Australia Awards

ENDEAVOUR
Scholarships and Fellowships

Endeavour Scholarships and Fellowships

2017 Round Applicant Guidelines

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

- Endeavour Postgraduate Scholarship
- Endeavour Vocational Education and Training Scholarship
- Endeavour Queen Elizabeth II Diamond Jubilee Scholarship
- Endeavour Research Fellowship, including:
  - Endeavour Research Fellowship for Indigenous Australians
  - Endeavour Australia Cheung Kong Research Fellowship
  - Endeavour Australia India Education Council Research Fellowship
- Endeavour Executive 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
AQF	Australian Qualifications Framework - national policy for regulated qualifications in Australian education and training
AIEC	Australia India Education Council
Applicant	The person applying for an Endeavour scholarship or fellowship
Australian applicant	Citizen/dual citizen and/or permanent resident of Australia
CAE	Cambridge English Advanced. Also known as the Certificate in Advanced English
the Contractor	Scope Global 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
CRICOS	Australian commonwealth register of institutions and courses for overseas students
The department	Department of Education and Training, 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 (EOL) system
Fieldwork	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 2017 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	The organisation the applicant works for or the institution they attend or are enrolled at
Host organisation	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
International applicant	Citizen/dual citizen and/or permanent resident of a participating country other than Australia
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 section 8 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
PTE	Pearson Test of English Academic
Recipient	The successful applicant who receives an Endeavour scholarship or fellowship
TOEFL	Test of English as a Foreign Language
VET	Vocational Education and Training

Contents

GLOSSARY 2

1. INTRODUCTION 5

1.1 Background 5
1.2 Objectives 5
1.3 Benefits 5
1.4 Scholarships and Fellowships available 6

2. OVERVIEW OF ENDEAVOUR SCHOLARSHIPS AND FELLOWSHIPS 7

2.1 Financial benefits 7

3. CATEGORY DETAILS 8

3.1 Endeavour Postgraduate Scholarship (international applicants only) 8
3.2 Endeavour Vocational Education and Training (VET) Scholarship (international applicants only) 8
3.3 Endeavour Queen Elizabeth II Diamond Jubilee Scholarship (Australian applicants only) 8
3.4 Endeavour Postgraduate Scholarship (Australian applicants only) 8
3.5 Endeavour Research Fellowship (Australian and international applicants) 8
3.6 Endeavour Executive Fellowship (Australian and international applicants) 9

4. HOW TO APPLY 10

4.1 Steps required to apply for an Endeavour scholarship or fellowship 10
4.2 Timeline for the 2017 round Endeavour Scholarships and Fellowships 10
4.3 Applicant's responsibilities 10
4.4 Assistance 10

5. ELIGIBILITY 11

6. SELECTION CRITERIA AND WEIGHTING 11

7. CITIZENSHIP/DUAL CITIZENSHIP/PERMANENT RESIDENCY 11

8. ELIGIBLE COUNTRIES AND REGIONS 12

9. SUPPORTING DOCUMENTATION 13

9.1 Citizenship/dual citizenship/permanent residency* 14
9.2 Evidence for Indigenous Australians 14
9.3 Educational Qualifications 14
9.4 Evidence of admission to an Australian institution 14
9.5 Evidence of enrolment 15
9.6 Evidence of PhD conferment 15
9.7 Evidence of language proficiency 15
9.8 Employment record 16
9.9 Referee reports 16
9.10 Evidence of nomination and language suitability 16

10. AFTER THE APPLICATION PROCESS 17

10.1 Assessment 17
10.2 Allocation process 17
10.3 Notification of the outcome of the application process 17
10.4 Police checks (Australian recipients only) 17

11. OTHER INFORMATION 18

11.1 Disclaimer 18
11.2 False or misleading information 18

11.3 Intellectual Property 18
11.4 Conflict of Interest 18
11.5 Evaluation of the programme 18
11.6 Legislative Authority 19
11.7 Taxation 19
11.8 Privacy, Publicity and Consents 19
11.9 Freedom of Information 21
11.10 Commonwealth Ombudsman 21
11.11 Contact us 21

1. Introduction

1.1 Background

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

The Endeavour Scholarships and Fellowships aim to build Australia's reputation for excellence in the provision of education and research, 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.

1.2 Objectives

The Endeavour Scholarships and Fellowships objectives are to:

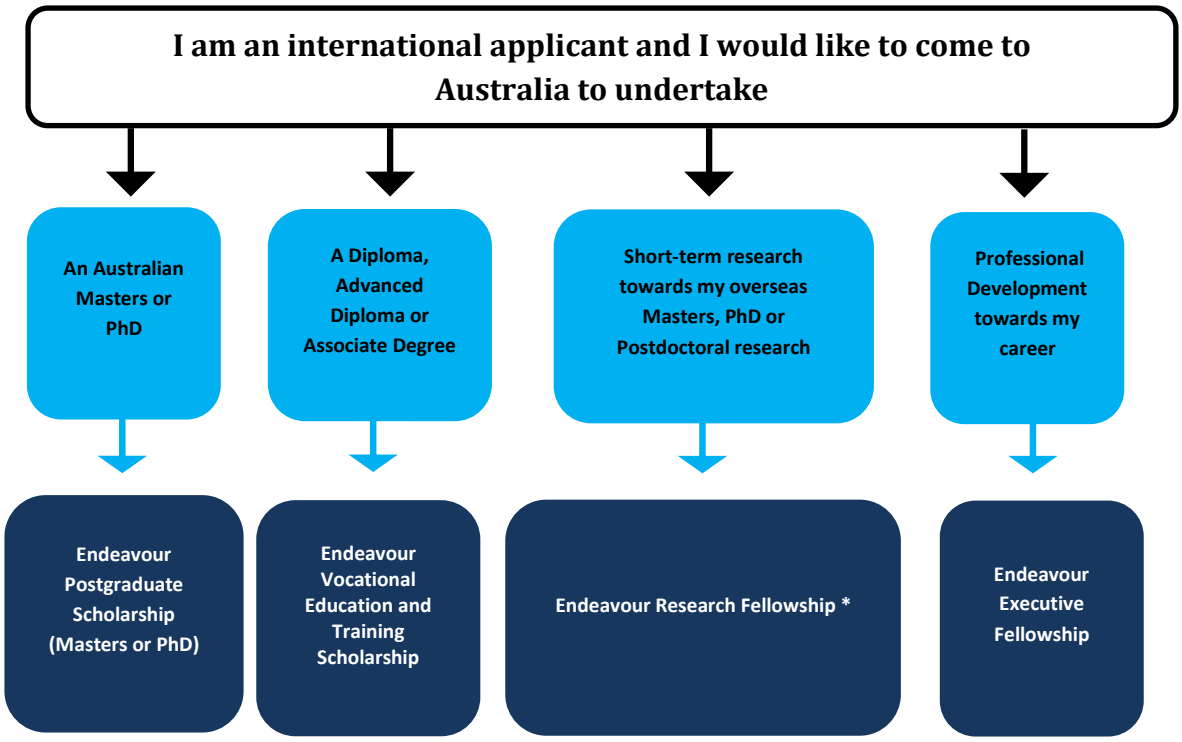
- develop on-going educational, research and professional links between individuals and organisations in Australia and selected partner regions and countries
- provide opportunities for high achieving individuals to increase their skills and enhance their global awareness
- contribute to Australia's 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.

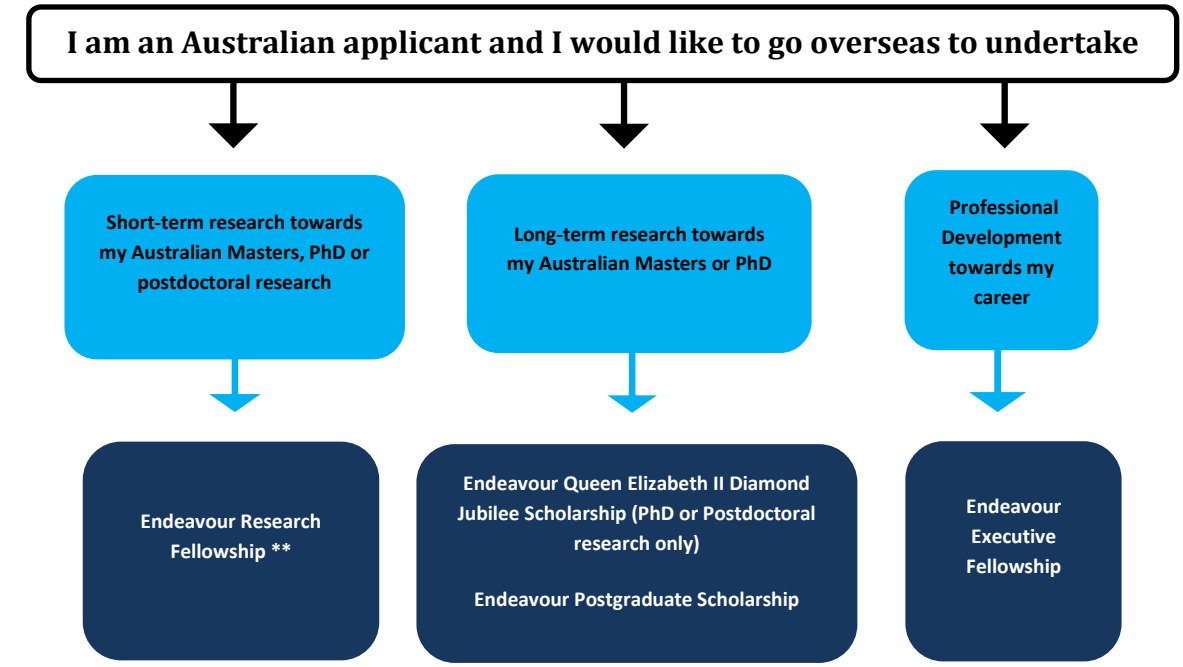
1.3 Benefits

The Endeavour Scholarships and Fellowships offer:

- opportunities for:
  - postgraduates
  - postdoctoral researchers
  - professionals
  - VET students (international 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 Australia Cheung Kong Research Fellowship and Endeavour Australia India Education Council Research Fellowship*

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

2. Overview of Endeavour 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 category duration on a pro-rata basis)*
- health insurance for the full category duration (OSHC for international recipients)
- travel insurance (excluding during programme for international recipients)

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.

International recipients (programme undertaken in Australia)

Category	Level	Duration	Tuition (up to)	Total Category 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	Up to $272,500 (PhD) $140,500 (Masters)
Endeavour Research Fellowship (Including Australia Cheung Kong and Australia India Education Council)	Short-term research towards an overseas Masters, PhD or postdoctoral research	4 - 6 months	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	Up to $131,000
Executive fellowships				
Endeavour Executive Fellowship	Professional development	1 - 4 months	n/a	Up to $18,500

Australian recipients (programme undertaken in an eligible country outside Australia)

Category	Level	Duration	Tuition (up to)	Internship	Total Category 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)	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

**For Australian Endeavour Postgraduate Scholarship recipients the monthly stipend will only be paid up to 12 months on a pro-rata basis.*

3. Category details

3.1 Endeavour Postgraduate Scholarship (international applicants only)

The Endeavour Postgraduate Scholarship provides financial support for international applicants 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.

3.2 Endeavour Vocational Education and Training (VET) Scholarship (international applicants only)

The Endeavour VET Scholarship provides financial support for international applicants to undertake VET at a Diploma, Advanced Diploma or Associate Degree level in any field in Australia for up to two and a half years. VET 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.

3.3 Endeavour Queen Elizabeth II Diamond Jubilee Scholarship (Australian applicants only)

The Endeavour Queen Elizabeth II Diamond Jubilee Scholarship marks the 60th anniversary of the accession of Her Majesty the Queen in perpetuity. It is 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 provides financial support for an Australian female postgraduate 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.

3.4 Endeavour Postgraduate Scholarship (Australian applicants only)

The Endeavour Postgraduate Scholarship provides 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 (minimum of one semester or six months). 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 organisation 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 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; however they are required to indicate their proposed host(s) and dates in their application.

3.5 Endeavour Research Fellowship (Australian and international applicants)

The Endeavour Research Fellowship provides financial support for international postgraduate students and postdoctoral fellows to undertake short-term research (4-6 months) towards an overseas 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 international 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 applicants 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

3.6 Endeavour Executive Fellowship (Australian and international applicants)

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

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.

The Endeavour Executive Fellowship is not suitable for academic research proposals (**academic research proposals are more suited for an Endeavour Research Fellowship**). 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 should not apply for an Endeavour Executive Fellowship if there is a large research component as part of their proposed programme. All applicants must provide a well formulated proposal for a professional programme.

Applicants must be nominated by a senior official in their host organisation which is physically located in their host country. 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 attending a conference or short course, management training, peer-to-peer learning or mentoring.

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 http://internationaleducation.gov.au/endeavourfaq 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 attachment). If an Endeavour scholarship or fellowship is offered, the recipient must agree to the terms and conditions and accept within seven days. If the offer is not accepted within this period, the offer may be withdrawn.

Step 4. Once the application period is open, an application can be started by registering on Endeavour Online. Instructions can be found http://internationaleducation.gov.au/endeavourapplications

Step 5. **To be considered for more than one scholarship or fellowship an applicant is required to lodge a separate application for each category.**

Step 6. Note the unique application ID and reference in any correspondence with the department.

Step 7. Complete responses to the selection criteria (section 6) and 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 the application will be sent to the email address provided. **Once an application has been submitted, no further changes (including addition of documents) can be made.**

4.2 Timeline for the 2017 round Endeavour Scholarships and Fellowships

Applications for the 2017 round will open in April 2016 and close at 11.59 pm (Australian Eastern Standard Time) on 30 June 2016. 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 2017 round*

April 2016	Round opens. Applicants apply through Endeavour Online
30 June 2016 (11.59 pm)	Applications close
July – October 2016	Applications short listed and assessed
November 2016	Recommendations provided to the Minister for Tourism and International Education, Senator the Hon Richard Colbeck
December 2016	Successful and unsuccessful applicants receive an email regarding the outcome of their application
December 2016	Successful recipients complete and return necessary documentation
January – November 2017	Recipients commence their programme

*key dates are subject to change due to unforeseen circumstances

4.3 Applicant's responsibilities

An applicant is responsible for:

- meeting the eligibility requirements and providing the correct supporting documentation
- checking http://internationaleducation.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 2016.

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 2016.

If support is required to participate in the Endeavour Scholarships and Fellowships application process, please contact the Endeavour Management Team 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 2017 and no later than 30 November 2017. Applicants who have already commenced or will commence their intended programme prior to 2017 are not eligible to apply
- provide all relevant supporting documentation (section 9)
- not currently hold or have completed, after 1 January 2015, an Australian Government sponsored scholarship and/or fellowship (directly administered to recipients by the Australian Government). A list can be found http://internationaleducation.gov.au/endeavourfaq
- 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 development programme (20%)
3. A statement on how the international study, research or professional development opportunity would further the applicant's academic and/or professional career (20%)
4. A 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 (20%)

7. Citizenship/dual citizenship/permanent residency

Any change in the citizenship/dual 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 by the department to do so.

International applicants must:

- undertake their entire programme in Australia with the exception of approved fieldwork
- 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.

Australian applicants must:

- undertake their entire programme in a participating country overseas with the exception of approved fieldwork
- 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.

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 international applicants.

Recipients 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 (do not travel) advisory area. Applicants should refer to the DFAT Smart Traveller website www.smartraveller.gov.au for up to date travel advice.

Category	Eligible Participating Countries / Regions
Endeavour Queen Elizabeth II Diamond Jubilee Scholarship Endeavour Postgraduate Scholarship# Endeavour Vocational Education and Training Scholarship# Endeavour Research Fellowship (including Research Fellowship for Indigenous Australians) Endeavour Executive Fellowship	**Americas** 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. **Asia** Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China (People's Republic), Hong Kong SAR, India, Indonesia, Japan, Korea (Republic of Korea - South), Laos, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Vietnam. **The Caribbean** 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. **Europe** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France (including Reunion), Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom (including Northern Ireland). **Middle East** Afghanistan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen. **Pacific** Fiji, French Polynesia, Kiribati, Marshall Islands, Micronesia (Federated states), Nauru, New Caledonia, New Zealand* (including Cook Islands, Niue and Tokelau), Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna.
Endeavour Australia Cheung Kong Research Fellowship	Brunei Darussalam, Cambodia, China (People's Republic), Hong Kong SAR, India, Indonesia, Japan, Korea (Republic of Korea - South), Laos, Macau, Malaysia, Mongolia, Philippines, Singapore, Thailand, Vietnam.
Endeavour India Education Council Research Fellowship	India

*#*New Zealand citizens and/or permanent residents cannot apply for the Endeavour Postgraduate Scholarship or the Endeavour Vocational Education Scholarship as New Zealand citizens who study in Australia are eligible for a commonwealth supported place. New Zealand citizens can apply for the Endeavour Research Fellowship and the Endeavour Executive Fellowship to undertake study or research in Australia. Further information is available in the Endeavour Frequently Asked Questions available http://internationaleducation.gov.au/endeavourfaq*

9. Supporting documentation

To be eligible applicants must:

- scan and attach their supporting documentation specified for the category for which they are applying (see table below and section 9.1-9.11). 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
- provide certified (attested) copies of:
  - Passport, Birth Certificate, National ID card or Australian Citizenship Certificate
  - Academic transcripts
  - IELTS, TOEFL, CAE or PTE results.

To certify a document:

1. copy the original document
2. present the photocopy and original to a professional person or someone well-respected in your community ('of good standing'). 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 certifier will sight the original against the copy of the document
   - the certifier will write or use a stamp (if available), 'I certify that the copy is a true copy of the original document'
   - the certifier will sign and date under the statement and provide details of their occupation.
3. scan the certified copied document (not the original document)
4. attach the document to your application.

The cost of any fees charged by notaries for certification of documents is the responsibility of the applicant.

Required documents	Certified copy required	Further details	International applicants				Australian applicants		
			Postgraduate (Masters and PhD)	VET	Executive fellowship	Research fellowship	Executive fellowship	QEII and Research fellowship	Postgraduate
Passport or Birth Certificate or National ID card	✓	9.1	✓	✓	✓	✓	✓	✓	✓
Verification of Aboriginal and/or Torres Strait Islander		9.2	x	x	x	x	x	✓*	x
Academic transcript	✓	9.3	✓	✓	✓	✓	✓	✓	✓
Formal admission to an Australian institution for 2017		9.4	✓	✓	x	x	x	x	x
Enrolment letter(research towards Masters or PhD only)		9.5	x	x	x	✓	x	✓	✓
PhD conferment (postdoctoral research only)		9.6	x	x	x	✓	x	✓	✓
TOEFL, IELTS, CAE, PTE or Transcript	✓	9.7	✓	✓	x	x	x	x	x
Employment record/cv/resume		9.8	x	✓	✓	x	✓	x	x
Referee reports x 2		9.9	✓	✓	✓	✓	✓	✓	✓
Host nomination		9.10	x	x	✓	✓	✓	✓	✓

**Australian Indigenous and Torres Strait Islander applicants only*

9.1 Citizenship/dual citizenship/permanent residency*

All applicants must provide a certified copy of:

- their most current passport, birth certificate, national identity card or Australian citizenship certificate showing full name, date of birth and **country of citizenship**, and
- official documentation (as per above) showing evidence of **dual citizenship** (if held), and
- official documentation (as per above) showing evidence of **permanent residency** status (only required if different from country of citizenship/dual citizenship)

***Permanent residency** refers to a person's visa status: the person is allowed to **reside** indefinitely within a country of which he or she is not a citizen.*

9.2 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; or a letter signed by the Chairperson of an Aboriginal and/or Torres Strait Islander incorporated organisation (where records are not available).

9.3 Educational Qualifications

All applicants *(excluding Endeavour Executive Fellowships)* must provide a certified copy:

- of their final full version* numerically weighted Bachelor or Masters transcript that includes subjects and scores. A PhD transcript does not show suitable detail for panel assessment, therefore applicants **must** provide at least a Bachelor or Masters transcript. A PhD transcript alone will render an application ineligible. Do not include certificates.

* If an applicant has not completed an undergraduate degree but will complete by 31 December 2016, they must provide a letter from their university to state when completion is expected. A condition will be placed on their application and a final transcript will be required if they are successful in receiving a scholarship offer.

All **Endeavour Executive Fellowship** applicants must provide a certified copy of their final full version numerically weighted transcript equivalent to an Australian Year 12 secondary qualification, trade or vocational qualification of a least AQF accredited[1] Certificate III level minimum, Bachelor or Masters that includes subjects and scores. A PhD transcript alone does not show suitable detail for panel assessment and will render an application ineligible. Do not include certificates.

9.4 Evidence of admission to an Australian institution

The letter of admission, must include start and end dates, CRICOS code and course fees for the application to be deemed eligible. The entire course location must be in Australia at an Australian institution. Conditional admission letters will be accepted at the time of application. A letter for potential host organisations can be found attached.

Applicants should focus on one programme and state in their application why they chose this programme and their nominated institution.

Endeavour Postgraduate Scholarship (international) applicants must provide either (a) or (b):

(a) a letter of admission for a PhD course at an Australian university for the 2017 academic year, or

(b) a letter of admission for a Masters or Graduate Diploma leading into a Masters course at an Australian university for the 2017 academic year.

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

- a letter of admission for a Diploma, Advanced Diploma or Associate Degree course at an Australian Institution for the 2017 academic year. All prerequisites (i.e. certificate IV leading into a Diploma) must be included in the admission letter and commencement must be for 2017.

[1] The Australian qualification at the Cert III level or above (or a similar level international qualification) must comply with the AQF www.aqf.edu.au or an equivalent national governing body

9.5 Evidence of enrolment

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

- be ***currently enrolled*** in a Masters or PhD course at an Australian university
- ***remain enrolled*** and have an ***expected course completion date*** after *their proposed Endeavour programme end date*
- provide a letter from their Australian university that confirms **all** of the above. See example letter here.

All ***Endeavour Research Fellowship*** and ***Endeavour Queen Elizabeth Diamond Jubilee Scholarship*** applicants applying for research towards a Masters or PhD must:

- be ***currently enrolled*** in a Masters or PhD course (PhD only for QE II) at an Australian university (for Australian applicants) or overseas university (for international applicants)
- ***remain enrolled*** and have an ***expected course completion date*** after ***their proposed Endeavour programme end date***
- provide a letter from their **home** university that confirms **all** of the above. See example letter here.

9.6 Evidence of PhD conferment

All ***Endeavour Research Fellowship*** and ***Endeavour Queen Elizabeth II Diamond Jubilee Scholarship*** applicants proposing to undertake postdoctoral research must:

- have had their PhD conferred and received final results (or expect to) by the commencement of their programme in 2017
- provide (a) or (b):
  - (a) confirmation in the form of a certificate, final transcript or letter from their university to state their PhD has been conferred and they have obtained final results (an Admission letters or COE is not suitable evidence), or
  - (b) letter from their university to state when conferment is expected.

9.7 Evidence of language proficiency

Endeavour Postgraduate Scholarship (international) and ***Vocational Educational Training Scholarship*** applicants must provide a certified copy of either (a) or (b):

(a) IELTS/TOEFL/CAE/PTE. A certified copy of an official, valid IELTS, TOEFL, CAE or PTE test result. Results are valid for two years. Tests that are provided with a test date that is before 30 June 2014 will not be accepted and the application will be marked ineligible. Test scores will need to meet the minimum requirements as per the below table:

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 - Internet Based Test (IBT)	Overall score of 79 with a minimum score of 21 in the writing section and no less than 19 in the other sections
CAE – Cambridge English Advanced ONLY	Overall score of 176 with no individual band less than 169
PTE – Academic Test result ONLY	Overall score of 58 with no individual band less than 50.

(b) a transcript as evidence of completion of at least one year of undergraduate level study (minimum) conducted in English, face to face at an institution located in one of the listed countries[2].

[2] 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/CV/reference and letter from their current or past employer/s confirming their position and length of employment.

9.9 Referee reports

All applicants must provide two completed referee reports. An example referee report can be found here.
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. Referee reports are confidential and cannot be viewed by the applicant.

Reports must be submitted electronically via Endeavour Online. 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.

If a referee is unable to complete the referee report electronically, they may request a paper report by sending an email directly to the Endeavour Scholarships and Fellowships team endeavour@education.gov.au. If a referee declines to provide a report the applicant will be notified. If the referee wants to withdraw their report after completion, they may contact the Endeavour team to action this request. The applicant will be notified.

9.10 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 confirming the applicant has proposed to undertake their Endeavour programme in 2017. An example referee report can be found here.

A senior official physically located in the host country at the 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 Endeavour Online. 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. Nominations are confidential and cannot be viewed by the applicant.

If an applicant has multiple host organisations they must enter the details of each organisation in the application form and receive a completed nomination form from each of their hosts.

If a nominator is unable to complete the form electronically, they may request a paper form by sending an email directly to the Endeavour Scholarships and Fellowships team endeavour@education.gov.au. If a nominator declines to provide a nomination the applicant will be notified. If the nominator wants to withdraw their nomination after completion, they may contact the Endeavour team to action this request. The applicant will be notified.

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 the International Group Manager, Department of Education and Training.

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 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 may target specific participating countries and regions to support Australian Government international education and research priorities and emerging bilateral education and research relationships.

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 2016. Due to the high volume of applications received, the department does not provide individual feedback to unsuccessful applicants. 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 http://internationaleducation.gov.au/endeavour at the conclusion of the round for the most common reasons why applicants were unsuccessful.

The department will publish details of all successful recipients on the Endeavour Scholarships and Fellowships website http://internationaleducation.gov.au/endeavourrecipients

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.

Department of Education and Training International Group current employees are not eligible to submit an Endeavour scholarship or fellowship application. Former International Group employees are eligible to submit an application six months after their employment has ceased from the Group.

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.

Endeavour Online is used by the contractor and the department for performance monitoring and management. Endeavour Online 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 Global Alumni Network and take part in programme monitoring and evaluation activities https://globalalumni.gov.au.

11.6 Legislative Authority

The Arrangement under which public money is, or may become payable by the Commonwealth for the Endeavour Scholarships and Fellowships can be found in Schedule 1AA, Part 4 - Programs, 418.076 International Education and Training of the Financial Framework (Supplementary Powers) Regulations 1997.

11.7 Taxation

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

11.8 Privacy, Publicity and Consents

The Department of Education and Training ('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."*

The department collects Personal Information from applicants in order to assess their applications and administer the Endeavour Scholarships and Fellowships. Applicants are not required to provide Personal Information to the department but without collecting Personal Information the department will not be able to process an application or administer the Endeavour Scholarships and Fellowships for successful applicants.

The department will also collect Personal Information from successful applicants over the duration of their Endeavour Scholarship and Fellowship, including their image in photographs, film footage, images, and their words, quotes or other comments made by or attributed to them, in so far as it relates to their participation in, and experience of, the Endeavour Scholarship and Fellowship.

Personal Information (including sensitive information) provided to the department by applicants (including Personal Information collected by the department from successful applicants over the duration of 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, photographs, audio visual, media releases, information and publications in hardcopy and/or on the internet; and
- congratulating and/or inviting successful recipients and alumni to functions and events held in Australia and overseas.

Please note, any Personal Information that is used in promotional materials and/or published on the internet will be available to the public (including on the world-wide web) and may be viewed by members of the public in Australia and/or individuals or parties located overseas. The department will have no control over who views the Personal Information published on the internet or how a member of the public may use the Personal Information.

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 but not limited to 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 and agents
- Australian universities and participating Australian organisations, and
- other individuals or parties located overseas who may access Personal Information published in promotional materials and/or on the internet.

Applicants are not required to provide their consent to the collection, use and disclosure of Personal Information as described in this Privacy Notice and may withdraw their consent in writing by contacting the department at endeavour@education.gov.au, however, this will mean that the department may not be able to consider their application and/or administer and promote the Endeavour Scholarship and Fellowships.

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 or request a copy of the privacy policy from privacy@education.gov.au.

Publicity Notice

For the purpose of promoting the Endeavour Scholarships and Fellowship Programme (**'Programme'**), the department may collect and publish images, photos, film footage, words, quotes or other comments made by or attributed to successful applicants, and any other Personal Information about successful applicants (including sensitive information), collected in connection with the Programme (together with the **'Material'**). The department may collect the Material during the term of the successful applicant's Endeavour Scholarship and Fellowship, and use and publish the Material for the purpose of promoting the Programme, at any time.

The department may disclose the Material to any person or organisation, including without limitation by publishing it:

- as, or as part of, any book, newspaper advertisement or article
- television advertisement or programme
- radio advertisement or programme, and
- on the internet and in any other media.

Applicants are not required to provide their consent to the collection and publication of Materials as described in this Publicity Notice and may withdraw their consent at any time, prior to the publication of the Material, by contacting the department in writing at endeavour@education.gov.au.

Privacy Consents and Publicity Agreement

By submitting an application:

- I consent to my Personal Information (including sensitive information) provided to, and collected by, the department in relation to applications under the Endeavour Scholarships and Fellowships being used for the Purposes and disclosed to the recipients as described in the 'Privacy Notice';

- I understand that the department will not provide individual feedback if my application is unsuccessful. I will be provided with generic reasons why many of the Endeavour Scholarship Fellowship applications do not receive an offer via the Endeavour website at the conclusion of the round;

- I understand that if my Personal Information is disclosed and/or published on the internet as described in this 'Privacy Notice':
  - my Personal Information will be available to the public on the world wide web and may be viewed by members of the public in Australia and/or individuals or parties located overseas
  - the department will have no control over who views my Personal Information published on the internet or how a member of the public may use the Personal Information
  - Australian Privacy Principle 8.1 will not apply if the Personal Information is viewed or used by an individual or parties located overseas, and
  - an individual or parties located overseas will not be accountable under the Privacy Act and as a result will not be able to seek redress under the Privacy Act for any privacy breaches committed by the individual or parties located overseas.

- I agree that the Material may be used by the department for the purpose or promoting the Endeavour Scholarship and Fellowships at any time in the future, even if information about me in the Material (such as my employment status) has ceased to be true.

- I understand and agree that I will not receive, and am not entitled to receive, any payment for the use, disclosure or publication of the Material.

- I grant, to the extent (if any) that I own intellectual property rights in the Material or any part of the Material, a perpetual, world-wide and royalty-free licence to the department and its Agents to copy and disseminate the Materials in accordance with this Publicity Notice.

- I agree that the department:
  - is not obliged to, and has not represented to me that they will, publish the Material
  - does not have to identify me as author of any of the Material which they do publish or otherwise communicate, and
  - may edit the Material prior to publication as it sees fit without first checking with me.

By submitting an application, I understand and agree that if I am successful and accept an Endeavour Scholarship or Fellowship:

- I will provide the department, through Scope Global, regular reports on my progress and a final report at the completion of my programme
- I will act in a manner befitting a recipient of an Endeavour scholarship or fellowship
- I will use the funds for the purposes granted
- I will acknowledge the assistance given by the Australian Government in any written reports, publications or publicity
- I will undergo a police check before my offer is confirmed (Australians only)
- I consent to the collection, use and disclosure of my Personal Information, in the manner described in the 'Privacy Notice' for the duration of my Endeavour Scholarship or Fellowship
- I agree and consent to the publication of Material as described in the 'Publicity Notice'
- I have the right to withdraw my consent to the publication of the Material on the internet at any time prior to the publication of the Material, by contacting endeavour@education.gov.au in writing.

11.9 Freedom of Information

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

Decisions regarding requests for access under the FOI Act to documents held by the department are made by authorised FOI decision-makers in accordance with the requirements of the 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, professional, 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 for documents held by the department should be made to the department's FOI Team by email to: foi@education.gov.au.

For information on making a request under the FOI Act for access to documents 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 to the Australian Information Commissioner who may investigate the department's actions. More information is available on the Office of the Australian Information Commissioner's website at www.oaic.gov.au.

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 or visit the Endeavour Scholarships and Fellowships website http://internationaleducation.gov.au/endeavour.

Australian Government
Department of Education and Training

2017 Endeavour Scholarships and Fellowships

Dear Admissions Office

Please be advised that this individual is applying for a 2017 Endeavour scholarship.

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

Applications for the 2017 Endeavour Scholarships and Fellowships will open April 2016 and close on 30 June 2016.

As part of the eligibility requirements, international Endeavour Postgraduate Scholarship and Endeavour Vocational Education and Training Scholarship applicants must attach a formal admission letter from their proposed Australian institution. A conditional admission letter will be accepted at the time of application. Commencement must be for the 2017 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 2017 Endeavour Scholarships and Fellowships, please visit the Endeavour website at http://internationaleducation.gov.au/endeavour or contact endeavour@education.gov.au.

Thank you for your assistance and contribution to the success of the 2017 Endeavour Scholarships and Fellowships.

Kind regards

Endeavour Scholarships and Fellowships Team
International Group
Australian Government Department of Education and Training

Australian Government
Department of Education and Training

Terms and Conditions for the 2017 Endeavour Scholarships and Fellowships

I understand and confirm that by accepting an offer for a 2017 Endeavour scholarship or fellowship, I am agreeing to abide by and observe the following terms and conditions:

1. Recipients must meet any specific conditions outlined in the offer letter issued by the department and, prior to the commencement of their programme, sign a contract with the department's support services contractor (the contractor) 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 2017 but no later than 30 November 2017. 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, dual citizen and/or permanent resident of a participating country and remain so for the duration of their programme. Changes in a recipient's citizenship, dual 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 the contractor and the department.
5. An offer is conditional upon a recipient obtaining confirmed unconditional admission or nomination with a host organisation for 2017. Recipients must not commence their programme at their host organisation prior to 2017.
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 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.
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). International recipients must undertake their entire programme in Australia with the exception of approved fieldwork.
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 the contractor and the department. Australian recipients must register and subscribe to the host country alerts with www.smartraveller.gov.au prior to commencement of their programme. Recipients should obtain prior approval before departure from host country.
10. Fieldwork outside of a recipient's host country requires the approval of the recipient's host organisation, the contractor and the department. Stipend payments are not payable for the period that a recipient undertakes fieldwork in their home country. Recipients must plan for any periods of fieldwork in home country to be self-funded. 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. Fieldwork must be undertaken in a participating country/region of the Endeavour programme.
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. International recipients are responsible for the payment of health cover for any accompanying family member prior to a family member's arrival into Australia. Recipients will be required to provide evidence of accompanying family member cover to the contractor and the Department of Immigration and Border Protection.
14. 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).

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15. 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. A suspension is a period of hiatus within the term of a recipient's programme and cannot increase maximum programme duration.
16. Recipients are entitled to 20 working days paid recreation leave for each 12 months of their programme duration. Recreation leave should be discussed with your supervisor and head of school/postgraduate coordinator. Approval for the leave must be obtained from host institution and the contractor before recreation leave is taken. Recipients are eligible for up to 10 working days paid sick leave each year. All leave entitlements will be forfeited when a programme is terminated and any additional leave will be considered under exceptional circumstances only. For programmes under 12 month's duration, leave will be calculated on a pro rata basis. The Endeavour programme does not offer specific leave entitlements for maternity leave or parenting leave.
17. 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 the contractor no later than one month prior to the completion of the study component. 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, except in exceptional circumstances with approval from the department. Approval for subsequent internships such as more than three separate internships and/or internships of less than one month duration must be gained from the contractor, with final approval from the department. Internships cannot be undertaken at the same host organisation as the study/research component.
18. 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 2017 will be required to withdraw from their programme.
19. 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.
20. 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 1-20 above and accept the offer for a 2017 Endeavour scholarship or fellowship.

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

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