



Australian Government

Department of Education

International Student Exchange Program

**Endeavour Cheung Kong
Student Exchange Program**

Study Overseas Short-term Mobility Program

Guidelines

2015 Round

Closing date for applications: 16 June 2014



This symbol indicates information that has been highlighted for your reference.



This symbol indicates information that has been highlighted as a key task, activity or caution.

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Definitions

Acronyms and terms used throughout the Guidelines are listed below.

Academic Credit	For the purpose of these Guidelines, credit will be defined as either a full unit of study or a major assessment piece related to the student's field of study.
Academic Program	Includes, as the circumstances require: study, research, supervised accredited work experience, or a combination of the former.
Applicant Institution	The Australian Higher Education Provider that is applying for funding.
Completion Date	The date by which all reporting activities for the Project must be completed.
Deed of Standing Offer (DoSO)	An agreement between the Commonwealth and an eligible education provider detailing the terms and conditions under which funding may be provided to that provider.
Department	The Australian Government Department of Education, also referred to as 'the Department'.
ECKSEP	Endeavour Cheung Kong Student Exchange Program
Higher Education Provider	<ul style="list-style-type: none"> - Table A or Table B provider under the <i>Higher Education Support Act 2003</i> (HESA) - Approved as a higher education provider under sections 16-25 and 16-50 of HESA
Home Institution	The Higher Education Provider in which the grant holder is enrolled in an ongoing basis.
ILO	International Liaison Officer. The Department's point of contact at the Applicant Institution.
ISEO	International Student Exchange Online. The Department's online system for student mobility program management.
ISEP	International Student Exchange Program
Partner Institution	The higher education institution the ISEP/ECKSEP grant holder will attend for the duration of the Project.
Project	Each approved application for funding submitted by an institution will be referred to as a 'Project'.
Project Facilitation Subsidy	A \$1500 subsidy allocated to eligible institutions in acknowledgement of the administrative costs of the Applicant Institution in managing the approved Project.
Project Schedule	The Project Schedule or 'schedule to the Deed of Standing Offer' is a signed contract detailing the specifics of each Project for which the Department provides funding support.
Project Variation	A Project Variation is a request from the institution to change particulars of the original Project.
Project Variation Project Schedule	The Project Variation Project Schedule is a signed funding agreement detailing the changed specifics of the original Project for which the Department provides funding support.
Semester	A semester is defined by the Partner Institution and it is noted that the Partner Institution may operate trimesters rather than semesters. For the purpose of these Guidelines the study period must be full-time and for no less than 10 weeks and no greater than 20 weeks.
STMP	Study Overseas Short-term Mobility Program
Student Grant	A grant allocated to eligible institutions for distribution to students participating in the Project.
Student mobility programs	For the purposes of these Guidelines, refers to student mobility support offered through ISEP, ECKSEP and STMP.
Student Mobility Team	The Student Mobility Team can be contacted via email at student.mobility@education.gov.au .

1 Overview

1.1 Introduction

The Australian Government is committed to providing support for more Australian students to have an international study experience. The Government provides support for students in higher education and vocational education and training sectors through a suite of student mobility programs:

- New Colombo Plan, which is led by the Department of Foreign Affairs and Trade (DFAT) and administered by the Department of Education (the Department)
- International Student Exchange Program (ISEP)
- Endeavour Cheung Kong Student Exchange Program (ECKSEP)
- Study Overseas Short-term Mobility Program (STMP)
- AsiaBound Grants Program
- Vocational Education and Training Outbound Mobility Program (VET Outbound).

1.2 Purpose of the Guidelines

For the 2015 round, the Guidelines for the following programs have been combined for the ease of reference of Higher Education Providers:

- International Student Exchange Program (see section 2)
- Endeavour Cheung Kong Student Exchange Program (see section 2)
- Study Overseas Short-term Mobility Program (see section 3).

The purpose of these Guidelines is to set out arrangements for the administration and delivery of the student mobility programs. These Guidelines are for Applicant Institutions and it is recommended that institutions read the Guidelines, in conjunction with the Frequently Asked Questions (FAQs), before applying for funding under the student mobility programs. FAQs are available on [ISEO](https://iseo.deewr.gov.au) (<https://iseo.deewr.gov.au>).

For information about the [New Colombo Plan](http://www.dfat.gov.au/new-colombo-plan/), please refer to the Department of Foreign Affairs and Trade website (www.dfat.gov.au/new-colombo-plan/).

Separate guidelines for the AsiaBound Grants Program and the Vocational Education and Training Outbound Mobility Program are available on the AEI website [here](#).

1.3 Key Dates

The following key dates must be adhered to by Applicant Institutions seeking to apply for funding under the 2015 round of student mobility programs:

2015 Student Mobility Programs	
17 April 2014	Applications open
16 June 2014 (11.59pm AEST)	Applications close
July 2014	Institutions notified of outcomes
1 September 2014	Project Schedule and Invoice submission deadline
31 July 2015	Completion and Project acquittal reports due for short-term Projects
30 January 2016	Completion and Project acquittal reports due for semester based Projects

1.4 Overview of the Student Mobility Programs

Program	Destination	Qualification	Outbound	Inbound	Study options ¹	Grants value	Project Facilitation Subsidies	Approx. no. of Student Grants ²
ISEP	Global	– Undergraduate – Postgraduate	Yes	Yes	1 to 2 semesters full time	\$5000	\$1500	590
ECKSEP	Specified Asian destinations	– Undergraduate	Yes	Yes	1 to 2 semesters full time	\$5000	\$1500	
STMP	Global	– Undergraduate – Postgraduate	Yes	No	Short-term (up to 6 months)	\$2000	\$1500	350

1.5 Eligible Destinations

Funding under student mobility programs may be used to support students to study across the world.

The Australian Bureau of Statistics' Standard Australian Classification of Countries (SACC), 2011 version 2.2 - Table 1.3 can be found at www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1269.02011?OpenDocument.

The SACC provides Applicant Institutions with a list of destinations that may be supported under the student mobility programs. This list will be included in ISEO as part of the application process.

¹ Refer to the definition of semester.

² The Department will allocate funding to all student mobility programs dependent on demand and quality of applications.

1.5.1 Endeavour Cheung Kong Student Exchange Program

Eligible destinations under ECKSEP are as follows:

- Brunei Darussalam
- Cambodia
- People's Republic of China
- Hong Kong
- India
- Indonesia
- Japan
- Laos
- Macau
- Malaysia
- Mongolia
- Myanmar
- Philippines
- Republic of Korea (South Korea)
- Singapore
- Thailand
- Vietnam

1.5.2 Travel Warnings

Funding must not be used for travel to destinations that are assessed by DFAT as an area to which Australians are advised not to travel (Level 4 – Do not travel). ISEO will not permit institutions to apply for funding to travel to a host country or part of a country that has been assessed by DFAT as an area not to travel (Level 4) and Projects will not be approved for funding.

In the case that a destination is upgraded to Level 4 status subsequent to funding approval, it is the responsibility of the Applicant Institution to either seek an alternative destination (and comply with section 4.3 by obtaining written approval from the Department to vary the Project) or refund the funding to the Department.



Visit [Smartraveller](http://www.smartraveller.gov.au) (www.smartraveller.gov.au) for current information about countries that are considered a travel risk.

1.6 Equal Opportunity

All institutions are encouraged to actively support the participation and success of students from disadvantaged³ or low socio-economic backgrounds⁴ as potential participants in mobility projects, including the provision of support services to members of these groups in an appropriate and culturally sensitive manner.

³ Equity groups including but not limited to: students from regional/remote areas, Aboriginal and Torres Strait Islander students, students with disabilities or students from a non-English speaking background.

⁴ Students who are from a low SES background, as measured by the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) index measured at Statistical Area 1 (SA1) level or postcode level.

2 International Student Exchange Program and Endeavour Cheung Kong Student Exchange Program

2.1 Introduction

2.1.1 International Student Exchange Program

The International Student Exchange Program (ISEP) provides grants for students to undertake mobility Projects overseas administered by their Higher Education Provider. A Project Facilitation Subsidy is also available to assist institutions with costs in managing approved Projects.

ISEP provides grants for higher education students (undergraduate and postgraduate) in all disciplines to undertake at least one semester and no more than two semesters (no less than 10 weeks and no greater than 20 weeks) of study at an accredited higher education institution in an eligible country.

Tuition fee waiver and credit transfer are key requirements of ISEP.

2.1.2 Endeavour Cheung Kong Student Exchange Program

The Endeavour Cheung Kong Student Exchange Program (ECKSEP) is jointly funded by Cheung Kong (Holdings) and the Department. The Program supports student exchange between Australia and Asia, with the Department and Cheung Kong contributing funding for 125 outgoing students from Australia and 125 incoming students from eligible Asian countries.

Two-thirds of the ECKSEP grants awarded in each funding round are allocated to student exchanges involving links with Partner Institutions in mainland China and Hong Kong. The remaining grants awarded are allocated to student exchanges involving links with Partner Institutions in Brunei Darussalam, Cambodia, India, Indonesia, Japan, Laos, Macau, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea, Singapore, Thailand and Vietnam.

ECKSEP grants are only available to undergraduate students.

For the purpose of these Guidelines, unless specifically identified, any reference to ISEP incorporates ECKSEP student exchanges.

2.1.3 Aims

The aims of ISEP are to:

- support Australian higher education students to have an overseas study experience and overseas higher education students from eligible countries to have a study experience in Australia
- increase cooperation between higher education institutions in Australia and higher education institutions in eligible exchange countries
- facilitate student exchange to promote an increased understanding and recognition of Australian qualifications overseas and overseas qualifications in Australia
- assist institutions that are seeking to diversify their programs to include innovative options, minority groups and/or non-traditional destinations.

2.1.4 Funding Available

The following funding is available for the 2015 round of ISEP and ECKSEP:

- a total of approximately 590 grants for outgoing and incoming higher education students at \$5000 each, with approximately 340 grants allocated to ISEP and 250 grants to ECKSEP
- Project Facilitation Subsidies at a rate of \$1500 per Project for eligible Projects with between one and 10 students (where applied for and approved).

In the event ISEP and ECKSEP are undersubscribed, it will be at the discretion of the Department to allocate funding to other student mobility programs, namely STMP and VET Outbound.

2.2 Eligibility

2.2.1 Eligible Australian Institutions

Funding is provided to Australian Higher Education Providers only. To be eligible, a Higher Education Provider must be either:

- a Table A or Table B provider under the *Higher Education Support Act 2003* (HESA)
- an approved Higher Education Provider under sections 16-25 and 16-50 of HESA.

2.2.2 Partner Institutions

Funding under ISEP may only be used to support linkages between Australian Higher Education Providers and accredited higher (public or private) education institutions in eligible destinations.

The approved in-country Academic Program undertaken by an outgoing Australian student who receives a Student Grant must be undertaken on a campus of the Partner Institution located in the nominated country. It cannot be undertaken on a campus located in a third country or on an overseas campus of the student's Home Institution.

2.2.3 Student Exchange Agreements

The Australian Higher Education Provider must have a student exchange agreement with the Partner Institution specified in the Project before a grant is allocated to the student.

The student exchange agreement must:

- involve the reciprocal waiving of tuition fees for courses, including university level language courses, approved by the Home Institution
- involve both outgoing and incoming students
- cover an approved in-country Academic Program at the Partner Institution which is full-time and of at least one semester and no more than two semesters duration
- provide that, subject to satisfactory academic progress, a student will receive the applicable credit towards the award for which they are studying at their Home Institution.

While it is a requirement for the Applicant Institution to provide students with course credit for their in-country Academic Program, it is understood that in some circumstances this may not occur. It is expected that institutions and students can demonstrate that all reasonable steps were taken towards obtaining course credit.



The student exchange agreement with the Partner Institution does not have to be in place at the time of applying for funding. However, it must be in place before any grants are allocated to any students.

2.2.4 Eligible Outgoing Australian Students

Participating funded higher education students must be Australian citizens or Australian permanent residents to be eligible to receive ISEP or ECKSEP grants.

Undergraduate and postgraduate students must be studying at an eligible Australian institution.

It is expected that postgraduate Projects will focus on coursework and that postgraduate research students will make use of the other funding sources available to support research activities.

2.2.5 Eligible Incoming International Students

Only students who are not Australian citizens or Australian permanent residents and have not previously received a grant under the relevant program (ISEP or ECKSEP) are eligible to receive grants. Students receiving a grant must study at the Applicant Institution under student exchange arrangements agreed between the Australian institution and the Partner Institution.



A student may receive only one ISEP grant under (current or past) ISEP Projects.

A student may receive only one ECKSEP grant under (current or past) ECKSEP Projects.

2.2.6 Tuition Fee Waiver

Australian students who receive a Student Grant and study overseas under ISEP must remain enrolled in their Australian Higher Education Provider during their Academic Program. Students remain liable for any tuition fees or FEE-HELP contributions at their Home Institution.

2.2.7 Credit Transfer

Subject to satisfactory academic progress, the Home Institution will grant the Australian student credit for their in-country Academic Program. That is:

- one full-time semester at Partner Institution = one full-time semester credit at Home Institution
- two full-time semesters at Partner Institution = two full-time semester credits at Home Institution.

2.3 Funding

Two types of funding are available under ISEP and ECKSEP:

- Student Grants (for outgoing and incoming students)
- Project Facilitation Subsidies (for institutions).

2.3.1 Student Grants

Provided at a rate of \$5000 per student, grants are designed to offset some of the costs involved in participating in an international student exchange.

It is preferred that each ISEP grant is provided to students in full – that is, \$5000 to each student. However, the Applicant Institution may divide the grant in half (no less than \$2500 per student) in

order to meet the strategic objectives of the Project and/or the obligations to the Partner Institution.

Grants funded through ECKSEP must be provided to students in full (\$5000).

2.3.2 Project Facilitation Subsidy

Provided at a rate of \$1500, this subsidy is a non-acquittable payment that acknowledges costs incurred by an institution such as:

- negotiating the details of the student exchange Project with a Partner Institution including curriculum and subject access, credit transfer, student support and assessment arrangements
- evaluating or monitoring students' progress and for supervision or assessment during the period of exchange for the Australian students
- engaging the services of third party organisations which have relevant expertise to support students who may be entering new or challenging environments.

Institutions may apply for one Project Facilitation Subsidy per Project. A Project Facilitation Subsidy is only payable where at least one Student Grant is awarded and at least one student has participated in the Project.



A Project Facilitation Subsidy is provided at a rate of \$1500 per funded Project with between one and 10 students.

2.4 Application Process

2.4.1 Timeline

Please refer to section 1.3 of the Guidelines for the key dates for the submission of applications.

2.4.2 Maximum Number of Applications

There is no maximum number of project applications that an institution can submit.

2.4.3 Maximum Number of Student Grants per Application

Each project application may have a maximum of 10 outgoing (Australian) and 10 incoming (overseas) Student Grants.

There is no requirement to have equal numbers of outgoing and incoming Student Grants. It is also possible to have incoming or outgoing only.



If an institution has a Project that it believes may become over-subscribed it may submit two or more identical Project applications. ISEO will automatically create a unique Project name and identifying number for each Project.

2.4.4 Information Required

Applicant Institutions will be required to enter the following information into ISEO for each application:

- country in which the Project is proposed

- number of Student Grants for outgoing Australian students sought (where applicable)
- number of Student Grants for incoming students sought (where applicable)
- whether a Project Facilitation Subsidy is sought
- a ranking for each Project against other projects applied for (see section 2.4.5)
- a series of declarations to conform with the Guidelines and Project.

Further information regarding the information required to submit an application is in the User Guide 2015 available on [ISEO](#).

2.4.5 Ranking of Applications

Institutions will be required to rank their ISEP and ECKSEP applications. The purpose of this ranking system is to assist the Department with the allocation of funds based on the Project's strategic value to the institution, in line with the Government's objectives to strengthen institutional links and provide opportunities for exchange between Australian and international students.

Institutions' rankings for ECKSEP applications will be considered by the Department, noting the requirement for two-thirds of ECKSEP grants to be awarded to student exchanges involving links with Partner Institutions in mainland China and Hong Kong.

2.4.6 Lodgement of Applications

Applications must be lodged electronically via [ISEO](#), by 11.59pm AEST 16 June 2014.

Any applications received after this closing date will be deemed ineligible and will not be considered for funding.



Applications not lodged by 11.59pm AEST 16 June 2014 will not be considered for funding.

2.4.7 Allocation of Funding

All applications will be assessed by the Department to confirm eligibility for funding. All ISEP applications will also be reviewed in relation to the ranking made by each Applicant Institution, with priority given to projects that are ranked highly. This process will continue until either all Projects have been funded or no funding remains.

The Branch Manager, Mobility, South and South East Asia Branch, International Group, Department of Education, will make final determinations on grants with due regard to the selection panel's recommendations.



Institutions that have any overdue/unacquitted ISEP and ECKSEP Projects may not be considered for funding in this round at the discretion of the Department.

2.5 Funded Projects

2.5.1 Outcome of Application

The Department will advise Applicant Institutions of the outcome of their applications through ISEO. Successful applications will receive offers of funding in the form of a Project Schedule (see section 4.1.2 for more information).

Appeals against decisions on grant recipient selections will not be considered.

2.5.2 Publication of Funded Projects

All funded Projects will be listed on the Department's website within fourteen business days of signing of the Project Schedule. This may include institution details, funding amount, destination country and number of funded students.

Information about all funded Projects, including destination country, number of participating students and the Project's objectives will also be made available to the Department's overseas posts.

2.5.3 Acknowledgement of Australian Government Funding

All Higher Education Providers receiving funding through the student mobility programs are required to inform all stakeholders, including students, that the grants are funded by the Australian Government Department of Education through the International Student Exchange Program, and where relevant the Endeavour Cheung Kong Student Exchange Program. This includes acknowledgement in all publications, promotional materials and activities related to the programs.

2.5.4 Critical Incidents

There may be circumstances, such as natural disasters, serious incidents or political disturbances where it is important that the Department is provided with details of the status of any funded Projects and the welfare of participating students. If contacted by a member of the Student Mobility Team seeking any such details, it is a requirement of this funding that the Home Institution provides the requested information in an appropriate and timely manner.

All institutions should have a critical incident plan (or similar) in place for the Project for which they are applying. Critical incident plans should include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise. More information and examples of critical incident plans can be found in the *Outbound Mobility Best Practice Guide* available at www.studyoverseas.gov.au/resource/Pages/default.aspx.

3 Study Overseas Short-term Mobility Program

3.1 Introduction

The Study Overseas Short-term Mobility Program (STMP) funds projects managed by eligible Australian Higher Education Providers to support Australian undergraduate and postgraduate students to undertake short-term (less than six months) international study experiences in a relevant field or course of study. Grants are awarded for students to study globally. Further information about eligible destinations is provided in section 1.5.

STMP aims to:

- increase the overall number of students with an international study experience related to their field of study
- encourage students through a short-term study experience to consider longer-term mobility options
- assist institutions that are seeking to diversify their programs to include innovative options, minority groups and/or non-traditional destinations
- increase collaboration between higher education institutions in Australia and participating institutions or organisations overseas.

3.1.1 Funding available

The 2015 round funding allocation for STMP is as follows:

- approximately 350 student grants at \$2000 each
- Project Facilitation Subsidies at a rate of \$1500 per Project for eligible Projects of between one and 10 students (where applied for and approved).

In the event STMP is undersubscribed, it will be at the discretion of the Department to allocate funding to other student mobility programs, namely ISEP, ECKSEP and VET Outbound.

3.2 Eligibility

3.2.1 Eligible Australian Institutions

Funding is provided to Australian Higher Education Providers only. To be eligible, a Higher Education Provider must be either:

- a Table A or Table B provider under the *Higher Education Support Act 2003* (HESA)
- an approved Higher Education Provider under sections 16-25 and 16-50 of HESA.

3.2.2 Eligible Projects

Funding will be provided to successful Applicant Institutions to subsidise Australian students to participate in international experiences that directly relate to the students' courses or fields of study:

- short-term study experiences
- research experiences
- short courses

- volunteer projects
- paid or unpaid internships or work placements
- practicum or clinical placements.

Projects must be no longer than six months in duration and the activities undertaken by students participating in the Project must be for some form of Academic Credit or form a mandatory component of the student's course.

3.2.3 Eligible Students

Participating funded higher education students must be Australian citizens or Australian permanent residents to be eligible to receive STMP grants.

Undergraduate and postgraduate students must be studying at an eligible Australian institution.

It is expected that postgraduate Projects will focus on coursework and that postgraduate research students will make use of the other funding sources available to support research activities.

3.3 Funding

Two types of funding are available under STMP:

- student grants (for outgoing Australian students)
- Project Facilitation Subsidies (for institutions).

3.3.1 Student Grants

Provided at a rate of \$2000, these student grants may only be used to support students participating in an approved STMP Project and contribute towards the costs associated with participating in the approved Project.



Student grants cannot be divided and must be provided as a full \$2000 grant.

3.3.2 Project Facilitation Subsidy

Provided at a rate of \$1500, this subsidy is a non-acquittable payment that acknowledges costs incurred by an institution such as:

- arranging details of the STMP Project
- evaluating or monitoring students' progress and for supervision or assessment during the overseas experience
- engaging the services of third party organisations which have the relevant expertise to support students who may be entering new or challenging environments.

Institutions may apply for one Project Facilitation Subsidy per Project. A Project Facilitation Subsidy is payable where at least one student grant is awarded and the student participates in the Project.

3.4 Application Process

3.4.1 Timeline

Please refer to section 1.3 of the Guidelines for the key dates for the submission of applications.

3.4.2 Maximum Number of Applications

There is no maximum number of applications that an institution can submit.

3.4.3 Maximum Number of Student Grants per Application

Each project application must have a minimum of one and a maximum of 10 student grants.

International students may participate in the Project but are not eligible to receive STMP grants. Additional Australian students may participate in the same funded Project but the total number of funded students must not exceed 10.



If an institution has a Project that it believes may become over-subscribed it may submit two or more identical Project applications. ISEO will automatically create a unique Project name and identifying number for each application.

3.4.4 Selection Criteria

Applicant Institutions are required to respond to the following selection criteria:

- the strategic focus of the Project and how it supports the international mobility strategies and sustainability measures of the Applicant institution
- the desired outcomes of the Project having regard to the aims of STMP
- the relevance of the Project to the participating students' field or course of study
- the level of support strategies and services provided to students to facilitate their pastoral care and learning outcomes while they are overseas, which may include details such as critical incident plans and insurances for the Project
- measures that ensure participation in the Project by individuals from identified disadvantaged groups.

3.4.5 Information Required

Applicant Institutions will be required to enter the following information into ISEO for each application:

- country/ies in which Project is proposed
- number of student grants for Australian students sought
- whether a Project Facilitation Subsidy is sought
- a ranking for the Project against other Projects applied for
- a series of declarations to conform with the Guidelines and Project.

3.4.6 Ranking of Applications

When applying for the 2015 round, institutions will be required to rank their STMP applications. The purpose of this ranking system is to assist the Department with the allocation of funds based on the Project's strategic value to the institution and in line with the Government's objectives for the STMP.

3.4.7 Lodgement of Applications

Applications must be lodged electronically via [ISEO](#), by 11.59pm AEST 16 June 2014.

Any applications received after the closing date will be deemed ineligible and will not be considered for funding.



Applications not lodged by 11.59pm AEST 16 June 2014 will not be considered for funding.

3.4.8 Assessment Process

The STMP has a three-phased selection process:

1. All applications will be assessed by the Department to determine whether the Project is eligible for funding.
2. All eligible applications are then considered on merit, that is, assessed by a selection panel against the selection criteria and rated as either 'suitable' or 'not suitable'.
3. Applications rated as 'suitable' are then reviewed against the institution's Project ranking. Funding will be allocated to the highest ranked 'suitable' Projects.

The Branch Manager, Mobility, South and South East Asia Branch, International Group, Department of Education, will make final determinations on grants with due regard to the selection panel's recommendations.



The selection panel will comprise departmental officers with commensurate skills and experience to assess Project applications. These officers are required to complete an Employee Declaration Statement to cover issues associated with Conflict of Interest.



Institutions that have any outstanding/unacquitted STMP projects from previous rounds may not be considered for funding in the 2015 round at the discretion of the Department.

3.5 Funded Projects

3.5.1 Outcome of Applications

The Department will advise Applicant Institutions of the outcome of their applications through ISEO. Successful applications will receive offers of funding in the form of a Project Schedule (see section 4.1.2 for more information).

Appeals against decisions on grant recipient selections will not be considered.

3.5.2 Publication of Funded Projects

All funded projects will be listed on the Department's website within fourteen business days of signing of the Project Schedule. This may include institution details, funding amount, destination country and number of funded students.

Information about all funded Projects, including destination country, number of participating students and the Project's objective will also be made available to the Department's overseas posts.

3.5.3 Acknowledgement of Australian Government Funding

All institutions receiving funding through STMP will be required to inform all stakeholders, including students, that the student grants are funded by the Australian Government Department of Education through the Short-term Mobility Program. This includes acknowledgement in all publications, promotional materials and activities related to STMP.

3.5.4 Critical Incidents

There may be circumstances, such as natural disasters, serious incidents or political disturbances where it is important that the Department is provided with details of the status of any funded Projects and the welfare of participating students.

If contacted by a member of the Student Mobility Team seeking any such details, it is a requirement of this funding that the Home Institution provides the requested information in an appropriate and timely manner.

All institutions should have a critical incident plan (or similar) in place for the Project for which they are applying. Critical incident plans should include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise. More information and examples of critical incident plans can be found in the *Outbound Mobility Best Practice Guide* available at www.studyoverseas.gov.au/resource/Pages/default.aspx.

4 Funding Arrangements

The following information applies to all student mobility programs – ISEP, ECKSEP and STMP.

4.1 Funding Framework

Institutions successful in their application for funding will be required to enter into a funding agreement with the Commonwealth of Australia, namely a Deed of Standing Offer (DoSO) and Project Schedule. The Funding Agreement will contain an obligation that the funding recipient must comply with these Guidelines, which may be amended by the Department from time to time. To the extent of any inconsistency between the Funding Agreement and the Guidelines, the Funding Agreement will prevail.

The legal framework for provision of funding is based on the following two documents:

- Deed of Standing Offer (DoSO)
- Project Schedule (the contract).

4.1.1 Deed of Standing Offer

Institutions are required to sign an overarching DoSO agreement with the Commonwealth, through the Department, prior to any offer of funding being made. The DoSO details the terms and conditions under which the funding may be provided if a contract occurs.

If your institution does not have an executed DoSO with the Department, please contact the Student Mobility Team requesting process initiation. No offer of funding can be made without an executed DoSO.

4.1.2 Project Schedule (the Contract)

Institutions successful in their applications will receive offers of funding electronically via ISEO in the form of a 'Project Schedule'. One Project Schedule per Project will be created. A copy of each Project Schedule must be signed by the appropriate delegate at the institution and countersigned by the appropriate departmental delegate.



Any Project funding regardless of any offer having being made may, at the discretion of the Department, be deemed void and thereby revoked, if the required Project Schedule and invoice is not received by the designated date specified by the Department.

4.2 Payment of Funding

A correctly rendered invoice and signed Project Schedule must be provided to the Department prior to payments being made.

4.2.1 Invoice

The invoice must include:

- the name of the applicable student mobility program (ISEP, ECKSEP or STMP)
- the name of the Project
- bank account details for electronic transfer
- the Department of Education as recipient
- the institution's current address and a contact telephone number
- a dollar amount on the invoice, GST exclusive
- the institution's ABN
- an invoice date
- an invoice number.



Only one invoice should be created and provided to the Department that covers all funded Projects of an institution.

4.3 Project Variation to Project Schedule

A variation to an Applicant Institution's Project will be considered by the Department if it is:

- consistent with the relevant student mobility program's aims
- appropriate in all circumstances.

The onus is on the Applicant Institution to contact the Department to start the Project Variation process.

4.4 Repayment of Funding

Any funding that remains unallocated by the Completion Date is required to be refunded to the Department. An invoice will be issued by the Department to the Applicant Institution for the outstanding amount.

In some exceptional circumstances and at the discretion of the Department, negotiations over funding repayments will be considered.

4.5 Funding Acquittal Requirements

4.5.1 Completion Report

A Completion Report must be submitted for all funded Projects by the specified Completion Date.

The Completion Report, which must be completed through ISEO, requires information on grant recipients who received a grant under the applicable student mobility program. This includes the name, gender, country, field of study, start and end dates. Partner Institutions details are also required for ISEP and ECKSEP Projects.



Completion Reports should be submitted as soon as all funding has been allocated and the last student has departed Australia or their home country to commence study and by no later than the Completion Date.

4.5.2 Statutory Declaration

A Statutory Declaration is the legal acquittal mechanism to confirm that the institution has spent the funding amount in accordance with the funding agreement and, if applicable, has refunded any unspent funds to the Department.

All funded Projects require submission of a Statutory Declaration by the specified Completion Date.



Any representative of an institution, who is authorised by the institution to do so, may sign the acquittal Statutory Declaration.

One Statutory Declaration per Project is required.

4.5.3 Evaluation Report

All funded Projects require the completion of an Evaluation Report by the Completion Date. The Evaluation Report, to be completed by the institution, will require details of the Project and responses capturing overall learning from the Project, its contribution to the strategic goals of the institution and the objectives of the student mobility program.

5 Additional Information

The following information applies to all student mobility programs – ISEP, ECKSEP and STMP.

5.1 International Student Exchange Online

International Student Exchange Online (ISEO) is the Department's online application and project management system. This is where registered Higher Education Providers will apply for funding, accept or decline funding offers, download Project Schedules, enter student details and acquit their Projects.

Each eligible higher education provider must have a nominated International Liaison Officer (ILO) who may submit applications for funding on behalf of their institution.

5.1.1 Registration of Eligible Institutions

An Applicant Institution must be registered online via ISEO prior to lodging an application for funding.

The procedures for lodging applications are provided in the ISEO User Guide which is available from the ISEO home page at <https://iseo.deewr.gov.au>.

5.2 Privacy

Treatment of Personal Information collected by the Department

The Department of Education and its staff is required to treat Personal Information in accordance with the *Privacy Act 1988* (Cth) ('the Privacy Act'), as amended from time to time. The Higher Education Provider must also comply with the Privacy Act.

5.3 Complaints Handling

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

Higher education providers are responsible for all costs incurred in the preparation and lodgement of their applications.

Appeals against decisions on grant recipient selections will not be considered.

Complaints in relation to the processing of applications should be sent to the Department's program delegate at student.mobility@education.gov.au.

5.4 Disclosure of Information in the Application

The use and disclosure of information provided to the Department of Education by Higher Education Providers for the student mobility programs is regulated by legislation including the *Public Service Act 1999* (Cth), the *Privacy Act 1988* (Cth), the *Crimes Act 1914* (Cth), the *Criminal Code Act 1995* (Cth) and the *Freedom of Information Act 1982* (Cth), as well as the common law.

5.5 Commonwealth Ombudsman

If an Applicant Institution is dissatisfied with the administration of the student mobility programs, an institution may raise concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer that the Department be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072, email at ombudsman@ombudsman.gov.au, or by post at GPO Box 442, CANBERRA ACT 2601.

5.6 Offence to Provide False or Misleading Information

Applicant Institutions should be aware that in providing any information or data or in making any statements in relation to any application, Completion Report or Statutory Declaration relating to a student mobility program, or in the making of statements which are false or misleading is a serious offence.

5.7 Conflict of Interest

Applicant Institutions should be aware of any potential conflict of interest in relation to any application. A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. Failure to disclose a potential conflict of interest may place future funding to the institution at risk.

5.8 Taxation

Successful applicants should note that receiving Commonwealth funding may incur tax obligations. All Applicant Institutions should seek independent advice on any tax implications, as the Department of Education does not provide advice on taxation matters.

5.9 Contact Information

For enquiries in relation to these Guidelines please contact the Student Mobility Team within the Department of Education via email at student.mobility@education.gov.au.