signed

Name
Position
AusAID
Country
Australian Embassy

Australian Leadership Awards - Scholarships

Allison Sudradjat Awards

Guidelines

Australian Government
AusAID

Purpose

This document provides guidance to scholars who receive an Allison Sudradjat Award and to other stakeholders who are responsible for administering the Award.

Background

Allison Sudradjat was the Minister Counsellor in Indonesia for the Australian Agency for International Development, AusAID. She died tragically on 7 March 2007 as a result of a plane crash in Yogyakarta, Indonesia.

Allison was deeply passionate about education as one of the pillars of development. In her 18 years with AusAID she poured her significant energy into education activities. This included managing the scholarships program during her first posting to Indonesia from 1992 to 1995 and overseeing the first intake of Australian Leadership Awards scholars from Indonesia in 2006.

Allison dedicated her life to humanitarian work. Her intellectual and practical approach to the challenges of development was truly extraordinary. Allison led Australia's humanitarian response to some of the region's worst disasters in recent years, including the 2004 Indian Ocean tsunami.

Allison was one of AusAID's most dedicated officers. She had an extraordinary impact on her colleagues, both in Canberra and at the two Australian missions in Indonesia and PNG where she spent 10 years working to improve the lives of people in those two countries. She was an inspirational leader and people looked to her with great respect, admiration and fondness.

In Allison's memory, each year, six Australian Leadership Award Scholarship recipients who are outstanding scholars and current or emerging leaders also receive an Allison Sudradjat Award. Four are awarded in Indonesia where Allison was based in the early to mid 1990s and from 2005-2007, and two are awarded in Papua New Guinea where Allison was based at the AusAID Port Moresby office from 1996-2001. Individuals do not apply for the Award.

Award entitlements

1. Allison Sudradjat Awardees receive all the entitlements of the Australian Leadership Awards (ALA) Scholarship plus the following benefits
    - up to A$25,000 to undertake additional activities related to their course of study
    - guest at a farewell function to be held in Jakarta for Indonesian Awardees or Port Moresby for Papua New Guinean Awardees
    - invitations to attend extra functions in Australia and opportunities to meet with influential Australians during their period of study.

2. The activities may be one of, or a combination of, the following
   - A work attachment with an organisation in the Awardee's home country, Australia or a third regional country
   - Research, fieldwork or conferences
   - A post-doctoral placement
   - Professional mentoring
   - Other degree-related activities.

3. The activities may be undertaken in Australia, Indonesia or Papua New Guinea, or a relevant regional country, either during the Awardee's period of studies or within nine months of completing their studies. The length of time of these additional activities will be determined by the cost.

Awardee's responsibilities

1. An Allison Sudradjat Awardee needs to take the following steps to ensure they obtain the maximum benefit from this prestigious Award.
   i. Submit a Proposal (preferably within 12 months of receiving the Award) describing the additional activities which they intend to undertake to best utilise the available funds. The Proposal should be developed in consultation with the Awardee's supervisor and/or Student Contact Officer at their Institution and the AusAID Managing Contractor in their home country.
   ii. The Proposal should be created using the template provided, including
      a. Proposed activity/activities and approximate dates
      b. Relevance to the Awardee's studies and/or future career
      c. Relevance to their home organisation or country
      d. Verified support from the Awardee's supervisor or Student Contact Officer and AusAID Managing Contractor
      e. Indicative costs for the activities (a pro forma is included with the Proposal template – *copy attached*).
   iii. Attach any supporting documentation.
   iv. Forward the Proposal to the AusAID Managing Contractor in the home country (see address below). AusAID will consider the proposal and the AusAID Managing Contractor will advise the Awardee of the outcome. If the proposal requires further refining, the Awardee will need to resubmit it.

2. The Awardee may amend their approved proposal, following the steps outlined above.

3. The Awardee will be assisted in organising these additional activities by the Institution in Australia or the AusAID Managing Contractor, as appropriate. Awardees requiring further information should contact the AusAID Managing Contractor in-country:

   Indonesia: Mr Michael Bracher
   Program Leader
   ALA Program Office
   Australian Development Scholarships/Australian Partnership Scholarships

IDP
Gedung Wirausaha Lt. 2 - Jalan H.R. Rasuna Said Kav. C-5
Jakarta 12940 - Indonesia

Phone: +62 21 527 7648
Mobile: +62 813 1820 2054
Fax: +62 21 527 7649
Email: michael.bracher@adsindonesia.or.id

PNG: Mr Phil Robson
Facility Director
PATTAF
Private Mail Bag
Port Moresby, NCD
Papua New Guinea

Phone: +675 321 1766
Email: probson@pattaf.org.pg

4. Awardees cannot request the use of the Allison Sudradjat Award funds until such time that AusAID has approved the Proposal (or subsequent amendment/s).

5. The Awardee will not receive any Allison Sudradjat Award funds in advance. Where expenses are to be incurred for an activity, these are to be paid by the Institution (if the activity is arranged by the Institution) or by the AusAID Managing Contractor (if the activity is arranged by the Contractor).

6. If the Awardee is on the ALA Scholarship at the time of the Allison Sudradjat Award activity, expenses incurred (e.g. meals or incidentals) which would otherwise be covered by the Contribution to Living Expenses will not be reimbursed.

7. If receipts are not available for expenses being claimed, the Awardee must complete a Statutory Declaration in order to claim for reimbursement.

8. Where an activity involves the Awardee remaining in Australia beyond the expiry date of their student visa, the Awardee will need to apply for an extension of the student visa or for a different visa (e.g. an Occupational Trainee Visa – Subclass 442), as appropriate.

Administrators' roles and responsibilities

1. *AusAID Canberra* will provide funding of up to A$25,000 per Awardee, all of which is to be directed to the additional benefits for the Awardee.
2. The *Institution* and the *AusAID Managing Contractor (MC)* will assist the Awardee in developing a Proposal for appropriate use of their Allison Sudradjat Award entitlement. This Proposal will be prepared by the Awardee and forwarded to the MC.
3. The *MC*, in consultation with *Post in-country*, will review the completed Proposal and forward to AusAID Canberra for final approval.
4. The *MC* will advise the Awardee of the outcome of their Proposal.
5. As both the *Institution* and the *MC* may need to provide additional services for the Awardee, all parties must be involved in the Proposal process and agree to their respective roles and responsibilities.

6. In recognition of the additional services which the *Institution* or *MC* may be required to provide for the Allison Sudradjat Awardees (such as sourcing an internship or work placement), AusAID (see paragraph 9 below) will pay a management fee of up to A$2,500 per Awardee. However, as Institutions and MCs are paid to manage the scholars under the Australian Leadership Awards program, additional management fees for the Allison Sudradjat Awardees should be minimal. Any additional fee will need to be justified, being based on the level of the additional services required. The fee should be agreed in-principle at the time the Proposal is being considered.
7. *AusAID Canberra* will be responsible for establishing and monitoring the expenditure of the Allison Sudradjat Award entitlement (up to A$25,000).
8. *Institutions* and *MCs* must advise AusAID Canberra of specific details as the activities are confirmed and money committed.
9. *Institutions and MCs* will not reimburse any expense incurred by the Awardee without appropriate records of the expense (e.g. receipt or Statutory Declaration).
10. *AusAID Canberra* will pay Institutions' management costs. *AusAID Post in-country* will pay MCs' management costs from their allocated ALA funds.
11. *Institutions* should forward invoices to AusAID Canberra for payment and *MCs* should forward invoices to the relevant AusAID Post in-country for payment.
12. Invoices must clearly identify that it is an Allison Sudradjat Award activity.
13. All expenditure must be finalised within 12 months of the Awardee completing their studies under the Australian Leadership Awards Scholarship.
14. If the Awardee requires an extension to their student visa (subclass 576) or a new visa (e.g. an occupational trainee visa - subclass 442), AusAID will provide a letter of support.

Attachment: Allison Sudradjat Award - Proposal template

February 2009

Australian Government
AusAID

Australian Leadership Awards - Scholarships
Allison Sudradjat Award

PROPOSAL

Student Details			
Name			
Home country	Indonesia / PNG	**AusAID ID**	
Email address			

Supervisor/Student Contact Officer's Details			
Institution			
Supervisor/Student Contact Officer		**Phone No.**	
Email			

List your proposed activities (include approximate dates):

Outline the relevance of the proposed activities to your studies and/or future career:

Outline the relevance of the proposed activities to the development needs of your country:

Allison Sudradjat Award

INDICATIVE COSTS OF PROPOSED ACTIVITIES

Note: Attach quotations, bookings, costings to support your Proposal, where available.

Activity	**Timeframe (approx)**	**Place**	**Costs (approx)**
Example *HIV Aids Conference*	*June 2010*	*Port Moresby*	*Conference rego $2,500* *Airfares $1,500* *Accommodation $500* *Meals & incidentals $300* *TOTAL $4,800*
One other health-related conference	*During period of PhD studies*	*Regional*	*$5,000*
Two months work placement in an Australian Government department	*Within 6 mths of completing studies*	*Australia*	*$10,000*
Professional mentoring	*After completing studies*	*Jakarta*	*$5,000*

Awardee

I have read and understood the Guidelines for use of the Allison Sudradjat Award.

Signature: _____ Date _____

Note: Print and sign the Proposal and obtain the appropriate support (signature) from the Institution.

Institution - Supervisor or Student Contact Officer

Comments on the Proposal: _____

_____

What additional services will the Institution need to provide to the Awardee arising from these activities?:

_____

_____

Name: _____

Signature: _____ Date _____

Note: Send the Proposal including the Indicative Costs (and any other supporting documents where applicable) to the relevant AusAID Managing Contractor. Remember to keep a copy for your records.

Indonesia:

Mr Michael Bracher
ALA Program Leader
IDP
Gedung Wirausaha Lt. 2 - Jalan H.R.
Rasuna Said Kav. C-5
Jakarta 12940 - Indonesia

PNG:

Mr Phil Robson
Facility Director
PATTAF
Private Mail Bag
Port Moresby, NCD
Papua New Guinea

OFFICE USE

AusAID Managing Contractor

Comments on the Proposal: _____

_____

What additional services will need to be provided to the Awardee? _____

_____

Name: _____

Signature: _____ Date _____

AusAID Post in-country

Proposal Comments: _____

_____

Management fee comments: _____

_____

Name: _____

Signature: _____ Date _____

AusAID Canberra (Australian Scholarships Group)

Proposal Comments/Decision: _____

_____

Management fee decision: _____

_____

Name: _____

Signature: _____ Date _____

Australian Government
AusAID

Australian Scholarships
THE PATHWAY TO EXCELLENCE

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS HANDBOOK

Version 1.3

MARCH 2009

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 ADS scholarship. Please also read the other information in your pre-departure pack and follow the instructions carefully. For further assistance, please contact AusAID at australianscholarships@ausaid.gov.au

This work is copyright. Apart from any use as permitted under the Copyrights Act 1968, no part may be reproduced by any process without prior written permission from the Commonwealth. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Attorney-General's Department, Robert Garran Offices, National Circuit, Barton ACT 2600 or posted at http://www.ag.gov.au.cca.

ISBN 1 920861 77 7

Internet www.ausaid.gov.au

Table of Contents

1 INTRODUCTION TO AUSTRALIAN DEVELOPMENT SCHOLARSHIPS 1-1

1.1 PURPOSE OF THE HANDBOOK 1-1
1.2 HOW TO USE THE HANDBOOK 1-1
1.3 CHANGES TO THE HANDBOOK 1-1
1.4 MANAGEMENT RESPONSIBILITIES 1-2

2 ADS ELIGIBILITY, APPLICATION, SELECTION AND PLACEMENT PROCESS 2-1

2.1 ADS IN-COUNTRY PRE-APPLICATION PROCESS 2-1
2.2 ADS ELIGIBILITY CRITERIA FOR APPLICANTS 2-1
2.3 ADS SCHOLARSHIP CATEGORIES 2-1
2.4 ADS APPLICATION PROCESS 2-1
2.5 APPLICANTS WITH DISABILITY 2-2
2.6 CHILD PROTECTION 2-2
2.7 ENGLISH LANGUAGE ENTRY REQUIREMENTS 2-2
2.8 TYPES OF COURSES AVAILABLE TO APPLICANTS 2-2
2.8.1 Articulated study program 2-2
2.8.2 Bachelor's degrees 2-2
2.8.3 Masters programs 2-2
2.8.4 Doctorate programs 2-3
2.8.5 Fieldwork 2-3
2.8.6 Fieldtrips 2-3
2.9 TYPES OF COURSES NOT AVAILABLE UNDER ADS 2-3
2.9.1 Courses not covered by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) 2-3
2.10 SELECTION PROCESS 2-4
2.11 PLACEMENT AT AN INSTITUTION 2-4
2.11.1 Role of the Post 2-4
2.11.2 Role of the Institution 2-4
2.11.3 Preparation programs 2-4
2.11.4 Pre-course English 2-4
2.11.5 Qualifying and preliminary programs 2-4
2.11.6 Foundation programs 2-5
2.12 OFFER OPTIONS 2-5
2.12.1 Priority and reserve applicants 2-5
2.12.2 Review of a placement offer 2-5

3 ADS ACCEPTANCE PROCESS AND TRAVEL TO AUSTRALIA 3-1

3.1 ADS ACCEPTANCE 3-1
3.2 ADS CONDITIONS 3-1
3.3 ADS ENTITLEMENTS 3-2
3.4 DEFERRAL OF ADS OFFER 3-2
3.5 STUDENTS WITH DISABILITY 3-3
3.6 PRE-DEPARTURE INFORMATION AND TRAVEL 3-3
3.6.1 Pre-departure briefing 3-3
3.6.2 Institution information kits 3-3
3.6.3 Family 3-3
3.6.4 Travel 3-4

4 ADS ENTITLEMENTS AND SUPPORT SERVICES 4-1

4.1 GENERAL SERVICES 4-1
4.1.1 Arrival in Australia 4-1
4.1.2 Initial accommodation 4-1
4.1.3 Long-term accommodation 4-1
4.1.4 Establishment allowance 4-2
4.1.5 Contribution to living expenses 4-2
4.1.6 Overseas Student Health Cover 4-3

4.1.7 Reunion Airfare Entitlement *4-3*
4.1.8 Reunion Airfare Arrangements for Students who commenced prior to 2009 ..... *4-4*
4.2 CRITICAL INCIDENTS 4-4
4.2.1 Serious legal issues *4-4*
4.2.2 Serious crimes *4-4*
4.2.3 Serious illness of a Student *4-5*
4.2.4 Medical escort home *4-5*
4.2.5 Death of a Student *4-5*
4.2.6 Death of Student's family member whilst in Australia *4-6*
4.3 STUDENTS WITH DISABILITY 4-6
4.3.1 Disability Discrimination Act *4-6*

5 ACADEMIC MANAGEMENT IN AUSTRALIA 5-7

5.1 INTRODUCTORY ACADEMIC PROGRAM 5-7
5.2 SATISFACTORY ACADEMIC PROGRESS 5-8
5.3 SUPPLEMENTARY ACADEMIC SUPPORT 5-8
5.4 WORK ATTACHMENTS 5-9
5.4.1 Work experience *5-9*
5.5 FIELDWORK IN THE STUDENT'S HOME COUNTRY OR AUSTRALIA 5-9
5.5.1 Fieldwork travel *5-10*
5.6 ADS VARIATION POLICY 5-10
5.6.1 Withdrawals *5-10*
5.6.2 ADS course detail changes *5-11*
5.6.3 Extensions *5-11*
5.6.4 Suspensions *5-12*
5.6.5 Transfers *5-12*
5.6.6 Reduction *5-13*
5.6.7 ADS terminations *5-13*
5.6.8 Termination process *5-14*
5.7 DEBT TO THE COMMONWEALTH 5-14
5.7.1 AusAID Scholarships Debt to the Commonwealth process *5-15*
5.8 MISCELLANEOUS 5-15
5.8.1 Off-scholarship study *5-15*
5.8.2 Change to field of study *5-15*
5.8.3 ADS upgrades *5-15*
5.8.4 Study Load *5-16*
5.8.5 Post-ADS Externally Funded Doctoral Scholarship or Post Doctoral Fellowship. *5-16*

6 COMPLETION OF SCHOLARSHIP 6-17

6.1 COMPLETION OF STUDIES 6-17
6.2 FINAL DEPARTURE DATE 6-17
6.3 RETURN HOME BRIEFING AND ADS COMPLETION CEREMONY 6-17
6.4 COMPLETION OF THE ADS 6-18
6.5 MAINTAINING CONTACT WITH STUDENTS UPON THEIR RETURN HOME 6-18

7 FLOWCHART: ADS MANAGEMENT PROCESS 7-1

APPENDIX A I

SUMMARY OF STUDENT RESPONSIBILITIES I

APPENDIX B III

ARRANGEMENTS FOR CONTINUING STUDENTS III

APPENDIX C IV

POLICY ON POST-ADS EXTERNALLY FUNDED DOCTORAL AND POST-DOCTORAL FELLOWSHIP STUDY IN AUSTRALIA IV

APPENDIX D VI

PROFORMAS FOR REUNION AIRFARE TRAVEL VI

APPENDIX E VIII

AUSAID'S CHILD PROTECTION CODE OF CONDUCT VIII
APPENDIX F I
APPENDIX G I
GLOSSARY I

1 Introduction to Australian Development Scholarships

Australian Development Scholarships (ADS) are a highly-valued form of development cooperation between Australia and Partner Countries with which Australia has a bilateral agreement.

The ADS program aims to contribute to long-term development needs of Australia's Partner Countries to promote growth and stability. ADS provide the opportunity for people to obtain tertiary qualifications at participating Australian Institutions. In so doing ADS equip people with the necessary skills and knowledge to drive change and influence the development outcomes of their own country. Many ADS awardees have become leaders in government, academia and business in their own communities.

ADS create friendships and linkages with people and institutions in Partner Countries of the region. ADS also promote recognition of Australia as a leader in international higher education.

1.1 Purpose of the Handbook

The ADS Handbook has been written for several different user groups as a guide on Student management and the ADS processes. It sets out the roles and responsibilities of all parties involved in either managing ADS or participating in ADS. Institutions, Students, AusAID and Managing Contractors (MC) will have access to this Manual and all should make sure they are familiar with its contents and understand their respective roles and responsibilities.

The ADS Handbook underpins the Contract between AusAID and Institutions for the Provision of ADS Education Services. Importantly, the Handbook determines the minimum service delivery requirements for Institutions under the Contract.

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 Student and the Institution.

The management arrangements contained in this Handbook will come into effect from the 2007 ADS Student intake. Students who are continuing their studies post 2006 will be managed in accordance with this Handbook. Transitional arrangements applying to these Students are at Appendix B.

1.2 How to use the Handbook

The Handbook follows the sequence for an ADS from application to completion. Each chapter describes a step in the ADS process and details each stakeholder's responsibility in that process. Whilst some information may seem to be additional to some users of the Handbook, it will provide a good overview of the ADS process from each user's perspective. Each person involved in managing various aspects of the process has access to the same information, providing the opportunity for a transparent and consistent approach to ADS management by all parties.

The Handbook stipulates when actions need to be taken in the Scholarship Information Management Online (SIMON). SIMON is an internet based data management system managed by AusAID. SIMON enables AusAID, MCs and Institutions to access a centralised database to electronically enter data, process ADS applications and manage Student scholarships. AusAID will provide SIMON users with a SIMON User Manual and provide initial training in SIMON.

1.3 Changes to the Handbook

As previously noted, this Handbook forms part of the contractual arrangements between the Institutions and AusAID. It will be reviewed on a regular basis to keep it relevant and consistent with current AusAID policy and direction.

Relevant stakeholders will be notified of any major policy changes or emerging issues as they arise, which will then be incorporated into the Handbook. It is the user's responsibility to check the Handbook periodically.

AusAID reserves the right to change or amend the Handbook and to provide notification of such changes as appropriate and in a timely manner.

1.4 Management responsibilities

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

AusAID

AusAID Canberra

- **a.** developing and maintaining ADS policy and conditions and ensuring consistency in their administration;
- **b.** determining how ADS will be delivered in Australia by Institutions;
- **c.** managing contracts with Institutions;
- **d.** monitoring the performance of ADS within the context of Australian Scholarships;
- **e.** managing the SIMON database.

Country Programs

Policy

Posts and Desks work collaboratively on the following tasks:

- **a.** in consultation with Partner Governments, determining the number of ADS and fields of study in accordance with country program strategies and priorities;
- **b.** reviewing and evaluating the effectiveness of ADS for their country.

Operational

The following operational roles are generally managed by Posts:

- **a.** liaising with Partner Governments on ADS matters;
- **b.** organising the nomination process and advertising of ADS;
- **c.** organising the ADS selection process;
- **d.** ensure that all selection processes are equitable and that connections or relationships nbetween applicants and staff employed at Posts/Managing Contractors are disclosed to AusAID (Canberra) at the time of recommendation;
- **e.** forwarding placement requests to Institutions in SIMON;
- **f.** arranging in-country Pre-Course English (PCE) where relevant;
- **g.** arranging Students' travel to Australia ;
- **h.** providing Pre-Departure Briefings;
- **i.** processing ADS variations in SIMON in accordance with current policy and financial delegations;
- **j.** managing MCs (if applicable).

Managing Contractors

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

Institutions

Institutions are responsible for the in-Australia management of Students in accordance with this Handbook and the Contract. Institutions nominate an Institution Contact Officer (ICO) to act as a liaison between AusAID and the Institution. The Institution's appointed Student Contact Officer (SCO) will be the contact point for Students at the Institution. How an Institution chooses to manage these arrangements, including the roles and responsibilities of the respective contact officers, is entirely their decision.

Student responsibilities

Recipients of ADS awards are responsible for their academic and personal conduct as defined in section 3 of this Handbook.

2 ADS eligibility, application, selection and placement process

2.1 ADS in-country pre-application process

Posts work with Partner Governments to develop selection criteria, advertising strategies and selection processes to ensure appropriate applicants are selected in accordance with country program strategies. A short-listing process based on expressions of interest may take place prior to applicants submitting an ADS Application Form. It is expected that fifty percent of ADS will be awarded to male applicants, and fifty percent to female applicants.

2.2 ADS eligibility criteria for applicants

To be eligible for an ADS, applicants must:

- **a.** Be a minimum of 18 years of age at the time of commencement of scholarship in Australia or home country (if preparation training is provided);
- **b.** have citizenship of and be currently living in an ADS participating country as listed on AusAID's website <www.ausaid.gov.au>;
- **c.** not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status;
- **d.** not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application;
- **e.** satisfy any specific criteria established by the applicant's country and/or government of citizenship;
- **f.** satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and
- **g.** satisfy the admission requirements of the Institution at which the ADS is to be undertaken.

Applicants must inform Post of any connection or relationship to staff employed at Posts or with Managing Contractors at the time of application.

2.3 ADS scholarship categories

There are two categories of ADS: Public or Open.

ADS Public: Applicants are public sector employees who are nominated by their governments for an ADS award through a competitive selection process. Applicants are required to return to the public sector at the completion of their award in order to strengthen public sector capacity in their home country.

ADS Open: Applicants do not need to be nominated by their government or employer. Anyone who meets the eligibility criteria may apply under this category. Applicants are required to return to their country of citizenship after the completion of their award to contribute to the development of the identified priority sector in their country.

2.4 ADS application process

Eligible and/or short-listed applicants will receive an ADS application form from the Post. Applicants must complete three original ADS application forms (or as otherwise advised by the Post), and provide three sets of certified copies of relevant documentation to the Post.

Applicants must ensure they submit accurate and complete documentation. Failure to do so may result in an application not being processed or to an award being terminated if documentation or information provided is later determined to be false.

The choice of the Institution at which the applicant wishes to study is entirely up to the applicant. Applicants are encouraged to access various resources including Institution websites and handbooks and Institution information sessions held in-country, and to consult Posts to assist them in making an informed decision on the course they wish to undertake.

Although Posts should ensure that an applicant's course selection is in accordance with country program strategies, Posts must not influence their choice of Institution or recommend/specify which Institutions the relevant country's ADS students will be allocated to.

2.5 Applicants with disability

Applicants with disability are encouraged to apply. In line with the Australian Government's strategy "Development for All: Towards a disability-inclusive Australian aid program 2009-2014", AusAID is committed to offering educational opportunities to people with disability eligible to apply for an ADS.

2.6 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 will take a zero-tolerance approach to any infringement.

Posts are to ensure that a copy of the AusAID Child Protection Code of Conduct is attached to the Contract when the Awardee signs it, accepting the terms of the Scholarship. (See Appendix E)

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

2.7 English language entry requirements

AusAID will not accept applicants unless they have reached, or can reach, the minimum standard of English language required for their chosen course, as determined by the institution. Posts will determine if pre-course English (PCE) will be undertaken in Australia or in-country. The results of any International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) tests undertaken by the Student are to be recorded in SIMON by the Post or Institution.

2.8 Types of courses available to applicants

Depending on the applicants's home country and AusAID policy, ADS may be available for the following types of courses. Applicants should check with AusAID in their country to find out what is applicable to them:

- **a.** Vocational Education and Training courses
- **b.** Bachelor (undergraduate) degree courses
- **c.** Master degree courses
- **d.** Doctoral (PhD) degree courses

2.8.1 Articulated study program

An articulated study program is a program that combines a lower and higher level course of study, leading to an award of the higher qualification. Examples include an articulated VET/ University study program, a Graduate Diploma leading to a Masters, or a Masters leading to a Doctorate.

The Institution offering the higher program of study is deemed to be the primary Institution. The primary Institution is to ensure that both courses comprising the articulated program are entered into SIMON as part of the ADS offer.

No ADS articulated program may comprise more than two courses. Students who are unable to complete the higher award of an articulated program, may still be eligible to graduate with the lesser award if the Institution deems this appropriate.

2.8.2 Bachelor's degrees

Students wishing to undertake Bachelor's degrees will normally be enrolled in Pass degrees. Institutions may identify student/s to be invited to do honours as soon as possible into their program. Approval must be sought from the Post and is subject to availability of funds and where appropriate partner Government approval. Students and Institutions should not assume approval.

No extension to the Honours year will be approved. Students must return home on completion of the Honours program.

ADS does not cover part-degrees, all students must complete a full Bachelor degree during the course of their scholarship.

2.8.3 Masters programs

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

Masters by research or by a combination of coursework and research should only be offered to those applicants who have demonstrated the need for high-level research skills in order to undertake

research or teaching or supervise researchers upon their return home.

ADS does not cover part-degrees, all students must complete a full Masters program during the course of their scholarship.

2.8.4 Doctorate programs

Where the applicant has applied under the Public category, study at Doctorate level (PhD) is subject to Partner Government approval. This is normally only provided where the applicant occupies, or is expected to occupy, a senior position requiring individual research or the supervision of other researchers in the applicant's home country.

ADS does not cover part-degrees, all students must complete a full Doctorate program during the course of their scholarship.

2.8.5 Fieldwork

Fieldwork is defined as research undertaken by the Student in either Australia or their home country, and is a compulsory part of their ADS.

Students enrolled in either a Masters by Research or a Doctorate program are eligible, and may be permitted, to undertake fieldwork in their home country or within Australia.

Where fieldwork is a compulsory requirement of the study program, details must be recorded in SIMON by the Institution at the time an offer is made. Failure to do so may result in funds for fieldwork not being approved (see Section 5.5 of this Handbook for more information on fieldwork).

2.8.6 Fieldtrips

Students can attend fieldtrips that are a compulsory part of their study program.

All associated fieldtrip costs are to be covered by the institution or student.

2.9 Types of courses not available under ADS

ADS are not available for:

- **a.** undergraduate medical and veterinary science programs;
- **b.** training in areas related to nuclear technology or flying aircraft;
- **c.** legal workshops;
- **d.** double degrees, unless these are in the same Faculty and can be completed within the normal time limit for the level of qualification (i.e. 3 years for Bachelor's degrees, 2 years for Masters, 4 years for PhD);
- **e.** courses at the undergraduate level that may be available at Institutions in the Student's home country;
- **f.** Military training;
- **g.** Training of police in counter-subversion methods, the suppression of political dissent or intelligence procurement.

2.9.1 Courses not covered by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

The main course of the scholarship must be CRICOS listed

An Institution may recommend a qualifying or preliminary course which is integral to a Student's academic program but is not listed in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). If AusAID approves such a course, the Institution may seek reimbursement of the cost from AusAID.

2.10 Selection process

ADS selection processes and timelines vary from country to country. Applicants should refer to the AusAID Post in their country of citizenship for information.

2.11 Placement at an Institution

2.11.1 Role of the Post

After the in-country selection of an applicant, the Post seeks placement at an Institution by entering the placement details into SIMON, including any relevant details of country specific conditions set by the partner Government. The Institution is notified via email that an outstanding 'Request for Placement' (RFP) is in SIMON awaiting processing.

Once the RFP has been generated in SIMON, the Post must forward a hard copy of the applicant's fully completed ADS application form to the Institution. Only one RFP per applicant is forwarded to an Institution at any one time.

The Post will forward RFPs to Institutions prior to 15 September for first semester commencement and prior to 15 March for second semester commencement.

2.11.2 Role of the Institution

On receipt of the RFP, Institutions will assess all ADS applications on merit. Institutions do not have to accept an ADS applicant and should only offer placement to those applicants they are satisfied are capable of successfully completing the course nominated, within the period specified by the Institution in CRICOS.

In addition to the nominated course, the length of the ADS offer must also cover any preparation programs that the Institution recommends for a Student and should take into account any credit for previous study or recognition of prior learning that may reduce the length of time needed to complete the course.

2.11.3 Preparation programs

Prior to responding to an RFP the Institution should assess the applicant'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; or
- **c.** foundation studies.

Preparation programs should not exceed 12 months, except in the case of qualifying programs for Doctorate programs, 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 ADS in SIMON. (Refer also to 5.7.6 Reductions). A reduction variation in SIMON should be processed toward the end of the ADS.

Students must achieve satisfactory results in preparation programs to continue their ADS. Failure to do so may result in termination of the ADS.

2.11.4 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 PCE program prior to the commencement of academic studies if the Institution believes that this is necessary for the applicant to successfully complete their course of study. The maximum length of the in-Australia PCE is six months. Institutions should not accept Students who are unlikely to reach the required level of English in this time period.

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

2.11.5 Qualifying and preliminary programs

Qualifying and preliminary programs are courses deemed necessary by the Institution to enable a postgraduate Student 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 Students may undertake qualifying and preliminary studies in addition to other forms of preparation such as pre-course English.

If the Institution deems it necessary, they may offer a qualifying/preliminary program of not more than 12 months to Masters by research applicants. This should be entered in SIMON as part of the initial ADS offer and the total ADS length, not including any pre-course English, should not exceed 2 years.

For PhD applicants, if deemed necessary, Institutions may offer a preliminary qualifying program of up to 18 months. This should be entered in SIMON as part of the initial ADS offer and the total ADS length, not including any pre-course English, should not exceed 4 years.

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

2.11.6 Foundation programs

A Foundation program of up to 12 months may be offered to an undergraduate applicant if the Institution assesses that they do not meet the required standard for direct entry into their chosen course. Foundation programs must be entered in SIMON at the time the Institution makes a placement offer.

2.12 Offer options

After considering the need for preparation programs, the Institution may respond to an RFP in SIMON by:

- **a.** requesting further information and/or further time to assess the RFP, 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 RFP; 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 SIMON 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 are included in the ADS Letter of Offer forwarded to the applicant by the Post. In-country conditions must be met prior to a Student's departure for Australia.

For coursework degrees, the Institution must make an offer in SIMON:

- **a.** by 20 October at the latest for a semester one placement; or
- **b.** by 19 April at the latest for a semester 2 placement.

For research degrees, the Institution must make an offer in SIMON

- **a.** by 3 November at the latest for a semester one placement; or
- **b.** by 3 May at the latest for a semester 2 placement

2.12.1 Priority and reserve applicants

The ADS selection process in each country should result in a list of, priority applicants equal to the number of ADS available, plus a list of reserve candidates ranked in order. Reserve candidates should meet all eligibility criteria and be deemed suitable for placement in the event that a priority candidate is rejected or withdraws prior to departure.

2.12.2 Review of a placement offer

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

- **a.** it is complete and consistent with the course requested; and
- **b.** the costs entered by the Institution are consistent with those detailed in CRICOS (<http://cricos.deewr.gov.au/>).

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.

Once Post and Institution are in agreement, the Post will generate in SIMON an ADS Letter of Offer and Student Contract for the applicant. Upon receipt of the signed Student Contract the Post will record the acceptance/rejection of the offer in SIMON. An email will automatically be sent via SIMON to the Institution advising that an applicant has accepted or rejected a placement offer.

If an applicant's first preference RFP is declined by an Institution, the Post may decide to seek a second preference placement. The Post will ask the second preference Institution if it will accept documentation from the first preference Institution (in such cases the first preference Institution will be required to forward the documentation to the second preference Institution), or if the Post is to send a second copy of the documents. The second preference Institution will process the RFP as outlined in Section 2.8.

If a priority applicant cannot be placed in their first or second choice course preference, the Post must advise the nominating authority in the Student's home country and/or the applicant (as appropriate) that no placement can be offered. In such circumstances, the Post may process Reserve applicants and will submit an RFP to the appropriate Institution for placement

3 ADS acceptance process and travel to Australia

3.1 ADS acceptance

If they wish to accept an ADS, successful applicants must, before departing their home country, sign a Student Contract between themselves and the Commonwealth of Australia agreeing to the ADS conditions and benefits.

3.2 ADS conditions

ADS holders must:

- **a.** take up the ADS in the academic year for which it is offered;
- **b.** complete a full degree program during the course of their scholarship;
- **c.** not hold another Australian Government scholarship at the same time as the ADS;
- **d.** participate in the Pre-Departure Briefing arranged by the Post, and the Institution's compulsory Introductory Academic Program (IAP) on arrival in Australia;
- **e.** reside in Australia for the duration of the ADS (apart from holidays, reunion visits or fieldwork visits to their home country);
- **f.** complete their ADS award within the period stipulated in their Student Contract;
- **g.** only undertake the approved program for which the ADS is offered and abide by the rules of the Institution;
- **h.** maintain an appropriate study load and achieve satisfactory academic progress in the program for which the ADS was offered;
- **i.** participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all work required for the course (e.g. assignments or essays) and sit for examinations;
- **j.** be aware that any employment undertaken during term times may compromise academic progress;
- **k.** 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;
- **l.** agree to AusAID collecting information concerning the Student or dependants and passing that information on to other relevant parties, if necessary;
- **m.** 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;
- **n.** return to their country of citizenship for two years at the completion of their study/research program in Australia;.
- **o.** be aware that a debt to the Commonwealth of Australia will be incurred if a Student fails to return to their home country, or if they apply for Permanent Residence or for a visa to remain in or return to Australia within the two year period; and
- **p.** agree that that the ADS may be terminated at any time for failure to make satisfactory academic progress, failure to comply with the laws of Australia, misconduct, breaches of the contract between the Student and the Commonwealth of Australia including breaches of the conditions of the ADS or of the AusAID Student Visa or if they apply to change their visa status.

3.3 ADS entitlements

Under ADS a common set of entitlements apply to all recipients. They are as follows:

Tuition Fees	Payment of full academic fees and other fees that are compulsory for all international students undertaking the same course.
Introductory Academic Program (IAP)	The provision of a 4-6 week Introductory Academic Program prior to the commencement of studies.
Travel	Payment of a single return, economy class airfare to and from Australia, via the most direct route.
Establishment Allowance	A contribution of A$5,000 towards expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance etc.
Contribution to Living Expenses (also referred to as a Stipend)	A fortnightly Contribution to Living Expenses (CLE) paid at a rate determined by AusAID.
Overseas Student Health Cover (OSHC)	OSHC will be provided to cover the Student's basic medical costs. Students may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, optometrist, physiotherapist etc.
If applicable:	
Pre-Course English (PCE)	PCE in Australia may be provided for up to six months, if deemed necessary by the Institution and approved by the Post.
Supplementary Academic Support (also referred to as Tutorial Assistance)	Provided when essential to improving a Student's performance to ensure their academic success.
Reunion Airfare Entitlement	The reunion airfare entitlement is available to unaccompanied and single Students who commenced their studies in 2009. Refer to Section 4.1.7 of this Handbook for conditions relating to eligibility and payment of the entitlement.
Fieldwork	One only return economy class airfare via the most direct route may be approved for eligible research Students to their country of citizenship or within Australia.

3.4 Deferral of ADS offer

Deferrals are available to Students who are unable to commit fully to the rigours of the academic program at the time the ADS offer is made. Deferrals may be approved for a variety of reasons including pregnancy, unresolved family issues, failure to obtain a visa, etc. The ADS can be deferred for a maximum of one semester, but must be taken up in the academic year for which it is awarded. Deferrals to the new academic year may be considered by AusAID Canberra under exceptional circumstances only. If the student cannot take up the offer within the academic year, they are welcome to apply in the following academic year.

Students who wish to defer their ADS should contact the relevant Post as soon as possible after receiving the ADS offer.

Students who defer will be entitled to the conditions and entitlements that apply at the date of commencement of the study program.

Deferrals are subject to approval from the Post and Partner Government (where relevant). The Post is responsible for processing the Deferral Variation in SIMON.

3.5 Students with disability

Many Australian institutions are able to offer 'reasonable' supports to students with disability to assist access to study. To assess the likely support needs, appropriate assistance, and the capacity of relevant institutions to provide the assistance, awardees with a disability/special need must provide details of the disability and/or special need upon acceptance of 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 environment.

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

AusAID will advise the Institution of any special requirements associated with a Student so that the Institution can pass these details to the Institution's Disability Liaison Officer prior to the Scholar arriving on-campus. Where applicants meet eligibility criteria and are selected for an ADS Scholarship, but the preferred Institution is not able to provide the assistance requested, other Institutions may be recommended.

3.6 Pre-departure information and travel

3.6.1 Pre-departure briefing

Posts are responsible for providing a Pre-Departure Briefing (PDB) for all Students, at least one month prior to the Students' departure for Australia.

PDBs provide essential information that Students need upon arrival in Australia, such as advice about living and studying in Australia. It is expected that the PDB will help the Student to quickly settle into Australia and the Institution, thereby enhancing their ability to complete their studies within the duration of their award.

PDBs also provide an opportunity to remind Students of their ADS obligations, including the requirement that they return to their home country for a minimum period of two years upon completion of the ADS.

Attendance at PDBs is compulsory for Students, AusAID may cover the travel costs for Students to attend. Family members of Students, especially those who expect to accompany Students to Australia, are encouraged to attend PDBs at their own cost.

A Pre-Departure DVD and Handbook are available for Students to assist them in preparing for their arrival, living and studying experiences in Australia.

3.6.2 Institution information kits

The Institution must provide each Student with an Institution Information Kit prior to their departure for Australia. The Institution is to forward the Institution Information Kit directly to the Student to arrive at the earliest possible time and no later than 14 days before the Student departs their home country. Posts may be able to assist Institutions to get the Information Kits to the Students; however Institutions should negotiate this directly with Posts. Kits should also be provided to AusAID (Canberra) and the Post upon request.

The Institution Information Kit must include information that is no less than that required under the National Standards for Education Services to International Students, and any other information the Institution deems relevant e.g. reception information, climate details, local childcare and schooling options, long term accommodation, living costs, support services at the Institution and in the community, information about the Student's course, information about public transport, etc.

3.6.3 Family

The Australian Government does not provide any financial or other support for the dependants of ADS Students. Students must indicate in their ADS application form if they are intending to bring family members with them to Australia. The Student should contact the Student Contact Officer at their Institution for information about schooling and child care for dependants and DIAC concerning the current requirements for family entry. Refer <http://www.immi.gov.au> for details.

3.6.4 Travel

Posts arrange and pay for the Student to travel to Australia. Posts are to arrange initial travel to ensure Students arrive in Australia before their first course-related commitment. It is recommended that students arrive up to 14 days prior to the commencement of the IAP or PCE program.

Posts need to ensure Institutions are informed as early as possible of student's arrival details to ensure suitable accommodation can be arranged.

Posts record a Student's travel details including flight number and arrival time in SIMON. Once the information is entered in SIMON by the Post an email is automatically generated and sent to the Institution.

The Institution is responsible for arranging and paying for the Student to travel home at the completion of the ADS. The following conditions apply to all travel (i.e. to Australia at the commencement of the ADS, from Australia upon completion of the ADS, fieldwork, reunion travel, etc.):

a. travel should be cost effective, efficient and minimise the risk of the student incurring visa problems in third countries while in transit or on stopover.

b. Students are entitled to travel between the airport closest to their home city/town and either: an Australian international airport/capital city, or the town/city closest to the Institution where they will be studying;

c. Students are to travel by the most direct route. ADS Students are entitled to the "best fare of the day" which is the cheapest economy class fare available during the period in which the student will travel. Any special discount fares should be utilised;

d. Posts/Institutions must advise the Student and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Institution;

e. unless unavoidable, stopovers in Australia or overseas 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. ADS will cover Australian airport departure tax. The Student 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.

ADS does not provide:

a. the costs of travel insurance for loss of possessions, or any loss of uninsured possessions, while the Student is travelling to and from Australia or while studying in Australia;

b. funding for the costs of travelling to and from the Student's home country during the suspension of the ADS (including any unavoidable stopovers);

c. travel costs for dependants or family members of Students, both to and from Australia and within Australia;

d. funding for the cost of daily travel to and from the place of study;

e. funding to meet travel costs associated with conferences, seminars, presentations, etc;

f. the cost of transporting personal effects and/or excess baggage to and from Australia, or within Australia.

4 ADS entitlements and support services

4.1 General services

The Institution is required to provide support services to ADS Students, which are not less than the requirements of the National Standards for International Students.

4.1.1 Arrival in Australia

Unless the Student has indicated that they do not require airport reception, the Institution will meet Students upon arrival at the airport of their final destination and take them to their initial accommodation at no cost to AusAID. Reception of family members is the responsibility of the Student.

To ensure reception arrangements are in place, Posts enter a Student's travel details in SIMON by at least 10 December for semester one commencement and 15 May for semester two commencement. Once the information is entered in SIMON by the Post an email is automatically generated and sent to the Institution.

4.1.2 Initial accommodation

The Student is responsible for the entire cost of the initial accommodation.

The Institution will arrange initial accommodation for Students only for the first seven days they are in Australia. The Institution will assume all Students require initial accommodation, unless advised otherwise in writing by the Student.

Students must advise the Institution if they do not require accommodation no later than 5 days prior to their arrival in Australia. If they fail to advise the Institution accordingly, the Student will be responsible for all associated costs of that accommodation.

The Institution may offer, at no cost to AusAID, to assist in arranging initial accommodation for family members if a Student is accompanied.

If a Student arrives in Australia with their family without notice, AusAID and the Institution are not responsible for providing transport and accommodation for family members.

Initial accommodation arranged by the Institution 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. Details of local shops, food outlets, public transport, etc must be provided to the Student at this time by the Institution.

It is acknowledged that students with disability may require accessible accommodation. At the time when travel arrangements are being made by Posts, Students with disability are to provide information about the type of accessible accommodation they may require. This will enable the Institution to explore and arrange reasonable and appropriate accommodation options which, as close as possible, meet the needs of the student.

4.1.3 Long-term accommodation

Students are responsible for finding their own long term accommodation and meeting all associated costs. AusAID strongly recommends Students begin looking for accommodation prior to leaving their home country. Students are also responsible for the accommodation of family members if accompanied.

The Institution must provide Students 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 accessible accommodation where relevant; and
- **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

4.1.4 Establishment allowance

Students are provided with a once-only Establishment Allowance upon arrival in Australia. The Establishment Allowance is a contribution toward expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance, etc. The Allowance is paid in a lump sum to give Students the flexibility to use it at their discretion.

The Institution must pay the full Establishment Allowance into the bank account nominated by the Student upon arrival in Australia or by the next banking day. The Institution will assist Students to open a bank account on arrival. If there are delays with a Student opening a bank account, Institutions should manage the situation as they deem appropriate. Students 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.

AusAID will review the Establishment Allowance as required.

No re-establishment allowance is paid when a Student transfers between Institutions, or returns from a period of suspension.

4.1.5 Contribution to living expenses

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

A Contribution to Living Expenses (CLE) is paid to Students to assist in meeting every day living costs such as accommodation, transport, food, entertainment, stationery etc. The CLE is reviewed annually by AusAID.

CLE is paid fortnightly to Students by the Institution in arrears. The first payment should be paid into a bank account nominated by the student, on the first pay day after the student's arrival.

Following the initial payment, CLE should be made in accordance with the Institution's fortnightly payment periods.

Entitlement to the CLE commences on the Student's date of arrival in Australia, which must be no more than 14 days prior to the Student commencing their IAP, and ceases five days after the Student completes their ADS program. For coursework Students this is five days after examination results are released. For research Students this is five days after the submission of their thesis.

CLE payments continue:

a. during public holidays and semester breaks;
b. during periods of fieldwork under the ADS;
c. during reunion visits to the Student's home country;
d. for up to six weeks if a student is hospitalised or detained.

CLE payments will not be made:

a. during periods of ADS suspension.
b. when a student is convicted of a criminal offence.
c. where a student is hospitalised or detained: the CLE will cease to be paid after six weeks.

The CLE is currently income tax exempt and not subject to an income test on Student or spouse income. The Student should refer to the Australian Taxation Office website <www.ato.gov.au> for information on Australian tax laws.

The CLE is reviewed and updated annually.

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

AusAID strongly advises Students not to work during term times as this may compromise the Student's responsibility to focus on their academic progress. Any employment undertaken should not impinge on the Student's ability to fully apply themselves to their study.

4.1.6 Overseas Student Health Cover

Students have their health insurance, known as 'Overseas Student Health Cover' (OSHC), paid for them by the Institution on behalf of AusAID.

OSHC covers basic medical and hospital care in Australia, most prescription drugs and emergency ambulance transport. OSHC does not cover all costs for medical treatment. Students must be advised at the PDB and the IAP that OSHC does not cover pre-existing medical conditions and that they are responsible for all costs not covered by OSHC. AusAID will not provide funding to meet gap payments where a Student is charged more than the OSHC refundable amount.

OSHC does not cover services such as dental, physiotherapy or optical services (known as ancillary services). Ancillary OSHC cover can be purchased at the Student's own expense.

AusAID will cover the costs of the initial medical examination undertaken in the Student'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 the examination is required for re-entry into Australia following an ADS suspension, an extension of the AusAID Student Visa or renewing of a Student's passport.

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

Institutions must:

- **a.** arrange for the enrolment and payment of OSHC for all Students; and
- **b.** ensure the OSHC is maintained for the length of the ADS.

4.1.7 Reunion Airfare Entitlement

The reunion airfare entitlement provides unaccompanied and single Students with return travel to their home country, on the successful completion of each academic year of study.

Airfares are to be arranged by the Institution on the students behalf.

Eligibility for the reunion airfare entitlement is confirmed by the Post before the Student arrives in Australia

The reunion airfare entitlement is available to Students who commenced in 2009 and is subject to the following conditions:

- **a.** eligibility for the reunion airfare entitlement will be confirmed in the Letter of Offer, entered in SIMON by the Post and agreed to by the Student when they sign their Student Contract;
- **b.** the Student must be unaccompanied in Australia, having left all family members in their home country;
- **c.** the entitlement is to be used for the purposes of the Student returning to their home country for a short reunion visit. Depending on the duration of the ADS, the number of reunion airfare entitlements will vary;
- **d.** eligibility for the reunion airfare will be based on a scholarship being a minimum of 2 academic years. A full academic year can include IAP, PCE, Qualifying and Preliminary programs;
- **e.** the first reunion airfare entitlement will be available to the Student after the successful completion of the first year of study, and after successful completion of each subsequent year of study (**see Table 1**);
- **f.** after the first entitlement the student must continue a full academic year of study to be eligible to claim further entitlements (not including the final year of study);
- **g.** the entitlement is not available in the final year of study;
- **h.** maximum deferral period on the entitlement is 1 semester e.g. if the Student's academic year anniversary occurs mid year, the entitlement must be taken up no later than the summer break;
- **i.** if the student does not take up the reunion airfare entitlement within the maximum deferral period, the entitlement will be forfeited;

j. where a Student has been granted an extension, and the new scholarship length would appear to entitle them to a new/additional reunion airfare, the student would NOT be entitled as the extension is seen as the benefit;

k. where a Student's scholarship is commenced mid year, the student would not be eligible for reunion travel for that year, only for each full year of study successfully completed (**see Table 1**). Upon successful completion of a full year of study, Students can use their entitlement during mid year break or defer and use no later than Christmas break of that academic year.

Table 1

Scholarship Length	Reunion Airfare entitlement at:			
	End of year 1	End of year 2	End of year 3	End of year 4
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

If a Student decides not to bring their family initially and signs their contract stating so, but subsequently changes their mind, the Student must waive their right to reunion airfare. This will also require an amendment to the Student's contract with the Commonwealth of Australia.

The final decision to allow a Student to have the family join them in Australia rests with the Post.

If a Student decides after they arrive in Australia that they wish to have their family accompany them on their scholarship, the Student will then forfeit their Reunion Airfare Entitlement.

Once a Student changes their mind, they must waive their right to reunion airfare by signing the form at Appendix C**.**

4.1.8 Reunion Airfare Arrangements for Students who commenced prior to 2009

Students who commenced their studies prior to 2009 are entitled to benefits existing at the time of their contract being signed.

4.2 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 a Student, serious legal issues, or the serious physical or mental illness of a Student. 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 will occur through AusAID (Canberra).

The Institution may not incur any costs in dealing with a critical incident without the prior written approval of AusAID (Canberra).

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

4.2.1 Serious legal issues

Students must comply with all laws of Australia or risk termination of their ADS and cancellation of their visa. If the Institution becomes aware of a Student encountering a legal problem it should advise the Student how to obtain legal advice and assistance. AusAID does not provide funds to meet the cost of such legal services.

4.2.2 Serious crimes

The Institution must inform AusAID (Canberra) if a Student is involved in a serious crime.

Students who are found guilty of crime/s in Australia will have their ADS terminated. The Student will be required to return home immediately upon the completion of their gaol sentence.

4.2.3 Serious illness of a Student

If a Student is hospitalised the Institution will ensure the treating doctor is aware of the limitations of OSHC, and if any OSHC exclusion clauses apply.

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

If a Student has completed their ADS, but is medically unfit to travel home, the following process must be followed:

a. the Student must provide a medical certificate to the Institution, which clearly states they are unfit to travel. The medical certificate should provide an estimated date the Student will be fit enough for travel; and

b. if, due to illness, the Student is to remain in Australia longer than 30 days after completion, the Institution must obtain a "Letter of No Objection' from AusAID (Canberra). The Student must make arrangements with DIAC to transfer to another visa class. All costs associated with the visa change are to be met by the Student.

4.2.4 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 a Student requires a medical escort home during the course of his or her studies, the Institution and AusAID have the following respective responsibilities:

Institution

a. arranging for appropriately qualified medical/nursing assistance to escort the Student home. If possible the escort should be the same sex as the Student;

b. ensuring the carrying airline is informed of the nature of the Student's illness and is consulted on the arrangements that need to be made, bearing in mind the Student'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. if a medical escort is secured through a commercial nursing agency, providing AusAID (Canberra) with an indemnity (workers compensation) from the agency as part of the contractual arrangement.

AusAID

a. informing the nominating authority and next of kin if it has been decided that a medical escort is required, bearing in mind the Student's right to privacy;

b. liaising with the Post to make arrangements regarding the Student's reception and care during transit through a third country (if required);

c. reimbursement of approved costs in accordance with the Contract.

4.2.5 Death of a Student

In the event that a Student dies during the course of his or her studies, the Institution and AusAID have the following respective responsibilities:

Institution

a. inform AusAID (Canberra) as soon as practicable;

b. if accompanied by family members, the Institution should ascertain 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 Student's home country;

ii. if instructed to make funeral or cremation arrangements within Australia the Institution shall inform AusAID (Canberra) in writing. AusAID (Canberra) will forward details to the Post;

iii. if unaccompanied, AusAID will ascertain 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. the Institution may, at their discretion, pass details of funeral arrangements to relevant student organisations;

d. dealing with the Student's possessions and, if necessary, placing the personal effects of the deceased Student in the hands of the Public Trustee whilst awaiting instruction from the next of kin. The Public Trustee can take responsibility for selling effects if required and forwarding the proceeds to the appropriate person;

e. seeking information from the police and/or hospital about the circumstances of the death. Information cannot be made public without the agreement of the Student's next of kin;

f. any other actions as required by AusAID to deal with the situation in a prompt and considerate manner.

AusAID Canberra

a. liaising with the relevant Post, Partner Government and next of kin;

b. writing a letter of condolence to the next of kin;

c. passing on any information obtained or in its possession which is required by the Institution to carry out its obligations;

d. reimbursing approved costs associated with dealing with the Student's body, unless an insurance claim is pending following an accident.

4.2.6 Death of Student's family member whilst in Australia

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

4.3 Students with disability

Many Australian institutions are able to offer 'reasonable' supports 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 dependant on the relevant institution's capacity.

All students in Australia requiring support need to register with the Institution's Disability Liaison Unit or equivalent and to provide relevant documentation establishing the disability and the support needs. Accordingly, Student's requiring assistance may be asked to provide a full medical report that establishes the nature of the disability and which specifies the necessary modifications or adjustments to facilitate their study.

4.3.1 Disability Discrimination Act

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 State, and also on the provider (i.e. the tertiary institution).

Education standards made under the Act spell out the requirements. They require that the institution discuss the support and access needs of students with disability with the student, to come to an agreement about what 'reasonable accommodations' can be made for the student so that the services can be provided in a non-discriminatory way. The Act and the Education 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

5 Academic management in Australia

5.1 Introductory academic program

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

Attendance at the IAP is compulsory for all ADS Students. Failure to attend the IAP may result in a Student's ADS being terminated. Institutions are required to keep an attendance record to be provided to AusAID (Canberra) upon request.

The IAP is intended to provide Students with support during their first weeks in Australia, to assist in preparing Students for study in Australia, to enhance their ability to meet the demands of their studies and maximise the likelihood they will complete their course by the ADS completion date. The IAP can also assist the Institution to monitor a Student's capability and identify Students who may need further assistance during the course of their studies.

The Institution may subcontract the IAP, within the terms of the Contract, conditional upon the Institution being able to meet its obligations under the Contract.

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:

a) The minimum requirements dedicated to pastoral matters must include the following topics:
    i. assistance for newly arrived students;
    ii. accommodation and living arrangements;
    iii. assistance to students facing difficulties adapting to their new environment;
    iv. orientation to the students academic environment;
    v. living costs and budgeting;
    vi. welfare related information;
    vii. equity and access issues and information on advocacy procedures;
    viii. social adjustment activities;
    ix. information on legal requirements and relevant State laws;
    x. support services provided in accordance with requirements of the National Standards for Education Services to International Students; and
    xi. support services provided by the Institution, international student advisors and student counselors.

b) Academic areas covered must include:
    i. institution expectations and study requirements;
    ii. study skills;
    iii. access to basic computing and information technology skills where required; and
    iv. Reintegration and Return Home programs.

Universities must allocate time to the following additional areas:

    i. general academic skills including critical analysis, research skills and academic writing.

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

For further guidance on development of an Introductory Academic Program, please see Appendix F of this Handbook.

5.2 Satisfactory academic progress

Satisfactory academic progress is defined by and is in accordance with the Institution's policy and guidelines pertaining to academic performance for students. However, Institutions must be able to guarantee that Students are able to complete their studies within the specified timeframe of the scholarship.

Institutions must ensure that Students maintain an appropriate study load in the course for which the ADS Scholarship was awarded (or for which prior approval has been given to transfer), in order to complete it within the specified duration

Institutions must maintain an up-to-date record of Student progress in SIMON, as required under the Institution contract, so that this is accessible to AusAID.

Institutions must monitor and record each Students academic progress at the end of each study period, to ensure that they are on schedule to complete their course by the ADS completion date. Such monitoring should include ensuring that they attend the IAP, are maintaining an appropriate study load in the course for which the ADS was offered (or for which prior approval has been given to transfer), and are meeting the Institution's and DIAC's rules relating to satisfactory progress for international Students.

AusAID supports early intervention by Institutions to minimise variation of ADS courses, particularly where a Student is experiencing difficulties in achieving satisfactory academic progress.

Early intervention for at-risk students is important, particularly in the first year of study. Institutions must make early decisions regarding Students where it is not likely they will successfully complete their ADS within the specified timeframe.

The Institution may either:

- **a.** implement a strategy for the Student to make up the failed unit(s), to ensure the Student finishes their studies in the required timeframe. The details should be entered in the study progress or journal screen of SIMON;
- **b.** recommend suspension if the Student's failure relates to health or family issues; or
- **c.** recommend termination of the ADS.

Where a Student has failed a unit, Institutions must implement appropriate strategies to address the failure, including additional tutorial assistance or academic support, work plans and summer schools.

Where a strategy results in an increase in the cost of ADS, for example summer school enrolment and/or enrolling in additional subjects in subsequent semesters, the Institution must seek approval from the Post (refer to section 5.6).

A request for an extension in the length of the ADS in the first year will not be approved, except where this relates to an Honours program.

AusAID and Partner Governments have no entitlement to the academic transcripts of Students. Where Partner Governments require a Student's academic results, the Post can request Students to send transcripts directly to the Partner Government.

5.3 Supplementary academic support

A limited amount of supplementary academic support (also referred to as 'tutorial assistance') is available where such assistance is determined by the Institution as being essential to avoiding the potential failure of a Student.

Institutions may arrange 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 Students are experiencing similar difficulties;
- **c.** thesis editing (but not word processing).

In determining the level of assistance required, the Institution is expected to take into account the following:

- **a.** the financial limitation of the Contract;
- **b.** whether assistance can be provided through the Institution's academic support mechanisms;

c. Students' capacity for success in the course;

d. Students' commitment to their study;

e. previous tutorial assistance used;

f. cost effective means of delivering tutorial assistance, e.g. individual or group sessions and tutor costs that provide optimum value for money.

Supplementary Academic Support is available to Students at the rate of $500 per semester, up to $1000 per annum for each year of the ADS. Funds may be pooled for the duration of the Student's studies. For example, a Student enrolled in a two year ADS is entitled to a maximum of $2000 Supplementary Academic Support over that period. Any or all of the entitlement may be expended at any time during the scholarship.

If the Student requires intensive support in the first year of their studies, additional funds may be allocated from the total sum. For example, $1500 supplementary academic support in their first year of study may be utilised, and $500 in their second year of study. It is only where the Students exceed their maximum entitlement that Institutions need to seek approval from AusAID for additional funds.

The Institution must monitor the provision of supplementary academic support, particularly the performance of individual tutors and the progress of Students receiving supplementary academic support. The Institution must maintain records of expenditure against Students. AusAID may audit these records at any time.

Supplementary academic support funding must not be used to meet conference or seminar attendance.

5.4 Work attachments

All work attachments must be identified in the Institution's original placement offer and entered in SIMON. The Institution arranges the work attachment or provides the Student with sufficient information to enable him or her to make the arrangements. The student is responsible for all costs associated with the work attachment.

CLE will continue to be paid for the duration of the work attachment, irrespective of any payment the Student may receive from the employer.

The period of a work attachment is limited to a maximum of 12 months. Work attachments must be undertaken in either Australia or the Student's home country.

Work attachments cannot be taken following cessation of the Student's studies.

5.4.1 Work experience

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

5.5 Fieldwork in the Student's home country or Australia

Students enrolled in one of the following courses may be permitted to undertake fieldwork in their home country or within Australia:

a. a Masters by Research; or

b. a Doctorate program.

Only one period of fieldwork will be funded during the course of an ADS.

Where fieldwork is a compulsory requirement of the study program, details must be recorded in SIMON by the institution at the time the offer is made. Failure to do so may result in funds for fieldwork not being approved.

AusAID provides funds for fieldwork travel only, and does not provide any additional living costs, survey costs or funds for excess baggage for samples or materials etc.

The maximum period approved for fieldwork is 12 months for both Masters and Doctoral Students. Fieldwork must not result in the need for an extension to the ADS. Requests to undertake fieldwork in a country other than Australia or the Student's home country will not be approved.

Fieldwork must not be taken following cessation of the Students studies.

5.5.1 Fieldwork travel

The Institution is responsible for organising fieldwork travel for the Student. Where travel is an essential component of the fieldwork, the fieldwork may take place in more than one location within the Student's home country or within Australia.

One return economy class airfare, in accordance with the travel conditions detailed at section 3.6.4, may be approved for the Student to undertake fieldwork essential to their program. If the Student is accompanied, they are responsible for all family members whilst undertaking fieldwork. Where the Student will be undertaking fieldwork overseas, he/she must consult early with DIAC on the current policy relating to either the dependants staying in Australia or traveling with the Student.

Students must provide to the Institution prior to their departure on fieldwork:

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

5.6 ADS variation policy

ADS are awarded to Students to obtain specified qualifications. The proposed course and the length of the ADS are agreed by AusAID and the Partner Government, following advice from Institutions. The Student then agrees through the acceptance process. It is therefore expected that extensions and other ADS 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 the variation is the only option to enable the Student to successfully complete their scholarship.

In counseling Students regarding possible variations, the Institution must reiterate that an ADS is intended to provide skills valuable to the development of the Partner Country. A Student's personal aspirations are of secondary importance.

All ADS variations, with the exception of terminations, are managed and processed in SIMON by the Post and the Institution. In deciding if a variation to a Student's program 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

Variation requests may take an extended period of time to process by the Post, particularly if Partner Government approval is required. Institutions must therefore lodge variation requests in SIMON at least six weeks prior to the current ADS completion date.

Where a variation occurs in a Student's ADS, any course fees will be refunded in accordance with the Institution's fees refund policy

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

5.6.1 Withdrawals

A Student may withdraw from the ADS before or after their arrival in Australia.

In cases where a Student withdraws after their arrival in Australia they must return home immediately. Institutions are to process a withdrawal variation in SIMON. AusAID (Canberra) will notify the Department of Immigration and Citizenship of the Student's withdrawal.

A Student may incur a Debt to the Commonwealth if they withdraw from their 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.

Also refer to Section 5.7 of this Handbook for more information on Debt to the Commonwealth.

5.6.2 ADS course detail changes

The Institution may lodge a Course Detail Change Variation in SIMON if:

- **a.** the Student needs to undertake a period of fieldwork which was not previously identified during the offer phase. As previously detailed, there is no guarantee that fieldwork will be approved if requested at a later date; and
- **b.** minor date changes need to be made to a Student's record due to:
  - I. a change in the student's travel plans (i.e. the Student may arrive a day earlier than originally anticipated);
  - II. incorrect data entry; or
  - III. a change to timeframes for articulated courses.

5.6.3 Extensions

An extension is defined as any increase to the length and /or cost of an ADS. Apart from Honours year extensions, only one extension of six months will be approved for the duration of the ADS.

Approval of extensions is at the discretion of the relevant Post.

Legitimate reasons may include unforeseen and exceptional circumstances that are beyond the control of the Student 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.

Extensions should only be recommended where:

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

In situations where a Student 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:

- **a.** supplementary academic support;
- **b.** enrolling in summer school subjects to repeat failed subjects;
- **c.** cross-Institutional enrolment to repeat/replace failed subjects;
- **d.** course downgrade;
- **e.** overloading in subsequent semesters;
- **f.** completing studies from home, particularly for research Students. In such cases the Student would not receive any further funding from AusAID; or
- **g.** termination of the ADS if repeated failures have occurred.

Where an ADS extension is recommended, the Institution must ensure that appropriate support, monitoring and counseling strategies are in place that will enable the Student to complete within the revised ADS duration. Institutions must maintain thorough records on extension requests. If the Student is unlikely to achieve the desired outcome with the assistance provided, the Institution should recommend termination of the ADS.

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

- **a.** adequately monitor the Student's progress;
- **b.** take mitigating action where reasons necessitating the extension occurred prior to the last two semesters of study; or
- **c.** provide appropriate academic supervision and support to the Student to enable them to complete the ADS on time.

In cases where the Institution has failed to satisfactorily monitor Student performance, the Institution should implement appropriate strategies to address the issue, to enable the Student to resume satisfactory academic progress and complete the ADS within the specified ADS duration.

5.6.4 Suspensions

An ADS may be suspended for a maximum total of twelve months, if deemed necessary for health or family reasons.

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

The following points are to be taken into account by the Institution and Post in assessing suspension requests:

- **a.** requests for suspension are to be lodged in SIMON by the Institution and are to include the revised ADS completion date and any additional costs;
- **b.** suspensions are to be approved by the Post and in some cases also the Partner Government;
- **c.** suspensions should be lodged as early as possible to ensure fee penalties are minimised;
- **d.** a suspension request incurring costs will not be approved if an extension has already been granted;
- **e.** where a Student 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 ADS;
- **f.** the Student is to return, at their own cost, to their home country (with their family if accompanied) for the period of the suspension;
- **g.** no CLE or other fees are payable for period of suspension;
- **h.** if a suspension is granted on medical grounds, the Student may be required to undergo a medical examination to ascertain if they are fit to travel and resume full time study in Australia. This examination will be at the Student's expense, and they must provide documentary evidence to the Institution prior to their return to Australia;
- **i.** the Student must contact the Institution prior to returning from suspension, concerning their ADS recommencement date. This must be done at least two months prior to the date the Student intends returning to Australia; and
- **j.** the Student must, at their own expense, ensure that their visa and passport are valid prior to their return to Australia.

5.6.5 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 a Student's request. Any request for a transfer must be compatible with the original ADS application, Partner Government requirements and country program priorities, rather than the personal aspirations of the Student.

A transfer involves a Student transferring from one course to:

- **a.** another course (at the same level or lower level) at the same Institution; or
- **b.** another course (at the same level or lower level) but at another Institution.

Acceptable reasons for a transfer are:

- **a.** movement of an academic supervisor (research students);
- **b.** the course ceases to be offered at the Institution;
- **c.** course downgrades; or
- **d.** student 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.

A transfer can only be approved if:

- **a.** the transfer Institution is an Institution contracted with AusAID;
- **b.** the new course is considered by the Post to be consistent with the country program priorities and Partner Government requirements;
- **c.** it will not result in an extension of time to the ADS; and
- **d.** the Student is likely to complete the ADS successfully.

If a Student is permitted to transfer between Institutions, AusAID will not meet any costs associated with the transfer. If the course to which a Student transfers is shorter than the original course, a reduction to the ADS duration may occur.

Students are not permitted to upgrade to a higher level course (either within the same Institution or at another Institution) during or after completion of their ADS.

5.6.6 Reduction

The Institution must lodge a Reduction Variation in SIMON if a Student finishes their ADS early due to:

- **a.** completing their study ahead of time;
- **b.** conditions not being met, usually as part of conditional offers; or
- **c.** in the case of articulated courses, the Student completes the first course but not to a sufficient level to undertake the second course.

The Institution is to ensure the Student departs Australia within 30 days of the revised ADS 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 Student.

5.6.7 ADS terminations

In some circumstances an ADS must be terminated.

AusAID (Canberra) is responsible for the termination of an ADS, based upon a recommendation from the Institution. AusAID reserves the right to terminate an ADS without a supporting recommendation from the Institution, where in AusAID's view the continued funding of the Student would be an inappropriate use of Australian Government funds.

An ADS will be terminated where a Student:

- **a.** shows continued academic failure, or lack of adequate academic progress and remedial strategies have not been successful; or
- **b.** has infringed or failed to meet the conditions of the ADS; or
- **c.** is excluded by the Institution from the course or from remaining at the Institution because of misconduct (as defined by the Institution); or
- **d.** has completed the maximum period of English language training available under the ADS and still has insufficient English language ability for entry to the academic program; or
- **e.** is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the ADS should be suspended); or
- **f.** conducts himself or herself in a manner which is considered to have transgressed acceptable community standards; or
- **g.** decides not to continue the ADS; or
- **h.** indicates he/she intends to remain in Australia or does not intend returning to the home country having applied for or been granted a non-AusAID visa; or has applied for permanent residency; or
- **i.** is enrolled in a research program and the program has been delayed, and all options to address the delay are not practical or possible.

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 ADS.

A student may incur a Debt to the Commonwealth if they are terminated from their scholarship for non-medical reasons and seek to remain in, or return to, Australia within the exclusion period of 2 years.

Also refer to Section 5.7 of this Handbook for more information on Debt to the Commonwealth.

5.6.8 Termination process

The ADS termination process is outlined in the following steps:

a. The Institution lodges a Termination Variation in SIMON for AusAID (Canberra) to consider. The Institution should provide AusAID with the Student's last known street and/or email address.

b. AusAID advises the Student 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 ADS Scholarship." The student 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. The Student will also be advised that if AusAID rejects the Student's appeal he/she will have 14 days in which to depart Australia following the receipt of the formal Letter of Termination.

c. If the Student 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 Student 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.

   If the Student does not appeal, they will be advised via formal letter that their scholarship will be terminated (see f)

e. If AusAID rejects the Student's appeal, AusAID's decision is final.

f. After consideration of the Letter of Appeal, if AusAID upholds the recommended termination (or if the Student does not appeal their termination decision), AusAID, Canberra will produce a formal Letter of Termination addressed to the student. The letter will be copied to the Institution, Overseas Post and DIAC.

g. The formal letter of termination will advise the student that the Scholarship has been terminated and the student will be required to depart Australia within the specified date (normally 14 days from receipt of AusAID's formal advice).

h. The formal letter of termination will also include an acknowledgement form which the AusAID Student will be required to sign as an acceptance of the decision to terminate the Scholarship. A copy of the acknowledgement form is to be forwarded by the student to AusAID (Canberra) through the Student Contact Officer. AusAID will forward a copy of this acknowledgement form to the Institution and the Overseas Post. AusAID (Canberra) will notify the Department of Immigration and Citizenship (DIAC) in Canberra of the date a Student's ADS is to be terminated.

i. The Institution will assist the Student with return home travel arrangements.

If AusAID does not support the request for termination, AusAID will advise the Student of their appeal outcome in writing, and issue a copy to the Institution and the Overseas Post. The student 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 ADS is required.

5.7 Debt to the Commonwealth

A Student will incur a Debt to the Commonwealth (of which AusAID may seek to pursue) if they:

a. do not return home immediately after their scholarship has been completed and remain in their home country for a period of two years;

b. seek to remain in Australia without the support of AusAID;

c. apply for permanent residency or any other kind of visa to return to Australia within the two year exclusion period;

d. have been terminated from their scholarships for non-medical reasons and apply for any other kind of visa to return to Australia within the two year exclusion period;

e. withdraw from their scholarship after the Institution's census date and seek to remain in, or return to, Australia within the 2 year exclusion period; or

f. apply for a Permanent Residence or any other visa category within the two year period.

AusAID may not seek to pursue a Student's Debt to the Commonwealth if:

g. they withdraw from their scholarship before the first Institution census date of their scholarship and return home immediately;

h. the Student withdraws or is terminated from their Scholarship for significant and/or critical medical reasons where an independent medical specialist attests that the Student is not able to complete their scholarship due to a medical condition;

i. the circumstances leading to the termination/withdrawal of the scholarship are considered extenuating and beyond the Student's control. For example a student is recalled by the partner Government /employer or returning home after prolonged civil unrest; or

j. the student remains out of Australia for a total of 2 years after completing their scholarship.

If the student has AusAID's support, the Department may not seek to claim a Debt if exceptional circumstances apply.

Due to privacy legislation and requirements, AusAID will not enter into any discussions with third parties (including student dependants and other third party individuals or organisations) regarding a Student's Debt to the Commonwealth and will only deal directly with the Student of which the debt is related to.

5.7.1 AusAID Scholarships Debt to the Commonwealth process

The Debt to the Commonwealth process is a follows:

a. The Debt to the Commonwealth will be activated by a request for permanent residency or any other visa application to DIAC, or failure to return home by the Student.

b. Student must advise AusAID Canberra in writing that they are prepared to repay their Debt to the Commonwealth. AusAID Canberra will send a formal letter to the student advising them that their Debt to the Commonwealth has been activated. This letter will be copied to the Overseas Post and DIAC.

c. Student must advise AusAID in writing that they intend to proceed with the application and repay the Debt to the Commonwealth. Australian Scholarships Group (ASG) advises the Finance Section of AusAID – the Student is then listed as a debtor to the Commonwealth.

d. Finance Branch AusAID will calculate the debt based on the costs incurred up to the date of notification of termination, withdrawal or successful completion of the scholarship.

e. Finance Branch AusAID will review the student's record and advise the student in writing the total cost of the Debt to the Commonwealth which can either be repaid in full or via financial arrangements negotiated with AusAID to repay the Debt. This letter will be copied to AusAID Canberra and DIAC.

f. If it is determined that the Student does not meet the repayment requirements set by AusAID, AusAID will advise DIAC that we do not support their application

g. Once Finance Branch advises AusAID Canberra that suitable arrangements have been made to repay the Debt to the Commonwealth, AusAID Canberra will issue a "Letter of No Objection" to DIAC, for the Student to provide to DIAC.

5.8 Miscellaneous

5.8.1 Off-scholarship study

Off-scholarship study is not permitted under any circumstances. It is not possible for an ADS Student to continue to study and remain in Australia on an AusAID Student Visa, without receiving financial assistance from AusAID.

5.8.2 Change to field of study

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

5.8.3 ADS upgrades

Course upgrades are not permitted under ADS, apart from when a Student undertaking a Bachelor's degree is permitted to upgrade to an Honours degree.

5.8.4 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 can allow Students to enrol in less than a 'full-time' load in any study period 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 Student has studied, or plans to study, extra units in another study period;

d. the student 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.

Student may spread their workload over more teaching periods, where an Institution offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a Student's enrolment load to fluctuate during the course. However, the Institution must ensure the Student follows an enrolment pattern that will allow the Student to finish within the expected duration in the normal course of events.

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

http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn

5.8.5 Post-ADS Externally Funded Doctoral Scholarship or Post Doctoral Fellowship.

Exceptional Students may be permitted to remain in Australia after completion of their ADS if they have been offered an externally funded Doctoral Scholarship or Post-Doctoral Fellowship in Australia. Such requests must be approved by AusAID (Canberra). The details of the conditions applying and the approval process are at Appendix C.

6 Completion of Scholarship

6.1 Completion of Studies

The completion of studies is defined as follows:

Coursework Students: the date examination results are released. The date of release of exam dates is taken to be the date as advised by the Institution.

Research Students: the date of submission of their thesis/research work.

Students will continue to receive CLE for only five days from the completion of studies.

6.2 Final departure date

Students are required to return to their home country prior to the expiry of their visa or within 30 days of the completion of studies, whichever comes first. Where a Student is terminated, they 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,

Students are not permitted to extend their visa to enable them to remain in Australia 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 SIMON. Regardless of this, Students must leave Australia within 30 days after completion of studies.

Institutions must advise the Post via email of a Student's return home details (flight number, dates etc) at least three days prior to the scheduled departure dates.

The only exception to the requirement to return home within 30 days is where a Student and their spouse are both on AusAID scholarships. In such cases, the Student 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 Student will require when they apply for the AusAID Dependant Visa at DIAC. The letter will be forwarded to the Student, via the Institution. It is the Institution's responsibility to ensure the letter is received by the Student.

If an institution books return home travel for a Student (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.

Students, 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.

6.3 Return home briefing and ADS completion ceremony

Institutions may offer those Students returning home a Return Home Briefing, and an ADS completion ceremony (where the Student is unable to attend a formal graduation ceremony).

Where a Return Home Briefing is undertaken, Institutions should note the following from the AVCC Code of Practice:

- **a.** be sensitive to the circumstances the Student will encounter upon departure and returning to their home country;
- **b.** provide advice and assistance where possible on re-orientation; and
- **c.** encourage the "alumni association" concept and maintain an "after-care" program.

An ADS completion ceremony (e.g. graduation, presentation ceremony or reception) marks the end of the Students' ADS. Where possible, the completion function should be arranged within five days after:

- **a.** coursework examination results are released (including supplementary examinations); or
- **b.** submission of the final piece of the research work.

6.4 Completion of the ADS

The Institution must, within seven calendar days of the Student's departure, update the following Student information in SIMON:

- **a.** ADS status (i.e. successful, unsuccessful, etc.);
- **b.** ADS completion date;
- **c.** follow-up home country contact address;
- **d.** degree the Student graduated with; and
- **e.** the study program screen.

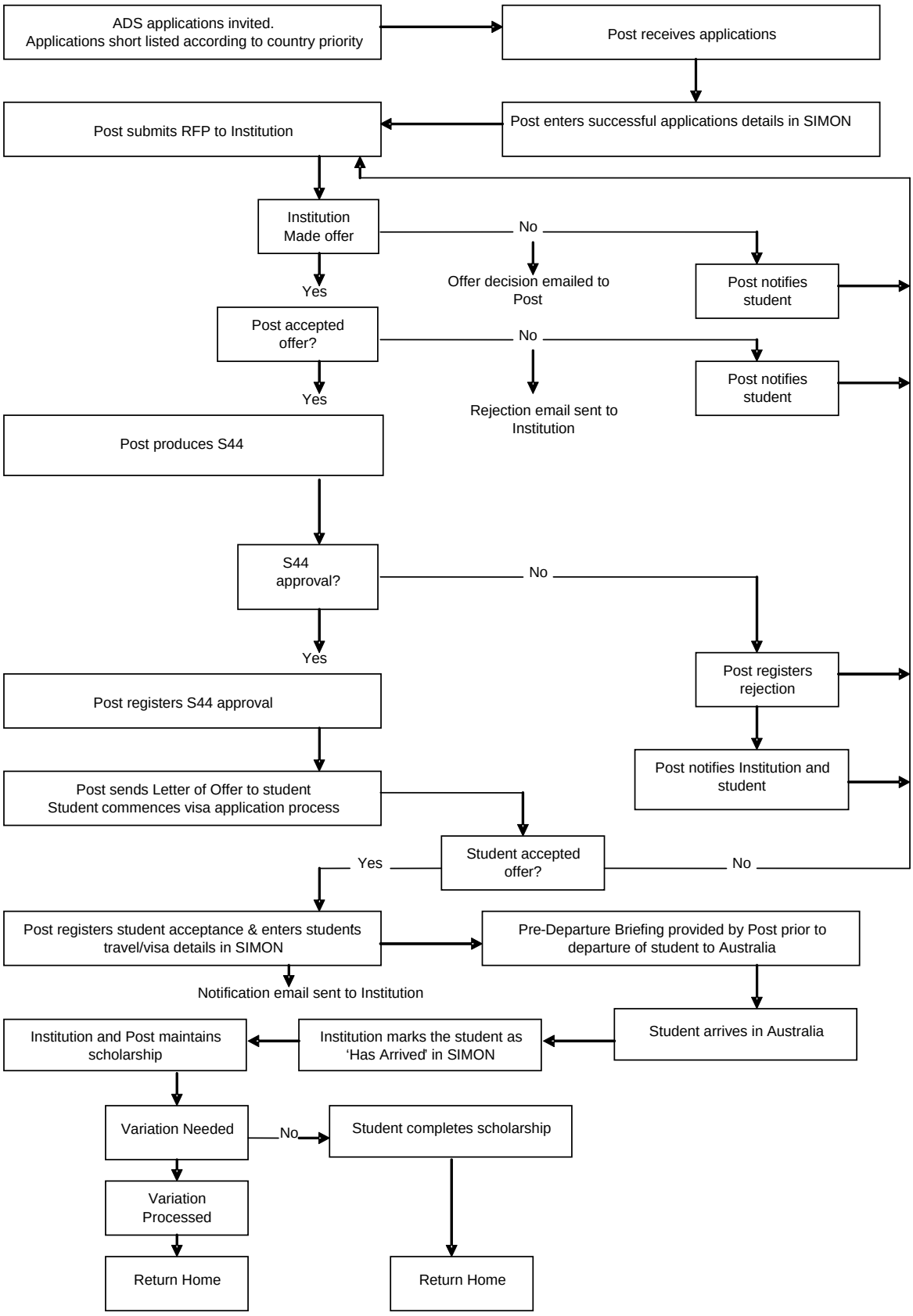
AusAID may withhold payment to the Institution of the reimbursable Return Home Travel until the Student record in SIMON is up-to-date and accurate.

Subject to negotiation, AusAID may require the Institution to collect information from Students to assist in the follow-up progress of Students upon their return to the home country.

6.5 Maintaining contact with Students upon their return home

Where possible, Institutions should make arrangements with graduating Students to stay in touch with AusAID Posts.

7 Flowchart: ADS Management Process



APPENDIX A

Summary of Student responsibilities

Prior to Departure

You must advise AusAID of any personal or family circumstances (eg. family or financial problems, medical conditions, pregnancy) likely to affect your ability to commence the scholarship on time or to complete the approved course in 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 collecting information concerning yourself and/or your dependants and passing that information onto other relevant parties, if necessary.

In Australia

As an ADS student you must:

- **a.** reside in Australia for the duration of the ADS (apart from holidays or fieldwork visits to your home country);
- **b.** not hold another Australian Government scholarship at the same time as the ADS;
- **c.** complete a full degree program during the course of the ADS;
- **d.** participate in all activities of the Institution's Introductory Academic Program (IAP) on arrival in Australia;
- **e.** only undertake the approved program for which the ADS is offered and abide by the rules of the Institution;
- **f.** maintain an appropriate study load and achieve satisfactory academic progress in the program for which the ADS was offered;
- **g.** participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all work required for the course (e.g. assignments or essays) and sit for examinations;
- **h.** be aware that any employment undertaken during term times may compromise academic progress and that AusAID strongly advises students not to take paid employment during term times as this may affect their ability to study effectively;
- **i.** liaise with the Student Contact Officer at the Institution regarding any proposed changes to your 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 you marry a person who is an Australian or New Zealand citizen, or who has permanent residence status in Australia or New Zealand; and
- **k.** return to your country of citizenship for two years at the completion of your study/research program in Australia. A debt to the Commonwealth of Australia will be incurred if you fail to return to your home country, or if you apply for Permanent Residence or for a visa to remain in or return to Australia within the two year period.

And you agree:

- **a.** that the ADS may be terminated at any time for failure to make satisfactory academic progress, failure to comply with the laws of Australia, misconduct, breaches of the contract between the Student and the Commonwealth of Australia including breaches of the conditions of the ADS, or of the AusAID Student Visa or if you apply to change your visa status.

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; and
- **h.** all costs related to any visa extension that may be necessary.

APPENDIX B

Arrangements for continuing Students

Transitional arrangements for Students enrolled prior to January 1 2007 are defined in Clause 37 of the contract and set out below.

These arrangements apply to those Institutions that are contracted to AusAID for the management of Students prior to 2007.

If Students (continuing Students) continue their studies at the Institution under an ADS Scholarship awarded before 1 January 2007, the Institution shall manage those students in accordance with this Contract, subject to the exceptions set out in Clause 37.3.

Continuing Students will retain their entitlements and conditions as stated in their Letters of Offer and Acceptance Agreement including the following benefits:

- **a.** Accompanied Students are entitled to the family rate of the Contribution to Living Expenses (CLE) and the payment of Overseas Student Health Cover (OSHC) for family members, for the duration of the ADS;
- **b.** Provision for an unaccompanied Student to obtain approval for their family to join them in Australia; thus becoming entitled to the accompanied rate of CLE and dependants' OSHC expenses upon arrival of the dependants; and
- **c.** Subject to approval in writing by AusAID, a two semester extension following academic failure.

The only exception to the principle of retention of existing entitlements and conditions contained in Clause 37.2 is that Continuing Students will have 30 days to leave Australia following completion of the ADS with the CLE ceasing 5 days after the ADS completion date.

No continuing Student will be entitled to a reunion airfare.

APPENDIX C

Policy on post-ADS Externally Funded Doctoral and Post-Doctoral Fellowship Study in Australia

Introduction

The following outline the procedures and criteria to be applied when processing a request from a former ADS recipient to undertake an externally funded doctoral scholarship or post-doctoral fellowship in Australia on completion of an ADS funded course of study. This policy takes effect from the date of approval.

Objectives

This policy, while reaffirming the basic premise that ADS recipients should return to their home country upon completion of the program, also recognises that exceptional scholars should be permitted to pursue their studies to the limit of their abilities as this will produce the greatest global benefits for the partner country, AusAID and the student.

It also recognises that exceptional scholars capable of receiving doctoral or post-doctoral awards in Australia are likely to receive scholarship awards from third countries. If former ADS students accept award offers from third countries the aim of having the student remain in their home country to meet the two year requirement would be defeated.

Policy application

This policy is limited in its application. It only applies to those post-ADS students who are offered a fully funded doctoral or post-doctoral scholarship by a non-AusAID third party, including those offered by other Australian Government entities. Those ADS 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.

This policy requires a decision to be made on a case-by-case basis considering the ability of the applicant to meet the selection criteria, support from their sponsor, approval from the Partner Government (where appropriate) and approval of the relevant Post.

Criteria

In determining whether to seek approval to allow a scholar to take up the offer of an externally funded doctoral scholarship or post-doctoral fellowship, AusAID Officers should ensure the application addresses the following:

a. An offer of a fully funded (including per diem rates) Australian doctoral scholarship or post-doctoral fellowship by an entity other than AusAID (eg scholar's home government, Asian Development Bank, World Bank, Australian Government entity, Australian university, private sector). An original or certified copy of the letter of offer of a scholarship/fellowship must be provided;

b. A letter of support from the Institution at which the applicant intends to undertake the externally funded scholarship;

c. A written recommendation by the course co-ordinator and/or supervisor of the student's capability and ability to succeed;

d. Provide clear justification for the post ADS scholarship based on academic ability of the applicant and relevance to the partner countries' development priorities;

e. Agreement to return home for a period of two years after completion of the externally funded scholarship or fellowship, or in the case of students who have returned home, the period remaining once the time spent in the home country has been deducted from the two year timeframe (see Procedures below for further information).

A key requirement is that there is no objection from the Post or the Partner Government for the student to remain in Australia to continue their studies. AusAID will liaise with the relevant Partner Government concerning this matter.

The applicant must arrange with the Department of Immigration and Citizenship (DIAC) to be issued with a private student or other appropriate visa. The scholar must meet all DIAC requirements. The decision on whether or not to issue a visa is solely DIAC's responsibility based on their standard visa requirements

Scholars will not be able to remain in Australia pending any decision on approvals for externally funded doctoral scholarships or post-doctoral fellowships they have applied for prior to returning to their home country. AusAID may not also approve applications from scholars who remain in Australia for this purpose or take up the offer of the scholarship/fellowship prior to a decision from AusAID.

An AusAID funded airfare to return home will not be available to former ADS scholars who remain in Australia on an externally funded doctoral scholarship or post doctoral fellowship. Scholars will only be entitled to an airfare home if they return immediately after the end of their award.

Former ADS students who have been offered an externally funded doctoral scholarship or post-doctoral fellowship within two years of return to their home country, may be eligible under this policy if they meet the criteria as stated above.

For all students the two year return home requirement will not be waived but rather will be deferred to commence once the students have 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 does not approve a former ADS student's externally funded doctoral scholarship or post-doctoral fellowship, the applicant is able to request a review of the case and provide new information based on the criteria to support their request. Once a review has been undertaken, AusAID's decision is final and no further correspondence will be entered into.

Procedure

- **a.** Applications must be made in writing by the scholar and/or their sponsor to AusAID in Canberra. The applicant must allow 30 days for processing of the application.
- **b.** AusAID Canberra will assess applications based on the criteria defined above.
- **c.** If the applicant meets the criteria above, a minute recommending approval of the externally funded doctoral scholarship or post-doctoral 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 scholar's Acceptance of Offer contract with AusAID. The 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 doctoral scholarship or post-doctoral fellowship has been gained, three copies of the Deed of Amendment should be sent to the student via the institution to be signed and returned to AusAID for signature of the delegate or the delegate's nominee.
- **g.** AusAID then files one original and sends two originals back to the institution (one for their file and one for the student). 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 D

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 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 Australian Development Scholarship.

I understand that the decision to provide this entitlement rests with the Australian High Commission/Embassy , [Insert Country]. The decision will be based on the availability of funds in the ADS program.

Yours sincerely

…….. Date……..

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 Australian Development Scholarship, as agreed in the contract between AusAID and myself.

Details of my family members are as follow:

Name	Date of birth	Relationship to me	Country of citizenship	Passport number
Insert full name		spouse		
Insert full name		son		
Insert full name		daughter		

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

Yours sincerely

…….. Date……..

Witnessed by

…….. Date……..

……..
Print Name and Title

APPENDIX E

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 Student 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 Student 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 F

SAMPLE IAP PROGRAM

WEEK ONE

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	**Welcome to Uni XX** Welcome from Uni PVC IAP overview, expectations, responsibilities of AusAID students, goal setting. **University life and educational culture**	**Finding accommodation** Talk from local Real Estate, renting in the local area. Tenancy matters **Information for families** Campus services, entitlements, child care, health services, housing, schooling.	**Needs analysis and assessment** **Enrolment** **Award program information sessions**	**Living in Australia workshop** Cultural transition, gender awareness, Australian culture and customs, Australian history. Indigenous Australia	**Australian Law and Personal Safety** Your rights and responsibilities, campus security, road rules….
12:30 – 1:30pm	**Lunch break**	**Lunch break**	**Lunch break** Welcome Lunch (Halal)	**Lunch break**	**Lunch break**
1:30 – 3:30pm	**Services on Campus** Learning support, student associations etc. Health and counselling services.	**FREE AFTERNOON** Looking for accommodation. Appointments with staff available if needed.	**OHSC Information session**	**Living in Australia workshop cont.** Australian slang and idioisms: Communicating with Australians	**Library tour and catalogue searching** Getting access to the online system
	Campus tour		**Managing money** Stipend allowance, budgeting.		**EXCURSIONS:** CITY TOUR CULTURAL EXCURSION
3:30 – 4:30pm	**Working and Tax file number** Work rights, part time employment, visa conditions		**Shopping excursion**	**FREE AFTERNOON** Appointments with staff available if needed	

WEEK TWO

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	**Strategies for successful study** Academic expectations Learning strategies Studying at UniXX Development of an independent learning plan	**Academic Writing: Session 1** Types of academic writing Mind mapping concepts Getting started	**Academic Writing: Session 2** Researching a topic	**English listening and speaking skills**	**Academic Writing: Session 3** How to structure an essay Paragraph development Addressing criteria
12:30 – 1:30pm	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**
1:30 – 3:30pm	**Strategies for successful study -** Cont. Student-centred learning environment. **Learning Styles** Identifying your preferred learning style	**Taking Notes** Take notes from lecture and written text (peer and self assessment).	**Library & the Internet** Introduction to Internet for academic purposes. Literature & Database searches.	**Computing and Information Technology** Using the online University system. Introduction to Microsoft programs.	**Academic Writing: Session 3** Cont. **IAP individual project**
3:30 – 4:30pm	**Critical Thinking**	**Current AusAID students share their stories and experiences**	**Overview of student individual IAP project***	**Staying Healthy Seminar**	

** Each student 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	Friday
9am – 12:30 pm	**Written academic expression** **Speaking in an academic context**	**Academic Writing: Session 4** Paraphrasing Editing your work	**Academic Numeracy: Session 1** Maths and Statistics	**Critical and Analytical Reading**	**Critical and Analytical Reading**
12:30 – 1:30pm	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**
1:30 – 3:30pm	**Computing and Information Technology** Word, Excel	**Library session** Getting online Catalogue searches	**Academic Writing 5** Peer review	**Computing and Information Technology** Word, Excel	**Academic Numeracy Session 2** Maths and Statistics
3:30 – 4:30pm	**Referencing** Academic integrity Copyright & Plagiarism	**PowerPoint workshop**	**IAP individual project**	**Critical Thinking**	**FREE AFTERNOON** Appointments with staff available if needed

WEEK FOUR

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	**Oral presentation skills**	**Academic Numeracy Session 3** Evaluating and Interpreting data	**Oral presentation skills**	**STUDENT PRESENTATIONS of Individual projects**	**IAP Reflection and Consolidation** **Student Evaluation** **IAP WRAP UP**
12:30 – 1:30pm	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**	**Lunch break**
1:30 – 3:30pm	**Library session**	**Library session**	**IAP individual project**	**STUDENT PRESENTATIONS of Individual projects cont.**	
	PowerPoint workshop	**IAP individual project**		**Feedback on presentations from staff and peers**	**Celebratory BBQ lunch** **Presentation of certificates**
3:30 – 4:30pm	**Time Management**		**FREE AFTERNOON** Appointments with staff available if needed	**FREE AFTERNOON** Appointments with staff available if needed	

APPENDIX G

Glossary

ADS	Australian Development Scholarships
ALAF	Australian Leadership Awards Fellowships
ALAS	Australian Leadership Awards Scholarships
Applicant	A person who has applied for, but not yet received, an Australian Development Scholarship.
Articulated 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.
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 successful applicant delays the commencement date of their scholarship.
Dependant	A Student's family member in receipt of an AusAID Dependent Visa.
DIAC	The Commonwealth Department of Immigration and Citizenship
Establishment Allowance	A once-off allowance provided to each new student 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 a Student's course e.g. agriculture, health.
Fieldtrip	A Fieldtrip is a short class-based excursion for the purposes of education and/or research to provide students with experiences outside their everyday activities.
Fieldwork	Research undertaken in the home country and/or Australia as part of the Student's research course/
Foundation Program	An intensive study program of up to 12 month offered to Undergraduate Students who do not meet the required standard for direct entry into their chosen course.
IAP	Introductory Academic Program. The orientation program provided by the Institution to Student's prior to the commencement of their academic program.
Open Category	Applicants do not need to be nominated by their government or employer. Anyone who meets the eligibility criteria may apply under this category.
Partner Government	A Government that has a bilateral aid agreement with Australia.
PCE	Pre-course English. An intensive English program provided to Students who require additional English language skills prior to the commencement of their course.
Placement Offer	An offer of enrolment made by the Institution to the Student. 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.
Post	Australian Diplomatic Mission.
Preliminary Program	Courses deemed necessary by the Institution to enable a Post-graduate Student 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 a student to undertake prior to commencing their chosen course. Preparation Programs may include PCE, prelimary programs, foundations programs etc.
RFP	Request for Placement. The process of an AusAID Post or MC requesting a Placement Offer from an Institution on an Awardees behalf.
SCO	Student Contact Officer. The officer appointed by the Institution who is responsible for the provision of

	support services to ADS Students.
Suspension	The temporary cessation of a Student's study program and financial support from AusAID.
Termination	AusAID's decision to end a Student'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 a Student chooses to cease their scholarship before completion.