



Australia Awards

# Endeavour Scholarships and Fellowships

## 2015 Round Applicant Guidelines

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

- Endeavour Queen Elizabeth II Diamond Jubilee Scholarship
- Endeavour Postgraduate Scholarship
- Endeavour Vocational Education and Training Scholarship
- Endeavour Executive Fellowship
- Endeavour Research Fellowship, including:
  - Endeavour Research Fellowship for Indigenous Australians
  - Endeavour Australia Cheung Kong Research Fellowship
  - Endeavour Australia India Education Council Research Fellowship



## Glossary

Academic Transcript	The list of subjects and academic results provided by institutions.
Admission Letter	A formal letter confirming enrolment from a host institution.
Austraining International	Contractor providing post selection support services for recipients.
AIEC	Australia India Education Council.
Applicant	The person applying for an Endeavour Scholarship or Fellowship.
Contractor	Austraining International Pty Ltd - contracted by the Department to manage the post-selection support services for Endeavour Scholarship and Fellowship recipients.
Country	Any reference to a country includes that of an economy otherwise referred to as a region.
the Department	Department of Education, its employees, agents and contractors.
DFAT	Department of Foreign Affairs and Trade.
Immigration	Department of Immigration and Border Protection.
Endeavour Online System	Applications are submitted through the Endeavour Online System (EOL).
Fieldwork	Programme research activity directly related to the applicant's field of study which is undertaken during their programme and outside their host country.
Guidelines	Endeavour Scholarships and Fellowships 2015 round Applicant Guidelines.
Home Country	The country of citizenship and/or permanent residency of the applicant.
Host Country	The country to which the applicant proposes to undertake their programme.
Home Organisation/ Institution	The organisation the applicant works for or the institution they attend.
Host Organisation/ Institution	The organisation or the institution the applicant proposes to attend for study, research or professional development in their host country.
IELTS	International English Language Testing System.
Internship	Any paid or unpaid work related to the recipient's field of study.
Nomination	Nomination form from the applicant's host confirming placement. Applicable for the Endeavour Queen Elizabeth Diamond Jubilee Scholarship, Endeavour Research or Executive Fellowship categories.
OSHC	Overseas Student Health Cover.
Participating Countries	As set out in <a href="#">section 8</a> of these Guidelines.
Postdoctoral Fellow	Person who has completed a PhD and is undertaking research.
Postgraduate Student	Student who is undertaking studies at a Masters or PhD level.
Professional Development	Professional training (rather than an academic course) undertaken to enhance knowledge and skills required for a person's profession.
Proposed Programme	The study, research, professional development or internship activities outlined by applicants in their application.
Recipient	The successful applicant who receives an Endeavour Scholarship or Fellowship.
TOEFL	Test of English as a Foreign Language.

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# 1. Introduction

## 1.1 Background

The Endeavour Scholarships and Fellowships are the Australian Government's competitive, merit-based scholarships providing opportunities for citizens of the Asia-Pacific, the Middle East, Europe and the Americas to undertake study, research or professional development in Australia and for Australians to do the same overseas.

The Endeavour Scholarships and Fellowships aim to build Australia's reputation for excellence in the provision of education, support the internationalisation of the Australian higher education and research sectors and offer high-achieving individuals from overseas and Australia opportunities to increase their productivity and expertise in their field.

Administered by the Department of Education, the Endeavour Scholarships and Fellowships form part of the Australia Awards initiative, which brings under one banner scholarships offered by the Department of Foreign Affairs and Trade and the Australian Centre for International Agricultural Research.

## 1.2 Objectives

The Endeavour Scholarships and Fellowships objectives are to:

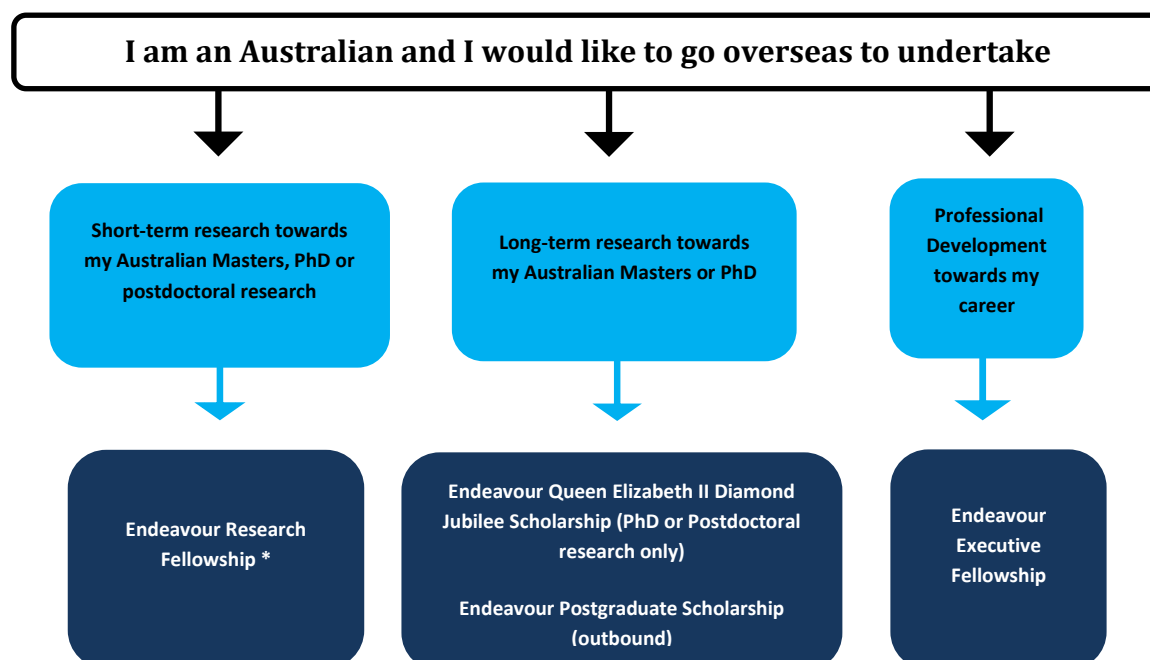
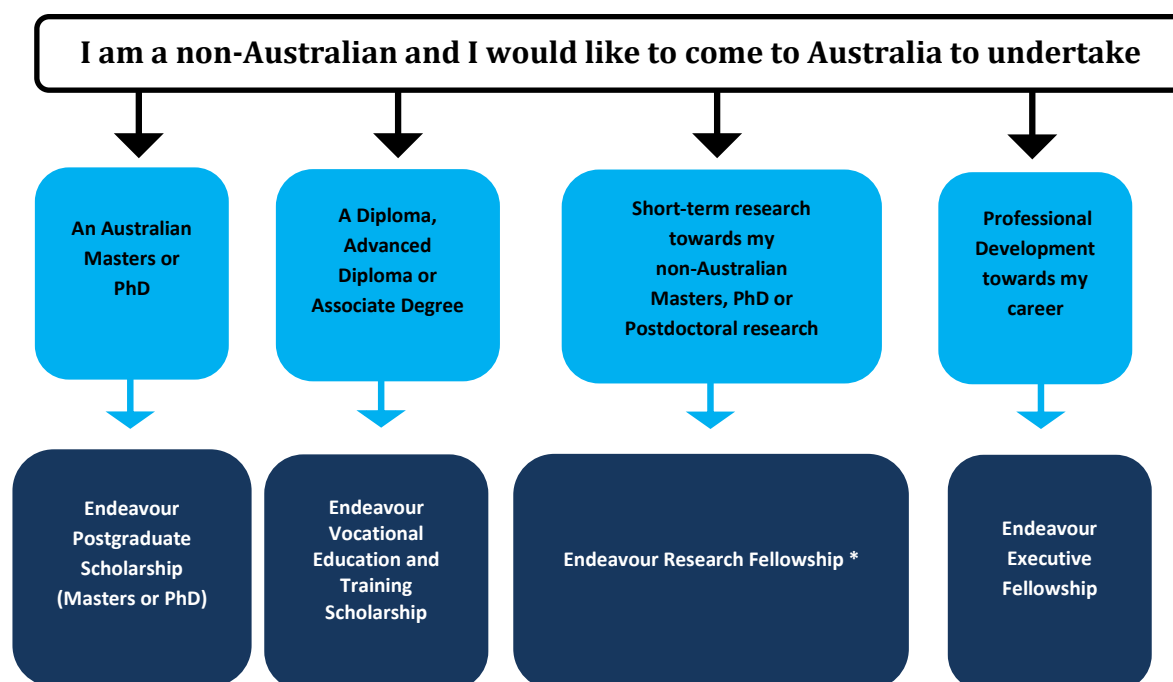
- develop on-going educational, research and professional links between individuals and organisations in Australia and selected partner regions and countries
- provide opportunities for high achieving individuals to increase their skills and enhance their global awareness
- contribute to Australia's position as a high quality education and training provider and a leader in research and innovation
- increase the productivity of Australians through an international study, research or professional development experience.

## 1.3 Benefits

The Endeavour Scholarships and Fellowships offer:

- opportunities for:
  - postgraduates
  - postdoctoral researchers
  - professionals
  - vocational education and training students (non-Australian applicants only)
- study, research and professional development programmes in any field in any of the participating countries
- financial support:
  - travel and establishment allowances
  - payments towards tuition
  - monthly stipend
- personalised support provided by a dedicated case manager:
  - pre-departure briefings
  - advice on health and travel insurance, accommodation, security and legal matters
  - payment of allowances
- opportunities to attend professional development workshops and receptions
- membership of an active alumni network to maintain the professional relationships and friendships established.

## 1.4 Scholarships and Fellowships available



\* includes, Endeavour Research Fellowship for Indigenous Australians, Endeavour Australia Cheung Kong Research Fellowship and Endeavour Australia India Education Council Research Fellowship

## 2. Overview of scholarships and fellowships

### 2.1 Financial benefits

All recipients will receive:

- travel allowance: \$3,000 (*Provision to pay up to \$4,500 under special circumstances*)
- establishment allowance: \$2,000 (Fellowships) or \$4,000 (Scholarships)
- monthly stipend: \$3,000 (paid up to the maximum programme duration on a pro-rata basis)
- health insurance for the full programme duration (OSHC for non-Australians)
- travel insurance (excluding during programme for non-Australians)

Endeavour Scholarship recipients will also receive tuition fees paid up to the maximum study/research duration on a pro-rata basis. Tuition includes student service and amenities fees.

#### Non-Australians (programme to be undertaken in Australia)

Category	Programme	Duration	Tuition (up to)	Other	Total Value \$AUD
Postgraduate and Postdoctoral Scholarships and Fellowships					
Endeavour Postgraduate Scholarship	Australian Masters or PhD	Up to 2 years for a Masters Up to 4 years for a PhD	\$15,000 per semester	n/a	Up to \$272,500 (PhD) \$140,500 (Masters)
Endeavour Research Fellowship (Including Australia Cheung Kong and Australia India Education Council)	Short-term research towards a non-Australian Masters, PhD or postdoctoral research	4 - 6 months	n/a	n/a	Up to \$24,500
Vocational Education and Training Scholarships					
Endeavour Vocational Education and Training (VET) Scholarship	Australian Diploma, Advanced Diploma or Associate Degree	1 - 2.5 years	\$6,500 per semester	n/a	Up to \$131,000
Executive Fellowships					
Endeavour Executive Fellowship	Professional Development	1 - 4 months	n/a	n/a	Up to \$18,500

#### Australians (programme to be undertaken in an eligible country, excluding Australia)

Category	Programme	Duration	Tuition (up to)	Other	Total Value \$AUD
Postgraduate and Postdoctoral Scholarships and Fellowships					
Endeavour Queen Elizabeth II Diamond Jubilee Scholarship	Long-term research towards an Australian PhD or postdoctoral research	1 - 2 years	\$12,500 per semester	n/a	Up to \$130,500
Endeavour Postgraduate Scholarship	Long- term study/research towards an Australian Masters or PhD	Up to 2 years (6 - 12 months study + 2 - 12 months optional internship)	\$10,000 per semester	\$5,000 (approved internship)	Up to \$69,500
Endeavour Research Fellowship (Including Australia Cheung Kong and Australia India Education Council Research Fellowship)	Short-term research towards an Australian Masters, PhD or postdoctoral research	4 - 6 months	n/a	n/a	Up to \$24,500
Endeavour Research Fellowship for Indigenous Australians	Short-term research towards an Australian Masters, PhD or postdoctoral research	4 - 6 months	n/a	n/a	Up to \$24,500
Executive Fellowships					
Endeavour Executive Fellowship	Professional Development	1 - 4 months	n/a	n/a	Up to \$18,500

### 3. Category details

#### 3.1 Endeavour Queen Elizabeth II Diamond Jubilee Scholarship (Australians only)

The Endeavour Queen Elizabeth II Diamond Jubilee Scholarship marks the 60th anniversary of the accession of Her Majesty the Queen and will be awarded to a high achieving Australian female student who will contribute to the advancement of women's leadership in Australia.

The Endeavour Queen Elizabeth II Diamond Jubilee Scholarship will provide financial support for an Australian female postgraduate and/or postdoctoral fellow to undertake long-term research (1-2 years) towards their Australian PhD or postdoctoral research within a participating country, in any field. The top Australian female recipient undertaking research will be offered the Endeavour Queen Elizabeth II Jubilee Scholarship and its benefits.

#### 3.2 Endeavour Postgraduate Scholarship (Australians only)

These scholarships provide financial support for Australian postgraduate students. Students can undertake long-term study or research towards their Australian qualification at Masters or PhD level, either by coursework or research, in any field. Recipients can also undertake an internship.

There are two stages to the Endeavour Postgraduate Scholarship. Stage one of the scholarship is the full-time study component for up to 12 months (one semester or six months minimum). Stage two of the scholarship is a non-mandatory internship component for up to 12 months (minimum of two months) at the completion of the study programme.

##### Internship

A unique aspect of the Endeavour Postgraduate Scholarship is the opportunity for recipients to undertake an internship (2-12 months, full time or part-time equivalent).

An internship is defined as 'any paid or unpaid work related to the recipient's field of study undertaken outside of their host institution and/or specific research or study group'. Internships can be with a range of organisations within one of the eligible countries. There are many variations on what the internship component might look like, including a paid or unpaid position with a government agency, local company, business or Non-Government Organisation who has, or seeks to develop links between Australia and eligible participating countries.

It is the recipient's responsibility to arrange and confirm their internship, however, they can request support from their home university and their support service provider. Recipients 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. Recipients may be eligible to gain credit for the internship if it meets the course requirements. The credit should be negotiated with their course convenor.

Applicants are not required to have an internship confirmed at the time of application instead they are asked to indicate their proposed host(s) and dates.

#### 3.3 Endeavour Postgraduate Scholarship (non-Australians only)

The Endeavour Postgraduate Scholarship provides financial support for non-Australians to undertake a postgraduate qualification at a Masters or PhD level either by coursework or research in any field in Australia for up to four years.

#### 3.4 Endeavour Research Fellowship (Australian and non-Australians)

The Endeavour Research Fellowships provide financial support for non-Australian postgraduate students and postdoctoral fellows to undertake short-term research (4-6 months) towards a non-Australian Masters, PhD or postdoctoral research in any field in Australia, and for Australian postgraduate students and postdoctoral fellows to undertake short-term research (4-6 months) towards an Australian Masters, PhD or postdoctoral research, in any field, overseas.

The **Endeavour Research Fellowship 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, PhD or postdoctoral research in any field, overseas.

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

The Endeavour Australia Cheung Kong Research Fellowship represents a unique partnership with the Australian Government to support postgraduate students and fellows from Asia and Australia to study in each other's countries. The top five non-Australian



and Australian Endeavour Research Fellowship recipients coming from and/or going to a participating country will be offered an Endeavour Australia Cheung Kong Research Fellowship. The eligibility requirements and application process are the same as the Endeavour Research Fellowship, therefore all eligible applicants will be considered.

The **Endeavour Australia India Education Council (AIEC) Research Fellowship** provides financial support for postgraduate students and postdoctoral fellows from India and Australia to undertake short-term research (4-6 months) in each other's countries.

All eligible Endeavour Research Fellowship applicants proposing to travel to/from India or Australia as part of their research proposal will automatically be considered for the AIEC fellowship. Preference will be given to those whose research proposals most clearly align with the fellowship objectives, which include:

- progress of work and/or support for the activities of an AIEC working group in an AIEC thematic area, and/or
- support for the mobility of researchers and the fostering of links that will underpin the bilateral relationship into the future.

One Indian and one Australian researcher will be offered an AIEC fellowship. If it is not possible to offer one Indian and one Australian, either two Indians or two Australians will be offered.

Information about the AIEC can be found at [www.australiaindiaeducation.com](http://www.australiaindiaeducation.com)

### **3.5 Endeavour Vocational Education and Training (VET) Scholarship (non-Australians only)**

The Endeavour Vocational Education and Training (VET) Scholarship provides financial support for non-Australians to undertake vocational education at a Diploma, Advanced Diploma or Associate Degree level in any field in Australia for up to two and a half years. 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 programmes normally delivered by universities.

### **3.6 Endeavour Executive Fellowship (Australians and non-Australians)**

The Endeavour Executive Fellowship provides financial support towards professional development opportunities (1-4 months) for high achievers in business, industry, education or government for non-Australians and Australians.

The Endeavour Executive Fellowship focuses on learning and building skills and knowledge through a host work environment in the applicant's field or area of expertise rather than through formal enrolment in a study programme and are not suitable for academic research proposals. **Academic research proposals are more suited to the Endeavour Research Fellowships.** If the proposed programme contributes to or results in an applicant receiving a formal qualification, they will not be eligible to apply for this category.

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. Professional development activities could include management training, peer-to-peer learning, mentoring or attending a conference or short course.

## 4. How to apply

### 4.1 Steps required to apply for an Endeavour Scholarship or Fellowship

- Step 1.** Read these guidelines and the Frequently Asked Questions [www.aei.gov.au/scholarships-and-fellowships/faq/pages/2015-round-frequently-asked-questions.aspx](http://www.aei.gov.au/scholarships-and-fellowships/faq/pages/2015-round-frequently-asked-questions.aspx) to gain an understanding of the programme and what is required for an application.
- Step 2.** Review and ensure the minimum eligibility requirements ([section 5](#)) are met.
- Step 3.** Read the terms and conditions (see example at [Attachment B](#)). If an Endeavour Scholarship or Fellowship is offered, the recipient must agree to the terms and conditions and accept their Endeavour Scholarship or Fellowship online within seven days.
- Step 4.** Once the application period is open, an application can be started by registering on Endeavour Online. Instructions can be found [www.aei.gov.au/scholarships-and-fellowships/applications/pages/applications.aspx](http://www.aei.gov.au/scholarships-and-fellowships/applications/pages/applications.aspx). **To be considered for more than one scholarship or fellowship an applicant is required to lodge a separate application for each category.**
- Step 5.** Note the unique application ID and reference this in any correspondence with the Department.
- Step 6.** Complete responses to the selection criteria ([section 6](#)).
- Step 7.** Upload supporting documentation ([section 9](#)).
- Step 8.** Finalise and submit an application. Once an application has been successfully submitted an automated email acknowledging the receipt of an application will be sent to the email address provided.

### 4.2 Timeline for the 2015 round Endeavour Scholarships and Fellowships

Applications for the 2015 Round will open in April 2014 and close at 11.59 pm (Australian Eastern Standard Time) on 30 June 2014. It is the applicant's responsibility to ensure that their application and supporting documentation is submitted by the closing date. Applications (including supporting documentation) received after the closing date will not be considered.

#### Key dates for the 2015 round

April 2014	Round opens. Applicants apply online
30 June 2014 (11.59 pm)	Applications close
July – October 2014	Applications short listed and assessed
November 2014	Recommendations sent to the Minister for Education, the Hon Christopher Pyne MP
December 2014	Department emails successful recipients and unsuccessful applicants regarding outcome of their application
December 2014	Successful recipients complete and return necessary documentation
January – November 2015	Recipients commence their programme

### 4.3 An applicant's responsibility

An applicant is responsible for:

- meeting the eligibility requirements and provide the correct supporting documentation
- checking [www.aei.gov.au/Endeavour](http://www.aei.gov.au/Endeavour) for any updates prior to submitting their application
- completing their application in accordance with these guidelines
- meeting all the costs associated with the preparation and lodgement of their application
- finalising and submitting their application by 11.59 pm on 30 June 2014.

### 4.4 Assistance

Applicants may request a hard-copy application form by sending an email to the address below, indicating the reasons why they are unable to apply online. Hardcopy applications and supporting documentation must be received by the Department by 11.59 pm (Australian Eastern Standard Time) on 30 June 2014.

If support is required to participate in the Endeavour Scholarships and Fellowships application process, please contact the Endeavour Management Team [endeavour@education.gov.au](mailto:endeavour@education.gov.au)

## 5. Eligibility

To be eligible to receive an Endeavour Scholarship or Fellowship, applicants must:

- be aged 18 years or over at the commencement of their programme
- be a citizen and/or permanent resident of a participating country ([section 8](#))
- commence their proposed programme after 1 January 2015 and no later than 30 November 2015. Applicants who have already commenced or will commence their intended programme prior to 2015 are not eligible to apply
- provide all relevant supporting documentation ([section 9](#))
- not currently hold or have completed, since 1 January 2013, an Australian Government sponsored scholarship and/or fellowship (directly administered to recipients by the Australian Government)
- not apply for a category in which they have already completed an Endeavour Scholarship or Fellowship.

## 6. Selection criteria and weighting

The selection criteria for all categories of the Endeavour Scholarships and Fellowships are the same. The following are the selection criteria and their relative weighting:

1. a record of high-level academic achievement and/or relevant work experience in the applicant's chosen field of study (40%)
2. a well-defined study, research and/or professional programme (20%)
3. statement on how the international study, research or professional development opportunity would further the applicant's academic and/or professional career (20%)
4. statement on how the international study, research or professional development opportunity will benefit Australia and the applicant's potential to foster ongoing collaboration and cooperation with their home and host country (10%)
5. statement in support of the applicant's service to the community. Unpaid service within the applicant's field of expertise or community service in outside capacities (10%).

## 7. Citizenship/permanent residency

Any change in the citizenship or permanent residency status of a recipient may necessitate the termination or revocation of the scholarship or fellowship. The recipient may continue their programme but they will no longer be funded to do so.

Australian applicants must:

- be citizens and/or an official permanent resident of Australia and must remain so for the duration of their programme
- not undertake their programme in a country where they hold citizenship/dual citizenship or permanent residency.

Non-Australian applicants must:

- be citizens and/or permanent residents of a participating country and remain so for the duration of their programme
- not hold citizenship/dual citizenship or permanent residency of Australia.

## 8. Eligible countries and regions

The following table provides a list of participating countries and regions by category and constitutes eligible destination countries/regions for Australian applicants and the eligible source countries/regions for non-Australian applicants.

Applicants are not permitted to undertake their programme and/or travel during their programme to a country or region that has been assessed by the Department of Foreign Affairs and Trade as Level 4 travel advisory area. Applicants should refer to the DFAT Smart Traveller website [www.smartraveller.gov.au](http://www.smartraveller.gov.au) for up to date travel advice.

Category	Eligible Participating Countries / Regions
Endeavour Queen Elizabeth II Diamond Jubilee Scholarship	<b>Americas</b> Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Ecuador, El Salvador, French Guiana, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, United States, Uruguay, Venezuela.
Endeavour Postgraduate Scholarship	<b>Asia</b> Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Hong Kong, India, Indonesia, Japan, Laos, Macau, Malaysia, Maldives, Mongolia, Nepal, Pakistan, People's Republic of China, Philippines, Republic of Korea (South Korea), Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Vietnam.
Endeavour Vocational Education and Training Scholarship	<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, Trinidad and Tobago.
Endeavour Research Fellowship (including Research Fellowship for Indigenous Australians)	<b>Europe</b> Austria, Belgium, Bulgaria, Croatia, Cyprus, 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 (including Northern Ireland).
Endeavour Executive Fellowship	<b>Middle East</b> Afghanistan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen. <b>Pacific</b> Fiji, 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.
Endeavour Australia Cheung Kong Research Fellowship	Brunei Darussalam, Cambodia, Hong Kong, India, Indonesia, Japan, Republic of Korea (South Korea), Laos, Macau, Malaysia, Mongolia, People's Republic of China, Philippines, Singapore, Thailand, Vietnam.
Endeavour India Education Council Research Fellowship	India

## 9. Supporting documentation

To be eligible applicants must:

- provide the supporting documentation specified for the category for which they are applying (see table below and [section 9.1-9.10](#)). Applications that do not contain the necessary documentation will be deemed incomplete and therefore ineligible and will not be considered further
- provide an English translation if the original document is not in English
- scan their supporting documents and attach them as .pdf, .doc or .rtf files. The Endeavour Online system will not accept other formats
- applicants must provide certified (attested) copies of:
  - citizenship
  - permanent residency (if applicable)
  - academic transcripts
  - language proficiency (IELTS or TOEFL results).

To certify a document as a true copy, applicants must provide the original and a copy of the document to a formally recognised authority. This could include but is not limited to: university dean or course convener, teacher, work supervisor, lawyer, doctor, civil servant, Justice of the Peace, Commissioner of Oaths or Public Notary. The cost of any fees charged by notaries for certification of documents is the responsibility of the applicant.

The certifier should:

1. sight the original against the copy of the document
2. write or use a stamp (if available), "I certify that the copy is a true copy of the original document"
3. sign and date under the statement and provide details of their occupation.

Required Documents	Certified copy required	Non-Australians				Australians		
		Postgraduate	VET	Executive Fellowship	Research Fellowship	Executive Fellowship	Research Fellowship (including QEII and Indigenous)	Postgraduate
Citizenship / permanent residency	✓	Required for all						
Academic transcripts	✓	Required for all						
Evidence of community service		Required for all						
Referee reports x 2		Required for all						
Evidence of language proficiency	✓	✓		x			x	
Evidence of admission to an Australian university		✓		x			x	
Evidence of nomination and language suitability from host		x		✓			✓	
Employment record		x	✓		x	✓	x	
Evidence of enrolment / PhD conferment			x		✓	x	✓	
Verification of Aboriginal and/or Torres Strait Islander status			x			x	✓	x

## 9.1 Evidence of citizenship/permanent residency

All applicants must provide:

- a certified copy showing full name, date of birth and country of citizenship and any other relevant pages of their most current passport or birth certificate or national identity card, and
- a certified copy of official documentation showing evidence of permanent residency status (only required if different from their country of citizenship).

## 9.2 Academic transcripts

All applicants (excluding Endeavour Executive Fellowships) must provide:

- a certified copy of a numerically weighted academic transcript of their highest qualification (Bachelors Degree minimum) that shows the subjects and scores and includes an explanation of the marking system (if not clear). If an applicant does not have a transcript for their PhD, they must provide a Bachelors or Masters transcript.

All *Endeavour Executive Fellowships* applicants must provide:

- a certified copy of a numerically weighted academic transcript of their highest qualification (equivalent to an Australian Year 12 secondary qualification, or a trade or vocational qualification of a least AQF accredited <sup>1</sup> certificate III level or above minimum) that shows the subjects and scores and includes an explanation of the marking system (if not clear).

## 9.3 Community service

All applicants must provide:

- evidence of unpaid community service within their field of expertise or in an outside capacity. Evidence may include but is not limited to: a certificate of appreciation, letter of acknowledgement, letter from the community service provider, club or centre.

## 9.4 Referee reports

All applicants must provide:

- two referee reports.

Referee reports must be from academic supervisors, lecturers, course convenors or workplace managers who should be familiar with the applicant's recent academic and/or work performance and abilities.

Reports must be submitted electronically via the Endeavour Online system. It is an applicant's responsibility to ensure their referees complete the reports by the closing date. Applicants will only be able to submit an application when they have two referee reports in 'completed' status.

An applicant's referee may request a paper based form by sending an email directly to the Endeavour Scholarships and Fellowships team if they are unable to complete the form electronically.

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<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 [www.aqf.edu.au](http://www.aqf.edu.au) or an equivalent national governing body.

## 9.5 Evidence of language proficiency

**Endeavour Postgraduate Scholarship (non-Australian)** and **Vocational Educational Training Scholarship** applicants must provide either (a) or (b):

- (a) IELTS/TOEFL. A certified copy of an official, valid IELTS or TOEFL test result. Results are valid for two years. Tests that are provided with a test date that is before 30 June 2012 will not be accepted and the application will be marked ineligible. Test scores will need to meet the minimum requirements (see table below)

Test Type	Requirements for all categories
IELTS - Academic Test result ONLY	Overall score of 6.5 with no individual band less than 6.0
TOEFL - Paper Based Test (PBT)	Score of 580 including a Test of Written English (TWE) score of 4.5
TOEFL - Computer Based Test (CBT)	Score of 230 including an 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

- (b) a certified copy of an academic transcript as evidence of completing a minimum one year of university level study conducted in English in one of the listed countries<sup>2</sup>. This study may not be undertaken by correspondence.

## 9.6 Evidence of admission to an Australian university

**Endeavour Postgraduate Scholarship (non-Australian)** applicants must provide either (a) or (b):

- (a) formal admission/offer letter for a PhD course at an Australia university for the 2015 academic year
- (b) formal admission/offer letter for a Masters or Graduate Diploma leading into a Masters course at an Australia university for the 2015 academic year.

**Endeavour Vocational Education and Training (VET) Scholarship** applicants must provide:

- formal admission/offer letter for a Diploma, Advanced Diploma or Associate Degree course at an Australian Institution for the 2015 academic year. All prerequisites (i.e. certificate IV leading into a Diploma) must be included in the admission letter and commencement must be for 2015.

Conditional admission/offer letters can be accepted at the time of application. A letter for potential host organisations can be found at [Attachment A](#).

## 9.7 Evidence of nomination and language suitability

All **Endeavour Research Fellowship**, **Endeavour Executive Fellowship**, **Endeavour Postgraduate Scholarship (Australians)** and **Endeavour Queen Elizabeth Diamond Jubilee Scholarship** applicants must provide:

- at least one completed nomination form from their host organisation to undertake their programme in 2015.

Host organisation must confirm via the nomination form that an applicant's language ability is suitable for their proposed programme. If this is not confirmed, the applicant will be ineligible and their application will not be considered further.

Nominations must be submitted electronically via the Endeavour Online System. It is an applicant's responsibility to ensure their nominee completes the form by the closing date. Applicants will only be able to submit an application when they have at least one nomination form in 'completed' status.

If an applicant has multiple host organisations they should enter the details and receive a completed nomination form from each of their hosts. Applicants nominators' may request a paper based form by sending an email directly to the Endeavour Scholarships and Fellowships team if they are unable to complete the form electronically.

<sup>2</sup> American Samoa, Australia, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia or Zimbabwe. This list is determined by the Universities Admissions Centre and is part of a collective agreement with Australian Universities.

## 9.8 Employment record

All *Endeavour Vocational Education and Training Scholarship* and *Endeavour Executive Fellowship* applicants must provide:

- An employment record and a letter from their current or past employer/s confirming their position and length of employment.

## 9.9 Evidence of enrolment/evidence of PhD conferment

All *Endeavour Postgraduate Scholarship (Australian)* applicants must:

- be enrolled in a Masters or PhD course, at an Australia university at the time of application and throughout the proposed study/research programme in 2015 and be in at least their second year of a Postgraduate course in 2015
- provide either (a) or (b):
  - (a) transcript showing the start and end dates of their postgraduate study
  - (b) a letter from their Australian university confirming that they are currently and will be enrolled in their second year of study in 2015.

All *Endeavour Research Fellowship* and *Endeavour Queen Elizabeth Diamond Jubilee Scholarship* applicants must:

- be enrolled in a Masters or PhD course (PhD only for QE II) at an Australian university (for Australians) or non-Australian university (for non-Australians) at the time of application and throughout the proposed study/research programme in 2015, or have had their PhD conferred and received final results (or expect to) by the commencement of their programme in 2015
- provide (a), (b) or (c):
  - (a) transcripts showing the start and end dates of their postgraduate study
  - (b) a letter from their university confirming that they are currently enrolled in a Masters/PhD course and will be enrolled throughout the proposed study/research programme in 2015
  - (c) confirmation in the form of a final transcript or letter from their university to state that their PhD has been conferred and they have obtained final results or when conferment is expected.

## 9.10 Evidence for Indigenous Australians

Australians wishing to apply for the *Endeavour Research Fellowship for Indigenous Australians* need to be identified as an Indigenous Australian 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
- a letter signed by the Chairperson of an Aboriginal and/or Torres Strait Islander incorporated organisation (where records are not available).



## **10. After the application process**

### **10.1 Assessment**

All applications submitted by the closing date are subject to eligibility checks. All eligible applications are shortlisted by the Department using the selection criteria. The shortlisted applications are then assessed against the selection criteria by an independent selection panel. The recommendations of the selection panel members are considered and approved by a senior executive of the Department.

The selection panels comprise of three members, appointed by the Department. Panel members include eminent academics, professionals and government representatives. Applicants should note that the personal details of selection panel members are confidential and will not be released.

Departmental staff and/or selection panel members are required to adhere to the requirements of identification, disclosure and management of conflicts of interest when assessing applications. Any conflicts of interest will be managed by a Departmental probity officer in accordance with Departmental policy.

### **10.2 Allocation process**

The Department is unable to estimate how many Endeavour Scholarships and Fellowships there will be for any one country in any one round. The number of offers varies annually depending upon financial commitments, levels of demand and the number of meritorious applications received for each category. The Endeavour Scholarships and Fellowships are merit based, however, final selection is also required to support current Australian Government priorities and strategic policy objectives and may target specific countries and regions for the programme.

### **10.3 Notification of the outcome of the application process**

The Department will email all successful and unsuccessful applicants regarding the outcome of their applications by the end of December 2014. Due to the high volume of applications received, the Department does not provide individual feedback on why an individual's application was unsuccessful. There may be a number of reasons why an application does not pass through to the next stage. Please see the Endeavour Scholarships and Fellowships website [www.aei.gov.au/Endeavour](http://www.aei.gov.au/Endeavour) at the conclusion of the round for the most common reasons why applicants did not receive an offer.

The Department will publish details of all successful recipients on the Endeavour Scholarships and Fellowships website [www.aei.gov.au/Endeavour](http://www.aei.gov.au/Endeavour).

### **10.4 Police checks (Australian recipients only)**

All Australian recipients will be required to undergo a police check before their scholarship or fellowship is confirmed. It is an important consideration by the Department that successful applicants will enhance the reputation of Australia and the Endeavour Scholarships and Fellowships overseas.

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

## **11. Other information**

### **11.1 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.

### **11.2 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 revoked or a programme terminated if it is the belief of the Department that false or misleading information has formed a component of an application.

### **11.3 Intellectual Property**

Intellectual Property (IP) rights will depend on the policy of the host organisation, any IP laws of the home country and any agreement which may have been negotiated between the recipient and the host organisation. The Australian Government does not require or request copies of any research material, and does not wish to maintain any IP rights. If the Australian Government does procure copies of this material and uses it in some way, it must have a license to do so. This would be negotiated in a license agreement between the owner of the IP rights, i.e. the student or the host organisation and the Australian Government. In addition, wherever any work is reproduced, the creator of the work must be identified. If a recipient has further concerns, they should seek independent legal advice about the ownership and IP rights for any research material.

### **11.4 Conflict of Interest**

The Australian Public Service (APS) Code of Conduct (section 13(7) of the Public Service Act 1999) requires that APS employees disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their APS employment. It is also in the interests of all employees that the firms and people we do business with are confident that we act in accordance with the Code of Conduct and do not make improper use of information.

There is also obligation under the Public Service Regulations 1999 on employees not to disclose any information about public business or anything of which the employee has official knowledge and, under the Crimes Act 1914, it is an offence for an employee to publish or communicate such information.

Applicants are required to disclose any conflict of interest that may impact on their application.

### **11.5 Evaluation of the programme**

The Department evaluates the Endeavour Scholarship and Fellowships programme annually.

The Endeavour Online System (EOL) is used by Austraining International and the Department for performance monitoring and management. EOL is used to collect information about applicants, programme outcomes and performance (including progress and final reports). An exit survey is completed by all Endeavour recipients upon completion of their programme. It is used as an evaluative tool for a recipient's experience. It is also an opportunity for a recipient to share their personal journey. Questions in the survey reflect the objectives of the Endeavour Scholarships and Fellowships programme.

Information gathered from the exit survey is used to formally evaluate and continually improve the programme. Information is also used to create testimonials for promotional material.

Additionally, recipients are encouraged to join the Alumni Online Network and take part in programme monitoring and evaluation activities [www.aei.gov.au/scholarships-and-fellowships/alumni/pages/default.aspx](http://www.aei.gov.au/scholarships-and-fellowships/alumni/pages/default.aspx)

### **11.6 Legislative Authority**

The Arrangement under which public money is, or may become payable by the Commonwealth for the Endeavour Scholarships and Fellowship can be found in Schedule 1AA, Part 4, 418.076 International Education and Training of the Financial Management and Accountability Regulations 1997.

### **11.7 Taxation**

Any entitlements provided to a recipient are to be treated as tax exempt income as per section 51.10, 2.1A and 2.5 of the Income Tax Assessment Act 1997.

## 11.8 Privacy

### *Privacy Act 1988*

The Department and its contractors are bound by the provisions of the *Privacy Act 1988* (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles (APPs), which prescribe the rules for handling personal information, including sensitive information.

Personal information is defined by section 6 of the Privacy Act as:

*“information or an opinion about an identified individual, or an individual who is reasonably identifiable:*

- (a) whether the information or opinion is true or not, and*
- (b) whether the information or opinion is recorded in a material form or not.”*

Without collecting personal information the Department of Education (the Department) will not be able to process an application.

Personal information (including sensitive information) provided to the Department in relation to applications under the Endeavour Scholarships and Fellowships will only be used by the Department for the following purposes (‘the purposes’):

- assessing applications
- administering the Endeavour Scholarships and Fellowships
- promoting the Endeavour Scholarship and Fellowships, including in promotional material, information and publications in hardcopy and/or on the internet, and
- congratulating and/or inviting successful recipients to functions and events held in Australia and overseas.

The Department may disclose personal information in relation to applications under the Endeavour Scholarships and Fellowships for the same purposes listed above to the following recipients:

- Australian Government Departments and agencies, including Austrade, the Department of Foreign Affairs and Trade, the Department of Immigration and Border Protection, the Australian Federal Police and the Department of Prime Minister and Cabinet
- Australian Parliamentarians and Parliamentary committees
- the Department’s contractors, including Austraining International and Cheung Kong Holdings Ltd
- Australian universities, and
- participating Australian institutions.

For information on the Department’s privacy policy, including information on how the Department handles personal information, how someone can access or correct personal information, or how to make a complaint, go to [www.education.gov.au/privacy](http://www.education.gov.au/privacy) or request a copy of the privacy policy from [privacy@education.gov.au](mailto:privacy@education.gov.au).

## 11.9 Freedom of Information

The Freedom of Information Act 1982 (FOI Act) provides a legally enforceable right to government documents, including documents with regard to the Endeavour Scholarships and Fellowships.

Decisions regarding requests for access under the FOI Act are made by authorised FOI decision-makers in accordance with the requirements of the FOI Act.

The right of access to documents is subject to exemptions, including in relation to personal and business information. In certain circumstances where documents within the scope of an FOI request contain personal information or information which relates to the business, commercial or financial affairs of third parties, the FOI Act requires the decision-maker to consult with the individuals and business affected prior to making any decision on access to such documents.

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

By post: FOI Team Leader, Legal and Investigations Group. C12MT1, Department Education, GPO Box 9880, Canberra ACT 2601  
By email: [foi@education.gov.au](mailto:foi@education.gov.au)

By delivery in person: To an officer of the Department at the address of any central or regional office of this Department 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://docs.education.gov.au/pages/how-make-freedom-information-foi-request>

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

### **11.10 Commonwealth Ombudsman**

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

### **11.11 Contact us**

For any enquiries please email [endeavour@education.gov.au](mailto:endeavour@education.gov.au) or visit the Endeavour Scholarships and Fellowships website [www.aei.gov.au/Endeavour](http://www.aei.gov.au/Endeavour).



**Australian Government**  
**Department of Education**

## **2015 Endeavour Scholarships and Fellowships**

Dear Admissions Office

Please be advised that this individual is applying for a 2015 Endeavour Scholarship.

The Endeavour Scholarships and Fellowships are the Australian Government's internationally competitive, merit-based scholarship programme providing opportunities for citizens of the Asia-Pacific, the Middle East, Europe and the Americas to undertake study, research and professional development in Australia and Australians to do the same overseas.

Applications for the 2015 Endeavour Scholarships and Fellowships opened April 2014 and close on 30 June 2014.

As part of the eligibility requirements for the Endeavour Scholarships and Fellowships (Postgraduate and VET), non-Australian 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 2015 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 2015 Endeavour Scholarships and Fellowships, please visit the Endeavour website at [www.aei.gov.au/Endeavour](http://www.aei.gov.au/Endeavour) or contact [endeavour@education.gov.au](mailto:endeavour@education.gov.au)

Thank you for your assistance and contribution to the success of the 2015 Endeavour Scholarships and Fellowships.

Kind regards,  
Endeavour Scholarships and Fellowships Team  
International Group  
Department of Education  
GPO Box 9880  
Canberra ACT 2601

**Terms and Conditions for the 2015 Endeavour Scholarships and Fellowships**

I understand and confirm that by accepting an offer for a 2015 Endeavour Scholarship or Fellowship, I am agreeing to abide by and observe the following terms and conditions:

1. Recipients must meet any specific conditions that are outlined in the offer letter issued by the Department and prior to the commencement of their programme, sign a contract with Austraining International formally agreeing to the conditions of their scholarship or fellowship.
2. Deferrals will not be permitted. Recipients must commence their approved programme after 1 January 2015 but no later than 30 November 2015. A delay in commencement of a recipient's approved programme to a date beyond 30 November may be considered in exceptional circumstances, where those circumstances are wholly beyond the recipient's control and only to the minimum delay possible. Pre-existing or anticipated work or family commitments, pregnancy or health issues, are not acceptable reasons for delaying commencement beyond 30 November in the year for which the scholarship or fellowship is offered. The recipient will need to decline the offer and reapply when they are ready to commence their Endeavour programme.
3. Recipients must be a citizen and/or permanent resident of a participating country and remain so for the duration of their programme. Changes in a recipient's citizenship or permanent residency status may lead to the termination or revocation of their scholarship or fellowship. Under these circumstances, a recipient may choose to continue their programme but would no longer receive funds from the Endeavour Scholarships and Fellowships programme to do so.
4. Recipients must undertake the programme outlined in their application unless otherwise approved by the Department, for at least the minimum duration and no longer than the maximum duration specified in the applicant guidelines. Changes to the recipient's programme or itinerary must have the prior approval of Austraining International and the Department.
5. An offer is conditional upon a recipient obtaining confirmed enrolment, nomination or affiliation with a host organisation for 2015. Recipients must not commence their programme at their host organisation prior to 2015.
6. An offer is conditional upon a recipient obtaining an appropriate visa for their host country. The offer of a scholarship or fellowship does not guarantee the granting of a visa and it is the responsibility of the recipient to ensure they obtain the correct visa type and to meet any visa application costs. Recipients may be required to undertake a medical examination to satisfy health requirements for the issue of a visa for entry into their host country. Recipients will be advised of the visa process at the time of offer.
7. An Australian recipient's offer is conditional upon obtaining a satisfactory Australian Federal Police (AFP) National Police Check clearance. If the Department deems the clearance unsatisfactory, the offer and contract may be terminated.
8. The recipient's programme must be undertaken within their nominated host country. The only exception is fieldwork approved by the Department (see 10). Recipients are expected to return to their home country at the completion of their programme. Australian recipients cannot undertake their programme at an offshore campus of an Australian university with the exception of the internships component of the Endeavour Postgraduate Scholarship (Australians).
9. Recipients must not travel to a country or region of a country that is assessed by a Department of Foreign Affairs and Trade travel advisory at Level 4 ("Do not travel"), during their programme, without the express approval of Austraining International and the Department. Australian recipients must register and subscribe to the host country alerts with [www.smartraveller.gov.au](http://www.smartraveller.gov.au) prior to commencement of their programme.
10. Fieldwork outside of a recipient's host country requires the approval of the recipient's host organisation, Austraining International and the Department. Stipend payments are not payable for the period that a recipient undertakes fieldwork in their home country except in exceptional circumstances. Any exceptional circumstances will be considered on a case by case basis. The total of all periods of fieldwork undertaken should be for no more than 50 per cent of the proposed programme duration and/or the total cumulative duration of all periods of fieldwork may be no more than one year.
11. The decision to accept an Endeavour Scholarship or Fellowship and travel overseas is the responsibility of the recipient. The Department and its agents will not be liable for any loss, damage, injury or harm that might be suffered during, or in connection with, the scholarship or fellowship programme. Recipients should make their own independent inquiries about the risks involved in overseas travel, and to the host country, and be fully informed about the risks at all times.
12. Recipients are responsible for all of the programme fees and charges that exceed their Endeavour benefits. Funding is limited to the duration stipulated for each Endeavour Scholarship and/or Fellowship category.
13. The recipient's offer and contract may be terminated at any time for misconduct, for failure to comply with the laws of the host country, for breaches of the conditions (including misuse of funds), for failure to abide by the rules of the host organisation and/or for failure to make satisfactory academic progress (where applicable).
14. The Department may temporarily suspend a recipient's programme when it is deemed appropriate to do so. Monthly stipends are not payable during periods of suspension.
15. Endeavour Postgraduate Scholarship (Australian) recipients are strongly encouraged to undertake an internship or work placement for a minimum two months and maximum 12 months duration full time (or the part-time equivalent duration). The Internship may be with more than one organisation. An internship approval form must be submitted and approved by Austraining International no later than one month prior to the completion of the study component. An internship should generally 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, except in exceptional circumstances with approval from the Department. Approval for more than three separate internships and/or internships of less than one month duration must be gained from Austraining, with final approval from the Department.

16. Postdoctoral recipients must have had their PhD conferred and obtained their final results prior to the commencement of their programme. Recipients who are unable to commence prior to 30 November 2015 will be required to withdraw from their programme.
17. Recipients 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 during their programme. Endeavour Research and Executive Fellowship recipients are not permitted to work at any time during their programme except in exceptional circumstances with approval from the Department.
18. During their programme, recipients are not permitted to receive any other Australian Government sponsored scholarship or fellowship benefits (directly administered to recipients by the Australian Government). Recipients in receipt of an International Postgraduate Research Scholarship (IPRS) or Australia Postgraduate Award (APA) must adhere to the conditions placed on those scholarships.

I have read and understood terms and conditions 1-18 above and accept the offer for a 2015 Endeavour Scholarship or Fellowship.

Name:  .....	Signature:  .....	Date:  ...../...../.....
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