

# Endeavour Leadership Program (ELP) Guidelines

Opening date:	<b>20 September 2018</b>
Closing date and time:	<b>11.59 p.m. Australian Eastern Daylight Saving Time (AEDT) on 15 November 2018</b>
Commonwealth policy entity:	<b>Australian Government Department of Education and Training</b>
Co-Sponsoring Entities	<b>N/A</b>
Enquiries:	If you have any questions, please contact the Student Experience and Mobility team, via <a href="mailto:ELP.enquiries@scopeglobal.com">ELP.enquiries@scopeglobal.com</a> . Questions should be sent no later than <b>8 November 2018</b> .
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Type of opportunity:	<b>Open Competitive Process</b>

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# 1 Endeavour Leadership Program Process Flowchart

## **The Program is designed to achieve Australian Government objectives**

The Endeavour Leadership Program (ELP) provides international mobility opportunities which contribute to the Australian Government Department of Education and Training's (the Department) Portfolio Budget Submission Outcome 2.7 (*to support the sustainable growth of Australia's high quality international education, training and research through strong government to government engagement, international mobility, strategic policy and legislation*).

The Department works with stakeholders to achieve government policy outcomes according to the *Commonwealth's Grants Rules and Guidelines*.



## **The opportunity opens**

We publish the Program Guidelines on GrantConnect and advertise on the International Education website. The Department will also advise International Liaison Officers (ILOs) in relation to the application process, including the application round opening and closing dates.



## **You complete and submit an application**

Applications must be lodged in International Student Exchange Online (ISEO) for Applicant Institutions and Endeavour Online (EOL) for Individual Applicants by 11.59 PM AEDT by 15 November 2018.



## **Applications are assessed**

The Department and the Support Services Organisation will jointly select Leadership Activities for funding through a competitive, merit-based assessment and selection process.

The Support Services Organisation will provide the following services: administration of the assessment process, including accessing applications against the shortlisting and eligibility criteria (refer to Sections 4, 6.1 and 6.2); sourcing an expert panel to assess the applications against the assessment criteria and providing a final merit list to the department (refer to Section 6.3); and providing ongoing support to funded Leadership Activities.



## **Recommendations are made**

An expert panel will assess all shortlisted applications and make a final recommendation to the Department based on a merit process. The Department will then make recommendations to the Minister for Education and Training.



## **Decisions are made**

The Minister for Education and Training will make the final selections for funding, to the limit of available funding, based on the recommendations from the merit process.

This merit list may also be used if additional funds become available.



**We notify you of the outcome**

We advise successful applicants of the outcome of their application. We may not notify unsuccessful applicants until Award Agreements and Leadership Activity Schedules have been executed.



**Entering into the Award Agreement/Leadership Activity Schedule**

The Support Services Organisation enters into an Award Agreement/Leadership Activity Schedule with successful applicants which are due four weeks after funding offers are made. The type of Award Agreement/Leadership Activity Schedule will be based on the nature of the funding offer and proportional to the risks involved.



**Delivery of Leadership Activity**

You undertake the Leadership Activity as set out in your Award Agreement or Leadership Activity Schedule. The Support Services Organisation manages the Award Agreement/Leadership Activity Schedule by working with you, monitoring your progress and making payments.



**Evaluation of the Program**

We will conduct an evaluation of the Program to determine the extent to which the funded activity is contributing to the objectives and outcomes of the Program. We base this on information you provide to us and that we collect from various sources, including your application and Leadership Activity reports.

## 1.1 Introduction

These Program Guidelines contain information for applicants for Endeavour Leadership Program (ELP) funding. The Australian Government Department of Education and Training (the Department) is responsible for administering the Program. You must read these guidelines before filling out an application.

These Program Guidelines provide information about the 2019 round of the ELP. This document sets out:

- the purpose and objectives of the Program
- the eligibility and assessment criteria
- how applications for ELP funding are considered and selected
- how applications will be monitored and evaluated
- responsibilities and expectations in relation to the Program.

The Program Guidelines should be read in conjunction with the Applicant Guide available on the Department's website at: <http://internationaleducation.gov.au/endeavour>.

We will revise and publish these Program Guidelines annually, taking into consideration government priorities applicable to the round, which will be reflected in any updates to assessment criteria. A list of the country priorities applicable to the 2019 round are outlined in [Appendix A](#). The definition of key terms used in these Program Guidelines is at [Appendix B](#).

Applicants should read these Program Guidelines carefully before submitting an application.

## 2 About the Endeavour Leadership Program

The ELP is the Australian Government's two-way mobility program for short and long-term study, research and professional development with Australia's priority partner countries. The ELP supports Australia's first *National Strategy for International Education 2025* (the Strategy). The Strategy sets out a 10-year plan for developing Australia as a global leader in education, training and research, through making transformative partnerships (Pillar 2 of the Strategy), and expanding student, education and training professional and research mobility (Action 6.2 of the Strategy).

The ELP provides opportunities for established and emerging leaders to undertake a global mobility experience within their study, research or professional field.

Endeavour Leaders will have the opportunity to build enduring international networks, strengthen education and research engagement between Australia and priority countries, and enhance Australia's commercial success and economic prosperity.

The ELP was announced as part of the 2018-19 Budget and will operate from 2019. This is an ongoing program and application rounds will be held annually.

The objectives of the ELP are to:

- enhance Australia's reputation for excellence in international education through the continued internationalisation of the education, training and research sectors
- contribute to the implementation of Government policy priorities, by increasing international research and education engagement between Australia and priority countries in key fields of education, research and innovation
- offer high-achieving individuals from Australia and overseas the opportunity to develop their knowledge and expertise and build institution-to-institution connections
- create the next generation of international education and research leaders across a wide variety of professional fields.

The intended outcomes of the ELP are:

- growth in the number of durable, high-value institutional and individual connections as a result of ELP-funded education, training, research and professional activities
- an increase in the number of high quality research outcomes (including commercialisation and joint publications) resulting from ELP funding
- employability of Endeavour Leaders and resultant contribution to the Australian economy.

The ELP will be undertaken according to the Commonwealth's Grants Rules and Guidelines (CGRGs) available at <https://www.finance.gov.au/resource-management/grants/>.

## 3 ELP amount and period

### 3.1 ELP funding

The Australian Government has announced a total of \$118.9 million over four years for the ELP. Under the 2019 round, approximately \$27 million in funding is available to support two-way mobility Leadership Activities. It will support short and long term study, training, research and professional development across a range of sub-categories under the Endeavour Leadership Program, including:

- Australia-ASEAN Leadership category
- Australia-APEC Leadership category
- Australia-Latin America Leadership category
- Asia-Pacific Leadership category
- Global Leadership category

The method for applying for one of these awards is set out in Section 8 of these Guidelines, and in the *Applicant Guide for the ELP – Individual Endeavour Leaders* and the *Applicant Guide for the ELP – Applicant Institutions*.

There are two funding opportunities with differing financial benefits – one for Recipient Institutions and one for Individual Endeavour Leaders. The number of opportunities in 2019 will depend on the amount of available funds as well as the number of highly suitable applications received.

Funding for the 2019 round will be as follows:

#### *Recipient Institutions*

- The minimum grant amount is \$2500 per student.
- The maximum grant amount is \$5000 per student.

The total Leadership Activity amount will depend on the duration of the Leadership Activity and the number of participating Students.

Where applicable, Language Support payments, which are designed to support Asian language competency as part of a Leadership Activity, may be provided at a rate of \$AU1000 per Student. Language training must be undertaken prior to, or concurrently with, an approved Leadership Activity.

Institutions are also eligible for Leadership Activity Facilitation Subsidies that apply on the basis of one subsidy of AU\$1,500 per Leadership Activity. The Leadership Activity Facilitation Subsidy can be used for administration purposes associated with management of the Leadership Activity.

More detailed information can be found in the *Applicant Guide for the ELP – Applicant Institutions*.

#### *Individual Endeavour Leaders*

The entitlements for each recipient will be dependent on activity level and duration, as set out below.

All successful Individual Endeavour Leaders will receive: AU\$3,000 per month as a stipend (maximum amount of AU\$36,000 per calendar year paid up to the maximum category duration on a pro-rata basis).

Successful Individual Endeavour Leaders are also eligible for:

- travel allowance of up to AU\$3,000 (with provision to pay up to AU\$4,500 under special circumstances)
- establishment allowance of between AU\$2,000 and AU\$4,000 (dependent on program duration)
- health insurance for the full category duration (Overseas Student Health Cover [OSHC] for international Recipients)
- travel insurance (excluding during Program for international Recipients)

Tuition fees: Individual Endeavour Leaders undertaking postgraduate research or vocational education and training 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 applicants – activity level and duration (undertaken in Australia) (\$AUD)**

Category	Level	Duration	Tuition	Total Category Value
Postgraduate	Australian Masters or PhD	Up to four years (for a PhD)	Up to \$30,000 per calendar year	Up to \$140,500 (Masters) \$272,500 (PhD)
Research	Short-term research towards an overseas Masters, PhD or postdoctoral research	4 - 6 months	n/a	Up to \$24,500
Vocational Education and Training	Australian Diploma, Advanced Diploma or Associate Degree	Up to 2.5 years	Up to \$13,000 per calendar year	Up to \$131,000
Executive	Professional development	1 - 4 months	n/a	Up to \$18,500

**Australian applicants– activity level and duration (undertaken in an eligible country outside Australia) (\$AUD)**

Category	Level	Duration	Tuition	Internship	Total Category Value
Postgraduate	Long-term Leadership Activity to contribute towards an Australian Masters, or PhD or Postdoctoral research*	Up to two years	\$20,000 per calendar year	\$5,000 (approved internship)	Up to \$130,500
Research	Short-term Leadership Activity to contribute towards an Australian Masters, PhD or Postdoctoral research	4 - 6 months	n/a	n/a	Up to \$24,500
Executive	Professional development	1 - 4 months	n/a	n/a	Up to \$18,500

### 3.2 Partnership Arrangement - Cheung Kong Infrastructure (Holdings) Limited

Since 2004 the Department has been in a partnership arrangement with Cheung Kong Infrastructure (Holdings) Limited through its Australian subsidiary Powercorp Australia Limited. In 2009, Cheung Kong committed to provide \$7.5 million over 10 years to support education engagement between Australia and Asia.

Under the agreement, the Commonwealth has agreed to provide matched financial support. The matched contribution to the ELP by Cheung Kong Infrastructure (Holdings) Limited for 2019 is \$750,000. The application process for applying for Cheung Kong funding is the same as for the ELP, however, two-way student exchange opportunities using Cheung Kong funding are solely for selected locations in Asia.

The Department and the Support Services Organisation will determine the Recipients of Cheung Kong funding support under each round. For more information about eligibility for funding under the Cheung Kong partnership, please refer to the *Applicant Guide for the ELP – Individual Endeavour Leaders* and the *Applicant Guide for the ELP – Applicant Institutions*.

### 3.3 ELP Support Services Organisation's responsibilities

The Department has engaged a contractor to provide Program administration support as well as post-selection support services to all Individual Endeavour Leaders and Recipient Institutions.

Under contractual arrangements, the Support Services Organisation will be the first point of contact for applicants on administrative matters, including eligibility for the ELP, Nominations, and applications; and engagement of the Selection Panel to assess applications and make recommendations to the Department. Applicants can contact the Support Services Organisation at [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

Post-selection support for Individual Endeavour Leaders includes but is not limited to: a dedicated case manager, pre-departure briefings, advice on health insurance, travel insurance, accommodation, payment of funding, assistance with variations, confirming your program completion and return to Home country arrangements, and reporting to the Department on progress.

The Support Services Organisation, a third-party provider contracted by the Department, will pay all payments to Individual Endeavour Leaders and Recipient Institutions. Allowances are paid via a monthly stipend (to individual Endeavour Leaders) and based on quarterly reporting by institutions. Travel allowance and establishment allowances for individual Endeavour Leaders are reimbursed upon providing the Support Services Organisation with the required confirmations.

### 3.4 Award/Grant period

Individual Endeavour Leaders may commence their Proposed Leadership Activity after 1 February 2019 and no later than 31 December 2019, subject to approval by the Minister or his delegate and noting that the announcement of successful and unsuccessful recipients is scheduled for February 2019.

The *Applicant Guide for the ELP – Individual Endeavour Leaders* will outline the maximum duration for study, research and professional development activities. The maximum study/research duration for Individual Endeavour Leaders is four years for a PhD.

Recipient Institutions may commence their Leadership Activities from 1 February 2019 and must complete and acquit the Leadership Activity by 31 August 2020, noting that the announcement of successful and unsuccessful recipients is scheduled for February 2019.

You must spend the amount by the above-specified dates. In relation to applications from Recipient Institutions, the Australian Government reserves the right to offer partial funding to selected applications and to take into consideration the Recipient Institution's track record in meeting all reporting requirements. In addition, the Recipient Institution's history in refunding unallocated grants may also be considered in the allocation of funding in future funding rounds.

## 4 Eligibility Criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

### 4.1 Who is eligible to apply for ELP funding?

To be eligible for funding, you must:

- apply as an Individual Endeavour Leader (see Section 4.1.1) or Applicant Institution (see Section 4.1.2)
- submit your application by the closing date, answer all mandatory questions and attach all documents as specified in the application form (outlined in the *Applicant Guide for the ELP – Individual Endeavour Leaders* and the *Applicant Guide for the ELP – Applicant Institutions*).

Applicant Institutions may submit a maximum of 20 applications per round for each category for which they are eligible (a maximum of 10 applications for the short-term category; and a maximum of 10 long-term applications, total, for both the student exchange and the Cheung Kong categories).

#### 4.1.1 Individual applicants

To participate in the ELP, individual applicants must:

- not be undertaking their Leadership Activity in a country where they hold citizenship/dual citizenship or permanent residency
  - Australian Individual Endeavour Leaders must not undertake their Leadership Activity in a country where they hold citizenship/dual citizenship or permanent residency
  - International Individual Endeavour Leaders must undertake their activity in Australia and not hold citizenship/dual citizenship or be a permanent resident of Australia.
- be aged 18 years or over at the commencement of their Leadership Activity
- not be in receipt of any other Australian Government sponsored mobility, scholarship or fellowship benefits
- for Postgraduate or VET Leadership Activities, be undertaking an award course under the Australian Qualifications Framework at an Australian (Home or Host) organisation. The

organisation must be either an approved Higher Education Provider (HEP) or a Registered Training Organisation (RTO)

- these Endeavour Leaders may not undertake their study at an Australian university campus or Australian organisation offshore.

#### 4.1.2 Applicant Institutions

To participate in the ELP, Applicant Institutions must:

- be an approved Higher Education Provider (HEP) or a Registered Training Organisation (RTO); and
- have participating Students aged 18 years or over at the commencement of their Leadership Activity.

Recipient Institutions must use ELP funding for the sole purpose of providing payments directly to their enrolled Students to enable their participation in a Project. Recipient Institutions are responsible for assessing enrolled Student's eligibility and determining how eligible Students are chosen to receive funding.

Recipient institutions must be able to demonstrate that the process used to select students is fair, independent and transparent. The Applicant/Recipient Institution must provide this evidence to the department on request.

## 5 What ELP funding can be used for

### 5.1 Eligible Leadership Activities

Applicants are expected to propose a Leadership Activity which will contribute to the objectives of the ELP (Section 2). Eligible Leadership Activities include:

- study towards an undergraduate qualification (through a Recipient Institution)
- study towards a postgraduate or Vocational Education and Training (VET) qualification
- research towards a PhD or Masters qualification
- postdoctoral research
- institution-to-institution exchange
- practicums, clinical placements, Internships, or volunteer Leadership Activities
- mentoring, work experience or other professional development through a host work environment rather than through formal enrolment in a study program.

### 5.2 Eligible locations

The ELP is a global program, however Leadership Activities undertaken in countries of strategic significance, or with established education and research ties to Australia will be given priority (see Shortlisting Criterion under Section 6.1). Country prioritisation is set out in [Appendix A](#) to these Program Guidelines.

### 5.3 Eligible Leadership Activity expenditure

We will only provide funding for eligible expenditure directly related to an eligible Leadership Activity (see Section 5.1). We may update the Guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version that applies to your Leadership Activity will be the version that is current when your Award Agreement/Leadership Activity Schedule is signed (by both the Recipient Institution and the Commonwealth Government).

Recipient Institutions must use funding they receive on behalf of Students for the sole purpose of enabling Students' participation in a Leadership Activity.

Where an Applicant Institution seeks to use the funding provided to make group arrangements on behalf of Students (and thereby not pay a component of the funding directly to the Students), the Applicant Institution must:

- be able to demonstrate a financial benefit for the Student (for example, flight discounts available through group bookings)
- obtain Students' written consent to the relevant funding not being made directly available to them. Applicant Institutions do not need to provide the Department with copies of Students' written consent, but must retain a record which is made available at the Department's request
- not use the funding for administrative costs or other non-Student specific costs.

Recipient Institutions must provide services to Students in relation to the ELP that are high quality and fully compliant with the Leadership Activity and their Deeds. Other key compliance requirements are set out in the *Applicant Guide for the ELP – Applicant Institutions*.

### 5.4 What the ELP money cannot be used for

Recipient Institutions **cannot** use ELP funding to support the following activities:

- wages
- major capital expenditure
- retrospective costs
- costs incurred in the preparation of an application or related documentation
- general ongoing administration of an organisation such as electricity, phone and rent
- construction/capital works
- activities for which other Commonwealth, State, Territory or Local Government bodies have primary responsibility.

## 6 The assessment criteria

### 6.1 All applicants – shortlisting criterion

Australian applicants will be required to nominate the country or countries which will be included in the Program; or (for International Applicants) specify the home country.

All countries have been allocated a Tier (Tier 1, Tier 2 or Tier 3 as reflected in [Appendix A](#)).

Applications will be assessed according to the destination/source country. Tier 1 countries will be given priority in the assessment process, followed by Tier 2 and then Tier 3.

For Australian applicants, a Proposed Leadership Activity with multiple destinations must specify all countries from a single Tier (either Tier 1, Tier 2 or Tier 3 – applicants cannot choose countries from multiple tiers).

Applications for Leadership Activity Variations for location changes will be considered in the context of the Tiered structure.

## 6.2 Individual Applicants – additional shortlisting criteria

### **Shortlisting listing Criterion 1 A record of high- level of Academic Achievement [EDUCATIONAL QUALIFICATIONS] 40%**

Score	%	Descriptor
5	90 +	All grades/marks in top bracket ( i.e. only A's); Grade Point Average above 3.5
4	80 +	Most grades/marks in top 2 brackets (i.e. straight A's and B's); Grade Point Average above 3.0
3	70 +	Even spread of grades across the top 3 grade brackets (i.e. A's, B's and C's); Grade Point Average above 2.5
2	60 +	Passes in most subjects. No more than two failed subjects (mostly C's, D's); Grade Point Average above 2.0
1	50 +	More than two failed subject; Grade Point Average below 2.0
1	-	has not provided a <b>scorecard</b> (if required to decipher marks)/translated in English

### **Shortlisting listing Criterion 2 Relevant Employment History [EMPLOYMENT HISTORY] 30%**

Score	Descriptor
5	Applicant has more than five years work experience in specific area of proposal.
4	Applicant has two to five years of work experience in specific area of proposal or more than 5 years of work experience in a related field.
3	Applicant has less than two years work experience in specific area of proposal or two to five years of work experience in a related field.
2	Applicant has limited or no work experience in a specific or related field.
1	No mention of relevant work experience.

**Shortlisting listing Criterion 1 Recognition by Peers- Referee Reports [REFEREE REPORTS]  
30%**

Score	Descriptor
5	All Referees have marked all fields as excellent
4	All Referees have marked a mixture of excellent and very good
3	All Referees have marked a mixture of excellent, very good and good
2	No excellent marks received from any Referees
1	One or more Referees have marked a category as average

**6.3 Assessment criteria – all applications (Individual applicants and Applicant Institutions)**

The assessment criteria are designed to ensure selected Leadership Activities meet the Objectives of the Endeavour Leadership Program (Section 2).

NOTE: Assessment criteria 1 to 4 must be addressed by both Individual applicants and by Applicant Institutions in relation to each participating student. Assessment criterion 5 needs to be addressed by Applicant Institutions only.

Applicant institutions should address the criteria in relation to students enrolled at their institution that they propose the funding will be used to support.

NOTE: Students enrolled at eligible applicant institutions, who are not planning to submit an individual application, are not required to address criteria or apply directly to the department for funding. Interested enrolled students should apply to the student mobility office at their institution to find out if they are able to participate in an ELP-funded Leadership Activity.

We will judge your application based on the weighting given to each criterion. Please refer to the program objectives in preparing your response (Section 2). The amount of detail and supporting evidence you provide in your application should be relative to the Leadership Activity size, complexity and amount requested. The application form includes word limits, mandatory attachments and other requirements.

In providing a response, you should describe the proposed activity and provide information, which specifically demonstrates how it will achieve stated objectives. Each criterion must be addressed in a maximum of 300 words.

All criteria are weighted equally. This means that for individual applicants, all four criteria will have a weighting of 25 percent each. Applicant institutions will be required to address an additional criterion, therefore each of the five criteria will have a 20 percent weighting.

***Assessment Criterion 1 – Enhancing the internationalisation of Australia’s education, training and research sectors***

- Explain how the proposed activity will enhance collaborative partnerships with key institutions in countries of strategic priority (see [Appendix A](#)).
- Describe how these partnerships will strengthen the capacity of Australia’s education, training and research sectors.
- Outline any anticipated educational, social, economic or other benefits.

***Assessment Criterion 2 – Alignment with Australian Government strategy***

- Summarise how the proposed activity aligns with Australian Government priorities for education, training and research. This includes, but is not limited to:
  - the National Strategy for International Education 2025
  - the National Innovation and Science Agenda
  - increasing opportunities for institutions and individuals in regional Australia
  - promoting participation of underrepresented groups including Indigenous Australians.

***Assessment Criterion 3 – Development of individuals’ knowledge and expertise***

- Explain how the proposed activity will assist your professional development.

***Assessment Criterion 4 – Development of leadership skills***

- Set out the skills and attributes you possess that will enable you to use this opportunity to develop as a leader in your field.
- Explain how the proposed activity will develop your leadership skills and build on your ability to contribute to your study, training, research or professional field on your return to your home country.

**6.4 Additional assessment criterion – Applicant Institutions**

**This is an additional Criterion only relevant to Applicant Institutions**

***Assessment Criterion 5 – Successful management and student support***

- Describe how the Award will be managed successfully and students will be supported to achieve positive learning outcomes.**
- Confirmation that the Applicant Institution has a Risk Management Plan and a Critical Incident Plan in place.**

Applicant Institutions should describe how the Leadership Activity will be developed and managed, and what strategies will be used to ensure positive learning outcomes for Students.

Applicant institutions need only confirm whether a Risk Management Plan and a Critical Incident Plan in place, and provide details of the Plan/s to the Department on request.

## 7 How to apply

Before applying, you must read and understand these Program Guidelines, the application form, the FAQs, the relevant Applicant Guide and the draft Award Agreement/Leadership Activity Schedule.

These documents may be found at GrantConnect at <https://www.grants.gov.au>. Any alterations and addenda<sup>1</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online application form through EOL (for individual applicants) or ISEO (for applicant institutions) by the closing date (Section 7.2).
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact the Support Services Organisation immediately via [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

We may request clarification or additional information from you that does not alter the substance of an application in response to an omission or error. However, we are not bound to accept any additional information, or requests to change submission, after the application closing time.

Applicants must keep a copy of your application and any supporting papers.

### 7.1 Attachments to the application

You should be aware that supporting documentation for applications will be required to support eligibility and/or the merits of your application.

If you require further assistance with the application process or submitting your application online, contact the Support Services Organisation at [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

### ***Applications – Individual Endeavour Leaders***

For Individual Endeavour Leaders, both Australian and International Applicants, the following documents may be included with your application:

- Passport or Birth Certificate
- Academic transcript
- Formal admission to an Australian institution for 2019
- Enrolment letter (research towards Masters or PhD only)
- PhD conferment (postdoctoral research only)
- TOEFL, IELTS, CAE, PTE or Transcript
- Employment record/cv/resume
- Referee reports x 2
- Host Nomination

Please note, not all of these documents will be required for all applications.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

See the *ELP Applicant Guide – Individual Endeavour Leaders* for more details.

### **7.2 Timing of ELP opportunity processes**

You must submit an application between the published opening and closing dates through the Department's online systems. Individual Applicants must apply through Endeavour Online (<https://endeavour.education.gov.au/endeavour>) and Applicant Institutions must apply through International Student Exchange Online ([iseo.education.gov.au](https://iseo.education.gov.au)). We cannot accept late applications.

If successful, Individual Endeavour Leaders may commence their Proposed Leadership Activity after 1 February 2019 and no later than 31 December 2019, subject to approval by the Minister or his delegate and noting that the announcement of successful and unsuccessful recipients is scheduled for February 2019.

The *Applicant Guide for the ELP – Individual Endeavour Leaders* will outline the maximum study/research duration. The maximum study/research duration for Individual Endeavour Leaders is four years for a PhD.

Recipient Institutions may commence their Leadership Activities from 1 February 2019 and must complete and acquit the Leadership Activity by 31 August 2020, noting that the announcement of successful and unsuccessful recipients is scheduled for February 2019.

**Table 1: Expected timing for the ELP\*:**

Timeline	Activity
20 September 2018	ELP applications open. Applicants apply online
15 November 2018 (11.59 pm AEDT)	Applications close
November 2018 – February 2019	Applications short listed, assessed and offers made
February 2019	The Minister for Education the Hon. Dan Tehan MP, announces the outcomes of the 2019 Round
February 2019	Successful and unsuccessful applicants receive an email regarding the outcome of their application
February – March 2019	Successful Endeavour Leaders and Recipient Institutions complete and return necessary documentation
March 2019 – December 2019	Leadership Activities commence for individual recipients
March 2019 – August 2020	Leadership Activities commence for institutions

\*Key dates are subject to change.

### 7.3 Questions during the application process

If you have any questions during the application period, contact the Support Services Organisation, via [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

The Support Services Organisation will respond to emailed questions within three working days.

## 8 The ELP selection process

### 8.1 Assessment of applications

The assessment process has three stages:

- The Support Services Organisation will assess applications against the shortlisting and eligibility criteria (Sections 4, 6.1 and 6.2).
- Applications will be assessed against the assessment criteria (Sections 6.3 and 6.4) by the independent Selection Panel made up of eminent academics, professionals and government representatives, and presents a final merit list of recommended recipients.
  - Members of the Selection Panel who are not Commonwealth Officials will be expected to perform their duties in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs).
  - Applicants should note that the personal details of Selection Panel members are confidential and will not be released.

- The final merit list will be provided to the Minister for Education and Training for approval.
  - Should the Minister for Education and Training be unable to make the final decision, the final merit list will be provided to the Department's Program Delegate for approval. The delegate for ELP is the Branch Manager, Partnerships Branch, International Group, Department of Education and Training (Section 8.3).

The assessment process will be used to determine a merit list of unfunded projects. This merit list may be used by the Minister for Education and Training or the Department if additional funds become available, for example, where a Leadership Activity cannot go ahead and cannot be varied.

## 8.2 Police checks

Australian Individual Endeavour Leaders will be required to undergo a police check before their Leadership Activity is confirmed. It is an important consideration by the Department that successful applicants will enhance the reputation of Australia and the ELP overseas.

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

## 8.3 Who will approve?

The selection process will be used to determine a final merit list of recommended applications for funding, to the limit of available funding, to be provided to the Minister for Education and Training for approval.

Should the Minister for Education and Training be unable to make the final decision, the final merit list will be provided to the Department's Program Delegate for approval. The delegate for ELP is the Branch Manager, Partnerships Branch, International Group, Department of Education and Training.

The Minister's and the delegate's decision is final in all matters, including the:

- approval of the successful recipients
- funding amount
- terms and conditions of the payments.

Neither the Minister nor the Department will approve funding unless it is reasonably considered that the Leadership Activity represents value for money. There is no appeal mechanism for decisions to be reviewed.

# 9 Notification of application outcomes

We will advise you of the outcome of your application in writing.

# 10 Successful applications

The Support Services Organisation will enter into an Award Agreement (with Individual Endeavour Leaders) or a Leadership Activity Schedule (with Recipient Institutions) on behalf of, and as agent for, the Australian Government.

Each agreement has general terms and conditions that cannot be changed. Example Award Agreements and Leadership Activity Schedules will be made available on the department's website.

We must execute an Award Agreement/Leadership Activity Schedule with you before we can make any payments. The Award Agreement/Leadership Activity Schedule must be executed no later than four weeks after the offer is made and before any funds can be paid. We are not responsible for any of your expenditure until an Award Agreement/Leadership Activity Schedule agreement is executed. If you choose to start your Leadership Activity before you have an executed Award Agreement/Leadership Activity Schedule, you do so at your own risk.

All funding will be subject to the terms and conditions set out in the Award Agreement/Leadership Activity Schedule. The Award Agreement/Leadership Activity Schedule will also specify the objectives, timeframe, budget, pre-departure reporting and audit requirements of the Leadership Activity, and payment of entitlements. Pre-departure requirements outlined in the Award Agreement/Leadership Activity Schedule must be completed before successful applicants receive benefits.

The Award Agreement/Leadership Activity Schedule may also set out arrangements relating, but not limited, to:

- leave of absence entitlements
- pre-departure advice and assistance
- assistance regarding return arrangements to Australia
- travel and health insurance
- reporting requirements
- minimum monthly contact.

Recipient Institutions are required to acquit Leadership Activity outcomes using the Department's online system. International Student Exchange Online ([iseo.education.gov.au](http://iseo.education.gov.au)).

For the 2019 Round, the ELP Support Services Organisation will execute Award Agreement/Leadership Activity Schedules with successful applicants. If there are unreasonable delays in finalising an Award Agreement/Leadership Activity Schedule, the offer may be withdrawn.

Where a Recipient fails to meet the obligations of the Award Agreement/Leadership Activity Schedule, the Department may take remedial action including:

- consultation and negotiation with the funding Recipient
- referral to the proper authorities for investigation of improper use of funds and recovery of funds where appropriate.

The Commonwealth may recover funds if there is a breach of the agreement.

### 10.1 How we pay the funding

The Award Agreement/Leadership Activity Schedule will state the maximum amount of funding offered. Funding provided for an ELP is intended to contribute to the costs of undertaking the Leadership Activity. The Department will not exceed the maximum amount of funding under any circumstances. If you incur extra eligible expenditure, you must pay it yourself. The ELP will not be responsible for any financial or administrative arrangements for family or dependents of a Recipient.

### *Individual Endeavour Leaders*

Stipends will be paid to Individual Endeavour Leaders by the Support Services Organisation monthly, with payments made on the 15<sup>th</sup> of each month.

International Individual Endeavour Leaders are responsible for the payment of health cover for any accompanying family member prior to a family member's arrival into Australia. Individual Endeavour Leaders will be required to provide evidence of accompanying family member cover to the Support Services Organisation and the Department of Home Affairs.

### *Recipient Institutions*

Funding will be paid to Recipient Institutions in instalments. Funding Recipients must provide the Support Services Organisation with a correctly rendered invoice and signed Leadership Activity Schedule, through ISEO, prior to payment of funding being made.

If the required Project Schedule and invoice is not received by the date specified by the Department, any Project funding may be deemed void and thereby revoked, regardless of any offer having been made.

## 10.2 Program payments and GST

Payments will be made as set out in the agreement. Where applicable, the Department will increase your payments to compensate for GST.

For Recipient institutions, before any additional payments are made, applicants must provide:

- a tax invoice for the amount of the payment (the Australian Government's default invoice process is Recipient Created Tax Invoices)
- evidence that you have achieved the associated milestone.

If you receive ELP funding you should consider speaking to a tax advisor about the effect of receiving funding before you enter into an agreement. You can also visit the Australian Taxation Office website at [www.ato.gov.au](http://www.ato.gov.au) for more information.

## 11 Announcement

If successful, your funding will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

The Minister and/or the Department may publicly announce successful Leadership Activities and Leadership Activity details. The Department may also publish details of successful Leadership Activities on its website or through other media.

Such public details may also include information provided by successful applicants, compiled or obtained during the assessment of applications, negotiation of Award Agreements/Leadership Activity Schedules and during the Leadership Activity. This excludes information that the Commonwealth determines is confidential.

Where relevant, it is the responsibility of the Applicant Institution to seek and receive appropriate consent from Students for their details and images to be used by the Department for promotion of the ELP, prior to undertaking the Leadership Activity. This may include use in promotional material, information and publications in hardcopy and/or on the internet. Applicant Institutions must retain a record of the Student's consent.

Where an Individual Applicant has accepted a funding offer, this is taken as agreement by the individual to the Department and the Support Services Organisation using the Student's details and images for promotion of the ELP.

## 12 How we monitor your Leadership Activity.

### 12.1 Keeping us informed

If you are an Individual Endeavour Leader, you should let the Support Services Organisation know if anything is likely to affect your Leadership Activities or organisation, via [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

If you are a Recipient Institution, you should let the department know if anything is likely to affect your Leadership Activities or organisation.

### 12.2 Reporting

You must submit reports in line with the agreement.

#### *Individual Endeavour Leaders*

If you are an Individual Endeavour Leader, you will be required to provide regular reports of progress to the Support Services Organisation. You will be briefed on this process prior to your departure.

#### *Recipient Institutions*

Recipient Institutions will be required to submit a completion report for all funded Leadership Activities through ISEO.

Completion reports must be submitted as soon as all funding has been allocated and the last Student has departed Australia or their home location to commence study. Institutions that fail to comply with reporting requirements, at the discretion of the Department, may not be considered for funding in future rounds. Institutions' history in refunding unallocated ELP payments may also be considered in the final allocation of funding.

The completion report requires information on Student recipients. This may include the name, gender, study location, Field of Study, Home Institution, qualification level and travel dates for each Student. Where applicable, Partner Institution or organisation details are also required. This will allow the Department to invite Students to ELP related functions and events held in Australia and overseas.

The completion report will also require provision of declarations including:

- the Recipient Institution has spent the funding amount in accordance with the agreement and, if applicable, any unspent funds will be refunded to the Department
- the Recipient Institution acknowledges that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

### 12.3 Award Agreement/Leadership Activity Schedule variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your agreement. You can request a variation by advising the Support Services Organisation.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the agreement and the likely impact on achieving outcomes.

Individual Endeavour Leaders and Recipient Institutions must undertake the Leadership Activity outlined in their application unless otherwise approved by the Support Services Organisation and/or the Department, for at least the minimum duration and no longer than the maximum duration specified in their Award Agreement/Leadership Activity Schedule.

Requests to vary an approved Leadership Activity will be made on a case-by-case basis. Leadership Activity Variations must be as close as is reasonable to the original Leadership Activity as set out in the application and Award Agreement/Leadership Activity Schedule, and consistent with ELP aims and objectives. Leadership Activity Variations must be consistent with the requirements regarding use of Australian Government funding including the Commonwealth's Guidelines and Rules, the *Public Governance, Performance and Accountability Act 2013* and any other relevant governing policies for the disbursement of Australian Government funding.

Leadership Activity Variation requests for a new Leadership Activity proposal will not be approved by the ELP Support Services Organisation. Where a Leadership Activity cannot be varied to the satisfaction of the Recipient and the Department, the Department will request that Leadership Activity funding be refunded.

### 12.4 Evaluation

We will evaluate the ELP to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may ask you for more information to help us understand how the ELP impacted you and to evaluate how effective the program was in achieving its outcomes.

An exit survey is completed by all Individual Endeavour Leaders upon completion of their Leadership Activity. It is used as an evaluative tool for a Recipient's experience. Questions in the survey reflect the objectives of the ELP. Information gathered from the exit survey is used to formally evaluate and continually improve the Program. Information is also used to create testimonials for promotional material. We may ask you for more information to help us understand the impact of the funding and to evaluate how effective the Program was in achieving its objectives.

Your Award Agreement/Leadership Activity Schedule requires you to provide information to help with this evaluation.

The Department will evaluate the ELP annually.

The Support Services Organisation and the Department will use the Department's online systems for performance monitoring and management. This includes information about Individual Endeavour Leaders, Recipient Institutions, Leadership Activity outcomes and performance, and progress and final reports.

The Department values the opinion of Program alumni, and encourage alumni who successfully complete their Program to join the Global Alumni Network and take part in Program monitoring and evaluation activities <https://globalalumni.gov.au>.

## 12.5 Acknowledgement

The Program logo is designed to be used on all materials under the Program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

*“The Endeavour Leadership Program – an Australian Government initiative”.*

## 13 Probity

The Australian Government will make sure that the opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1 Enquiries and feedback

There may be a number of reasons why an application does not progress through the process. Please see the Program website <https://internationaleducation.gov.au/endeavourfeedback> at the conclusion of the round for the most common reasons why applicants were not successful.

Feedback, inquiries and complaints in relation to the processing and selection of applications should be sent to [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com).

Appeals against decisions on the selection of Recipients will not be considered.

If you do not agree with the way your complaint has been handled, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department. Merits review is excluded on the grounds that ELP funding is a finite resource, and an allocation that has already been made to another party would be affected by overturning the original decision.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's or Support Services Organisation's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives an ELP opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the [relevant Commonwealth entity] in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13[7] of the *Public Service Act 1999*). Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.3 Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

You may be required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including where applicable the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the department's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else:

- if you are given reasonable notice of the disclosure;
- where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law;
- if it will prevent or lessen a serious and imminent threat to a person's life or health; or
- if you have consented to the disclosure.

The Australian Government may also use and disclose information about individual and institution recipients under this opportunity in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the Support Services Organisation and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner

- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

The agreement will include any specific requirements about special categories of information collected, created or held under the agreement.

### 13.4 Freedom of information

All documents in the possession of the Australian Government, including those about this opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing. By mail:

Freedom of Information Coordinator  
C/o Department of Education and Training  
GPO Box 9880  
Canberra ACT 2601

By email: [foi@education.gov.au](mailto:foi@education.gov.au).

## Appendix A – Priority countries

Tier	Member countries
<p><b>Tier 1 countries – highest weighting</b></p> <p>Tier 1 countries represent the highest priority for Australian Government engagement. These countries have one or more of the following attributes:</p> <ul style="list-style-type: none"> <li>highly advanced education systems with learning centres of excellence, including in science, technology, engineering and mathematics;</li> <li>be a focus of strategic prioritisation by government;</li> <li>a strong, established educational partnership with Australia;</li> <li>high quality partnerships with Australia in research fields;</li> <li>significant prospects for future commercialisation of joint research.</li> </ul>	<p><b>Member economies of ASEAN and/or APEC:</b> Brunei Darussalam#, Cambodia#, Canada, Chile, China#, Hong Kong#, Indonesia#, Japan#, Laos#, Malaysia#, Mexico, Myanmar#, New Zealand, Papua New Guinea#, Peru, Philippines#, Russia, Singapore#, South Korea (Republic of Korea)#, Chinese Taipei (Taiwan)#, Thailand#, the United States and Vietnam#.</p> <p><b>Asia-Pacific – Other</b> Bangladesh#, Bhutan#, Cook Islands#, Fiji#, French Polynesia#, Kiribati#, Maldives#, Marshall Islands#, Micronesia (Federated states)#, Mongolia#, Nauru, Nepal#, New Caledonia#, Niue and Tokelau#, Pakistan#, Palau#, Samoa#, Solomon Islands#, Sri Lanka#, Timor-Leste#, Tonga#, Tuvalu#, Vanuatu#.</p> <p><b>Strategic partners:</b> Argentina, Austria, Belgium, Brazil, Colombia, Denmark, Finland, France, Germany, India#, Ireland, Italy, Norway, Netherlands, Switzerland, Sweden, Spain, United Kingdom.</p>
<p><b>Tier 2</b> countries represent those:</p> <ul style="list-style-type: none"> <li>of priority for Australian Government; and</li> <li>have linkages to Australia in relation to education, research and prospects for commercialisation.</li> </ul>	<p><b>Americas</b> Bolivia, Costa Rica, Ecuador, El Salvador, French Guiana, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Suriname, Uruguay, Venezuela.</p> <p><b>Europe</b> Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Ukraine.</p> <p><b>Middle East</b> Bahrain, Iran, Israel (including Palestinian Territories), Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Turkey, United Arab Emirates.</p>

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<p><b>Tier 3</b> countries represent those:</p> <ul style="list-style-type: none"><li>• with limited established education and/or research linkages with Australia; and/or</li><li>• that are supported by other Australian Government efforts such as development programs.</li></ul> <p>These countries will have limited support under the Endeavour Leadership Program<sup>(1)</sup>.</p>	<p><b>Americas/Caribbean</b> Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.</p> <p><b>Africa</b> Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi*, Cameroon, Cabo Verde, Central African Republic*, Chad*, Comoros, Democratic Republic of the Congo, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya,* Madagascar, Malawi, Mali*, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger*, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia*, South Africa, Sudan (North Sudan), South Sudan*, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe.</p> <p><b>Middle East</b> Afghanistan*, Iraq*, Syria* and Yemen*.</p> <p><b>Asia-Pacific</b> Macau, Kazakhstan, Kyrgyzstan, North Korea, Tajikistan, Turkmenistan, Uzbekistan, Wallis and Futuna.</p> <p><b>Europe</b> Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Liechtenstein, Macedonia, Moldova, Monaco, Montenegro, San Marino, Serbia.</p>
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**Note 1:** \* These countries have been assessed by the Department of Foreign Affairs and Trade as “do not travel” areas, as of May 2018. Only incoming (not outgoing) applicants are eligible to apply.

**Note 2:** # These countries are supported by the New Colombo Plan. Australian Applicants are not eligible to apply for Endeavour Leadership Program funding for undergraduates to travel to these countries.

## Appendix B – Definition of key terms

In these Program Guidelines, unless the contrary intention applies:

Academic transcript	The list of subjects and academic results provided by institutions
Admission letter	A formal letter confirming enrolment from a host institution
Applicant	The person applying for Endeavour Leadership Program funding
Applicant Institution	The HEP or RTO applying for Endeavour Leadership Program funding.
AQF	Australian Qualifications Framework - national policy for regulated qualifications in Australian education and training
Australian applicant	Citizen/dual citizen and/or permanent resident of Australia who is applying for Endeavour Leadership Program funding
Award	Funding provided to Individual Endeavour Leaders under the Program
Award Agreement	An agreement between the Australian Government and an Individual Endeavour Leader detailing the terms and conditions under which funding may be offered to that individual.
The Department	Department of Education and Training, its employees, agents and contractors
DFAT	Department of Foreign Affairs and Trade
Endeavour Online system	Applications from individuals are submitted through the Endeavour Online (EOL) system
Guidelines	Endeavour Leadership Program Guidelines
Institution payments	Funding provided to Recipient Institutions under the Program
HEP	Higher Education Provider approved r under the <i>Higher Education Support Act 2003</i> .
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 program
Home Organisation	The institution an Individual Endeavour Leader or Student attends; or the organisation where an Individual Endeavour Leader is employed.
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
Individual Applicant	The individual applying for Endeavour Leadership Program funding

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International Applicant	Citizen/dual citizen and/or permanent resident of a participating country other than Australia, who is applying for Endeavour Leadership Program funding
International Endeavour Leader	Successful applicant who receives funding for an Endeavour Postgraduate, Research, Executive or VET Leadership Activity, who is not an Australian Citizen or Permanent Resident
ILO	International Liaison Officer. The ILO is the Department's point of contact at the Applicant Institution.
Individual Endeavour Leader	The successful applicant who receives funding for an Endeavour Postgraduate, Research, Executive or VET Leadership Activity
Internship	Any paid or unpaid work related to the Recipient's field of study
ISEO	International Student Exchange Online. The Department's online system through which Applicant Institutions may apply for Endeavour Leadership Program funding.
Language Support Payment	A \$1000 Student payment as described in section 3.1
Leadership Activity	Study, research or professional development activity undertaken by Individual Endeavour Leaders and Students, as outlined in the Leadership Activity application and Award Agreement/Leadership Activity Schedule
Leadership Activity Schedule	An agreement between the Australian Government and an eligible Australian HEP or RTO detailing the terms and conditions under which funding may be offered to that provider.
Leadership Activity Variation	Variations to Leadership Activities approved by the Support Services Organisation and/or the Department, as described in Section 11.3.
Nomination	Nomination form from the applicant's host confirming placement.
OSHC	Overseas Student Health Cover
Participating countries	As set out in Appendix A of these guidelines
Postdoctoral fellow	Person who has completed a PhD and is undertaking research
Postgraduate student	Student who is undertaking studies at a Masters or PhD level as defined under the Australian Qualifications Framework.
Professional development	Professional training (not an academic course) undertaken to enhance knowledge and skills required for a person's profession
Program	The Endeavour Leadership Program
Proposed Leadership Activity	Activities outlined by applicants in their application

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PTE	Pearson Test of English Academic
Recipient	Collective term for Individual Endeavour Leaders and Recipient Institutions
Recipient Institution	A successful Applicant Institution.
RTO	Registered Training Organisations, training providers registered to deliver vocational education and training (VET) services
Selection Panel	Independent panel made up of eminent academics, professionals and government representatives which assesses Endeavour Leadership Program applications
Student	A student who is the beneficiary of a payment to a Recipient Institution.
Support Services Organisation	Organisation contracted by the department to manage the post-selection support services for Endeavour Leaders and Recipient institutions
TOEFL	Test of English as a Foreign Language
VET	Vocational Education and Training