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# Glossary

Acronyms and terms used throughout the Guidelines are listed below.

<table>
<thead>
<tr>
<th><strong>Academic Transcript</strong></th>
<th>The list of subjects and academic results provided by some institutions to the applicant, usually at the end of each semester, trimester or term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admission letter</strong></td>
<td>Letter confirming enrolment from the host university</td>
</tr>
<tr>
<td><strong>Applicant</strong></td>
<td>The person applying for an Prime Minister’s Australia Asia Award</td>
</tr>
<tr>
<td><strong>Approved Destinations</strong></td>
<td>10 destinations as set out in section 5.</td>
</tr>
<tr>
<td><strong>Award Holder</strong></td>
<td>The successful applicant who receives an Prime Minister’s Australia Asia Award</td>
</tr>
<tr>
<td><strong>Contractor</strong></td>
<td>Austraining International (AI) Pty Ltd - contracted by DEEWR to manage the post-selection support services for the Endeavour Awards</td>
</tr>
<tr>
<td><strong>DEEWR</strong></td>
<td>Department of Education, Employment and Workplace Relations, its employees, agents and contractors</td>
</tr>
<tr>
<td><strong>DFAT</strong></td>
<td>Department of Foreign Affairs and Trade</td>
</tr>
<tr>
<td><strong>Host Country</strong></td>
<td>The country to which the Award Holder will travel to undertake their program</td>
</tr>
<tr>
<td><strong>Home University/Organisation</strong></td>
<td>The organisation in which the applicant studies, conducts research or completes their internship</td>
</tr>
<tr>
<td><strong>Host Organisation</strong></td>
<td>The organisation or the institution the applicant will attend for study, research or for the internship in the host country.</td>
</tr>
<tr>
<td><strong>IPPs</strong></td>
<td>Information Privacy Principles, which has the meaning given in the Privacy Act 1988</td>
</tr>
<tr>
<td><strong>Internship</strong></td>
<td>Any paid or unpaid work related to the Award Holder’s field of study undertaken outside of their host university and/or specific research or study group</td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td>Has the same meaning as it has in (section 14.2) the Privacy Act</td>
</tr>
<tr>
<td><strong>Privacy Act</strong></td>
<td><em>The Privacy Act 1988</em></td>
</tr>
<tr>
<td><strong>Postgraduate Student</strong></td>
<td>Student who is undertaking studies at a Masters or PhD level</td>
</tr>
<tr>
<td><strong>Proposed Program</strong></td>
<td>The study, research and/or internship activities outlined by applicants in their application</td>
</tr>
<tr>
<td><strong>Undergraduate Student</strong></td>
<td>Student who is undertaking studies at a Bachelors or Honours level</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION
1 Purpose of this Information Booklet
This information booklet provides information for applicants and their relevant University Contact Officers wishing to apply or nominate for the Prime Minister's Australia Asia Awards.

2 Aims of the Awards
The Prime Minister’s Australia Asia Awards will provide scholarships for the best and brightest university students from Australia and Asia.

They provide the unique opportunity for postgraduates and undergraduates to undertake not only international study and research, but also internships. The Awards aim to build deep and enduring education and professional linkages between Australia and Asia. They also provide an opportunity for Australian universities and the Australian Government to work in partnership to identify and reward high calibre scholars.

The aims of the Prime Minister's Australia Asia Awards are to build the relationship between Australia and Asia through:
- the development of internationally-aware, skilled future leaders;
- building human capital within organisations and contributing to productivity gains and innovations; and
- the establishment of enduring education and professional linkages.

Award Holders will have the opportunity to enrich their academic experience through exposure to unique education systems and teaching expertise while studying in distinctive locations, history, cultural or comparative perspectives or to undertake collaborative research at leading universities in Asia.

Award Holders also have the exciting opportunity to undertake an internship to gain occupational and work related knowledge and skills; and build networks with industry and other organisations in the region.

Prime Minister’s Australia Asia Award Holders will be recognised at a national event in Australia and through a range of events and activities during their time in Asia.

All applicants for the Prime Minister’s Australia Asia Awards must be nominated by their home university (refer section 13 for the selection process).

3 Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early April 2010</td>
<td>Applications open for the 2011 round of the Awards</td>
</tr>
<tr>
<td>23 July 2010</td>
<td>Closing date - Universities to submit nominated applications to DEEWR</td>
</tr>
<tr>
<td>Early September 2010</td>
<td>Independent selection panels convene</td>
</tr>
<tr>
<td>November 2010</td>
<td>Outcome of the selection process announced and Award Holders informed</td>
</tr>
<tr>
<td>22-24 November 2010</td>
<td>Briefing Program and Presentation Dinner</td>
</tr>
<tr>
<td>Jan-Nov 2011</td>
<td>Successful applicants take up their Awards between January and 30 November 2011.</td>
</tr>
</tbody>
</table>
4 Award Structure

There are two stages to these Awards. Stage one of the Award is the study component for up to 12 months (one semester1 or 6 months minimum). Stage two of the Award is an internship component for up to 12 months (two months minimum). Refer section 8 on the internship component of the Award.

<table>
<thead>
<tr>
<th>Prime Minister’s Australia Asia Postgraduate Awards for Australian Applicants</th>
<th>Prime Minister’s Australia Asia Undergraduate Awards for Australian Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 20 Awards annually</td>
<td>• 20 Awards annually</td>
</tr>
<tr>
<td>• Australian postgraduate (Masters/PhD) students funded to study in Asia for up to one year</td>
<td>• Australian undergraduate students funded to study in Asia for up to one year</td>
</tr>
<tr>
<td>• Also encouraged to undertake an internship in Asia for up to one year</td>
<td>• Mandatory internship of up to one year in Asia</td>
</tr>
<tr>
<td>• Valued at up to $63,500 each</td>
<td>• Valued at up to $41,500 each</td>
</tr>
</tbody>
</table>

5 Approved Destinations for Australian Award Holders

The approved destinations for this Award are: India; Indonesia; Japan; Malaysia; Republic of Korea; Singapore; Taiwan; Thailand; The People’s Republic of China (including Hong Kong and Macau SARs) and Vietnam.

**Travel Warnings**

Australian applicants should note that if they are successful in their application for an Award which involves travel to a country or a part of a country that has either:

1. been assessed by DFAT as an area to which Australians are advised to reconsider the need to travel (Level 4 DFAT advice), they are required to attend an in-country briefing with DEEWR’s Counsellor on arrival in their host country and prior to commencing their Award; or

2. 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, an Award may be revoked.

Applicants and Award Holders should monitor the DFAT website at the following page for current information about countries that are considered a travel risk: [http://www.smartraveller.gov.au/](http://www.smartraveller.gov.au/).

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1 A semester is defined by the Host Institution, it should be noted the Host Institution may operate trimesters rather than semesters.
6 Award Benefits

6.1 Postgraduate Awards for Australian Award Holders
These Awards are open to students studying at the Masters or PhD level. For the full eligibility criteria please refer section 10.1.

The funding available for the Postgraduate Awards is as follows:

<table>
<thead>
<tr>
<th>Funding</th>
<th>Allocation (in Australian dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Allowance</td>
<td>Up to $4,500</td>
</tr>
<tr>
<td>Establishment Allowance</td>
<td>$4,000</td>
</tr>
<tr>
<td>Monthly Stipend</td>
<td>$2,500 x 12 (Max $30,000)</td>
</tr>
<tr>
<td>Award Allocation</td>
<td>$10,000 per semester (Max $20,000)</td>
</tr>
<tr>
<td>Internship Allocation</td>
<td>$5,000 (paid once internship is approved)</td>
</tr>
<tr>
<td><strong>Total Award value</strong></td>
<td><strong>Up to $63,500</strong></td>
</tr>
</tbody>
</table>

NB: Health and travel insurance for each Award Holder will also be provided.

These figures may outline the maximum total funding that may be paid to Award Holders.

**Award Allocation** - These funds are paid to the Award Holder to support them with costs related to tuition or research at their host universities. The funding may also be used for general expenses related to research or study to enhance the Award. The funding will be paid in two instalments, one at Award start and one at the 6 month interval.

**Internship Allocation** – is paid to the Award Holder to recognise any expenses incurred and the effort made to secure an overseas Internship.

6.2 Undergraduate Awards for Australian Award Holders
These Awards are open to students studying at the Bachelors or Honours level. For the full eligibility criteria please refer section 11.1.

The funding available for the Undergraduate Awards is as follows:

<table>
<thead>
<tr>
<th>Funding</th>
<th>Allocation (in Australian dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Allowance</td>
<td>Up to $4,500</td>
</tr>
<tr>
<td>Establishment Allowance</td>
<td>$4,000</td>
</tr>
<tr>
<td>Monthly Stipend</td>
<td>$1,500 x 12 (Max $18,000)</td>
</tr>
<tr>
<td>Award allocation</td>
<td>$5,000 per semester (Max $10,000)</td>
</tr>
<tr>
<td>Internship allocation</td>
<td>$5,000 (paid once internship is approved)</td>
</tr>
<tr>
<td><strong>Total Award value</strong></td>
<td><strong>Up to $41,500</strong></td>
</tr>
</tbody>
</table>

NB: Health and travel insurance for each Award Holder will also be provided.

These figures may outline the maximum total funding that may be paid to Award Holders.

**Award Allocation** - These funds are paid to the Award Holder to support them with costs related to tuition or research at their host universities. The funding may also be used for general expenses related to research or study to enhance the Award. The funding will be paid in two instalments, one at Award start and one at the 6 month interval.

**Internship Allocation** – is paid to the Award Holder to recognise any expenses incurred and the effort made to secure an overseas Internship.

7 Alumni

Upon successful completion of the Prime Minister’s Australia Asia Award, Award Holders will 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.
8  Internship Component
A unique aspect of this Award is the opportunity for Award Holders to undertake an internship. The overarching aim of the internship is to develop internationally-aware future leaders who have the skills and knowledge to be able to compete and collaborate in a globalised market.

For the individual Award Holder the aim of the internship component is to provide them with an opportunity to gain international work experience in their field and build professional networks in Asia. The internship also allows Award Holders to gain experience and establish contacts outside their host university and research groups.

The internship is a mandatory part of an Undergraduate Award program. For the Postgraduate Award program the internship is optional but strongly encouraged.

The internship component of the Award does not have to be a compulsory part of the applicants’ course of study. While Award Holders may use this opportunity to complete a compulsory unit towards their degree, it is an opportunity to develop their employability skills and undertake an international work placement that enhances their future study, work and leadership aspirations.

It is preferred that Award Holders undertake their internship at the completion of the study component of the Award. If an Award Holder wishes to undertake their internship in conjunction with their study, their proposal must be discussed with DEEWR.

8.1 Definition of Internship
For the purposes of the Prime Minister’s Australia Asia Awards an internship is defined as any paid or unpaid work related to the Award Holders field of study undertaken outside of their Host University and/or specific research or study group.

Internships could therefore be with any company, government department or agency, not-for-profit organisation, or research organisation in the host country. This practical component of the Award may be up to 12 months (minimum of 2 months full time or the part-time equivalent) in duration and may be with more than one employer.

There are many variations on what the internship component might look like, for example it could be:
- a paid position with a local company;
- an unpaid position with a government agency or NGO;
- a position at an Australian Government post, if it is applicable for your field of study and they have the capacity; or
- with an agency or organisation in Asia that the Award Holder’s Australian university has, or seeks to develop links with.

8.2 Responsibility for Arranging the Internship
It is the Award Holders responsibility to arrange and confirm the internship. However, the Award Holders are supported in this by their home university, DEEWR and Austraining International (AI) DEEWR’s current Contractor.

The Award Holders home university is provided with a $3,000 contribution to assist applicants in identifying suitable internship placements.

8.3 Visa Requirements
Award Holders undertaking an Internship will need to contact the relevant authority in the host country to determine whether they are entitled to work and to obtain information about visas. It should be noted that Award Holders may be required to change visas when transitioning from study to the Internship component of their Award.
Applicants are not required to have an internship confirmed at the time of application instead they are asked to indicate their proposed plans (i.e. intended dates and Host Organisation(s)) for the internship component in their application.

Applicants will not be disadvantaged in the selection process if they have not confirmed their internship at the time of application.

9 Post Selection Support Services

In addition to the financial benefits provided to Award Holders, a range of support services are also provided by a Contractor engaged by DEEWR. Austraining International Pty Ltd (AI) is the current Contractor.

These services include:
- A dedicated case manager to assist them throughout the duration of their Award;
- Pre-departure briefings;
- Provision of advice on visas, health, travel, insurance, accommodation and other relevant information;
- Payment of stipends and allowances; and
- Reporting to DEEWR on Award Holders’ progress

Once applicants have accepted their offer of an Award and returned a signed ‘Declaration of Acceptance’ their details will be transferred to the Contractor.

The Contractor will be in contact with all Award Holders within a month of receiving Award Holder details. The Contractor will firstly contact all Award Holders to confirm Award details including commencement dates and confirmed Host University/Organisation details. Award Holders will then be allocated a dedicated case manager to assist them throughout the duration of their Award.

9.1 Briefing Program

A briefing program for Award Holders will be held in Canberra from 22 to 24 November 2010. The program is an opportunity for the Award Holders to meet with each other and network with representatives from Endeavour Award Alumni, Australian universities, the diplomatic community and the Australian Government.

The program will include vital information on internships, visas, post-selection support services, hints and tips for media enquiries and general communications and useful information regarding the host country. All Award Holders will be flown to Canberra and accommodated for the two nights. It is strongly recommended that all Award Holders attend this briefing program.

The program includes the Awards Presentation Dinner which showcases the Award Holders and allows them further opportunity to network with the diplomatic and academic communities, as well as with fellow Award Holders.

9.2 Responsibilities of Being an Award Holder

Prime Minister’s Australia Asia Award Holders are ambassadors for the Program, Australia and their home universities and as such there are certain responsibilities that come with the opportunity.

Award Holders are expected to act in a professional and respectable manner befitting of a Prime Minister’s Australia Asia Award Holder and to engage with as broad a group as possible at their Host Universities, internship Host Organisations and in the communities in which they reside.

Award Holders will be encouraged to engage with their colleagues, supervisors and community as to existing linkages between individuals, research groups, and institutions that the Award Holder could help enhance through the Awards. They will be expected to share their Award experiences and new knowledge and skills with colleagues and peers in Australia on return.
If successful, applicants will be asked to submit a photograph, which will be used to profile the Award Holders and for promotional purposes such as features in national and international publications and for use on the Endeavour Awards and other relevant website.
AUSTRALIAN APPLICANT INFORMATION
Postgraduate Prime Minister’s Australia Asia Awards
The Prime Minister’s Australia Asia Postgraduate Awards support Australian postgraduate students to undertake study or research in Asia towards their Australian postgraduate qualification (at Masters by research or coursework or PhD level) in any field of study.

Successful candidates will be chosen based on merit. Successful candidates will also be encouraged to undertake an internship as part of the Award.

10.1 Eligibility Requirements for Postgraduate Applicants
Australian applicants for the Prime Minister’s Australia Asia Postgraduate Awards must meet the following eligibility requirements:

- Applicants must be citizens or permanent residents of Australia and reside in Australia.
- Applicants must not be studying, living or working in the proposed host country.
- Applicants must have completed an undergraduate degree.
- Applicants must be in at least their second year of postgraduate study during 2011.
- Applicants must be enrolled in their course of study at their Australian institution at the time of application and throughout the study component of the Award.
- Applicants must be nominated for the Award by their Australian university.
- Applicants must not have held an Endeavour Research Fellowship or Endeavour Executive Award in 2009 or 2010.
- Applicants must provide all of the supporting documentation (as outlined in section 12).
- The Applicants proposed program will be undertaken in one of the 10 approved destinations (refer section 5).
- At least 50% of the study component of the Award must be for credit towards the applicant’s Australian degree.

10.2 Selection Criteria for Postgraduate Applicants
Eligible applications will be assessed against the following selection criteria:

- Record of high-level academic achievement in the applicant’s chosen field of study.
- Well defined study or research program.
- Proposal that is relevant to the needs and interests of Australia.
- The applicant’s potential to foster ongoing collaboration and cooperation between Australia and Asia.
- The applicant’s potential to participate at a high level in the academic or wider community on return to Australia.
- The applicant’s unique achievement or outstanding service in any area that provides a benefit to their community (see definition of unique achievement at 10.2.1).

10.2.1 Definition of unique achievement or outstanding service
Applicants can demonstrate unique achievement or outstanding service in any area that provides a benefit to their community. These may include involvement in arts and culture, environment, multiculturalism, healthcare, education, civic duty, business innovation, community volunteerism, sports and recreation and youth leadership. 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.

Examples of unique achievement or outstanding service to community include:

- Volunteering and charity work
- Honorary service to university organisations, such as the student union, sporting clubs, student representative council
- Honorary service on school or university newspapers, clubs or activities
- Honorary service to community organisations outside normal degree requirements such as legal aid offices
- Election to office in community organisations
- Success in any national Awards for excellence
- Successful mentoring relationships
• Publications and presentations (not academic) in the course of doing work to benefit your community.

11 Undergraduate Prime Minister's Australia Asia Awards
The Prime Minister’s Australia Asia Undergraduate Awards support Australian undergraduate students to undertake study or research in Asia towards their Australian undergraduate qualification in any field of study (at Bachelor or Honours level). Successful candidates must also undertake an internship for up to 12 months as part of the Award.

The successful candidates will be chosen based on merit.

11.1 Eligibility Requirements for Undergraduate Applicants
Australian Undergraduate applicants for the Prime Minister’s Australia Asia Awards must meet the following eligibility requirements:
• Applicants must be citizens or permanent residents of Australia and reside in Australia.
• Applicants must not be studying, living or working in the proposed host country.
• Applicants must be enrolled in an undergraduate degree at the time of application.
• Applicants must be in at least their second year of a Bachelors course or expecting to commence their Honours degree in 2011.
• Applicants must be enrolled in their course of study at their Australian institution at the time of application and throughout the study component of the Award.
• Applicants must be nominated for the Award by their Australian university.
• Applicants must provide all of the supporting documentation (as outlined in section 12).
• The applicants proposed program will be undertaken in one of the 10 approved destinations (refer section 5).
• At least 50% of the study component of the Award must be for credit towards the applicant’s Australian degree.

11.2 Selection Criteria for Undergraduate Applicants
Eligible applications will be assessed against the following selection criteria:
• Record of high-level academic achievement in the applicant’s chosen field of study.
• Well defined study or research program.
• Proposal that is relevant to the needs and interests of Australia
• Proposal that will contribute to the achievement of personal goals, to academic success and to planned career pathways or goals.
• The applicant’s potential to foster ongoing collaboration and cooperation between Australia and Asia or build connections between communities.
• Evidence of leadership and participation in other areas for example sports, the arts, employment, education and community activities.

12 Required Documentation for Australian Applicants
All applicants for the PM’s Awards will be required to submit the following documentation:

1. Application form
Applicants must complete and submit the appropriate application form as detailed below:
• 2011 Round Undergraduate Application Form
• 2011 Round Postgraduate Application Form

2. Proof of academic achievements
Applicants must provide a copy of their tertiary academic transcript(s) showing the subjects and standard of pass for each. Academic transcripts must be accompanied with the explanation of the marking system. Secondary school transcripts are not required.
3. Referee Reports
Applicants must attach two referee reports; one from their course convenor, supervisor or lecturer and an additional referee report that may be from an academic or non-academic source. The reports must be provided using the following forms:
- Academic Referee Report
- Second Referee Report

4. Evidence of contact with the host university
Applicants should provide one of the following pieces of documentation confirming their study or research placement.
- For applicants intending to take up a research placement, a confirmation letter from the proposed supervisor or the host university confirming the research placement is required. This letter must be on official letterhead and signed by a senior academic or senior administrative officer; or
- For applicants enrolled in undergraduate or postgraduate units of study, an admission letter or offer of acceptance from the host university is required.

If the applicant cannot provide an admission letter, confirmation letter or offer of acceptance at the time of application they must be provided prior to the Award being granted. Any Award offer will be conditional until the documents are submitted.

Applicants can obtain the Prime Minister’s Australia Asia Awards Application Forms and Referee Report Forms from their nominated University Contact officer. The list of University Contact Officers can be located on the Endeavour Awards website at http://www.endeavour.deewr.gov.au/PMs_Awards/University_Contact_Officers.htm

13 Application and Selection Process
Eligible students should apply for the Awards through their University Contact Officer. Applications sent directly to DEEWR will not be accepted as all applicants must be nominated by their home university to be eligible.

Australian universities are requested to rank and nominate up to five undergraduate and five postgraduate students against the Award selection and eligibility criteria. The ranking and nomination process and any additional criteria, including the due dates for applications, for each university are at the university’s discretion. Each university will also have its own closing date for the Awards to meet their internal processes.

However, all relevant documentation for each nominated applicant and the Student Nomination form must be received by DEEWR by close of business 23 July 2010.

The eligible nominated applicants will be referred to an independent national selection panel for consideration. DEEWR may short list applications against the Selection Criteria prior to assessment by the selection panel; if any applicants are deemed to be ineligible they will not be forwarded to the panel.

The Prime Minister’s Australia Asia Awards selection panel will comprise at least three panel members, appointed by DEEWR. The panel members may include academics, professionals and government representatives. Panel members are required to make recommendations to DEEWR with the final decision on Award allocations being made by DEEWR.

The outcome of the selection process will be announced in November 2010. DEEWR will notify all applicants and Australian universities regarding the outcomes of the selection process.

All successful Australian applicants will be required to undergo a police check before their Award is confirmed.
Upon acceptance of the Award offer, successful applicants will be provided with further information about their Award commencement. Please refer section 9 for more information on post selection support including the Awards Briefing Program in Canberra.

If you are a course convenor, supervisor or lecturer and would like to nominate one of your students, please refer to the university contact list on the Endeavour Awards website at http://www.endeavour.deewr.gov.au/PMs_Awards/ for the relevant contact in your university.

14 Responsibility

Applicants are responsible for ensuring that they have read this Information Booklet and the Frequently Asked Questions (FAQs) located at http://www.endeavour.deewr.gov.au/PMs_Awards/.

Applicants should ensure that their application meets the eligibility requirements detailed in this Booklet. Applicants must also agree to the terms and conditions for each Award.

It is the applicant’s responsibility to ensure that supporting documentation, including referee reports, are submitted to their University Contact Officers by the due date. If supporting documentation is not received by DEEWR by the due date, the application will not be considered.

14.1 Discrepancies, ambiguities, inconsistencies or errors in an application

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

Applicants should be aware that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth) and may lead to severe penalties.

14.2 The Privacy Act 1988

Privacy Act 1988

DEEWR is bound by the provisions of the Privacy Act and must comply with the IPPs set out in section 14 of the Privacy Act.

The IPPs set out how DEEWR must collect, store, handle, use and disclose personal information, as well as providing individuals with certain rights to access their personal information and correct errors.

The Privacy Act defines ‘personal information’ 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”.

More information about the Privacy Act, including a copy of the full text of the IPPs, can be obtained from the Office of the Privacy Commissioner’s website at: http://www.privacy.gov.au/

Privacy Complaints and Advice

Requests for privacy advice and complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Administrative Law Branch
Legal, Investigations and Procurement Group
DEEWR
Privacy complaints can be made directly to the Office of the Privacy Commissioner. However the Office of the Privacy Commissioner generally prefers that DEEWR be given the opportunity to deal with the complaint at first instance.

14.3 Freedom of Information
All documents in the possession of DEEWR, including those in relation to the Prime Minister’s Australia Asia Awards, are subject to the Freedom of Information Act 1982 (FOI Act). The FOI Act creates a general right of access to documents in the possession of Government agencies and this right of access is limited only by the exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom the information relates.

To the extent required by the FOI Act, where documents captured by a request contain personal information or information concerning the business, commercial or financial affairs of third parties, the decision-maker will consult with individuals affected prior to making any decision on access to such documents.

If you would like to make a request under the FOI Act for access to documents which are in the possession of DEEWR, please send your request to the FOI Team Leader, Administrative Law Branch, Legal, Investigations and Procurement Group, in DEEWR's National Office.

By post:

    FOI Team Leader
    Administrative Law Branch
    Legal, Investigations and Procurement Group
    DEEWR
    C148CW2
    GPO Box 9880
    CANBERRA ACT 2601

By email:

    foi@deewr.gov.au

Further information in relation to making a FOI request to DEEWR is available at http://www.deewr.gov.au/Department/Pages/FreedomofInformation.aspx

14.4 Commonwealth Ombudsman

If you are dissatisfied with the administration of the Prime Minister’s Australia Asia Awards you may raise your concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer that DEEWR be given an opportunity to deal with the complaint in the first instance.

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

15.1 Eligibility for the Program
Table A and Table B providers listed in the Higher Education Support Act 2003 are eligible to nominate applicants for the Prime Minister's Australia Asia Awards.

University Contact Officers are only for Australian applicants.

15.2 Role of the University Contact Officer

The contact officer will be the contact point between DEEWR and the potential Australian applicants at the postgraduate and undergraduate level. The officer will promote the Awards within their institution, facilitate the nomination process and provide a ranked short-list to DEEWR of up to five undergraduates and five postgraduates. The nominated applicants will then be sent for consideration by an independent selection panel.

In addition to managing the nomination process, the contact officer (in partnership with the undergraduate Award Holder) will also be required to assist their nominated Award Holders to seek and undertake an international internship.

The Universities are required to promote the program internally and set due dates for the submission of paperwork by applicants in keeping with the due dates set by DEEWR (refer section 3 for DEEWR’s timeline). The ranking and nomination process and any additional criteria for each university are at the Universities discretion. The Contact Officers may wish to set their own eligibility requirements, convene internal selection panels and conduct interviews.

This program is intended to provide an opportunity for Australian universities to profile and build their international partnerships and networks in Asia, on this basis, universities are encouraged to be strategic with promotion of the program to potential applicants.

University Contact Officers will have the support of DEEWR throughout the process.

It is not expected that universities fill all ten nomination allocations. Putting forward consistent quality applicants will ensure best outcomes and manage expectations.

Please note that DEEWR will be guided by university rankings however DEEWR reserves the right to make the final Award Holder selections to ensure diversity within the program.

15.3 Role in the Internship component

DEEWR will provide a $3,000 contribution per Award Holder to the home institution to assist with defraying the costs of securing applicants’ internships. The funding will be provided once the internship has been secured and approved.

15.4 International Applicants

International applicants will have to apply for the 2011 Endeavour Postgraduate Award (doctorate only). The 2011 round is now open and closes on 31 July 2010.
The top twenty eligible incoming PhD recipients of Endeavour Postgraduate Awards from the approved destinations will be awarded the Prime Minister's Australia Asia Postgraduate Award. Please see the 2011 Endeavour Awards Applicant Guidelines located on the Endeavour Awards website at www.endeavour.deewr.gov.au for information on the eligibility criteria and the online application process.