GUIDELINES

FOR

INTERNATIONAL STUDENT EXCHANGE

PROGRAMMES

2008 Round

ENDEAVOUR STUDENT EXCHANGE PROGRAMME

AUSTRALIAN UMAP STUDENT EXCHANGE PROGRAMME

ENDEAVOUR CHEUNG KONG STUDENT EXCHANGE PROGRAMME

May 2007

Closing date for applications:

31 July 2007
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1.1 Overview
The Australian Government is committed to promoting opportunities for more Australians to have an international study experience. The Department of Education, Science and Training (DEST) provides support for student mobility and staff visits through the following Programmes:

- Endeavour Student Exchange Programme
- Australian University Mobility in Asia and the Pacific (UMAP) Student Exchange Programme
- Endeavour Cheung Kong Student Exchange Programme; and
- other Endeavour student exchange programmes that may be available from time to time.

The Programmes aim to:

- increase cooperation between higher education institutions in Australia and certain other countries
- increase the number of Australian graduates with international educational experience, and the number of graduates from certain countries who have had a similar experience in Australia; and
- promote credit transfer arrangements between Australian higher education institutions and eligible counterpart overseas institutions with a view to supporting mutual recognition of educational qualifications.

The Programmes enable undergraduate students in all disciplines to undertake at least one Semester and no more than two Semesters of study at a counterpart institution in an eligible country.

Tuition fee waiver, credit transfer and institution-to-institution student exchange agreements form the basis of the Programmes.

These Guidelines provide information on the Programmes. If a 2008 round of any other international student exchange programme is to be funded, the Guidelines will be amended accordingly.

1.2 Eligible Australian institutions
Funding is provided to Australian higher education providers. To be eligible, a higher education provider must be either:

- listed under Table A or Table B of subdivision 16-B of the Higher Education Support Act 2003 (HESA); or
- approved under Section 16-25 of HESA.

1.3 Eligible counterpart institutions
Funding under the Programmes may only be used to support linkages between Australian higher education providers and accredited higher education institutions in eligible countries. All public and private higher education institutions located in eligible countries and recognised in these countries as nationally accredited are eligible to be counterpart institutions.

The approved in-country Academic Programme undertaken by a funded outgoing Australian student must be undertaken on a campus of the counterpart institution located in the nominated country. It cannot be undertaken on a campus located in a third country.

Linkages between Australian higher education institutions and their overseas campuses are not eligible for funding under the Programmes.
1.4 Available subsidies

Two types of subsidies are available:

- Student subsidies for undergraduate students; and
- staff visit subsidies.

For specific information on subsidies available under each Programme, see the relevant Part of these Guidelines.

1.4.1 Student subsidies

Student subsidies for all Programmes will be provided at a rate of $5,000 (exclusive of GST) per student. A student may be allocated only one student subsidy in total under all DEST-funded international student exchange programmes.

These subsidies offset the costs to participating students of full-time study at the counterpart institution for at least one Semester and for no more than two Semesters.

The subsidies may only be used for:

- economy class international airfares and domestic travel associated with initial travel to the host institution and final return to the home country on completion; and
- additional living expenses while in-country including accommodation, meals and regular internal travel.

1.4.1.1 Eligibility - subsidies for outgoing Australian students

Only students who are Australian citizens or Australian Permanent Residents are eligible to receive these student subsidies.

1.4.1.2 Eligibility - subsidies for incoming exchange students

Only students who are studying at the applicant Australian institution under student exchange arrangements agreed between the Australian institution and the counterpart institution are eligible to receive these student subsidies.

1.4.1.3 Distribution of student subsidies among additional students

An Australian institution granted student subsidies under the Endeavour Student Exchange Programme or the Australian UMAP Student Exchange Programme has discretion to distribute this funding among a greater number of students than indicated in the application. Institutions are encouraged to utilise this option as it represents value for money.

This option is not possible under the Endeavour Cheung Kong Student Exchange Programme.

1.4.2 Subsidies for staff negotiation/monitoring visits

Staff negotiation/monitoring visit subsidies are provided under the Australian UMAP Student Exchange Programme and the Endeavour Student Exchange Programme at a rate of $1,500 (exclusive of GST) per staff member per visit.

The subsidies may be used to contribute towards economy class international airfares and travel expenses for a visit by staff of the Australian institution to at least one counterpart institution:

- to negotiate the details of the student exchange including curriculum and subject access, student support and assessment arrangements, and credit transfer; and/or
- during the period of attachment of Australian students, to evaluate/monitor students’ progress and arrangements for supervision or assessment.

1.5 Exchange eligibility

Student exchanges must meet the criteria detailed in this clause 1.5.
1.5.1 Student exchange agreements

The Australian institution must have in place a student exchange agreement with an eligible counterpart institution in the country specified in the application before the first funded student commences study. Written agreement, for example, in the form of a Memorandum of Understanding, is not required. An agreement, confirmed by email by an officer of the counterpart institution with authority to reach such an agreement, is sufficient.

The student exchange agreement must:

- involve the reciprocal waiving of tuition fees for courses other than preliminary or concurrent language training;
- involve both incoming and outgoing students;
- cover an approved in-country Academic Programme at the counterpart institution which is full-time and of at least one Semester and no more than two Semesters’ duration; and
- provide that, subject to satisfactory academic progress, a student will receive the relevant credit towards the award for which he/she is studying at his/her home institution.

1.5.1.1 Specific provisions concerning tuition fee waiver

Australian students studying overseas under the Programmes must remain enrolled in their Australian higher education institution. They remain liable for any tuition fees or student contributions (so that their institution to waive tuition fees for incoming students from the counterpart institution(s)).

If the main course of study at the counterpart institution is language, tuition fees must be waived for this and related subjects.

1.5.1.2 Specific provisions concerning credit transfer

If the approved in-country Academic Programme is of one semester duration, the home institution will grant that student credit of one semester full-time towards his/her home institution degree and, if two semesters, credit of two semesters full-time.

1.5.2 Timing of 2008 round projects

Each exchange must be timed such that subsidised students, both incoming and outgoing, complete the in-country Academic Programme by 31 August 2009.

1.5.3 Financial contribution by the Australian institution

The applicant Australian institution must contribute towards the costs of exchanges, including but not limited to:

- costs associated with staff visits to the counterpart institution(s) to negotiate the details of the student exchange(s) (eg airfares, accommodation, travelling allowance and staff time)
- additional subsidies to be provided to subsidised students in cash or kind.

1.5.4 Minimum number of students

Each application must seek subsidies for at least two students.

1.6 Legal framework for funding

The legal framework for provision of funding will be based on the following documents:

- Deed of Agreement – Institutions will be required to sign an overarching four year agreement with DEST prior to any offer of funding being made. The agreement will detail the terms and conditions under which the funding may be provided.
• Guidelines – The Guidelines will be updated annually to indicate the parameters of the Programmes for that funding round.

• Schedules – Institutions successful in their applications will receive offers of funding electronically in the form of a schedule to the Deed of Agreement (one per project).

1.7 Registration

An applicant institution will need to register prior to lodging an application, providing the details of the Institution Delegate and Institution Liaison Officer (see clauses 1.8 and 1.9). One person may perform both roles.

Institutions will be advised in late June 2007 of the procedures for registration and lodging applications.

1.8 Institution Delegate

The Institution Delegate (ID) will hold the financial delegation to sign the Deed of Agreement, accept offers of funding and, following completion of a project, to fulfil the financial reporting requirements (see clause 1.15).

1.9 Institution Liaison Officer

The Institution Liaison Officer (ILO) will be the officer responsible for overseeing all administrative processes for the Programmes, including meeting reporting requirements (see clause 1.15).

1.10 Lodging of applications

The closing date for receipt of applications is 31 July 2007. Applications must be lodged electronically. Each application must cover exchanges with one country only.

1.11 Payments

Payments will be made to institutions on receipt of a separate tax invoice for each Programme.

1.12 GST liability

Payments to institutions will attract GST. DEST will increase funding by the amount of GST payable.

1.13 2008 round timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 June 2007</td>
<td>Training of ILOs and IDs in use of on-line system for registration, lodging applications, accepting offers, meeting reporting requirements and acquitting funding commences</td>
</tr>
<tr>
<td>end June 2007</td>
<td>Registration commences</td>
</tr>
<tr>
<td>July 2007</td>
<td>Deed of Agreement sent to institutions (with responses due within 20 business days)</td>
</tr>
<tr>
<td>2 - 31 July 2007</td>
<td>Applications may be lodged electronically</td>
</tr>
<tr>
<td>31 July 2007</td>
<td>Closing date for receipt of applications</td>
</tr>
<tr>
<td>September 2007</td>
<td>Schedules to the Deed of Agreement accepted electronically by the Institution Delegate</td>
</tr>
</tbody>
</table>
1.14 Selection

Whilst complying with the parameters of each Programme, DEST will aim to provide funding to each institution for at least one application per Programme.

Should the demand for subsidies exceed the number available, a common factor will be applied to projects to reduce the number of student subsidies sought to the number of student subsidies available. DEST may seek advice from the ILO of the relevant institution as to whether the application remains viable at the reduced level of funding.

1.15 Reporting requirements

All funded projects will have a Completion Date of 31 October 2009, by which time the following performance and financial reports will be due:

- confirmation that the project was implemented and funding spent in accordance with these Guidelines, the Deed of Agreement and the relevant Schedule
- information on students who received student subsidies including their name, gender, the home institution (for incoming students), the host institution and discipline of the approved in-country Academic Programme
- confirmation that the subsidised students successfully completed the in-country Academic Programme at the host institution and that each student’s home institution has granted him/her credit towards his/her home institution degree.

1.16 Refunds associated with students who do not successfully complete study

If any subsidised student does not successfully complete the approved in-country academic programme and/or the home institution does not grant the funded student the relevant credit, the recipient institution will be required to refund in full the relevant student subsidy.

In exceptional circumstances, DEST may waive the requirement to refund the subsidy.

1.17 Acknowledgement of the Australian Government

At the time of offer of a student subsidy, the institution is required to inform the student that the subsidy is being provided by the Australian Government through DEST.

1.18 Privacy


Persons, bodies and organisations involved in the Programmes must abide by the IPPs and the Privacy Act 1988. In brief, persons, bodies and organisations must ensure that:

- personal information is collected in accordance with IPPs 1-3;
- suitable storage arrangements, including appropriate filing procedures, are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person’s own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record;
• the personal information is only to be used for the purposes for which it was collected or for other purposes where expressly allowed by IPP 10; and
• personal information is only disclosed in accordance with IPP 11.

The Privacy Act 1988 requires that DEST inform individuals of the collection, use and disclosure practices for the information it holds on them.

1.18.1 Privacy Notice

DEST and its contractors can only collect personal information about individuals when it
• has a lawful purpose for that information which is necessary for, or directly related to, the functions of DEST (if there is no legislative authority, then the lawful purpose may derive from DEST’s portfolio structure and responsibilities);
• is relevant to the purpose of collection;
• is up to date;
• is complete; and
• does not intrude to an unreasonable extent on the individual, or use unlawful or unfair means.

DEST and its contractors must provide the individual, from whom they are collecting personal information, with the following information at the time of collection:
• why the information is being collected;
• under what power or Act, if any, we are collecting the information; and
• to whom the information may be disclosed.

This is referred to as the ‘Privacy Notice’ which is a requirement of IPP 2. The Privacy Notice must be given prior to the collection of the information (if this is not possible, then as soon as practicable after collection).

Accordingly, when an institution collects personal information from any student intending to take part in the Programmes, a notice, such as the following, should be displayed prominently on the form which is used to collect any personal information.

‘Information on this form is collected in order to verify the implementation of the DEST-funded international student exchange programmes; to evaluate the Programmes; and for promotional purposes. The information collected may be passed to the Australian Government through the Commonwealth Department of Education, Science and Training (DEST), DEST’s contractors and funding partners. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

The evaluation process may involve contacting you for your views concerning benefits and provisions of the Programmes and your treatment by both the home and the host institution.

Should you have any feedback on your exchange experience that you would like to share, DEST would encourage you to email endeavour.exchanges@dest.gov.au.’

1.18.2 Privacy Complaints

Complaints about breaches of privacy should be immediately referred to:

Privacy Contact Officer
Litigation and External Review Section
Procurement, Assurance and Legal Group
Department of Education, Science and Training
CANBERRA ACT 2600

Privacy complaints can be made directly to the Federal Privacy Commissioner; however the Federal Privacy Commissioner prefers that DEST be given an opportunity to deal with the complaint in the first instance.
1.19 Freedom of Information

All documents held or created by DEST with regard to the Programmes are subject to the Freedom of Information Act 1982 (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All FOI requests should be immediately referred to:

Freedom of Information Coordinator
Litigation and External Review Section
Procurement, Assurance and Legal Group
Department of Education, Science and Training
CANBERRA ACT 2600

Decisions regarding requests for access will be made by the authorised officer in accordance with the requirements of the FOI Act.

1.20 Offence to provide false or misleading information

Note that, in providing any information or data in relation to any application, performance report, financial report, acquittal or in any other manner required pursuant to these Guidelines, giving false or misleading information is a serious offence.

1.21 Enquiries

All international student exchange programme enquiries should be directed to endeavour.exchanges@dest.gov.au.

1.22 Definitions and interpretation

1.22.1 Definition

In these Guidelines, unless the contrary intention appears:

- ‘Academic Programme’ may include, as the circumstances require:
  - study;
  - research; and/or
  - supervised, accredited work experience.

- ‘Programme’ means any of the programmes described in clause 1.1 or a particular one, as the circumstances require; and

- ‘Semester’ means a period of full-time study of not less than 10 weeks.

1.22.2 Interpretation

In these Guidelines, unless the contrary intention appears:

- words in the singular include the plural and vice versa; and

- where a word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase have corresponding meanings.
Part 2: ENDEAVOUR STUDENT EXCHANGE PROGRAMME

To be read in conjunction with Part 1: COMMON CHARACTERISTICS OF INTERNATIONAL STUDENT EXCHANGE PROGRAMMES

2.1 Background
The Endeavour Student Exchange Programme is part of the Australian Government’s Australian Scholarships initiative. Under the Programme, the Government provides funding to Australian higher education institutions to:

- set up and monitor student exchanges with counterpart higher education institutions in eligible countries in the Asia-Pacific region; and
- support the participation of both outgoing Australian undergraduate exchange students and incoming undergraduate exchange students in these exchanges.

2.2 Available subsidies
Three types of subsidies are available:

- student subsidies for outgoing Australian exchange students
- student subsidies for incoming Asian exchange students
- staff negotiation/monitoring visit subsidies for Australian staff

Note: Only one staff visit subsidy will be allocated per application and only where at least five student subsidies are awarded.

Approximately 435 subsidies will be funded in the 2008 round, 330 for incoming exchange students and 105 for outgoing staff and exchange students.

Approximately 3.5% ($75,000) of available funds will be allocated to fund staff visits subsidies.

2.3 Eligible counterpart institutions and exchange destinations
Funding under the Programme can only be used to support linkages with accredited higher education institutions in certain countries.

Incoming exchange students may come from the following developing countries:
Bangladesh, Bhutan, Cambodia, Fiji, India, Indonesia, Iran, Jordan, Laos, Malaysia, Maldives, Nepal, Oman, Pakistan, Papua New Guinea, the Philippines, Sri Lanka, Syria, Thailand, Timor-Leste, Turkey, Vietnam, Yemen.

Outgoing Australian students may study in one of the following countries:
Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, India, Indonesia, Iran, Japan, Jordan, Laos, Malaysia, Maldives, Nepal, New Zealand, Oman, Pakistan, Papua New Guinea, the Philippines, Republic of Korea, Saudi Arabia, Singapore, Sri Lanka, Syria, Taiwan, Thailand, Timor-Leste, Turkey, Vietnam, Yemen.

Note: As outgoing Australian exchange students may study in some countries from which incoming exchange students may not be sourced, some applications may seek subsidies for outgoing Australian students only.

2.4 Additional eligibility criterion
In addition to the eligibility criteria described in clause 1.5, international student exchange projects must meet the following eligibility criterion:

- The in-Australia study programme for incoming exchange students must not include preliminary English language training.
2.5 Applications – information required

Institutions will be required to provide the following information in each application:

- project title
- country or administrative region with which student exchange is proposed. (Institutions are not required to nominate specific counterpart institutions in the application.)
- institution’s planned contribution to the costs of the project
- number of student subsidies for outgoing Australian students sought
- number of student subsidies for incoming students sought
- whether a subsidy for a staff visit is being sought
- any other matters DEST should take into account in considering the application
- a declaration that an institution-to-institution student exchange agreement will be in place with an eligible counterpart institution in the nominated country before a subsidised student commences the approved in-country academic programme.

2.6 Maximum number of applications

An institution may submit a maximum of four applications in the 2008 round.
Part 3: AUSTRALIAN UNIVERSITY MOBILITY IN ASIA AND THE PACIFIC (UMAP) STUDENT EXCHANGE PROGRAMME

To be read in conjunction with Part 1: COMMON CHARACTERISTICS OF INTERNATIONAL STUDENT EXCHANGE PROGRAMMES

3.1 Background

Australia has been a member of the regional UMAP organisation since its inception in 1993 and, through that forum, works with other countries to support student mobility in the Asia-Pacific region.

Through the Australian UMAP Student Exchange Programme, which is part of the Endeavour Programme, the Australian Government provides funding to Australian higher education institutions to:

- set up and monitor student exchanges with eligible counterpart higher education institutions in the Asia-Pacific region; and
- support Australian higher education students’ participation in these exchanges.

3.2 Eligible counterpart institutions

Funding under the Australian UMAP Student Exchange Programme can only be used to support linkages with accredited higher education institutions in the following countries and administrative regions that are eligible to be members of UMAP:

Brunei, Cambodia, Canada, Chile, Ecuador, Fiji, Guam, Hong Kong SAR, Indonesia, Japan, Republic of Korea, Laos, Macau, Malaysia, Mexico, Mongolia, Myanmar, New Zealand, Papua New Guinea, People’s Republic of China, Peru, the Philippines, Russia, Singapore, Taiwan, Thailand, Timor-Leste, United States of America, Vietnam and Western Samoa.

3.3 Priority exchange destinations

In the 2008 round, priority will be given to projects involving the following countries:

Brunei, Cambodia, Hong Kong SAR, Indonesia, Japan, Republic of Korea, Laos, Macau, Malaysia, Mongolia, Myanmar, People’s Republic of China, the Philippines, Singapore, Taiwan, Thailand, Timor-Leste, Vietnam, Western Samoa.

3.4 Available subsidies

Two types of subsidy are available:

- student subsidies for outgoing Australian students
- staff negotiation/monitoring visits subsidies for staff of Australian institutions.
  
  o Note: Only one staff visit subsidy will be allocated per application and only when at least five student subsidies are awarded.

Approximately 310 student subsidies and 50 staff visits subsidies will be funded in the 2008 round.

3.5 Additional eligibility criteria

In addition to the criteria described in clause 1.5, international student exchange projects must meet the following eligibility criteria:

1. Australian and overseas institutions must meet eligibility requirements of the regional UMAP Exchange Programme. The objectives and conditions of the regional UMAP Exchange Programme can be obtained from that organisation’s website at http://www.umap.org/. The UMAP Constitution sets out the eligibility requirements for participating institutions and details the obligations of home and host institutions in UMAP exchanges.
2. Funding will not be provided for a project involving links with a country where, at the closing date for receipt of applications, the applicant Australian institution has not yet fully acquitted funding provided in the 2005 or an earlier round for a project involving links with that country.

For information on current projects where funding was provided in rounds 2005 or earlier, where the reporting requirements have not been met and funding not fully acquitted, email: endeavour.exchanges@dest.gov.au.

3.6 Applications – information required

Institutions are required to provide the following information in each application:

- project title
- country or administrative region with which student exchange is proposed. (Institutions are not required to nominate specific counterpart institutions in the application.)
- institution’s planned contribution to the costs of the project
- number of student subsidies sought
- whether a staff visits subsidy is being sought
- any other matters DEST should take into account in considering the application
- a declaration that an institution-to-institution student exchange agreement will be in place with an eligible counterpart institution in the nominated country before a subsidised student commences the approved in-country academic programme.

3.7 Maximum number of applications

Each institution may submit a maximum of four applications in the 2008 round.
Part 4: ENDEAVOUR CHEUNG KONG STUDENT EXCHANGE PROGRAMME

To be read in conjunction with Part 1: COMMON CHARACTERISTICS OF INTERNATIONAL STUDENT EXCHANGE PROGRAMMES

4.1 Background

The Cheung Kong group of companies, through Powercor Australia Limited, is providing funding over five financial years, 2004-05 to 2008-09, for scholarships for Asian students to study in Australia. That organisation will provide $500,000 in 2007-08 for the Endeavour Cheung Kong Student Exchange Programme. With matching funding provided by the Australian Government, $1m will be available in 2007-08 for this Programme.

In the 2008 round, the Programme will provide student subsidies to enable an estimated 100 incoming undergraduate exchange students from eligible Asian countries and administrative regions to study at Australian higher education institutions and a similar number of outgoing Australian undergraduate students to study in those Asian countries.

4.2 Eligible counterpart institutions

Funding under the Programme can only be used to support linkages with accredited higher education institutions in the following Asian countries and administrative regions:

Brunei Darussalam, Cambodia, Hong Kong SAR, Indonesia, Japan, Republic of Korea, Laos, Macau, Malaysia, Mongolia, Myanmar, People’s Republic of China, the Philippines, Singapore, Thailand and Vietnam.

4.3 Available subsidies

Two types of subsidy are available:

- student subsidies for outgoing Australian students
- student subsidies for incoming Asian students.

Each application must include an equal number of subsidies for incoming Asian students and outgoing Australian students.

4.4 Country allocation of subsidies

At least two-thirds of the 100 subsidies available for incoming students will be allocated to students from mainland China and Hong Kong SAR. The remaining one-third will be allocated to students from the remaining countries (see 4.2).

4.5 Additional eligibility criterion

In addition to the criteria described in clause 1.5, international student exchange projects must meet the following eligibility criterion:

- The study programme for incoming students must not include preliminary language training.

4.6 Additional condition of funding

The applicant Australian institution must advise the counterpart institution(s) during the negotiations of the student exchange(s) that the subsidies are funded by the Australian Government and the Cheung Kong group of companies through Powercor Australia Limited.

4.7 Applications – information required

Institutions are required to provide the following information in each application

- project title
- country or administrative region with which student exchange is proposed. (Institutions are not required to nominate specific counterpart institutions in the application.)
• Institution’s planned contribution to the costs of the project incurred between 1 January 2007 and 31 October 2009
• number of student subsidies for outgoing Australian students sought
• number of student subsidies for incoming students sought
• any other matters DEST should take into account in considering the application.

In signing the application, the Institution Liaison Officer will be making a declaration:
• that an institution-to-institution student exchange agreement will be in place with an eligible counterpart institution in the nominated country before a funded student commences the approved in-country academic programme
• that, in the negotiations concerning the student exchange, the counterpart institution will be advised that the subsidies are provided by both Cheung Kong Group and the Australian Government through DEST.

4.8 Maximum number of applications
Each institution may submit a maximum of three applications in the 2008 round.

4.9 Selection
A Selection Committee comprising representatives from DEST and the Cheung Kong group of companies in Australia will consider applications for funding under the Programme.

4.10 Reporting
In addition to the information provided under 1.15, recipient institutions will have to provide the following details of the supported students to DEST electronically, by 31 March 2008 and update them by 31 August 2008 and again by 31 March 2009 if required:
• name
• phone number
• email address
• the home institution
• the host institution
• the Faculty/discipline in which he/she will undertake the approved in-country programme
• the approximate timing of the study/research/work experience programme.

This information will be entered by the institution into the Endeavour student exchanges online system and will be shared with the Cheung Kong Group.