



Australia Awards

ENDEAVOUR AWARDS

ENDEAVOUR AWARDS 2012 APPLICANT GUIDELINES



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

1	SECTION 1: INTRODUCTION	5
1.1	<i>Purpose of these Guidelines</i>	5
1.2	<i>About the Endeavour Awards.....</i>	5
1.3	<i>Post selection support services</i>	5
1.4	<i>Alumni</i>	5
2	SECTION 2: REQUIREMENTS & CONDITIONS	6
2.1	<i>Age.....</i>	6
2.2	<i>Approved Fields of Study.....</i>	6
2.3	<i>Award Conditions.....</i>	6
2.4	<i>Visas.....</i>	6
2.5	<i>Award Suspension and Termination</i>	6
2.6	<i>Employment</i>	6
2.7	<i>Award Completion</i>	6
2.8	<i>Travel Warnings.....</i>	6
2.9	<i>Fieldwork</i>	7
2.10	<i>Holding Other Scholarships</i>	7
3	SECTION 3: APPLICATION & SELECTION PROCESSES	8
3.1	<i>Application Dates</i>	8
3.2	<i>Application Process - Online</i>	8
3.3	<i>Application Process - Manual</i>	8
3.4	<i>Endeavour Online.....</i>	8
3.5	<i>Assessment of Applications</i>	8
3.6	<i>Selection Panels</i>	9
3.7	<i>Outcome of Applications</i>	9
3.8	<i>Your Responsibility.....</i>	9
3.9	<i>Application Assistance</i>	9
4	SECTION 4: AWARD INFORMATION (INTERNATIONAL APPLICANTS ONLY)	10
4.1	<i>Summary of Endeavour Awards</i>	10
4.2	<i>Citizenship and/or Permanent Residency</i>	10
4.3	<i>Participating Countries.....</i>	10
5	SECTION 5: AWARD DETAILS AND ELIGIBILITY CRITERIA	11
5.1	<i>Endeavour Postgraduate Award.....</i>	11
5.2	<i>Endeavour Vocational Education and Training (VET) Award.....</i>	12
5.3	<i>Endeavour Executive Award.....</i>	14
5.4	<i>Endeavour Research Fellowships</i>	16
6	SECTION 6: REQUIRED SUPPORTING DOCUMENTATION DETAILS	18
6.1	<i>Certifying Documents.....</i>	18
6.2	<i>Proof of Citizenship and/or Permanent Residency</i>	18
6.3	<i>Proof of language proficiency.....</i>	18
6.4	<i>Transcripts - proof of your highest academic achievement</i>	19

6.5	Evidence of Admission – Formal Admission Letter from your Host.....	20
6.6	Evidence of Nomination – Completed nomination form from your Host.....	20
6.7	Referee reports	20
6.8	Employment record/CV.....	20
6.9	Evidence of Community Service	21
7	SECTION 7: OTHER INFORMATION.....	21
7.1	Disclaimer	21
7.2	False or Misleading Information.....	21
7.3	Privacy	21
7.4	Freedom of Information.....	22
7.5	Commonwealth Ombudsman	23

Glossary

	This symbol indicates a piece of information that has been highlighted for your reference in determining your eligibility for an Endeavour Award. In many cases, this information is presented as a case study or scenario.
	This exclamation mark indicates a piece of information that has been highlighted as a key task, activity or caution to assist you in completing your application for an Endeavour Award.
Academic Transcript	The list of subjects and academic results provided by some institutions to the applicant, usually at the end of each semester, trimester or term.
Admission letter	A formal letter confirming enrolment from your host organisation for Endeavour Postgraduate, Endeavour VET and Prime Minister's Australia Asia Awards.
Applicant	The person applying for an Endeavour Award.
AusAID	Australian Agency for International Development.
Award Contract	Contract entered into between the Contractor and Award Holders detailing each party's responsibilities.
Award Holder	The successful applicant who receives an Endeavour Award.
Contractor	Austraining International Pty Ltd - contracted by DEEWR to manage the post-selection support services for the Endeavour Awards.
DEEWR/the Department	Department of Education, Employment and Workplace Relations, its employees, agents and contractors.
DFAT	Department of Foreign Affairs and Trade.
DIAC	Department of Immigration and Citizenship.
Fieldwork	Program research activity directly related to your field of study which is undertaken during your Award outside your Host Country.
Guidelines	The Endeavour Awards 2012 Applicant Guidelines.
Home Country	The country of citizenship and/or permanent residency of the applicant.
Host Country	The country to which the Award Holder will travel to undertake their program.
Home Organisation/ Institution	The organisation the applicant works for or the institution they attend in their country of citizenship and/or permanent residency.
Host Organisation/ Institution	The organisation or the institution the applicant will attend for study, research or professional development in the host country. Your host must not be in a DFAT Level 5 country.
IELTS	International English Language Testing System.
Internship	Any paid or unpaid work related to the Award Holder's field of study.
Nomination letter	Letter from your host confirming placement and required if you are applying for any of the Endeavour Research Fellowships or Endeavour Executive Awards.
Participating Countries	As set out in Section 4.3 (International) and Section 5.3 (Australians) of these Guidelines.
Postdoctoral Fellow	Person who has completed a PhD and is undertaking research.
Postgraduate Student	Student who is undertaking studies at a Masters or PhD level.
Professional Development	Professional training rather than an academic course undertaken to enhance knowledge and skills required for a person's profession.
Proposed Program	The study, research, professional development or internship activities outlined by applicants in their application for an Endeavour Award.
TOEFL	Test of English as a Foreign Language.
Undergraduate Student	Student who is undertaking studies at a Bachelors or Honours level.

1 SECTION 1: INTRODUCTION

1.1 Purpose of these Guidelines

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

- Endeavour Postgraduate Award
- Endeavour Research Fellowships
- Endeavour Vocational Education and Training (VET) Award
- Endeavour Executive Award



These Guidelines will aid you in preparing your application. You should read them in full to ensure that you meet the eligibility requirements for the Awards. You must also ensure that you fully address all the selection criteria for the Award you are applying for and submit your application and correct supporting documentation by the closing date as late applications will not be considered.

1.2 About the Endeavour Awards

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

The Endeavour Awards aim to:

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

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

The Australia Awards will bring together the international development awards administered by the Australian Agency for International Development (AusAID) and the Department of Education, Employment and Workplace Relations' (DEEWR) Endeavour Awards under a single recognisable brand. Further information is available at www.AustraliaAwards.gov.au.

1.3 Post selection support services

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

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

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

1.4 Alumni

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

2 SECTION 2: REQUIREMENTS & CONDITIONS

2.1 Age

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

2.2 Approved Fields of Study

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

2.3 Award Conditions

- Award Holders must sign an Award Contract with the Contractor regarding the conditions of the Award prior to commencing the Award.
- The Award is conditional upon Award Holders meeting any conditions that are outlined in the Award offer letter sent to successful applicants prior to commencement.
- Award Holders must commence their Award after 1 January, 2012.
- Award Holders must commence their Award no later than 30 November, 2012.
- Applicants who have already commenced their program at their host organisation are ineligible.
- Award Holders must undertake the program outlined in their application for at least the minimum Award duration unless otherwise approved by DEEWR.
- Award Holders must undertake the proposed program outlined in their application and abide by the rules of the host organisation/institution.
- Any changes to the Award Holder's program or itinerary must have the prior approval of DEEWR.
- Should an Award Holder be prevented for any reason from taking up their Award within a reasonable timeframe, DEEWR may, at its absolute discretion, withdraw the offer of an Award.

2.4 Visas

It is the responsibility of Award Holders to apply for and satisfy the requirements for the issue of an appropriate entry visa to their host country. The offer of an Award does not guarantee the granting of a visa and is conditional upon gaining a visa. Any costs associated with obtaining the visa is the responsibility of the Award Holder.

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



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

2.5 Award Suspension and Termination

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

2.6 Employment

International Award Holders must obtain permission from their host institution and check their visa conditions with the DIAC to determine whether they are entitled to work in Australia.

2.7 Award Completion

Award Holders are expected to return to their home country at the completion of their program.

2.8 Travel Warnings

An Award Holder must not travel, without the approval of the Contractor, to a country or a part of a country that has been assessed by DFAT as an area to which Australians are advised not to travel (Level 5 DFAT advice); or where DEEWR considers a particular country is not likely to be safe; or where DEEWR considers that the Award Holder would not be able to complete the program for which the Award was given. If this condition is breached an Award may be suspended, revoked or terminated.



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

2.9 Fieldwork

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

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

2.10 Holding Other Scholarships

Award	Permissions
Endeavour Postgraduate Awards Endeavour Vocational Education and Training (VET) Awards	Award Holders are not permitted to hold any other Australian Government sponsored scholarship.
Endeavour Research Fellowships Endeavour Executive Awards	Award Holders are not permitted to hold another DEEWR sponsored scholarships (Endeavour Awards); OR AusAID sponsored scholarships (ADS, ARDS, ALA scholarship or fellowships). <i>* Award Holders in receipt of a DIISR sponsored scholarship (IPRS, APA or ARC) must adhere to the conditions placed on those scholarships.</i>



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

3 SECTION 3: APPLICATION & SELECTION PROCESSES



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

3.1 Application Dates

Applications for the 2012 Endeavour Awards will open on Friday 1 April 2011 and will close at 11:59PM Australian Eastern Standard Time (AEST) on Thursday 30 June 2011.



Applications close at 11:59PM Australian Eastern Standard Time (AEST) on **Thursday, 30 June 2011**. Applications received after the closing date will not be considered.

3.2 Application Process - Online

Applications should be submitted through Endeavour Online (see [section 3.4](#)). Please note that this online application form is only accessible when the round is open.

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

3.3 Application Process - Manual

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

3.4 Endeavour Online

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

To apply online, go to www.endeavouradmin.deewr.gov.au/es/esapplication/Security/Login.aspx

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



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



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



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

3.5 Assessment of Applications

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

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

3.6 Selection Panels

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

Selection panel members are required to evaluate and rank applications against the selection criteria. Individual rankings from all members of the panel are combined using the Endeavour Panel Assessment System to provide an overall ranking list.



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

3.7 Outcome of Applications

DEEWR will email all successful and unsuccessful applicants regarding the outcome of their applications, by the end of November 2011.

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

Unsuccessful applicants will be advised on how they can obtain feedback on their applications.

3.8 Your Responsibility

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

Applicants should ensure that their application meets the eligibility requirements detailed in [section 6](#). Applicants must also agree to the terms and conditions for each Award.

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

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

3.9 Application Assistance

If you require any support to participate in the Endeavour Award application process, please contact endeavour.awards@deewr.gov.au

You may also contact Australian Government representatives nearest you by writing to one of these email addresses:

argentina@studyinaustralia.gov.au

brazil@studyinaustralia.gov.au

chile@studyinaustralia.gov.au

colombia@studyinaustralia.gov.au

mexico@studyinaustralia.gov.au

peru@studyinaustralia.gov.au

4 SECTION 4: AWARD INFORMATION (INTERNATIONAL APPLICANTS ONLY)

4.1 Summary of Endeavour Awards

Postgraduate and Postdoctoral Awards				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Postgraduate Awards	Postgraduate study/research for an Australian Masters degree or PhD	Up to 2 years for a Masters Up to 4 years for a PhD	Up to \$228,500 (PhD) and \$118,500 (Masters)	Section 6.1
Endeavour Research Fellowships	Research towards a Masters degree or PhD in home country; or postdoctoral research	4 - 6 months	Up to \$23,500	Section 6.4

Vocational Education and Training Awards				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Vocational Education and Training (VET) Awards	Diploma, Advanced Diploma, Associate Degree	1- 2.5 years	Up to \$119,500	Section 6.2

Executive Awards				
Award	Study Level	Award Duration	Total Award Value \$AUD	Further Information
Endeavour Executive Awards	Professional Development	1 - 4 months	Up to \$18,500	Section 6.3

4.2 Citizenship and/or Permanent Residency

International applicants applying for an Endeavour Award must:

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

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

4.3 Participating Countries

Award	Eligible Participating Countries
Endeavour Postgraduate Award Endeavour VET Award Endeavour Executive Award Endeavour Research Fellowships	The Americas and Caribbean: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay, Venezuela

5 SECTION 5: AWARD DETAILS & ELIGIBILITY CRITERIA

	Award Type	International Applicants	Australian Applicants
5.1	Endeavour Postgraduate Awards	☑	☒
5.2	Endeavour Vocational Education and Training (VET) Award	☑	☒
5.3	Endeavour Executive Award	☑	☑
5.4	Endeavour Research Fellowships	☑	☑

5.1 Endeavour Postgraduate Award

Award Description

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

Award Aims

The Endeavour Postgraduate Award aims to:

- enable high achieving international students to undertake a postgraduate qualification either by coursework or research in their chosen fields of study in Australia;
- strengthen bilateral ties between Australia and the participating countries;
- showcase Australia's education sector;
- strengthen mutual understanding between the people of Australia and Award Holders' home countries; and
- build international linkages and networks.

Award Benefits

Funding Type	Amount (\$AUD)	Details
Travel Allowance	\$4,500	
Establishment Allowance	\$4,000	
Monthly Stipend	\$2,500 per month	Up to 2 years for a Masters on a pro-rata basis Up to 4 years for a PhD on a pro-rata basis
Tuition Fees	\$12,500 per semester	Up to 2 years for a Masters Up to 4 years for a PhD
Health Insurance	Overseas Student Health Cover (OSHC) will be provided	
Travel Insurance	Coverage provided for travel to and from Australia, not during.	
Total Award Value	Up to \$118,500 for Masters Up to \$228,500 for PhD	

Eligibility Requirements

1. International applicants **must** be citizens and/or permanent residents of a participating country (see [Section 4.3](#)) and **may not** hold dual citizenship with Australia.
2. International applicants who currently hold a valid Australian student visa are **not eligible** to apply.
3. Applicants who have completed an Endeavour Award and/or AusAID Scholarship in the preceding 24 months (2 years) before the current round of the Endeavour Awards are **not eligible** to apply.

4. Applicants **must have completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement.
5. Applicants must have applied for and gained admission to a Masters or PhD course in Australia. Conditional letters of offer will be accepted at the time of application. Please note that you will not be funded for Masters level study leading to a PhD - you must choose one, either Masters or PhD level study.

Selection Criteria

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

Supporting Documentation Required at the time of Application

Further information on required documents can be found at [section 6](#).

Endeavour Postgraduate Award	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	✓	✓
Transcripts - Evidence of academic achievement	✓	✓
Proof of language proficiency	✓	✓
Formal Admission Letter from Host	✓	✗
Referee reports (3)	✓	✗
Evidence of community service	✓	✗

5.2 Endeavour Vocational Education and Training (VET) Award

Award Description

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

Award Aims

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

- enable students from varied backgrounds to undertake study in Australia;
- further develop Award Holders’ knowledge and skills in their areas of expertise;
- showcase Australia’s vocational education and training sector;
- strengthen mutual understanding between the people of Australia and Award Holders’ home countries;
- build linkages and networks between Australia and participating countries; and
- address skills shortages in Award Holders’ home countries.

Award Benefits

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

Eligibility Requirements

1. International applicants must be citizens and/or permanent residents of a participating country (see Section 4.3) and may not hold dual citizenship with Australia.
2. International applicants who currently hold a valid Australian student visa are not eligible to apply.
3. Applicants who have completed an Endeavour Award and/or AusAID Scholarship in the preceding 24 months (2 years) before the current round of the Endeavour Awards are not eligible to apply.
4. Applicants must have completed the equivalent to an Australian Year 10 secondary qualification (minimum) at the time of application.
5. Applicants must have applied for and gained admission to a Diploma, Advanced Diploma or Associate Degree course at an Australian vocational education institution. Conditional letters of offer will be accepted at the time of application.
Please note that if your admission letter contains prerequisites (i.e. certificate IV leading into a Diploma), these must be included in the admission letter. We will not accept two separate admission letters.

Selection Criteria

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

Supporting Documentation Required at the time of Application

Further information on required documents can be found at [section 6](#).

Endeavour VET Award	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcripts - Evidence of academic achievement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of language proficiency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Formal Admission Letter from Host	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Referee reports (3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employment record / curriculum vitae	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of community service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5.3 Endeavour Executive Award

Award Description

The Endeavour Executive Award provides professional development opportunities of (1-4 months) for high achievers in business, industry, education or government from participating countries, including Australia.

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



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

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

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



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

Award Aims

The Endeavour Executive Award aims to:

- enable high achieving professionals to further develop their skills, knowledge and leadership capabilities;
- deepen professional engagements between Australia and participating countries;
- strengthen mutual understanding between the people of Australia and Award Holders' host countries;
- build linkages and networks between Australia and participating countries; and
- allow professionals the opportunity, on returning to their home country, to share their updated skills and knowledge with colleagues.

Award Benefits

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

Eligibility Requirements

1. International applicants **must** be citizens and/or permanent residents of a participating country (see [Section 4.3](#)) and **may not** hold dual citizenship with Australia.
2. International applicants who currently hold a valid Australian student visa are **not eligible** to apply.
3. Australian applicants **must** be citizens and/or permanent residents of Australia.
4. Applicants who have completed an Endeavour Award and/or AusAID Scholarship in the preceding 24 months (2 years) before the current round of the Endeavour Awards are **not eligible** to apply.
5. Applicants must have **completed** either an Australian Year 12 secondary qualification or equivalent or a trade or vocational qualification of at least Certificate III level or above¹ or an undergraduate degree at the time of application. If your activity will result in you receiving or contributes to a formal academic qualification, you will **not be eligible** to apply for an Executive Award.
6. Applicants **must be** nominated by their **host** organisation and provide a completed nomination form from the host organisation with their application.



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

Selection Criteria

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

Supporting Documentation Required at the time of Application

Further information on required documents can be found at [section 6](#).

Endeavour Executive Award	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	☑	☑

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

Transcripts - Evidence of academic achievement	✓	✓
Proof of language proficiency	✓	✓
Completed Nomination Form by the host organisation	✓	✗
Referee reports (3)	✓	✗
Employment record / curriculum vitae	✓	✗
Evidence of community service	✓	✗

5.4 Endeavour Research Fellowships

Award Description

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

Award Aims

The Endeavour Research Fellowships aims to:

- enable high achieving scholars from participating countries to undertake research in Australia and for Australians to do the same abroad;
- further develop the social and economic environment of Australia and the participating countries;
- further develop Award Holders' knowledge and skills in their field of research;
- strengthen bilateral ties between Australia and the participating countries;
- showcase Australia's educational sector;
- strengthen mutual understanding between the people of Australia and Award Holders' home countries; and
- build international linkages and networks.

Award Benefits

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

Eligibility Requirements

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

5. Australian applicants must be **enrolled** in a Masters or PhD course in Australia or have had their PhD conferred and received their final results prior to the commencement of their Award.
6. Applicants who have completed an Endeavour Award and/or AusAID Scholarship in the preceding 24 months (2 years) before the current round of the Endeavour Awards are **not eligible** to apply.
7. Applicants must have **completed** an undergraduate degree (minimum) at the time of application, demonstrating high academic achievement. **Postdoctoral applicants must have had their PhD conferred and obtained their final results prior to the commencement of their Award.**
8. Applicants **must be** nominated by their **host** organisation and provide a completed nomination form from the host organisation with their application.

Selection Criteria

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

Supporting Documentation Required at the time of Application

Further information on required documents can be found at [section 6](#).

Endeavour Research Fellowships	Required Documents	Certified Copy Required
Proof of Citizenship and/or permanent residency (if different from citizenship)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcripts - Evidence of academic achievement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of language proficiency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Nomination Form by the host organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Referee reports (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of community service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6 SECTION 6: REQUIRED SUPPORTING DOCUMENTATION DETAILS

6.1 Certifying Documents

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

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

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

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

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



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

6.2 Proof of Citizenship and/or Permanent Residency

Proof of citizenship

Applicants must provide one of the following:

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

Proof of permanent residency (if different to country of citizenship)

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

6.3 Proof of language proficiency

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

- a. **IELTS** - A certified/attested copy of an official IELTS result. The test should have been undertaken no earlier than 31 December 2009 and meet the minimum Award requirements (see table below).

OR

- b. **TOEFL** - A certified/attested copy of an official TOEFL result. The test should have been undertaken no earlier than 31 December 2009 and meet the minimum Award requirements (see table below).

OR

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

Australia, American Samoa, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore,

Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America or Zambia.

- **University level** – Endeavour Postgraduate Awards and Endeavour Research Fellowships (including Endeavour Australia Cheung Kong Research Fellowships and Endeavour Research Fellowships for Indigenous Australians)
- **Year 12 minimum equivalent** (Endeavour Executive Awards)
- **year 10 minimum equivalent** (Endeavour VET Awards)

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

OR

- d. Endeavour Research Fellowships (including Endeavour Australia Cheung Kong Research Fellowships and Endeavour Research Fellowships for Indigenous Australians) and Endeavour Executive Award applicants ONLY. Host Organisation confirmation (as per the Endeavour Awards Nomination Form) that your language ability is suitable for your proposed program.

Applicants must book in for TOEFL or IELTS tests as early as possible as places fill up quickly. It is the applicant's responsibility to arrange this themselves as no late results will be accepted.

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

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

6.4 Transcripts - proof of your highest academic achievement

For the Postgraduate Award and the Research Fellowships

- Certified (attested) copy of academic transcripts (undergraduate degree minimum) - transcripts must show the subjects and scores. If the transcript is not in English, a certified (attested) English translation must be provided. Do not include the academic transcript in the original language.
- Academic transcripts must be accompanied by an explanation of the marking system.

For the VET Award

- Certified (attested) copy of academic transcripts (equivalent to an Australian Year 10 secondary qualification minimum) - transcripts must show the subjects and scores. If the transcript is not in English, a certified

(attested) English translation must be provided. Do not include the academic transcript in the original language.

- Academic transcripts must be accompanied by an explanation of the marking system.

For the Executive Award

- Certified (attested) copy of academic transcripts (equivalent to an Australian Year 12 secondary qualification, or a trade or vocational qualification of a least certificate III level or above (AQF accredited² minimum) - transcripts must show the subjects and scores. If the transcript is not in English, a certified (attested) English translation must be provided. Do not include the academic transcript in the original language.
- Academic transcripts must be accompanied by an explanation of the marking system.

6.5 Evidence of Admission – Formal Admission Letter from your Host

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

For the Postgraduate Award

- Applicants applying for an Endeavour Postgraduate Award must have applied for and gained admission to a Masters or PhD course in Australia and provide a formal Admission letter from their Host. Conditional Admission letters of offer will be accepted at the time of application. Please note that you will not be funded for Masters level study leading to a PhD - you must choose one, either Masters or PhD level study.

For the VET Award

- Applicants applying for an Endeavour VET Award must have applied for and gained admission to a Diploma, Advanced Diploma or Associate Degree course at an Australian vocational education institution and provide a formal Admission letter from their Host. Conditional Admission letters of offer will be accepted at the time of application. Please note that if your admission letter contains prerequisites (i.e. certificate IV leading into a Diploma), these must be included in the admission letter. We will not accept two separate admission letters.

6.6 Evidence of Nomination – Completed nomination form from your Host

For the Executive Award and Research Fellowships

Applicants must be nominated by their **host** organisation and provide a completed nomination form from the host organisation with their application. It is the applicant's responsibility to ensure that their host fills in a nomination form and sends it back to the applicant to upload on to their application by the closing date.

6.7 Referee reports

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

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

Referee reports may be sent by the referee directly to DEEWR (reports must be received seven days prior to the closing date to allow sufficient time for DEEWR to attach to the application) or returned to the applicant to be submitted with the other application documentation.

6.8 Employment record/CV

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

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

6.9 Evidence of Community Service

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

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

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

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

7 SECTION 7: OTHER INFORMATION

7.1 Disclaimer

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

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

7.2 False or Misleading Information

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

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

7.3 Privacy

Privacy Act 1988

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

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

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

- (a) administering the Endeavour Awards;
- (b) assessing applications;
- (c) promoting the Endeavour Awards, including in promotional material, information and publications, including on-line;

- (d) to congratulate successful recipients and/or invite the successful award recipients to functions and events held in Australia and overseas.

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

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

to be used for the purposes listed above.

Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Litigation and External Review Branch of the Legal and Investigations Group.

By post:

Privacy Contact Officer , Litigation and External Review Branch, Legal and Investigations Group DEEWR
C148CW2, GPO Box 9880, CANBERRA ACT 2601

By email: privacy@deewr.gov.au

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

7.4 Freedom of Information

Freedom of Information

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

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

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

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

Requests under the FOI Act should be made to the FOI Team Leader in the Litigation and External Review Branch of the Legal and Investigations Group.

By post:

FOI Team Leader, Litigation and External Review Branch, Legal and Investigations Group DEEWR
C148CW2, GPO Box 9880, CANBERRA ACT 2601

By email: foi@deewr.gov.au

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

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

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

7.5 Commonwealth Ombudsman

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



Australia Awards

ENDEAVOUR AWARDS

2012 Endeavour Awards Endeavour Postgraduate and VET Award applicants

Dear Admissions Office

Please be advised that this applicant is applying for the 2012 round of the Endeavour Awards.

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

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

Applications for the 2012 round of the Endeavour Awards open on 1 April 2011 and close on 30 June 2011. As part of the eligibility requirements for the Endeavour Awards (Postgraduate and VET), applicants must attach a formal admission letter from their proposed host institution. A conditional admission letter will be accepted at the time of application.

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

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

Thank you for your assistance and contribution to the success of the 2012 Endeavour Awards.

Kind regards, the Endeavour Awards Management Team