



# Australia Awards

ENDEAVOUR AWARDS

## ENDEAVOUR AWARDS 2013 APPLICANT GUIDELINES





These Guidelines will aid you in preparing your application. You should read them in full to ensure that you meet the eligibility requirements for the Award/s.

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## Glossary

	This symbol indicates a piece of information that has been highlighted for your reference in determining your eligibility for an Endeavour Award. In many cases, this information is presented as a case study or scenario.
	This exclamation mark indicates a piece of information that has been highlighted as a key task, activity or caution to assist you in completing your application for an Endeavour Award.
<b>Academic Transcript</b>	The list of subjects and academic results provided by institutions to the applicant, usually at the end of each semester, trimester or term.
<b>Admission letter</b>	A formal letter confirming enrolment from your host organisation for Endeavour Postgraduate, Endeavour VET and Prime Minister's Australia Asia Awards.
<b>Applicant</b>	The person applying for an Endeavour Award.
<b>AusAID</b>	Australian Agency for International Development.
<b>Award Contract</b>	Contract entered into between the Contractor and Award Holders detailing each party's responsibilities.
<b>Award Holder</b>	The successful applicant who receives an Endeavour Award.
<b>Contractor</b>	Austraining International Pty Ltd - contracted by the Department to manage the post-selection support services for the Endeavour Awards.
<b>Country</b>	Any reference to a country includes that of an economy otherwise referred to as a region.
<b>DIISRTE/the Department</b>	Department of Innovation, Industry, Science, Research and Tertiary Education, its employees, agents and contractors.
<b>DFAT</b>	Department of Foreign Affairs and Trade.
<b>DIAC</b>	Department of Immigration and Citizenship.
<b>Fieldwork</b>	Program research activity directly related to your field of study which is undertaken during your Award outside your Host Country.
<b>Guidelines</b>	The Endeavour Award 2013 Applicant Guidelines.
<b>Home Country</b>	The country of citizenship and/or permanent residency of the applicant.
<b>Host Country</b>	The country to which the Award Holder will travel to undertake their program.
<b>Home Organisation/ Institution</b>	The organisation the applicant works for or the institution they attend in their country of citizenship and/or permanent residency.
<b>Host Organisation/ Institution</b>	The organisation or the institution the applicant will attend for study, research or professional development in the host country. Your host must not be in a <b>DFAT Level 4 country</b> and/or region.
<b>IELTS</b>	International English Language Testing System.
<b>Internship</b>	Any paid or unpaid work related to the Award Holder's field of study.
<b>Nomination letter</b>	Nomination form from your host confirming placement and required if you are applying for any of the Endeavour Research Fellowships or Endeavour Executive Awards.
<b>Participating Countries</b>	As set out in <a href="#">Section 4.3</a> (International) and <a href="#">Section 5.3</a> (Australians) of these Guidelines.
<b>Postdoctoral Fellow</b>	Person who has completed a PhD and is undertaking research
<b>Postgraduate Student</b>	Student who is undertaking studies at a Masters or PhD level.
<b>Professional Development</b>	Professional training rather than an academic course undertaken to enhance knowledge and skills required for a person's profession.
<b>Proposed Program</b>	The study, research, professional development or internship activities outlined by applicants in their application for an Endeavour Award.
<b>TOEFL</b>	Test of English as a Foreign Language.
<b>Undergraduate Student</b>	Student who is undertaking studies at a Bachelors or Honours level.

# 1 SECTION 1: INTRODUCTION

## 1.1 Purpose of these Guidelines

These Guidelines provide information for applicants wishing to apply for any of the following categories of Endeavour Award:

- Endeavour Postgraduate Award
- Endeavour Research Fellowships (Including the Endeavour Australia Cheung Kong Research Fellowships & the Endeavour Research Fellowships for Indigenous Australians)
- Endeavour Vocational Education and Training (VET) Award
- Endeavour Executive Award
- Prime Minister's Australia Asia Awards
- Prime Minister's Queen Elizabeth II Diamond Jubilee Award



**These Guidelines will aid you in preparing your application. You should read them in full to ensure that you meet the eligibility requirements for the Awards.**

**You must also ensure that you fully address all the selection criteria for the Award you are applying for and submit your application and correct supporting documentation by the closing date as late applications will not be considered.**

## 1.2 About the Endeavour Awards

The Endeavour Awards are a part of the Australia Awards initiative which was announced in November 2009. The Australia Awards have been established to maximise the benefit to Australia of its extensive scholarship programs, and to support enduring ties between Australia and our neighbours.

The Australia Awards brings together the international development awards administered by the Australian Agency for International Development (AusAID) and the Endeavour Awards administered by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) under a single recognisable brand. Further information is available at [www.AustraliaAwards.gov.au](http://www.AustraliaAwards.gov.au)

The Endeavour Awards is the Australian Government's internationally competitive, merit-based scholarship program providing opportunities for citizens of the Asia-Pacific, the Middle East, Europe and the Americas to undertake study, research and professional development in Australia. Awards are also available for Australians to undertake study, research and professional development abroad.

The Endeavour Awards aim to:

- Develop on-going educational, research and professional linkages between individuals, organisations and countries;
- Provide opportunities for high achieving individuals from Australia and overseas to increase their skills and enhance their global awareness;
- Contribute to Australia's position as a high quality education and training provider, and a leader in research and innovation; and
- Increase the productivity of Australians through an international study, research or professional development experience.

## 1.3 Post Selection Support Services

A Contractor has been engaged by the Department to provide post-selection support services to all Award Holders. These services include:

- A dedicated case manager;
- Pre-departure briefings;
- Provision of advice on visas, health, travel, insurance, accommodation, security and legal matters;
- Payment of allowances, and
- Reporting to The Department on Award Holders' progress.

Once the successful applicants have accepted their offer of an Award and returned a signed 'Declaration of Acceptance' their details will be transferred to the Contractor, who will contact them shortly afterwards to confirm details including commencement dates and their Award program.

## 1.4 Alumni

Upon successful completion, Award Holders may be invited to become a member of the Australia Awards Alumni Network. This Network will assist Alumni to maintain the personal, institutional and education links and friendships they make during their Award.

## 2 SECTION 2: REQUIREMENTS & CONDITIONS

### 2.1 Age

Award Holders must be aged 18 years or over at the commencement of their Award. There is **no maximum age limit**.

### 2.2 Fields of Study

There are no limitations on fields of study for the Endeavour Awards.

### 2.3 Award Conditions

- Award Holders must sign an Award Agreement with the Contractor regarding the conditions of the Award prior to commencing the Award.
- The Award is conditional upon Award Holders meeting any conditions that are outlined in the Award offer letter sent to successful applicants prior to commencement.
- Award Holders must commence their Award after **1 January, 2013**.
- Award Holders must commence their Award **no later than 30 November, 2013**.
- Applicants who have already commenced or will commence their program at their **host organisation** prior to 2013 are ineligible.
- Award Holders must undertake the program outlined in their application **for at least the minimum Award** duration unless otherwise approved by the Department.
- Award Holders must undertake the proposed program outlined in their application and abide by the rules of the **host organisation/institution**.
- Any changes to the Award Holder's program or itinerary must have the **prior approval** of the Contractor with final approval from the Department.
- Should an Award Holder be prevented for any reason from taking up their Award within a reasonable **timeframe**, the Department may, at its absolute discretion, withdraw the offer of an Award.

### 2.4 Visas

It is the responsibility of Award Holders to apply for and satisfy the requirements for the issue of an appropriate entry visa to their host country. Award Holders will be advised of the visa process and will have the support of their Case Manager to make suitable arrangements prior to their commencement. The offer of an Award does not guarantee the granting of a visa and is conditional upon gaining a visa. Any costs associated with obtaining the visa is the responsibility of the Award Holder. Award Holders are responsible for any visa application costs.

Award Holders may be required to undertake a medical examination to satisfy health requirements for the issue of a visa for entry into their host country.

Family members wishing to visit or accompany an Award Holder are required to obtain their own visa.



Family members or dependants wishing to accompany or visit an Endeavour Award Holder in Australia should contact DIAC's nearest overseas mission for advice about travelling to and living in Australia. For further information and contact details please visit <http://www.immi.gov.au/contacts/overseas/>.

### 2.5 Police Checks (Australian Award Holders Only)

All Australian Award Holders will be required to undergo a police check before their Award is confirmed. It is an important consideration of the Department that recipients are suitable persons who will enhance the reputation of Australia and the Endeavour Awards overseas.



A criminal record will not automatically disqualify an applicant from receiving an Award. However, if an Award Holder is found to have a criminal record or conviction which the Department considers would harm the reputation of the Endeavour Awards, then the Department may, in its absolute discretion, refuse to grant or revoke an Award.

## 2.6 Award Suspension and Termination

The Award may be terminated at any time for misconduct, for failing to comply with the laws of the host country, for breaches of the Award conditions or for failure to make satisfactory academic progress (where applicable).

## 2.7 Employment

### International Award Holders

Award Holders must obtain permission from their Host Organisation and confirm the conditions of their visa with DIAC in order to determine whether they are allowed to undertake paid employment while they are in Australia on their Award.

**International Endeavour Research Fellowships (including Cheung Kong) and Endeavour Executive Award Holders are not permitted to work at any time during their Award.**

### Australian Award Holders

Award Holders must obtain permission from their Host Organisation and confirm the conditions of their visa in order to determine whether they are allowed to undertake paid employment while they are in their Host Country on their Endeavour Award.

**Endeavour Executive Award Holders are not permitted to undertake paid employment at any time during their Award except in exceptional circumstances and with prior approval from the Department.**

## 2.8 Award Completion

Award Holders are expected to return to their home country and/or region at the completion of their program.

## 2.9 Travel Warnings

An Award Holder must not travel, without the approval of the Contractor, to a country/region or a part of a country/region that has been assessed by DFAT as an area to which Australians are advised not to travel (Level 4 DFAT advice); or where The Department considers a particular country/region or part of a country/region is not likely to be safe; or where the Department considers that the Award Holder would not be able to complete the program for which the Award was given. If this condition is breached an Award may be suspended, revoked or terminated.



Applicants should monitor the DFAT website at the following link for current information about countries that are considered a travel risk: <http://www.smarttraveller.gov.au>

## 2.10 Fieldwork

Fieldwork is a program research activity directly related to your field of study which is undertaken during your Award outside your Host Country. The total of all periods of fieldwork undertaken should be for no more than 50% of your proposed Award duration.

Approval of fieldwork activity is not automatic and requires the approval of an Award Holder's Host Organisation and the Department. Please note that stipend payments (living away from home allowance) are not payable for the period that an Award Holder undertakes fieldwork in their Home Country, except in exceptional circumstances. Any exceptional circumstances will be considered by the Department on a case by case basis.

## 2.11 Internship (Prime Minister's Australia Asia Awards only)

A unique aspect of the Prime Minister's Australia Asia Award is the opportunity for Award Holders to undertake an internship. The overarching aim of the internship is to develop internationally-aware future leaders who have the skills and knowledge to be able to compete and collaborate in a globalised market.

For the individual Award Holder the aim of the internship component is to provide an opportunity to gain international professional experience in their field and build professional networks in Asia.

### Definition of Internship

For the purposes of the Prime Minister's Australia Asia Awards an internship is defined as *'Any paid or unpaid work related to the Award Holders field of study undertaken outside of their host institution and/or specific research or study group.'*

Internships could therefore be with any company, business, government department or agency, not-for-profit organisation, or research organisation in the host country.

There are many variations on what the internship component might look like, for example it could be:

- A paid position with a local company or business;
- An unpaid position with a government agency or NGO;

- A position at an Australian Government post, if it is applicable for your field of study and they have the capacity, or
- With an agency or organisation in Asia that the Award Holder's Australian university has, or seeks to develop links with.

You may be eligible to gain credit for the internship if it meets the course requirements. The credit should be negotiated with your course convenor.

### ***Duration***

Internships can be undertaken with any company, business, government department or agency, not-for-profit organisation, or research organisation within a participating country of the Prime Minister's Australia Asia Awards. This practical component of the Award may be up to 12 months (minimum of 2 months full time or the part-time equivalent) in duration and may be with more than one employer.

An internship must be undertaken after the study component. It may only be undertaken during the study under exceptional circumstances with approval from the Department. There can be no more than one month maximum duration in-between the completion of the study component and the commencement of an internship unless in exceptional circumstances with approval from the Department.

### ***Arranging the Internship and Approval Process***

It is the Award Holders responsibility to arrange and confirm the internship. However, the Award Holders are supported in this by their home university, Austraining International and the Department. The Award Holders home university is provided with a \$3,000 contribution to assist applicants in identifying suitable internship placements. This payment will be made to the University once the internship is approved.

The internship must be approved by Austraining International and an internship approval form must be submitted and approved no later than one month prior to the completion of the study component. To have your internship approved you must complete the Internship Approval Form available from the Endeavour Online system and forward it to Austraining International.

Award Holders undertaking an Internship will need to contact the relevant authority in the host country to determine whether they are entitled to work and to obtain information about visas. It should be noted that Award Holders may be required to change visas when transitioning from study to the Internship component of their Award.



**The internship is a mandatory part of an Undergraduate Award.  
For the Postgraduate Award the internship is optional but strongly encouraged.**



Applicants are not required to have an internship confirmed at the time of application instead they are asked to indicate their proposed plans (i.e. intended dates and Host Organisation(s)) for the internship component in their application.

Applicants will not be disadvantaged in the selection process if they have not confirmed their internship at the time of application.



## 2.12 Holding Other Scholarships

Award	Permissions
Endeavour Postgraduate Awards (Including Prime Minister's Australia Asia Postgraduate Awards – Incoming Internationals)	Award Holders are not permitted to hold any other Australian Government sponsored scholarship.
Endeavour Vocational Education and Training (VET) Awards	<i>The AYAD program is not considered to be an Australian Government sponsored scholarship.</i>  <i>Award Holders in receipt of an (IPRS, APA or ARC) must adhere to the conditions placed on those scholarships.</i>
Endeavour Research Fellowships (Including Endeavour Research Fellowships for Indigenous Australians)	Award Holders are not permitted to hold another Endeavour Award; OR AusAID sponsored scholarship (ADS, ARDS, ALA scholarship or fellowships).  <i>Award Holders in receipt of an (IPRS, APA or ARC) must adhere to the conditions placed on those scholarships.</i>
Prime Minister's Australia Asia Postgraduate & Undergraduate Awards (Outgoing Australians)	
Prime Minister's Queen Elizabeth II Diamond Jubilee Award	
Endeavour Executive Awards	



**It is the responsibility of the Award Holder to check whether they are eligible to hold an Endeavour Award with any other scholarships that they may receive.**

## 3 SECTION 3: APPLICATION & SELECTION PROCESSES



**It is the applicant's responsibility to ensure that the application and all supporting documentation, including referees' reports, are submitted by the closing date.**

### 3.1 Application Dates

Applications for the 2013 Endeavour Awards will open on Sunday 1 April 2012 and will close at **11:59 AM** Australian Eastern Standard Time (AEST) on Saturday 30 June 2012.



Applications close at 11:59 AM Australian Eastern Standard Time (AEST) on **Saturday, 30 June 2012.**  
Applications received after the closing date will not be considered.



**Applicants for the Prime Minister's Australia Asia Outgoing Awards must be nominated by their Home University to be eligible.**  
**It is your responsibility to notify your Home Institution of your intention to apply as the Department will only assess nominated applications.**  
**See section [3.3](#) for further information.**

### 3.2 Application Process - Online

Applications should be submitted through Endeavour Online. Please note that this online application form is only accessible when the round is open.

Upon submission of an application, an email acknowledging receipt of the application will automatically be generated and forwarded to the email address (user ID) used to submit the application.

### 3.3 Application Process - Prime Minister's Australia Asia Awards (Outgoing Australian applicants only)

Applicants for the Prime Minister's Australia Asia Outgoing Awards must be nominated by their Home University to be eligible. Contact Officers will receive an email with a PDF copy of the application only when an applicant selects the 'Print to PDF' button or when the application has been submitted.

If an applicant's University Contact Officer would like a copy of an application while it is still in draft status and editable by the applicant, the applicant must login and select the 'Print to PDF' button before they submit the application.

Due to confidentiality reasons Contact officers will not receive copies of the referee reports directly through Endeavour Online. They may request copies through the applicant.

A list of University Contact officers for the Prime Minister's Australia Asia Outgoing Award can be found at [University Contact Officers](#).

### 3.4 Application Process - Manual

Applicants may request a hard-copy application form by emailing [endeavour.awards@deewr.gov.au](mailto:endeavour.awards@deewr.gov.au) indicating in their email the reasons why they are unable to apply online. Hardcopy applications must be received by the Department by the closing date.

### 3.5 Endeavour Online

The online application system, Endeavour Online, allows applicants to enter their personal details and information on their proposed program and the required supporting documentation directly. Applicants may only view and submit their own applications.

To apply online, go to [www.endeavouradmin.deewr.gov.au/es/esapplication/Security/Login.aspx](http://www.endeavouradmin.deewr.gov.au/es/esapplication/Security/Login.aspx)

First-time users will need to register with the Endeavour Online system to create a user ID (the applicant's nominated email address and password). Once registered, applicants may create a new application or continue working on an existing application. New applications will be allocated a unique application number. This application number should be referred to in any correspondence with the Department.



Applications do not have to be completed and submitted immediately. They may be saved at any time and amended until submitted.



A Step by Step Guide to using the Endeavour Online Application System can be found at: <http://www.deewr.gov.au/International/EndeavourAwards/Pages/Apply.aspx>.



**Applicants wishing to be considered for more than one Award category are required to lodge a separate application for each category.**

### 3.6 Assessment of Applications

All applications submitted by the closing date will be checked by the Department to determine eligibility. Applications that meet the eligibility criteria will be referred to an independent selection panel for consideration and ranked against the selection criteria for that particular Award.

The Department may short list applications against the selection criteria prior to assessment by the selection panel.

### 3.7 Selection Panels

The Awards selection panels will comprise at least three members, appointed by the Department. The panel members include eminent academics, professionals and government representatives.

Selection panel members will score applications against each specified selection criteria. The Endeavour Panel Assessment System (a component of Endeavour On-line specifically for selection panel members) will automatically combine the scores from all panel members and provide a final score for each individual applicant and an overall ranking list for the specific award category. The final ranking list is approved by the Department delegate prior to successful Award Holder names being noted by the Minister and/or Prime Minister.



Selection panel members' personal details are confidential and cannot be released to applicants.

### 3.8 Outcome of Applications

The Department will email all successful and unsuccessful applicants regarding the outcome of their applications, by the end of November 2012.

Successful applicants will be required to accept their Award Offers online within 14 days of the offer. Applicants will also be required to sign and return a 'Declaration of Acceptance', which is attached to their notification letter, prior to their Award being confirmed.

Unsuccessful applicants will be advised on how they can obtain feedback on the reason why their application was unsuccessful. An unsuccessful application is either unsuccessful for the reason that they were **ineligible** or they were **not recommended by the selection panel**.

'**Ineligible**' applicants will be advised on the specific eligibility criteria they did not meet.

'**Not recommended by the selection panel**' applicants will not receive further feedback as the selection panel process is independent and confidential.

### 3.9 Your Responsibility

Applicants are responsible for ensuring that they have read these Guidelines, the Frequently Asked Questions (FAQ's) and all documents referred to in the Guidelines.

Applicants should ensure that their application meets the eligibility requirements detailed in these guidelines. Applicants must also agree to the terms and conditions for each Award.

It is the applicants responsibility to ensure that correct supporting documentation, including referees' reports, are submitted by the due date. If supporting documentation is not received or attached to the application by the due date, the application will not be considered.

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

### 3.10 Application Assistance

If you require any support to participate in the Endeavour Award application process, please contact [endeavour.awards@deewr.gov.au](mailto:endeavour.awards@deewr.gov.au)

## 4 SECTION 4: AWARD INFORMATION (INTERNATIONAL APPLICANTS ONLY)



Australian applicants see [Section 5](#).

### 4.1 Summary of Endeavour Awards

<i>Postgraduate and Postdoctoral Awards</i>				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Postgraduate Award	Postgraduate study/research for an Australian Masters degree or PhD	Up to 2 years for a Masters Up to 4 years for a PhD	Up to \$228,500 (PhD) and \$118,500 (Masters)	<a href="#">Section 6.1</a>
Prime Minister's Australia Asia Incoming Postgraduate Award	Postgraduate study/research for an Australian PhD	Up to 4 years + up to 1 year optional internship	Up to \$263,500	Applicants cannot apply for this Award; see <a href="#">Section 6.1</a> for further info.
Endeavour Research Fellowship (Including Endeavour Australia Cheung Kong Research Fellowship)	Research towards a Masters degree or PhD in home country; or postdoctoral research	4 - 6 months	Up to \$23,500	<a href="#">Section 6.3</a>
<i>Vocational Education and Training Awards</i>				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Vocational Education and Training (VET) Award	Diploma, Advanced Diploma, Associate Degree	1- 2.5 years	Up to \$119,500	<a href="#">Section 6.2</a>
<i>Executive Awards</i>				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Executive Award	Professional Development	1 - 4 months	Up to \$18,500	<a href="#">Section 6.5</a>

### 4.2 Citizenship and/or Permanent Residency

International applicants applying for an Endeavour Award must:

- (a) be citizens and/or permanent residents of a Participating Country and/or region and remain so for the duration of their Award; and,
- (b) not hold dual citizenship with Australia.

If an International Award Holder becomes an Australian citizen, holds Australian Permanent Residency status, holds dual citizenship with Australia or becomes a citizen and holds permanent residency status of a country that is not a participating country of the Endeavour Awards, the Award will be revoked or terminated from the date of effect. The Award Holder may continue their program but they will no longer be funded to do so.

### 4.3 Participating Countries & Regions

Award	Eligible Participating Countries & Regions
Prime Minister's Australia Asia Incoming Postgraduate Award	People's Republic of China (including Hong Kong, and Macau SAR's), India, Indonesia, Japan, Malaysia, Republic of Korea (South Korea), Singapore, Taiwan, Thailand and Viet Nam
Endeavour Postgraduate Award Endeavour VET Award Endeavour Research Fellowship Endeavour Executive Award	<p><b>Americas:</b> Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, United States, Uruguay, Venezuela</p> <p><b>The Caribbean:</b> Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe, Guyana, Haiti, Jamaica, Martinique, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago</p> <p><b>Europe:</b> Austria, Belgium, Bulgaria, Croatia, Cyprus (Republic of), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Reunion, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom</p> <p><b>Middle East:</b> Afghanistan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen</p> <p><b>Pacific:</b> Fiji, French Guinea, French Polynesia, Kiribati, Marshall Islands, Micronesia (Federated states of), Nauru, New Caledonia, New Zealand* (including Cook Islands), Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna.</p> <p><b>Asia:</b> Bangladesh, Bhutan, Brunei Darussalam, Cambodia, People's Republic of China (including Hong Kong and Macau SAR's), India, Indonesia, Japan, Laos, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Republic of Korea (South Korea), Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Viet Nam.</p>
Endeavour Australia Cheung Kong Research Fellowship	Brunei Darussalam, Cambodia, India, Indonesia, Japan, Republic of Korea (South Korea), Laos, Malaysia, Mongolia, Peoples Republic of China (including Hong Kong and Macau SAR's) Philippines, Singapore, Thailand and Viet Nam.



\* New Zealand citizens and/or permanent residents cannot apply for the Endeavour Postgraduate Award or the Endeavour Vocational Education and Training (VET) Award as New Zealand citizens who are studying in Australia do not pay overseas student fees and are considered to be domestic students rather than international students

## 5 SECTION 5: AWARD INFORMATION (AUSTRALIAN APPLICANTS ONLY)



International applicants see [Section 4](#).

### 5.1 Summary of Endeavour Awards

<b>Postgraduate and Postdoctoral Awards</b>				
<b>Award</b>	<b>Study Level</b>	<b>Award Duration</b>	<b>Total Award Value \$AUD</b>	<b>Further Information</b>
Prime Minister's Australia Asia Outgoing Postgraduate Award	Postgraduate study/research for a Masters degree or PhD	Up to 2 years	Up to \$63,500	<a href="#">Section 6.6</a>
Endeavour Research Fellowship (Including Endeavour Australia Cheung Kong Research Fellowship)	Research towards a Masters degree or PhD in home country; or postdoctoral research	4 - 6 months	Up to \$23,500	<a href="#">Section 6.3</a>
Endeavour Research Fellowship for Indigenous Australians	Research towards a Masters degree or PhD in home country; or postdoctoral research	4 - 6 months	Up to \$23,500	<a href="#">Section 6.4</a>
Prime Minister's Queen Elizabeth II Diamond Jubilee Award	Research towards a PhD in home country; or postdoctoral research	1 – 2 years	Up to \$118,000	<a href="#">Section 6.8</a>
<b>Undergraduate Awards</b>				
<b>Award</b>	<b>Study Level</b>	<b>Award Duration</b>	<b>Total Award Value \$AUD</b>	<b>Further Information</b>
Prime Minister's Australia Asia Outgoing Undergraduate Award	Bachelor Degree or Honours	Up to 2 years	Up to \$53,500	<a href="#">Section 6.7</a>
<b>Executive Awards</b>				
<b>Award</b>	<b>Study Level</b>	<b>Award Duration</b>	<b>Total Award Value \$AUD</b>	<b>Further Information</b>
Endeavour Executive Award	Professional Development	1 - 4 months	Up to \$18,500	<a href="#">Section 6.5</a>

### 5.2 Citizenship and/or Permanent Residency

Australian applicants must be citizens and/or permanent residents of Australia.

Australian Award Holders must retain Australian Citizenship and/or Australian Permanent Residency status for the duration of their Award program. In the event that their Australian citizenship/residency status lapses, the Award will be revoked or terminated from the date of effect. The Award Holder may continue their program but they will no longer be funded to do so.

### 5.3 Participating (Destination) Countries & Regions

Award	Eligible Participating Destination Countries & Regions
Prime Minister's Australia Asia Outgoing Postgraduate and Undergraduate Award	People's Republic of China (including Hong Kong, and Macau SAR's), India, Indonesia, Japan, Malaysia, Republic of Korea (South Korea), Singapore, Taiwan, Thailand and Viet Nam
Endeavour Executive Award  Endeavour Research Fellowship (including Endeavour Research Fellowship for Indigenous Australians)  Prime Minister's Queen Elizabeth II Diamond Jubilee Award	<p><b>Americas:</b> Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, United States, Uruguay, Venezuela.</p> <p><b>The Caribbean:</b> Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe, Guyana, Haiti, Jamaica, Martinique, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.</p> <p><b>Europe:</b> Austria, Belgium, Bulgaria, Croatia, Cyprus (Republic of), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Reunion, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.</p> <p><b>Middle East:</b> Afghanistan*, Bahrain, Iran, Iraq*, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria*, Turkey, United Arab Emirates, Yemen*</p> <p><b>Pacific:</b> Fiji, French Guinea, French Polynesia, Kiribati, Marshall Islands, Micronesia (Federated states of), Nauru, New Caledonia, New Zealand (including Cook Islands), Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna.</p> <p><b>Asia:</b> Bangladesh, Bhutan, Brunei Darussalam, Cambodia, People's Republic of China (including Hong Kong and Macau SAR's), India, Indonesia, Japan, Laos, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Republic of Korea (South Korea), Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Viet Nam.</p>
Endeavour Australia Cheung Kong Research Fellowship	Brunei Darussalam, Cambodia, India, Indonesia, Japan, Republic of Korea (South Korea), Laos, Malaysia, Mongolia, Peoples Republic of China (including Hong Kong and Macau SAR's) Philippines, Singapore, Thailand and Viet Nam.



\* Applicants should reconsider choosing a host country or part of a country that has been assessed by DFAT as an area not to travel (Level 4) as a study program that involves such areas will not be approved. Visit the DFAT website for current information about countries that are considered a travel risk: <http://www.smarttraveller.gov.au>.

## 6 SECTION 6: AWARD DETAILS & ELIGIBILITY CRITERIA

Award Type	International Applicants	Australian Applicants
Endeavour Postgraduate Awards (includes Prime Minister's Australia Asia Incoming Postgraduate Award)	✓	✗
Endeavour Vocational Education and Training (VET) Award	✓	✗
Endeavour Executive Award	✓	✓
Endeavour Research Fellowships (includes Endeavour Australia Cheung Kong Research Fellowships)	✓	✓
Endeavour Research Fellowships for Indigenous Australians	✗	✓
Prime Minister's Australia Asia Outgoing Postgraduate Award	✗	✓
Prime Minister's Australia Asia Outgoing Undergraduate Award	✗	✓
Prime Minister's Queen Elizabeth II Diamond Jubilee Award	✗	✓

### 6.1 Endeavour Postgraduate Award (includes Prime Minister's Australia Asia Incoming Postgraduate Award)

#### **Award Description**

The Endeavour Postgraduate Award provides financial support for international students for up to 4 years to undertake a postgraduate qualification at a Masters or PhD level either by coursework or research in **any field of study in Australia**.

#### **The Endeavour Postgraduate Award aims to:**

- Enable high achieving international students to undertake a postgraduate qualification in their chosen field of study in Australia;
- Strengthen bilateral ties between Australia and the participating countries;
- **Showcase** Australia's education sector;
- Strengthen mutual understanding between the people of Australia and Award Holders' home countries, and
- Build international linkages and networks.

#### **Prime Minister's Australia Asia Incoming Postgraduate Award**

The top twenty (20) recipients of the Endeavour Postgraduate Award (PhD only), from the ten eligible Asian countries and regions listed below, will be offered the Prime Minister's Australia Asia Award and its additional benefits.

The Prime Minister's Australia Asia Incoming postgraduate Award provides financial support for international students for a maximum of four (4) years to undertake a postgraduate qualification at PhD level in any field of study in Australia. Award holders will also have the opportunity to undertake an optional internship in Australia for up to 12 months (minimum of 2 months) at the completion of their study program.

Citizens and/or Permanent Residents of India, Indonesia, Japan, Malaysia, Republic of Korea (South Korea), Singapore, The People's Republic of China (including Hong Kong, and Macau SAR's), Taiwan, Thailand and Viet Nam are eligible for this Award.

All eligible international applicants for the Endeavour Postgraduate Award from the countries and regions listed above will automatically be considered for this Award. Applicants do not have to acknowledge that they want to be considered for a Prime Minister's Australia Asia Award.



**International applicants should not contact their Australian host university regarding the Prime Minister's Australia Asia Incoming Postgraduate Awards. The eligibility requirements and application process are the same as for the Endeavour Postgraduate Award.**



### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 2 years for a Masters on a pro-rata basis Up to 4 years for a PhD on a pro-rata basis
Tuition Fees* <i>*includes any student service and amenities fees</i>	\$12,500 per semester	Up to 2 years for a Masters Up to 4 years for a PhD
Internship and Award Allocation	Up to \$35,000	For Prime Minister's Australia Asia Incoming Award Holders only
Health Insurance	Overseas Student Health Cover (OSHC) will be provided	
Travel Insurance	Coverage provided for travel to and from Australia, not during.	
Total Award Value	Up to \$118,500 for Masters Up to \$228,500 for PhD Up to \$263,500 for Prime Minister's Australia Asia Award	

### Eligibility Requirements

1. Applicants **must** be citizens and/or permanent residents of a participating country (see [Section 4.3](#)) and **may not** hold dual citizenship with Australia.
2. Award Holders must commence their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence **their** program at their host organisation prior to 2013 are ineligible.
3. Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
4. Applicants **must have completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement.
5. Applicants must have applied for and gained admission to a Masters or PhD course in Australia for commencement in 2013.

### Selection Criteria

- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of Australia and the applicant's home country;
- The applicant's potential to foster ongoing collaboration and cooperation with Australia and potential to participate at a high level in the academic or wider community in their home country on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

Endeavour Postgraduate Award	Required Documents	Certified Copy Required
Evidence of Citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of Academic Achievement - Transcripts including subjects and scores	✓	✓
Evidence of language proficiency	✓	✓
Evidence of Admission - Formal Admission Letter from Host for commencement in 2013	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

## 6.2 Endeavour Vocational Education and Training (VET) Award

### Award Description

The Endeavour Vocational Education and Training (VET) Award provides financial support for up to 2.5 years for international students from participating countries to undertake vocational education at a Diploma, Advanced Diploma or Associate Degree level in any field of study in Australia. English language training in Australia will also be provided when the English language results fall within the specified requirements outlined in [Section 7.3](#). Vocational education and training provides occupational or work-related knowledge and skills. The courses are directly related to a trade, occupation or 'vocation' in which the applicant participates. These courses exclude degree and higher level programs normally delivered by universities.

### The Endeavour Vocational Education and Training (VET) Award aims to:

- Enable students from varied backgrounds to undertake study in Australia;
- Further develop Award Holders' knowledge and skills in their areas of expertise;
- Showcase Australia's vocational education and training sector;
- Strengthen mutual understanding between the people of Australia and Award Holders' home countries;
- Build international linkages and networks, and
- Address skills shortages in Award Holders' home countries.

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 2.5 years on a pro-rata basis
Tuition Fees* <i>*includes any student service and amenities fees</i>	\$6,500 per semester	Maximum of \$13,000 per year
English Language Training	\$10,000	Up to 6 months, if required
Health Insurance	Overseas Student Health Cover (OSHC) will be provided	
Travel Insurance	Coverage provided for travel to and from Australia, not during.	
Total Award Value	Up to \$119,500	

### Eligibility Requirements

1. Applicants must be citizens and/or permanent residents of a participating country (see [Section 4.3](#)) and may not hold dual citizenship with Australia.
2. Award Holders must commence their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence their program at their host organisation prior to 2013 are ineligible.
3. Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
4. Applicants **must have completed** the equivalent to an Australian Year 10 secondary qualification (minimum) at the time of application.
5. Applicants must have applied for and gained admission to a Diploma, Advanced Diploma or Associate Degree course at an Australian vocational education institution for commencement in 2013.

### Selection Criteria

- A record of academic achievement in educational and vocational activities and a minimum of two years full-time or equivalent relevant work experience is highly desirable. Preference may be given to applicants with work experience that is directly related to their proposed course;
- A well defined study or research program
- A proposal that is relevant to the applicant's needs and to the needs and interests of Australia and the applicants' home country;
- The applicant's potential to foster ongoing collaboration and cooperation with Australia and potential to participate at a high level in the academic or wider community in their home country on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

Endeavour VET Award	Required Documents	Certified Copy Required
Evidence of Citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of Academic Achievement - Transcripts including subjects and scores	✓	✓
Evidence of language proficiency	✓	✓
Evidence of Admission - Formal Admission Letter from Host for commencement in 2013	✓	✗
Referee reports (3)	✓	✗
Employment record / curriculum vitae	✓	✗
Evidence of community service	✓	✗

## 6.3 Endeavour Research Fellowships (including Endeavour Australia Cheung Kong Research Fellowships)

### Award Description

The Endeavour Research Fellowships provides financial support for postgraduate students and postdoctoral fellows from participating countries to undertake short-term research (4-6 months) towards a Masters or PhD (which they are enrolled in a participating country) or postdoctoral research in any field of study in Australia; and for Australian postgraduate students and postdoctoral fellows to undertake short term research (4-6 months) towards a Masters or PhD (which they are enrolled in Australia) or postdoctoral research, in any field of study, in participating countries.

### Endeavour Australia Cheung Kong Research Fellowships

The Endeavour Australia Cheung Kong Research Fellowships provides financial support for postgraduate students and postdoctoral fellows from participating Asian countries to undertake short-term research (4-6 months), in any field of study, in Australia and for Australian's to do the same in participating Asian countries.

While the Cheung Kong Group has a history of supporting education through international scholarships, the Endeavour Australia Cheung Kong Scholarship Program represents a unique partnership with the Australian Government to support postgraduate students from Australia and Asia to study in each other's home environments.

The top 5 incoming (International) and the top 5 outgoing (Australian) Endeavour Research Fellowship recipients coming from and/or going to a participating Cheung Kong participating country will be offered the Endeavour Australia Cheung Kong Research Fellowship.

Citizens of Brunei Darussalam, Cambodia, People's Republic of China (including Hong Kong and Macau SAR's), India, Indonesia, Japan, Republic of Korea (South Korea), Laos, Malaysia, Mongolia, Philippines, Singapore, Thailand and Viet Nam are eligible for this Award.

All eligible Endeavour Research Fellowship applicants from the countries listed above will automatically be considered for this Award. Applicants do not have to acknowledge that they want to be considered for an Endeavour Australia Cheung Kong Research Fellowship.

***The Endeavour Research Fellowships aims to:***

- Enable high achieving international scholars to undertake research in their chosen field of study in Australia and for Australians to do the same abroad;
- Further develop the social and economic environment of Australia and the participating countries;
- Further develop Award Holders' knowledge and skills in their field of research;
- Strengthen bilateral ties between Australia and the participating countries;
- Showcase Australia's educational sector;
- Strengthen mutual understanding between the people of Australia and Award Holders' home countries, and
- Build international linkages and networks.

***Award Benefits***

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 6 months on a pro-rata basis
Health Insurance (International)	Health Cover will be provided for full period of Award	
Travel Insurance (International)	Coverage provided for travel to and from Australia, not during.	
Health & Travel Insurance (Australian)	Coverage provided for full period of Award.	
Total Award Value	Up to \$23,500	

***Eligibility Requirements***

1. International applicants **must** be citizens and/or permanent residents of a participating country (see [section 4.3](#)) and **may not** hold dual citizenship with Australia.
2. International applicants must be currently **enrolled** in a Masters or PhD course in a participating country for their Endeavour Award Category or have had their PhD conferred and received their final results prior to the commencement of their Award program.
3. Australian applicants **must** be citizens and/or permanent residents of Australia.
4. Australian applicants must be currently **enrolled** in a Masters or PhD course in Australia or have had their PhD conferred and received their final results prior to the commencement of their Award program.

5. Award Holders must commence their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence **their** program at their host organisation prior to 2013 are ineligible.
6. International and Australian applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
7. International and Australian applicants must have **completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement. **Postdoctoral applicants must have had their PhD conferred and obtained their final results prior to the commencement of their Award.**
8. International and Australian applicants **must be** nominated by their **host** organisation and include a completed nomination form for commencement in 2013 with their application.

#### **Selection Criteria**

- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of Australia and the applicants home and host countries;
- The applicant's potential to foster ongoing collaboration and cooperation with Australia and potential to participate at a high level in the academic or wider community in their home country on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

Endeavour Research Fellowships	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of Academic Achievement - Transcripts including subjects and scores	✓	✓
Evidence of language proficiency	✓	✓
Evidence of enrolment	✓	✗
Evidence of Nomination - Completed Nomination Form by the host organisation for 2013 commencement	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

## **6.4 Endeavour Research Fellowships for Indigenous Australians**

### **Award Description**

The Endeavour Research Fellowships for Indigenous Australians provides financial support for Indigenous postgraduate students and postdoctoral fellows to undertake short-term research (4-6 months) towards an Australian Masters or PhD; or postdoctoral research in any field of study in a participating country.

### **The Endeavour Research Fellowships for Indigenous Australians aims to:**

- Enable high achieving Indigenous Australian scholars to undertake research in their chosen field of study in a participating country;
- Further develop the social and economic environment of Australia and the participating countries;
- Further develop Award Holders' knowledge and skills in their field of research;
- Strengthen bilateral ties between Australia and the participating countries;
- Showcase Australia's educational sector;
- Strengthen mutual understanding between the people of Australia and Award Holders' host countries, and
- Build international linkages and networks.

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 6 months on a pro-rata basis
Health and Travel Insurance	Coverage provided for full period of Award.	
Total Award Value	Up to \$23,500	

### Eligibility Requirements

- Applicants **must** be citizens and/or permanent residents of Australia.
- Applicants must be currently **enrolled** in a Masters or PhD course in Australia or have had their PhD conferred and received their final results prior to the commencement of their Award program.
- Award Holders must **commence** their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence **their** program at their host organisation prior to 2013 are ineligible.
- Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
- Applicants must have **completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement. **Postdoctoral applicants must have had their PhD conferred and obtained their final results prior to the commencement of their Award.**
- Applicants **must be** nominated by their **host** organisation and include a completed nomination form for commencement in 2013 with their application.

### Selection Criteria

- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of Australia and the applicants home and host countries;
- The applicant's potential to foster ongoing collaboration and cooperation with their host country and potential to participate at a high level in the academic or wider community in Australia on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

Endeavour Research Fellowships	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	✓	✓
Statement of Aboriginal and/or Torres Strait Islander status	✓	✓
Evidence of Academic Achievement - Transcripts including subjects and scores	✓	✓
Evidence of language proficiency	✓	✓
Evidence of Enrolment	✓	✗
Evidence of Nomination – Completed Nomination Form by the host organisation for 2013 commencement	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

## 6.5 Endeavour Executive Award

### Award Description

The Endeavour Executive Award provides professional development opportunities of (1-4 months) for high achievers in business, industry, education or government from participating countries and Australian's to do the same.

The Awards focus on building skills and knowledge through a host work environment rather than through formal enrolment in a study program at a host organisation and are not intended to fund direct academic research (if your activity will result in you receiving, or contributes to, a formal academic qualification, you will not be eligible to apply for an Executive Award).



**Research based proposals are generally more suited for the Endeavour Research Fellowships. Please decide carefully if the Endeavour Executive Award is the Award you should apply for as this Award is aimed at developing or learning new skills in your field or area of expertise rather than furthering your existing research interests and outcomes.**

Professional development activities could include management training, peer-to-peer learning, mentoring, short courses and developing leadership skills.

Applicants must be nominated by their host organisation. The professional development activity must be vocationally useful while not being geared toward an immediate commercial outcome as its purpose.



**It is the responsibility of the applicant to research and find an appropriate host organisation and develop their proposed professional development program.**

### The Endeavour Executive Award aims to:

- Enable high achieving professionals to further develop their skills, knowledge and leadership capabilities;
- Deepen professional engagements between Australia and participating countries;
- Strengthen mutual understanding between the people of Australia and Award Holders' host countries;
- Build international linkages and networks, and
- Allow professionals the opportunity, on returning to their home country, to share their updated skills and knowledge with colleagues.

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 4 months on a pro-rata basis
Health Insurance (International)	Health Cover will be provided for full period of Award	
Travel Insurance (International)	Coverage provided for travel to and from Australia, not during.	
Health & Travel Insurance (Australian)	Coverage provided for full period of Award.	
Total Award Value	Up to \$18,500	

### Eligibility Requirements

1. International applicants **must** be citizens and/or permanent residents of a participating country (see [Section 4.3](#)) and **may not** hold dual citizenship with Australia.
2. Australian applicants **must** be citizens and/or permanent residents of Australia.
3. Award Holders must commence their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence **their** program at their host organisation prior to 2013 are ineligible.
4. International and Australian applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
5. International and Australian applicants must have **completed** either an Australian Year 12 secondary qualification or equivalent or a trade or vocational qualification of at least Certificate III level or above<sup>1</sup> or an undergraduate degree at the time of application. If your activity will result in you receiving or contributes to a formal academic qualification, you will **not be eligible** to apply for an Executive Award.
6. International and Australian applicants **must be** nominated by their **host** organisation and include a completed nomination form for commencement in 2013 with their application.



**If you have more than one host, you must provide multiple nomination forms**

### Selection Criteria

- A record of good academic achievement and a minimum of five years full-time or equivalent relevant work experience are highly desirable. Preference may be given to applicants with work experience that is directly related to their proposed activity;
- A proposal that shows how you will enhance your vocational skills and stay informed of new developments relevant to your existing skills and interests of your home country;
- The applicant's potential to participate fully in their profession or the wider community on their return home demonstrating how the activity will build and extend on the applicant's leadership capabilities;
- The potential for ongoing links between the host and home organisations, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation Required at the time of Application - Further information on required documents can be found at [section 7](#).**

Endeavour Executive Award	Required Documents	Certified Copy Required
Evidence of citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of academic achievement - transcripts including subjects and scores	✓	✓
Evidence of language proficiency	✓	✓
Evidence of nomination – completed nomination form by the host organisation for 2013 commencement	✓	✗
Referee reports (3)	✓	✗
Employment record / curriculum vitae	✓	✗
Evidence of community service	✓	✗

<sup>1</sup> The Australian qualification at the Cert III level or above (or a similar level international qualification) must comply with the [Australian Qualifications Framework](#) or an equivalent national governing body.



## 6.6 Prime Minister's Australia Asia Outgoing Postgraduate Award

### Award Description

The Prime Minister's Australia Asia Outgoing Postgraduate Award provides financial support for Australian postgraduate students to undertake study or research in Asia towards their Australian postgraduate qualification, at Masters or PhD level either by coursework or research, in any field of study.

Award Holders will have the opportunity to enrich their academic experience through exposure to unique education systems, teaching expertise and comparative perspectives while studying in distinctive locations or undertaking collaborative research at leading universities in Asia.

There are two stages to the Prime Minister's Australia Asia Outgoing Postgraduate Award. Stage one of the Award is the full-time study or research component for up to 12 months (one semester or 6 months minimum). Stage two of the Award is an internship component. Postgraduate Award holders will also have the opportunity to undertake an optional internship for up to 12 months (minimum of 2 months) at the completion of their study program. See [section 2.11](#) for further information.

### Prime Minister's Australia Asia Awards aim to:

- Develop internationally-aware, skilled future leaders;
- Build human capital within organisations and contributing to productivity gains and innovations, and
- Establish enduring education and professional linkages.



Applicants for the Prime Minister's Australia Asia Outgoing Postgraduate Award must be nominated by their Home University to be eligible. See [Section 3.3](#) for further information.

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 1 year on a pro-rata basis
Award allocation	\$10,000 per semester	Maximum of \$20,000
Internship allocation	\$5,000	Received once an internship has been approved
Health & Travel Insurance	Coverage provided for full period of Award.	
Total Award Value	Up to \$63,500	

### Eligibility Requirements

1. Applicants **must** be citizens and/or permanent residents of Australia.
2. Applicants must be currently **enrolled** in a Masters or PhD course at their Australian institution at the time of application and throughout the study component of the Award and be in at least their second year of postgraduate study in the commencement year of the Award (2013).
3. Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
4. Applicants must have **completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement.
5. Applicants must provide confirmation of **affiliation** with their **host** institution.

### Selection Criteria

- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of Australia and the applicant's host country;
- The applicant's potential to foster ongoing collaboration and cooperation with the host country and potential to participate at a high level in the academic or wider community in Australia on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation Required at the time of Application - Further information on required documents can be found at [section 7](#).**

Prime Minister's Australia Asia Outgoing Postgraduate Award	Required Documents	Certified Copy Required
Evidence of citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of academic achievement - transcripts showing subjects and scores	✓	✓
Evidence of affiliation with the Host Institution for commencement in 2013	✓	✗
Evidence of enrolment	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

## 6.7 Prime Minister's Australia Asia Outgoing Undergraduate Award

### Award Description

The Prime Minister's Australia Asia Outgoing Undergraduate Award provides financial support for Australian undergraduate students to undertake study or research in Asia towards their Australian undergraduate qualification, at Bachelor or Honours level either by coursework or research, in any field of study.

Award Holders will have the opportunity to enrich their academic experience through exposure to unique education systems, teaching expertise and comparative perspectives while studying in distinctive locations or undertaking collaborative research at leading universities in Asia.

There are two stages to the Prime Minister's Australia Asia Outgoing Undergraduate Award. Stage one of the Award is the full-time study component for up to 12 months (one semester or 6 months minimum). Stage two of the Award is a mandatory internship component. Award holders will undertake an internship for up to 12 months (minimum of 2 months) at the completion of their study program. See [section 2.11](#) for further information.

### Prime Minister's Australia Asia Awards aim to:

- Develop internationally-aware, skilled future leaders;
- Build human capital within organisations and contributing to productivity gains and innovations, and
- Establish enduring education and professional linkages.



**Applicants for the Prime Minister's Australia Asia Outgoing Undergraduate Award must be nominated by their Home University to be eligible. See [Section 3.3](#) for further information.**

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 1 year on a pro-rata basis
Award allocation	\$5,000 per semester	Maximum of \$10,000
Internship allocation	\$5,000	Received once an internship has been approved
Health & Travel Insurance	Coverage provided for full period of Award.	
Total Award Value	Up to \$53,500	

### Eligibility Requirements

1. Applicants **must** be citizens and/or permanent residents of Australia.
2. Applicants must be currently **enrolled** in an undergraduate degree at their Australia institution at the time of application and throughout the study component of the Award and be in at least their second year of a Bachelors course or expecting to commence their Honours Degree in the commencement year of the Endeavour Award (2013).
3. Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
4. Applicants must provide confirmation of **affiliation** with their **host** institution.

### Selection Criteria

- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of Australia and the applicant's host country;
- A proposal that will contribute to the achievement of personal goals, to academic success and to planned career pathways or goals, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

Prime Minister's Australia Asia Outgoing Undergraduate Award	Required Documents	Certified Copy Required
Evidence of citizenship and/or permanent residency (if different from citizenship)	✓	✓
Evidence of academic achievement - transcripts showing subjects and scores	✓	✓
Evidence of affiliation with the Host Institution for commencement in 2013	✓	✗
Evidence of enrolment	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

## 6.8 Prime Minister's Queen Elizabeth II Diamond Jubilee Award

### Award Description

The Prime Minister's Queen Elizabeth II Diamond Jubilee Award marks the 60<sup>th</sup> anniversary of the accession of Her Majesty The Queen and will be awarded to a high achieving Australian female student whose research will contribute to the advancement of women's leadership in Australia.

The Prime Minister's Queen Elizabeth II Diamond Jubilee Award will provide financial support for an Australian female postgraduate and/or postdoctoral fellow to undertake study and/or research (1-2 years) towards a PhD (which they are enrolled in Australia) or postdoctoral research, in any field of study contributing to women's leadership, within the participating countries.

The top female recipient undertaking study and/or research in the field of women's leadership will be offered the Prime Minister's Queen Elizabeth II Jubilee Award and its benefits.

### The Prime Minister's Queen Elizabeth II Diamond Jubilee Award aims to:

- Lead the advancement of women's leadership in Australia;
- Develop an internationally-aware, skilled future leader;
- Build human capital within organisations and contribute to productivity gains and innovations, and
- Establish enduring education and professional linkages.

### Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 2 years on a pro-rata basis
Award Allocation	\$12,500 per semester	Up to 2 years on a pro-rata basis
Health & Travel Insurance	Coverage provided for full period of Award.	
Total Award Value	Up to \$118,500	

### Eligibility Requirements

1. Applicants **must** be citizens and/or permanent residents of Australia.
2. Applicants must be currently **enrolled** in a PhD course in Australia or have had their PhD conferred and received their final results prior to the commencement of their Award program.
3. Award Holders must **commence** their Award after 1 January, 2013 and no later than 30 November 2013. Applicants who have already commenced or will commence **their** program at their host organisation prior to 2013 are ineligible.
4. Applicants who **currently hold** or who **have completed** an Endeavour Award and/or AusAID Scholarship after 1 January 2011 are **not eligible** to apply.
5. Applicants must have **completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement. **Postdoctoral applicants must have had their PhD conferred and obtained their final results prior to the commencement of their Award.**
6. Applicants **must be** nominated by their **host** organisation and include a completed nomination form for commencement in 2013 with their application.

### **Selection Criteria**

- The applicants' potential to lead the advancement of women's leadership in Australia;
- A record of high-level academic achievement in the applicant's chosen field of study;
- A well defined study or research program;
- A proposal that is relevant to the needs and interests of women's leadership in Australia and the applicants host country;
- The applicant's potential to foster ongoing collaboration and cooperation with Australia and potential to participate at a high level in the academic or wider community in Australia on return from their program, and
- Evidence of participation in community service outside of the applicant's regular studies and/or employment duties.

**Supporting Documentation required at the time of application - Further information on required documents can be found at [section 7](#).**

<b>The Prime Minister's Queen Elizabeth II Diamond Jubilee Award</b>	<b>Required Documents</b>	<b>Certified Copy Required</b>
Proof of Citizenship and/or permanent residency (if different from citizenship)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of Academic Achievement - Transcripts including subjects and scores	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of language proficiency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of Enrolment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of Nomination - Completed Nomination Form by the host organisation for 2013 commencement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Referee reports (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of community service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal statement of your potential to lead the advancement of women's leadership in Australia (please include this in your personal statement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 7 SECTION 7: REQUIRED SUPPORTING DOCUMENTATION DETAILS

### 7.1 Certifying Documents

Applicants **must** certify (attest) their proof of citizenship and/or permanent residency (if applicable), proof of Language proficiency (IELTS or TOEFL results included) and transcripts. Information about the certification of documents is below.

To certify a document as a true copy, applicants should present the original document and a copy to a Justice of the Peace, Commissioner of Oaths, Public Notary or other formally recognised authority. This could include lawyers, doctors, civil servants, teachers, your work supervisor, university Dean or course convener.

The official should sight the original and the copy of the document and 'certify' the copy by writing **"I certify that the copy is a true copy of the original document"**. The official should stamp (if available) and sign under the statement and provide details of their occupation.

Please note that the cost of any fees charged by notaries for certification of documents is the responsibility of the applicant.

When submitting an online application, applicants should scan the certified true copies of their supporting documents (not the originals) and attach them as .pdf, .doc or .rtf files. The system will not accept .jpeg files. **Do not send original documents to the Department.**



**If you do not provide the required documentation as specified for each Award Category, your application will be deemed incomplete and therefore ineligible and will not be considered further. The Department cannot assess your qualifications without this information.**

### 7.2 Evidence of Citizenship and/or Permanent Residency

#### Proof of citizenship

Applicants must provide one of the following:

- Certified/attested copy of the data page of a current **passport** showing full name, date of birth and country of citizenship, or
- Certified/attested copy of a **birth certificate** or **national identity card** showing full name, date of birth, and country of citizenship. If the original document is not in English, an official certified English translation must be provided.

#### Proof of permanent residency (only provide this if it is different to your country of citizenship)

- Certified/attested copy of official documentation showing evidence of permanent residency status.

### 7.3 Evidence of Language Proficiency

Applicants must provide **one** of the following (a, b or c) to satisfy documentation requirements:

- IELTS** - A certified/attested copy of an official valid IELTS result. IELTS results are valid for 2 years. Tests that are provided with test date that is **before 30 June 2010** will not be accepted and the application will be marked ineligible. Test scores will need to meet the minimum Award requirements (see table below); or  
**TOEFL** - A certified/attested copy of an official valid TOEFL result. TOEFL results are valid for 2 years. Tests that are provided with test date that is **before 30 June 2010** will not be accepted and the application will be marked ineligible. Test scores will need to meet the minimum Award requirements (see table below).  
**Applicants must book in for TOEFL or IELTS tests as early as possible as places fill up quickly. It is the applicant's responsibility to arrange this themselves as no late results will be accepted.**

**OR**

- A **certified academic transcript** as proof of completion of **one full year** of study (levels listed below) conducted in **English** within the **last ten years** (after 30 June 2002), in one of the following listed countries:

Australia, American Samoa, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America or

Zambia.

- **University level –** Endeavour Postgraduate Awards, Endeavour Research Fellowships (including Endeavour Australia Cheung Kong Research Fellowships and Endeavour Research Fellowships for Indigenous Australians) and Prime Minister's Queen Elizabeth II Diamond Jubilee Awards.
- **Year 12 minimum equivalent** (Endeavour Executive Awards)
- **year 10 minimum equivalent** (Endeavour VET Award)

Applicants must have been physically studying in the listed country (not by correspondence).

**OR**

- c. Endeavour Research Fellowship (including Endeavour Australia Cheung Kong Research Fellowship and Endeavour Research Fellowship for Indigenous Australians) and Prime Minister's Queen Elizabeth II Diamond Jubilee Award and Endeavour Executive Award applicants ONLY. Host Organisation confirmation (as per the Endeavour Awards Nomination Form) that your language ability is suitable for your proposed program.

Test	Requirements for the Postgraduate Award, Research Fellowship, Prime Minister's Queen Elizabeth II Diamond Jubilee Award and Executive Award	Requirements for VET Award
IELTS - Academic Test	Overall score of 6.5 with no individual band less than 6.0	Overall score of 5.0 with no individual band less than 4.5. English language training will be provided to successful VET applicants who have obtained an overall score of 5.0 but below 6.0 (not including 6.0).
TOEFL - Paper Based Test (PBT)	Score of 580 including a TWE (Test of Written English) score of 4.5	Score of 510 including a Test of Written English (TWE) score of no less than 4.0. English language training will be provided to successful VET applicants who have obtained a score of 510 including a TWE score of 4.0 or above but below 550 including a TWE score of 4.5.
TOEFL - Computer Based Test (CBT)	Score of 230 including an Essay Rating score of 4.5	Score of 180 with an essay rating score of no less than 4.0. English language training will be provided to successful VET applicants who have obtained a score of 180 including essay score of 4.0 or above but below 213 including essay rating score of 4.5.
TOEFL - Internet Based Test (IBT)	Overall score of 90 with a minimum score of 22 in the writing section and no less than 20 in the other sections	Overall score of 64. Note: English language training will be provided to successful VET Award applicants who have obtained an overall score of 64 or above but below 80.

Please note that the above eligibility requirements are only for the Endeavour Awards mentioned above. Applicants will still need to meet English language requirements for entry into the proposed organisation/institution if required.

#### 7.4 Transcripts

***For the Prime Minister's Australia Asia Awards, the Prime Minister's Queen Elizabeth II Diamond Jubilee Award, the Postgraduate Award and the Research Fellowships (including Endeavour Australia Cheung Kong Research Fellowships and Endeavour Research Fellowships for Indigenous Australians)***

- Certified (attested) copy of **academic transcripts** (undergraduate degree minimum). This is additional to your certificate.
- Applicants **must provide one numerically weighted transcript that shows the subjects and scores**. If you do not have a transcript for your PhD, you must provide a Bachelors or Masters transcript.
- Academic transcripts must be accompanied by an explanation of the marking system.
- If the transcript is not in English, a certified (attested) English translation must be provided. Do not include the academic transcript in the original language.

#### ***For the VET Award***

- Certified (attested) copy of **academic transcripts** (equivalent to an Australian Year 10 secondary qualification minimum). This is additional to your certificate.

- Applicants must **provide one numerically weighted transcript that shows the subjects and scores**.
- Academic transcripts must be accompanied by an explanation of the marking system.
- If the transcript is not in English, a certified (attested) English translation must be provided. Do not include the academic transcript in the original language.

#### ***For the Executive Award***

- Certified (attested) copy of **academic transcripts** (equivalent to an Australian Year 12 secondary qualification, or a trade or vocational qualification of a least certificate III level or above (AQF accredited <sup>2</sup> minimum). This is additional to your certificate.
- Applicants must **provide one numerically weighted transcript that shows the subjects and scores**.
- Academic transcripts must be accompanied by an explanation of the marking system.
- If the transcript is not in English, a certified (attested) English translation must be provided. Do not include the academic transcript in the original language.

### **7.5 Evidence of Enrolment**

#### ***For the Endeavour Research Fellowship (including Endeavour Australia Cheung Kong Research Fellowship and Endeavour Research Fellowship for Indigenous Australians) and the Prime Minister's Queen Elizabeth II Diamond Jubilee Award***

- **International applicants** - must be **currently enrolled** in a Masters or PhD course in a participating country for their Endeavour Award Category or have had their PhD conferred and received their final results prior to the commencement of their Award program.
- Applicants must provide evidence in the form of:
  1. Transcripts showing the start and end dates of their postgraduate study; or
  2. a letter from their home institution confirming that they are currently enrolled in a Masters or PhD course; or
  3. Confirmation in the form of a final transcript or letter from their home institution to state that their PhD has been conferred and they have obtained their final results.
- **Australian applicants** - must be **currently enrolled** in a Masters or PhD (**PhD only for PM QE II**) course in Australia or have had their PhD conferred and received their final results prior to the commencement of their Award program.
- Applicants must provide evidence in the form of:
  1. Transcripts showing the start and end dates of their postgraduate study; or
  2. a letter from their home institution confirming that they are currently enrolled in a Masters or PhD course; or
  3. Confirmation in the form of a final transcript or letter from their home institution to state that their PhD has been conferred and they have obtained their final results.

#### ***For the Prime Minister's Australia Asia Outgoing Postgraduate Awards***

- Applicants must be **currently enrolled** in a Masters or PhD course at their Australian institution at the time of application and throughout the study component of the Award and be in at least their **second year of postgraduate** study in the commencement year of the Award (2013).
- Applicants must provide evidence in the form of:
  1. Transcript showing the start and end dates of their postgraduate study; or
  2. a letter from their home institution confirming that they are currently enrolled and will be in at least their second year of postgraduate study in the commencement year of the Award program (2013).

#### ***For the Prime Minister's Australia Asia Outgoing Undergraduate Awards***

- Applicants must be **currently enrolled** in an undergraduate degree at their Australia institution at the time of application and throughout the study component of the Award and be in at least their **second year** of a

<sup>2</sup> The Australian qualification at the Cert III level or above (or a similar level international qualification) must comply with the [Australian Qualifications Framework](#) or an equivalent national governing body.



Bachelors course or expecting to commence their Honours Degree in the commencement year of the Endeavour Award (2013)

- Applicants must provide evidence in the form of:
  1. Transcript showing the start and end dates of their undergraduate study; or
  2. a letter from their home institution confirming that they are currently enrolled and will be in at least their second year of a Bachelors course or expecting to commence their Honours Degree in the commencement year of the Award program (2013).

## 7.6 Evidence of Admission

Applicants must have applied for and gained admission in Australia for the **2013** academic year. Conditional letters of Admission will be accepted at the time of application. Please note that the Department cannot assist applicants with acquiring their admission letters and the Department does not contact Institutions to check details of the admission letter.

A letter to potential institutions to assist in your application for admission is attached to the last page of these Guidelines (see Section 8).

### ***For the Postgraduate Award (PhD or Masters)***

- Applicants applying for an Endeavour Postgraduate Award must have applied for and gained admission to a Masters or PhD course in Australia and provide a formal Admission letter from their Host. Applicants may also provide a Confirmation of Enrolment (COE) from their Host.
- Commencement of the course **must be for 2013** and stated clearly in the Admission/COE letter. If Admission has been received for 2012 (semester 1 or 2) the application will be deemed ineligible. If deferment for commencement in 2013 has been approved by the institution, evidence in the form of an updated Admission letter from the institution acknowledging that deferment has been approved for 2013 commencement must be provided.
- Conditional Admission letters will be accepted at the time of application. Please note that you will not be funded for Masters level study leading to a PhD - you must choose one, either Masters or PhD level study.
- Your application will be accepted if you are required to undertake a Graduate Diploma for entry into a Masters Degree. You must be accepted into both the Graduate Diploma and Masters Degree at the time of application and provide evidence in your admission documentation.

### ***For the VET Award***

- Applicants applying for an Endeavour VET Award must have applied for and gained admission to a Diploma, Advanced Diploma or Associate Degree course at an Australian vocational education institution and provide a formal Admission letter from their Host. Applicants may also provide a Confirmation of Enrolment (COE) from their Host.
- Commencement of the course **must be for 2013** and stated clearly in the Admission/COE letter. If Admission has been received for 2012 (semester 1 or 2) the application will be deemed ineligible. If deferment for commencement in 2013 has been approved by the institution, evidence in the form of an updated Admission letter from the institution acknowledging that deferment has been approved for 2013 commencement must be provided.
- Conditional Admission letters will be accepted at the time of application. Please note that if your admission letter contains prerequisites (i.e. certificate IV leading into a Diploma), these must be included in the admission letter. We will not accept two separate admission letters.

## 7.7 Evidence of Nomination

***For the Endeavour Executive Award, Endeavour Research Fellowship (including Endeavour Australia Cheung Kong Research Fellowship and Endeavour Research Fellowship for Indigenous Australians) and Prime Minister's Queen Elizabeth II Diamond Jubilee Award***

At least **one** completed nomination form must be submitted **electronically via the electronic nomination form** on the Endeavour Online System.

Applicants **must** be nominated by their **host** organisation. If an applicant has multiple host organisations they should enter the details and receive a completed nomination form from each of their hosts. Applicants will only be able to submit an application when they have at least one nomination form in 'Completed' status.

It is the applicant's responsibility to monitor and maintain nomination forms and ensure their host completes and returns the form in sufficient time to submit the application by the closing date.

The option for a paper based nomination form has been removed due to fraudulent documents being received. If the applicants' nominator is unable to complete the form electronically, they may request a paper based form template by sending an email directly to the Endeavour Awards Team stating the reason why they are unable to complete the electronic form so that details can be registered. *Nomination form requests must be received from the nominator, requests from applicants will not be accepted.*

## 7.8 Evidence of Affiliation

### *For Prime Minister's Australia Asia Outgoing Postgraduate and Undergraduate Awards*

Applicants must provide at least **one** of the following pieces of documentation confirming their **affiliation** with their **host** institution:

1. Provide a **formal Admission** letter from their Host for commencement in 2013. Conditional Admission letters of offer will be accepted at the time of application; or
2. Provide **evidence of communication with the host** in the form of a letter (on university letterhead) or email for commencement in 2013 ; or
3. Provide a **letter from the home university** detailing the partnership arrangements between the home and host institutions for commencement in 2013 (must be on the university's letterhead).

## 7.9 Referee Reports

**Three** completed referee reports must be submitted **electronically via the electronic referee form** on the Endeavour Online system.

Two referee reports should be from supervisors, lecturers or course convenors that are familiar with the applicant's recent academic performance and abilities. If it has been some time since the applicant has finished studying, they may wish to choose referees who know them in a professional capacity e.g. employers or business associates.

One referee report should be a non-academic or character reference. It is highly recommended that your non-academic referee reports are from professional colleagues or associates rather than from family members or friends. Referees are asked to answer all the questions in the report and comment as freely as possible to increase the applicant's chances of being selected.

It is the applicant's responsibility to monitor and maintain referee reports and ensure their referee completes and returns the reports in sufficient time to submit the application by the closing date.

The option for a paper based referee report has been removed due to fraudulent documents being received. If the applicants referee is unable to complete the report electronically, they may request a paper based report template by sending an email directly to the Endeavour Awards Team stating the reason why they are unable to complete the electronic report so that details can be registered. *Referee report requests must be received from the referee, requests from applicants will not be accepted.*

## 7.10 Statement of Aboriginal and/or Torres Strait Islander Status

Applicants for the Endeavour Research Fellowships for Indigenous Australians must be of Aboriginal and/or Torres Strait Islander descent, identify as an Aboriginal and/or Torres Strait Islander and *be* accepted as such by the community in which they live or have lived. Applicants must provide written documentation to the Department's satisfaction verifying that he or she is an Aboriginal and/or Torres Strait Islander by providing Confirmation of Indigenous Status via: (i) a certified birth record or genealogy as applicable to the applicant; or (ii) a letter signed by the Chairperson of an Aboriginal and/or Torres Strait Islander incorporated organisation (where records are not available).

## 7.11 Employment Record/CV

To assist us with assessing your application, please supply a letter from your current employer or past employers confirming your position and length of employment with them.

## 7.12 Evidence of Community Service

You will need to provide evidence of participation in community service in any area that provides a benefit to your nation and/or your community. This may be in such areas as arts, culture, environment, multiculturalism, healthcare, education, civic duty, business innovation, community volunteerism, sports and recreation, youth, seniors or indigenous leadership. Some examples are below:

- Charity work such as working for Amnesty International;
- Volunteering, mentoring, coaching or instructing, umpiring or refereeing;
- Honorary service to university organisations, such as the student union, sporting clubs or student representative council;
- Honorary service on school or university newspapers, clubs or activities;
- Honorary service to community organisations such as legal aid offices outside normal degree requirements;
- Honorary service to the local area e.g. organising a voter registration campaign;
- Election to office in community organisations;
- Significant contributions towards reconciliation or closing the gap in Indigenous disadvantage.

This involvement could include an ability to lead and motivate others as well as displaying a talent for new solutions, ideas and enterprises that show originality and must be outside of your regular studies and/or employment duties.

Evidence may include but is not limited to, a certificate of appreciation, letter of acknowledgement, letter from the community service provider, club or centre. Additionally, one of your referees may wish to confirm your community service.

## 8 SECTION 8: OTHER INFORMATION

### 8.1 Disclaimer

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

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

### 8.2 False or Misleading Information

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

Applications may be disregarded, Offers of an Award revoked or an Award terminated if in the belief of the Department false or misleading information has formed a component of an application.

### 8.3 Privacy

Privacy Act 1988

The Department and its Contractor are bound by the provisions of the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs), which prescribe the rules for handling personal information. Personal information is defined in section 6 of the Privacy Act as:

*“information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion”.*

Personal and statistical information provided to the Department in relation to applications under the Endeavour Awards program will only be used by the Department for the following purposes (‘the purposes’):

- (a) administering the Australia Awards - Endeavour Awards;
- (b) assessing applications;
- (c) promoting the Australia Awards - Endeavour Awards, including in promotional material, information and publications, including on-line;
- (d) to congratulate successful recipients and/or invite the successful award recipients to functions and events held in Australia and overseas.

The Department may disclose personal information provided to the Department in relation to applications under the Endeavour Awards program:

- to Australian Government departments and agencies;
- to Australian Parliamentary members and committees;
- to the Department’s contractors and agents; and
- in publicly available promotional material, information and publications, including on-line.

to be used for the purposes listed above.

Complaints about breaches of privacy should be referred to the Privacy Contact Officer.

By post:

Privacy Contact Officer – Loc C148CW2

Department of Industry, Innovation, Science, Research and Tertiary Education

GPO Box 9880, Canberra, ACT, Australia 2601

By email: [privacy@deewr.gov.au](mailto:privacy@deewr.gov.au) **\*Do not send general Endeavour questions to this address.**

Complaints about breaches of privacy can also be made directly to the Privacy Commissioner. The Privacy Commissioner may be contacted by telephone on 1300 363 992.

## 8.4 Freedom of Information

### Freedom of Information

The *Freedom of Information Act 1982* (FOI Act) applies to information in The Department's possession, including information with regard to the Endeavour Awards.

The FOI Act creates a general right of access to such information. This right of access is limited only by exceptions and exemptions necessary for the protection of the public interest and the private and business affairs of individuals and organisations.

A decision regarding a request for access under the FOI Act will be made by an authorised FOI decision-maker in accordance with the requirements of the FOI Act.

Where documents within the scope of an FOI request contain personal information or information which relates to the business, commercial or financial affairs of third parties, the FOI Act generally requires the decision-maker to consult with individuals affected prior to making any decision on access to such documents.

Requests under the FOI Act should be made to the FOI Team Leader.

By post:

FOI Team Leader - Loc C148CW2

Department of Industry, Innovation, Science, Research and Tertiary Education

GPO Box 9880, Canberra, ACT, Australia 2601

By email: [foi@deewr.gov.au](mailto:foi@deewr.gov.au) **\*Do not send general Endeavour questions to this address.**

By delivery in person: To the Department at the address of any central or regional offices specified in a current telephone directory

For information on making a request under the FOI Act for access to information in the Department's possession please see: <http://www.deewr.gov.au/Department/Pages/FreedomofInformation.aspx>

Complaints about the Department's actions under the FOI Act can be made directly to the Freedom of Information Commissioner. The Freedom of Information Commissioner may be contacted by telephone on 1300 363 992.

## 8.5 Commonwealth Ombudsman

If an applicant, or any other person, is dissatisfied with the administration of the Endeavour Awards program, they can raise their concerns with the Commonwealth Ombudsman. The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072.

## 8.6 Machinery of Government Changes

The Tertiary, Skills and International Cluster of the former Department of Education Employment and Workplace Relations and support for that Cluster is transitioning under a machinery of Government Change to the Department of Industry, Innovation, Science, Research and Tertiary Education. Certain details contained in these Guidelines will change following the Machinery of Government and will be updated as required.



# Australia Awards

## ENDEAVOUR AWARDS

### 2013 Australia Awards - Endeavour Award Endeavour Postgraduate Awards and Endeavour VET Awards

Dear Admissions Office

Please be advised that this applicant is applying for a 2013 Australia Award - Endeavour Award.

The Endeavour Awards are a part of the Australia Awards initiative which was announced in November 2009. The Australia Awards have been established to maximise the benefit to Australia of its extensive scholarship programs, and to support enduring ties between Australia and our neighbours.

The Australia Awards brings together the international development awards administered by the Australian Agency for International Development (AusAID) and the Endeavour Awards administered by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) under a single recognisable brand. Further information is available at [www.AustraliaAwards.gov.au](http://www.AustraliaAwards.gov.au)

The Endeavour Awards is the Australian Government's internationally competitive, merit-based scholarship program providing opportunities for citizens of the Asia-Pacific, Middle East, Europe and the Americas to undertake study, research and professional development in Australia. Awards are also available for Australians to undertake study, research and professional development abroad. All members of the Asia Pacific Economic Cooperation are eligible to apply for Endeavour Awards.

Applications for the 2013 Endeavour Awards open on 1 April 2012 and close on 30 June 2012. As part of the eligibility requirements for the Endeavour Awards (Postgraduate and VET), applicants must attach a formal admission letter from their proposed host institution. A conditional admission letter will be accepted at the time of application.

**Commencement must be for the 2013 academic year.**

We ask for your assistance in providing suitable applicants with their formal admission letters provided that the applicant has met your institution's entry requirements and has submitted their application for admission to your institution in the required timeframe.

If you require more information regarding the 2013 Endeavour Awards, please visit the Endeavour Awards website at: [Endeavour Awards](http://EndeavourAwards) or contact the Endeavour Awards Management Team at [endeavour.awards@deewr.gov.au](mailto:endeavour.awards@deewr.gov.au).

Thank you for your assistance and contribution to the success of the 2013 Endeavour Awards.

Kind regards, the Endeavour Awards Management Team