



Australian Government
AusAID



Australian Scholarships
THE PATHWAY TO EXCELLENCE



AUSTRALIAN DEVELOPMENT SCHOLARSHIPS HANDBOOK

OCTOBER 2009

Important message for awardees:

You must read this Handbook carefully and fully understand its contents before signing the Contract with the Commonwealth of Australia. The Handbook is provided to answer all your questions about your ADS scholarship. Please also read the other information in your pre-departure pack and follow the instructions carefully. For further assistance, please contact AusAID at australianscholarships@ausaid.gov.au

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ISBN 1 920861 77 7

Internet www.ausaid.gov.au

Table of Contents

1	INTRODUCTION TO AUSTRALIAN DEVELOPMENT SCHOLARSHIPS	1-1
1.1	PURPOSE OF THE HANDBOOK	1-1
1.2	HOW TO USE THE HANDBOOK.....	1-1
1.3	CHANGES TO THE HANDBOOK	1-1
1.4	MANAGEMENT RESPONSIBILITIES	1-2
2	ADS ELIGIBILITY, APPLICATION, SELECTION AND PLACEMENT PROCESS.....	2-1
2.1	ADS IN-COUNTRY PRE-APPLICATION PROCESS	2-1
2.2	ADS ELIGIBILITY CRITERIA FOR APPLICANTS	2-1
2.3	ADS SCHOLARSHIP CATEGORIES	2-1
2.4	ADS APPLICATION PROCESS	2-1
2.5	APPLICANTS WITH DISABILITY	2-2
2.6	CHILD PROTECTION	2-2
2.7	ENGLISH LANGUAGE ENTRY REQUIREMENTS	2-2
2.8	TYPES OF COURSES AVAILABLE TO APPLICANTS	2-2
2.8.1	<i>Articulated study program</i>	2-2
2.8.2	<i>Bachelor's degrees</i>	2-2
2.8.3	<i>Masters programs</i>	2-2
2.8.4	<i>Doctorate programs</i>	2-3
2.8.5	<i>Fieldwork</i>	2-3
2.8.6	<i>Fieldtrips</i>	2-3
2.9	TYPES OF COURSES NOT AVAILABLE UNDER ADS	2-3
2.9.1	<i>Courses not covered by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)</i>	2-3
2.10	SELECTION PROCESS.....	2-4
2.11	PLACEMENT AT AN INSTITUTION	2-4
2.11.1	<i>Role of the Post</i>	2-4
2.11.2	<i>Role of the Institution</i>	2-4
2.11.3	<i>Preparation programs</i>	2-4
2.11.4	<i>Pre-course English</i>	2-4
2.11.5	<i>Qualifying and preliminary programs</i>	2-4
2.11.6	<i>Foundation programs</i>	2-5
2.12	OFFER OPTIONS	2-5
2.12.1	<i>Priority and reserve applicants</i>	2-5
2.12.2	<i>Review of a placement offer</i>	2-5
3	ADS ACCEPTANCE PROCESS AND TRAVEL TO AUSTRALIA.....	3-1
3.1	ADS ACCEPTANCE.....	3-1
3.2	ADS CONDITIONS	3-1
3.3	ADS ENTITLEMENTS.....	3-2
3.4	DEFERRAL OF ADS OFFER	3-2
3.5	STUDENTS WITH DISABILITY	3-3
3.6	PRE-DEPARTURE INFORMATION AND TRAVEL	3-3
3.6.1	<i>Pre-Departure briefing</i>	3-3
3.6.2	<i>AusAID Pre-Departure DVD and Guidebook</i>	3-3
3.6.3	<i>Institution information kits</i>	3-3
3.6.4	<i>Family</i>	3-4
3.6.5	<i>Travel</i>	3-4
4	ADS ENTITLEMENTS AND SUPPORT SERVICES	4-1
4.1	GENERAL SERVICES	4-1
4.1.1	<i>Arrival in Australia</i>	4-1
4.1.2	<i>Initial accommodation</i>	4-1
4.1.3	<i>Long-term accommodation</i>	4-1
4.1.4	<i>Establishment allowance</i>	4-2
4.1.5	<i>Contribution to living expenses</i>	4-2

4.1.6	Overseas Student Health Cover.....	4-3
4.1.7	Reunion Airfare Entitlement.....	4-3
4.1.8	Reunion Airfare Arrangements for Students who commenced prior to 2009.....	4-4
4.2	CRITICAL INCIDENTS.....	4-4
4.2.1	Serious legal issues.....	4-4
4.2.2	Serious crimes.....	4-5
4.2.3	Serious illness of a Student.....	4-5
4.2.4	Medical escort home.....	4-5
4.2.5	Death of a Student.....	4-6
4.2.6	Death of Student's family member whilst in Australia.....	4-6
4.3	STUDENTS WITH DISABILITY.....	4-6
4.3.1	Disability Discrimination Act.....	4-6
5	ACADEMIC MANAGEMENT IN AUSTRALIA.....	5-1
5.1	INTRODUCTORY ACADEMIC PROGRAM.....	5-1
5.2	SATISFACTORY ACADEMIC PROGRESS.....	5-2
5.3	SUPPLEMENTARY ACADEMIC SUPPORT.....	5-2
5.4	WORK ATTACHMENTS.....	5-3
5.4.1	Work experience.....	5-3
5.5	FIELDWORK IN THE STUDENT'S HOME COUNTRY OR AUSTRALIA.....	5-3
5.5.1	Fieldwork travel.....	5-4
5.6	ADS VARIATION POLICY.....	5-4
5.6.1	Withdrawals.....	5-5
5.6.2	ADS course detail changes.....	5-5
5.6.3	Extensions.....	5-5
5.6.4	Suspensions.....	5-6
5.6.5	Transfers.....	5-6
5.6.6	Reduction.....	5-7
5.6.7	ADS terminations.....	5-7
5.6.8	Termination process.....	5-8
5.7	DEBT TO THE COMMONWEALTH.....	5-9
5.7.1	AusAID Scholarships Debt to the Commonwealth process.....	5-9
5.8	MISCELLANEOUS.....	5-10
5.8.1	Off-scholarship study.....	5-10
5.8.2	Change to field of study.....	5-10
5.8.3	ADS upgrades.....	5-10
5.8.5	Post-AusAID Externally Funded Doctoral and Post-Doctoral Study in Australia.....	5-10
6	COMPLETION OF SCHOLARSHIP.....	6-11
6.1	COMPLETION OF STUDIES.....	6-11
6.2	FINAL DEPARTURE DATE.....	6-11
6.3	RETURN HOME BRIEFING AND ADS COMPLETION CEREMONY.....	6-11
6.4	COMPLETION OF THE ADS.....	6-12
6.5	MAINTAINING CONTACT WITH STUDENTS UPON THEIR RETURN HOME.....	6-12
7	FLOWCHART: ADS MANAGEMENT PROCESS.....	7-1
APPENDIX A.....		I
SUMMARY OF STUDENT RESPONSIBILITIES.....		I
APPENDIX B.....		III
ARRANGEMENTS FOR CONTINUING STUDENTS.....		III
APPENDIX C.....		IV
POLICY ON POST-AUSAID EXTERNALLY FUNDED DOCTORAL AND POST-DOCTORAL STUDY IN AUSTRALIA... IV		IV
APPENDIX D.....		VII
PROFORMAS FOR REUNION AIRFARE TRAVEL.....		VII
APPENDIX E.....		IX
AUSAID'S CHILD PROTECTION CODE OF CONDUCT.....		IX

APPENDIX F	I
APPENDIX G	I
GLOSSARY	I

1 Introduction to Australian Development Scholarships

Australian Development Scholarships (ADS) are a highly-valued form of development cooperation between Australia and Partner Countries with which Australia has a bilateral agreement.

The ADS program aims to contribute to long-term development needs of Australia's Partner Countries to promote growth and stability. ADS provide the opportunity for people to obtain tertiary qualifications at participating Australian Institutions. In so doing ADS equip people with the necessary skills and knowledge to drive change and influence the development outcomes of their own country. Many ADS awardees have become leaders in government, academia and business in their own communities.

ADS create friendships and linkages with people and institutions in Partner Countries of the region. ADS also promote recognition of Australia as a leader in international higher education.

1.1 Purpose of the Handbook

The ADS Handbook has been written for several different user groups as a guide on Student management and the ADS processes. It sets out the roles and responsibilities of all parties involved in either managing ADS or participating in ADS. Institutions, Students, AusAID and Managing Contractors (MC) will have access to this Manual and all should make sure they are familiar with its contents and understand their respective roles and responsibilities.

The ADS Handbook underpins the Contract between AusAID and Institutions for the Provision of ADS Education Services. Importantly, the Handbook determines the minimum service delivery requirements for Institutions under the Contract.

Institutions should use the guidance in the Handbook, together with their knowledge and experience, to make decisions that are in the best interests of the Australian Government, the Student and the Institution.

The management arrangements contained in this Handbook will come into effect from the 2007 ADS Student intake. Students who are continuing their studies post 2006 will be managed in accordance with this Handbook. Transitional arrangements applying to these Students are at Appendix B.

1.2 How to use the Handbook

The Handbook follows the sequence for an ADS from application to completion. Each chapter describes a step in the ADS process and details each stakeholder's responsibility in that process. Whilst some information may seem to be additional to some users of the Handbook, it will provide a good overview of the ADS process from each user's perspective. Each person involved in managing various aspects of the process has access to the same information, providing the opportunity for a transparent and consistent approach to ADS management by all parties.

The Handbook stipulates when actions need to be taken in the Scholarship Information Management Online (SIMON). SIMON is an internet based data management system managed by AusAID. SIMON enables AusAID, MCs and Institutions to access a centralised database to electronically enter data, process ADS applications and manage Student scholarships. AusAID will provide SIMON users with a SIMON User Manual and provide initial training in SIMON.

1.3 Changes to the Handbook

As previously noted, this Handbook forms part of the contractual arrangements between the Institutions and AusAID. It will be reviewed on a regular basis to keep it relevant and consistent with current AusAID policy and direction.

Relevant stakeholders will be notified of any major policy changes or emerging issues as they arise, which will then be incorporated into the Handbook. It is the user's responsibility to check the Handbook periodically.

AusAID reserves the right to change or amend the Handbook and to provide notification of such changes as appropriate and in a timely manner.

1.4 Management responsibilities

The following summarises the various responsibilities for users of this Handbook.

AusAID

AusAID Canberra

- a. developing and maintaining ADS policy and conditions and ensuring consistency in their administration;
- b. determining how ADS will be delivered in Australia by Institutions;
- c. managing contracts with Institutions;
- d. monitoring the performance of ADS within the context of Australian Scholarships;
- e. managing the SIMON database.

Country Programs

Policy

Posts and Desks work collaboratively on the following tasks:

- f. in consultation with Partner Governments, determining the number of ADS and fields of study in accordance with country program strategies and priorities;
- g. reviewing and evaluating the effectiveness of ADS for their country.

Operational

The following operational roles are generally managed by Posts:

- a. liaising with Partner Governments on ADS matters;
- b. organising the nomination process and advertising of ADS;
- c. organising the ADS selection process;
- d. ensure that all selection processes are equitable and that connections or relationships between applicants and staff employed at Posts/Managing Contractors are disclosed to AusAID (Canberra) at the time of recommendation;
- e. forwarding placement requests to Institutions in SIMON;
- f. arranging in-country Pre-Course English (PCE) where relevant;
- g. arranging Students' travel to Australia ;
- h. providing Pre-Departure Briefings;
- i. processing ADS variations in SIMON in accordance with current policy and financial delegations;
- j. managing MCs (if applicable).

Managing Contractors

A number of Posts have contracted out the in-country management of ADS to a MC. For the purposes of this Handbook I, references to the Post may relate to responsibilities for either the Post or MC, depending upon each country program's internal arrangements. The roles of MCs are set out in their contract with AusAID.

Institutions

Institutions are responsible for the full in-Australia management of Students in accordance with this Handbook and the Contract. Management responsibilities include, but are not limited to:

- a. meeting the academic and pastoral requirements of students from time of arrival until the completion of their scholarship;
- b. provide student information to AusAID upon request;
- c. financial management in accordance with the Contract;
- d. ensuring student records in SIMON are maintained in an up-to-date and accurate manner;
- e. risk management in accordance with the Contract.

Institution Contact Officer

Institutions must nominate an Institution Contact Officer (ICO) whose role is to act as a liaison between AusAID and the Institution.

Student Contact Officer

The Institution's appointed Student Contact Officer (SCO) will be the contact point for Students at the Institution for all AusAID specific issues and anything over and above the role of the Institutions Student Services area. How an Institution chooses to manage these arrangements, including the roles and responsibilities of the respective contact officers, is entirely their decision.

Student responsibilities

Recipients of ADS awards are responsible for their academic and personal conduct as defined in section 3 of this Handbook.

2 ADS eligibility, application, selection and placement process

2.1 ADS in-country pre-application process

Posts work with Partner Governments to develop selection criteria, advertising strategies and selection processes to ensure appropriate applicants are selected in accordance with country program strategies. A short-listing process based on expressions of interest may take place prior to applicants submitting an ADS Application Form. It is expected that fifty percent of ADS will be awarded to male applicants, and fifty percent to female applicants.

2.2 ADS eligibility criteria for applicants

To be eligible for an ADS, applicants must:

- a. Be a minimum of 18 years of age at the time of commencement of scholarship in Australia or home country (if preparation training is provided);
- b. have citizenship of and be currently living in an ADS participating country as listed on AusAID's website <www.aid.gov.au>;
- c. not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status;
- d. not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application;
- e. satisfy any specific criteria established by the applicant's country and/or government of citizenship;
- f. satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and
- g. satisfy the admission requirements of the Institution at which the ADS is to be undertaken.

Applicants must inform Post of any connection or relationship to staff employed at Posts or with Managing Contractors at the time of application.

2.3 ADS scholarship categories

There are two categories of ADS: Public or Open.

ADS Public: Applicants are public sector employees who are nominated by their governments for an ADS award through a competitive selection process. Applicants are required to return to the public sector at the completion of their award in order to strengthen public sector capacity in their home country.

ADS Open: Applicants do not need to be nominated by their government or employer. Anyone who meets the eligibility criteria may apply under this category. Applicants are required to return to their country of citizenship after the completion of their award to contribute to the development of the identified priority sector in their country.

2.4 ADS application process

Eligible and/or short-listed applicants will receive an ADS application form from the Post. Applicants must complete three original ADS application forms (or as otherwise advised by the Post), and provide three sets of certified copies of relevant documentation to the Post.

Applicants must ensure they submit accurate and complete documentation. Failure to do so may result in an application not being processed or to an award being terminated if documentation or information provided is later determined to be false.

The choice of the Institution at which the applicant wishes to study is entirely up to the applicant. Applicants are encouraged to access various resources including Institution websites and handbooks and Institution information sessions held in-country, and to consult Posts to assist them in making an informed decision on the course they wish to undertake.

Although Posts should ensure that an applicant's course selection is in accordance with country program strategies, Posts must not influence their choice of Institution or recommend/specify which

Institutions the relevant country's ADS students will be allocated to.

2.5 Applicants with disability

Applicants with disability are encouraged to apply. In line with the Australian Government's strategy "Development for All: Towards a disability-inclusive Australian aid program 2009-2014", AusAID is committed to offering educational opportunities to people with disability eligible to apply for an ADS.

2.6 Child Protection

AusAID has clear and strict policies in relation to managing and reducing risks of child abuse. The policy applies to all recipients of AusAID funds. AusAID will take a zero-tolerance approach to any infringement.

Posts are to ensure that a copy of the AusAID Child Protection Code of Conduct is attached to the Contract when the Awardee signs it, accepting the terms of the Scholarship. (See [Appendix E](#))

(For more information on AusAID's Child Protection policy, see http://www.ausaid.gov.au/publications/pdf/child_protection.pdf)

2.7 English language entry requirements

AusAID will not accept applicants unless they have reached, or can reach, the minimum standard of English language required for their chosen course, as determined by the institution. Posts will determine if pre-course English (PCE) will be undertaken in Australia or in-country. The results of any International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) tests undertaken by the Student are to be recorded in SIMON by the Post or Institution.

2.8 Types of courses available to applicants

Depending on the applicants's home country and AusAID policy, ADS may be available for the following types of courses. Applicants should check with AusAID in their country to find out what is applicable to them:

- a. Vocational Education and Training courses
- b. Bachelor (undergraduate) degree courses
- c. Master degree courses
- d. Doctoral (PhD) degree courses

2.8.1 Articulated study program

An articulated study program is a program that combines a lower and higher level course of study, leading to an award of the higher qualification. Examples include an articulated VET/ University study program, a Graduate Diploma leading to a Masters, or a Masters leading to a Doctorate.

The Institution offering the higher program of study is deemed to be the primary Institution. The primary Institution is to ensure that both courses comprising the articulated program are entered into SIMON as part of the ADS offer.

No ADS articulated program may comprise more than two courses. Students who are unable to complete the higher award of an articulated program, may still be eligible to graduate with the lesser award if the Institution deems this appropriate.

2.8.2 Bachelor's degrees

Students wishing to undertake Bachelor's degrees will normally be enrolled in Pass degrees. Institutions may identify student/s to be invited to do honours as soon as possible into their program. Approval must be sought from the Post and is subject to availability of funds and where appropriate partner Government approval. Students and Institutions should not assume approval.

No extension to the Honours year will be approved. Students must return home on completion of the Honours program.

ADS does not cover part-degrees, all students must complete a full Bachelor degree during the course of their scholarship.

2.8.3 Masters programs

Masters degree programs may be offered by coursework only, by research only or by a combination of coursework and research.

Masters by research or by a combination of coursework and research should only be offered to those applicants who have demonstrated the need for high-level research skills in order to undertake research or teaching or supervise researchers upon their return home.

ADS does not cover part-degrees, all students must complete a full Masters program during the course of their scholarship.

2.8.4 Doctorate programs

Where the applicant has applied under the Public category, study at Doctorate level (PhD) is subject to Partner Government approval. This is normally only provided where the applicant occupies, or is expected to occupy, a senior position requiring individual research or the supervision of other researchers in the applicant's home country.

ADS does not cover part-degrees, all students must complete a full Doctorate program during the course of their scholarship.

2.8.5 Fieldwork

Fieldwork is defined as research undertaken by the Student in either Australia or their home country, and is a compulsory part of their ADS.

Students enrolled in either a Masters by Research or a Doctorate program are eligible, and may be permitted, to undertake fieldwork in their home country or within Australia.

Where fieldwork is a compulsory requirement of the study program, details must be recorded in SIMON by the Institution at the time an offer is made. Failure to do so may result in funds for fieldwork not being approved (see Section 5.5 of this Handbook for more information on fieldwork).

2.8.6 Fieldtrips

Students can attend fieldtrips that are a compulsory part of their study program.

All associated fieldtrip costs are to be covered by the institution or student.

2.9 Types of courses not available under ADS

ADS are not available for:

- a. undergraduate medical and veterinary science programs;
- b. training in areas related to nuclear technology or flying aircraft;
- c. legal workshops;
- d. double degrees, unless these are in the same Faculty and can be completed within the normal time limit for the level of qualification (i.e. 3 years for Bachelor's degrees, 2 years for Masters, 4 years for PhD);
- e. courses at the undergraduate level that may be available at Institutions in the Student's home country;
- f. Military training;
- g. Training of police in counter-subversion methods, the suppression of political dissent or intelligence procurement.

2.9.1 Courses not covered by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

The main course of the scholarship must be CRICOS listed

An Institution may recommend a qualifying or preliminary course which is integral to a Student's academic program but is not listed in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). If AusAID approves such a course, the Institution may seek reimbursement of the cost from AusAID.

2.10 Selection process

ADS selection processes and timelines vary from country to country. Applicants should refer to the AusAID Post in their country of citizenship for information.

2.11 Placement at an Institution

2.11.1 Role of the Post

After the in-country selection of an applicant, the Post seeks placement at an Institution by entering the placement details into SIMON, including any relevant details of country specific conditions set by the partner Government. The Institution is notified via email that an outstanding 'Request for Placement' (RFP) is in SIMON awaiting processing.

Once the RFP has been generated in SIMON, the Post must forward a hard copy of the applicant's fully completed ADS application form to the Institution. Only one RFP per applicant is forwarded to an Institution at any one time.

The Post will forward RFPs to Institutions prior to 15 September for first semester commencement and prior to 15 March for second semester commencement.

2.11.2 Role of the Institution

On receipt of the RFP, Institutions will assess all ADS applications on merit. Institutions do not have to accept an ADS applicant and should only offer placement to those applicants they are satisfied are capable of successfully completing the course nominated, within the period specified by the Institution in CRICOS.

In addition to the nominated course, the length of the ADS offer must also cover any preparation programs that the Institution recommends for a Student and should take into account any credit for previous study or recognition of prior learning that may reduce the length of time needed to complete the course.

2.11.3 Preparation programs

Prior to responding to an RFP the Institution should assess the applicant's needs and recommend a preparation program if required. This might include one or more of the following elements:

- a. Pre Course English (PCE);
- b. qualifying or preliminary programs; or
- c. foundation studies.

Preparation programs should not exceed 12 months, except in the case of qualifying programs for Doctorate programs, which may be up to a maximum of 18 months.

If the Institution later assesses that a shorter period of preparation is adequate, the Institution must reduce the overall length of the ADS in SIMON. (Refer also to 5.7.6 Reductions). A reduction variation in SIMON should be processed toward the end of the ADS.

Students must achieve satisfactory results in preparation programs to continue their ADS. Failure to do so may result in termination of the ADS.

2.11.4 Pre-course English

Before making a placement offer, Institutions should give careful consideration to the English language training that individual applicants may require. The Institution can offer an in-Australia PCE program prior to the commencement of academic studies if the Institution believes that this is necessary for the applicant to successfully complete their course of study. The maximum length of the in-Australia PCE is six months. Institutions should not accept Students who are unlikely to reach the required level of English in this time period.

In some countries, PCE is provided prior to departure to Australia. This should be taken into account when recommending PCE in Australia.

2.11.5 Qualifying and preliminary programs

Qualifying and preliminary programs are courses deemed necessary by the Institution to enable a postgraduate Student to successfully complete their qualification in the timeframe specified by the

Institution in the CRICOS. Such programs may be formal or informal, for example bridging courses or special intensive courses, and may not lead to a recognised qualification. Students may undertake qualifying and preliminary studies in addition to other forms of preparation such as pre-course English.

If the Institution deems it necessary, they may offer a qualifying/preliminary program of not more than 12 months to Masters applicants. This should be entered in SIMON as part of the initial ADS offer.

For PhD applicants, if deemed necessary, Institutions may offer a preliminary qualifying program of up to 18 months. This should be entered in SIMON as part of the initial ADS offer.

If the Institution's placement offer includes a qualifying and preliminary program, the Student should commence the approved academic program as soon as the qualifying/ preliminary program is completed.

2.11.6 Foundation programs

A Foundation program of up to 12 months may be offered to TAFE and undergraduate applicants if the Institution assesses that they do not meet the required standard for direct entry into their chosen course. Foundation programs must be entered in SIMON at the time the Institution makes a placement offer.

Foundation Programs may also be run in-country as part of their ADS program, if students participate in Foundation Programs run prior to arrival in Australia, this would exclude them from Australian Institution Foundation programs.

2.12 Offer options

After considering the need for preparation programs, the Institution may respond to an RFP in SIMON by:

- a. requesting further information and/or further time to assess the RFP, stipulating the amount of time necessary (within the timeframes indicated below); or
- b. declining to offer a place at the Institution and stating the reason/s why within 14 days of receiving the RFP; or
- c. offering a place conditionally; or
- d. offering a place unconditionally.

If an Institution wishes to make a conditional offer to an applicant, the specific conditions must be entered into SIMON at the time the offer is made. For example, an applicant may have to successfully complete PCE prior to enrolment in a program of study. Specific conditions required by the Institution are included in the ADS Letter of Offer forwarded to the applicant by the Post. In-country conditions must be met prior to a Student's departure for Australia.

For coursework degrees, the Institution must make an offer in SIMON:

- a. by 20 October at the latest for a semester one placement; or
- b. by 19 April at the latest for a semester 2 placement.

For research degrees, the Institution must make an offer in SIMON

- a. by 3 November at the latest for a semester one placement; or
- b. by 3 May at the latest for a semester 2 placement

2.12.1 Priority and reserve applicants

The ADS selection process in each country should result in a list of, priority applicants equal to the number of ADS available, plus a list of reserve candidates ranked in order. Reserve candidates should meet all eligibility criteria and be deemed suitable for placement in the event that a priority candidate is rejected or withdraws prior to departure.

2.12.2 Review of a placement offer

Once an Institution has submitted a placement offer to a Post in SIMON, the Post will review the placement offer to ensure that:

- a. it is complete and consistent with the course requested; and
- b. the costs entered by the Institution are consistent with those detailed in CRICOS (<<http://cricos.deewr.gov.au/>>).

The Post may contact an Institution if further information or clarification is required about a placement offer. AusAID reserves the right to reject any placement offer made by an Institution.

Once Post and Institution are in agreement, the Post will generate in SIMON an ADS Letter of Offer and Student Contract for the applicant. Upon receipt of the signed Student Contract the Post will record the acceptance/rejection of the offer in SIMON. An email will automatically be sent via SIMON to the Institution advising that an applicant has accepted or rejected a placement offer.

If an applicant's first preference RFP is declined by an Institution, the Post may decide to seek a second preference placement. The Post will ask the second preference Institution if it will accept documentation from the first preference Institution (in such cases the first preference Institution will be required to forward the documentation to the second preference Institution), or if the Post is to send a second copy of the documents. The second preference Institution will process the RFP as outlined in Section 2.8.

If a priority applicant cannot be placed in their first or second choice course preference, the Post must advise the nominating authority in the Student's home country and/or the applicant (as appropriate) that no placement can be offered. In such circumstances, the Post may process Reserve applicants and will submit an RFP to the appropriate Institution for placement

3 ADS acceptance process and travel to Australia

3.1 ADS acceptance

If they wish to accept an ADS, successful applicants must, before departing their home country, sign a Student Contract between themselves and the Commonwealth of Australia agreeing to the ADS conditions and benefits.

3.2 ADS conditions

ADS holders must:

- a. take up the ADS in the academic year for which it is offered;
- b. complete a full study program during the course of their scholarship;
- c. not hold another Australian Government scholarship at the same time as the ADS;
- d. participate in the Pre-Departure Briefing arranged by the Post, and the Institution's compulsory Introductory Academic Program (IAP) on arrival in Australia;
- e. reside in Australia for the duration of the ADS (apart from holidays, reunion visits or fieldwork visits to their home country);
- f. complete their ADS award within the period stipulated in their Student Contract;
- g. only undertake the approved program for which the ADS is offered and abide by the rules of the Institution;
- h. maintain an appropriate study load and achieve satisfactory academic progress in the program for which the ADS was offered;
- i. participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all work required for the course (e.g. assignments or essays) and sit for examinations;
- j. not undertake any additional off-scholarship tertiary studies during their time in Australia on an AusAID Student Visa;
- k. be aware that any employment undertaken during term times may compromise academic progress;
- l. liaise with the Student Contact Officer at the Institution regarding any proposed changes to the approved program and acknowledge that approval is required from the Institution, AusAID and Partner Government before any changes are made;
- m. agree to AusAID collecting information concerning the Student or dependants and passing that information on to other relevant parties, if necessary;
- n. advise AusAID immediately, via the Student Contact Officer at the Institution, if they marry a person who is an Australian or New Zealand citizen, or who has permanent residence status in Australia or New Zealand. The change in a student's marital status may affect eligibility to maintain the ADS Scholarship, and the Debt to the Commonwealth may apply if the student does not return to their home country for a period of 2 years (see Section 5.7);
- o. return to their country of citizenship for two years at the completion of their study/research program in Australia;
- p. be aware that a debt to the Commonwealth of Australia will be incurred if a Student fails to return to their home country, or if they apply for Permanent Residence or for a visa to remain in or return to Australia within the two year period; and
- q. agree that the ADS may be terminated at any time for failure to make satisfactory academic progress, failure to comply with the laws of Australia, misconduct, breaches of the contract between the Student and the Commonwealth of Australia including breaches of the conditions of the ADS or of the AusAID Student Visa or if they apply to change their visa status.

3.3 ADS entitlements

Under ADS a common set of entitlements apply to all recipients. They are as follows:

Tuition Fees	Payment of full academic fees and other fees that are compulsory for all international students undertaking the same course.
Introductory Academic Program (IAP)	The provision of a 4-6 week Introductory Academic Program prior to the commencement of studies.
Travel	Payment of a single return, economy class airfare to and from Australia, via the most direct route.
Establishment Allowance	A contribution of A\$5,000 towards expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance etc.
Contribution to Living Expenses (also referred to as a Stipend)	A fortnightly Contribution to Living Expenses (CLE) paid at a rate determined by AusAID.
Overseas Student Health Cover (OSHC)	OSHC will be provided to cover the Student's basic medical costs. Students may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, optometrist, physiotherapist etc.
If applicable:	
Pre-Course English (PCE)	PCE in Australia may be provided for up to six months, if deemed necessary by the Institution and approved by the Post.
Supplementary Academic Support (also referred to as Tutorial Assistance)	Provided when essential to improving a Student's performance to ensure their academic success.
Reunion Airfare Entitlement	The reunion airfare entitlement is available to unaccompanied and single Students who commenced their studies in 2009. Refer to Section 4.1.7 of this Handbook for conditions relating to eligibility and payment of the entitlement.
Fieldwork	One only return economy class airfare via the most direct route may be approved for eligible research Students to their country of citizenship or within Australia.

3.4 Deferral of ADS offer

Deferrals are available to Students who are unable to commit fully to the rigours of the academic program at the time the ADS offer is made. Deferrals may be approved for a variety of reasons including pregnancy, unresolved family issues, failure to obtain a visa, etc. The ADS can be deferred for a maximum of one semester, but must be taken up in the academic year for which it is awarded. Deferrals to the new academic year may be considered by AusAID Canberra under exceptional circumstances only. If the student cannot take up the offer within the academic year, they are welcome to apply in the following academic year.

Students who wish to defer their ADS should contact the relevant Post as soon as possible after receiving the ADS offer.

Students who defer will be entitled to the conditions and entitlements that apply at the date of commencement of the study program.

Deferrals are subject to approval from the Post and Partner Government (where relevant). The Post is responsible for processing the Deferral Variation in SIMON.

3.5 Students with disability

Many Australian institutions are able to offer 'reasonable' supports to students with disability to assist access to study. To assess the likely support needs, appropriate assistance, and the capacity of relevant institutions to provide the assistance, awardees with a disability/special need must provide details of the disability and/or special need upon acceptance of their offer. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating an accessible barrier-free learning environment.

Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available dependant on the relevant institution's capacity.

AusAID will advise the Institution of any special requirements associated with a Student so that the Institution can pass these details to the Institution's Disability Liaison Officer prior to the Scholar arriving on-campus. Where applicants meet eligibility criteria and are selected for an ADS Scholarship, but the preferred Institution is not able to provide the assistance requested, other Institutions may be recommended.

3.6 Pre-Departure information and travel

3.6.1 Pre-Departure briefing

Posts are responsible for providing a Pre-Departure Briefing (PDB) for all Students. This briefing should be provided at least one month prior to the Students' departure for Australia.

PDBs provide essential information that Students need upon arrival in Australia, such as advice about living and studying in Australia. It is expected that the PDB will help the Student to quickly settle into Australia and the Institution, thereby enhancing their ability to complete their studies within the duration of their award.

PDBs also provide an opportunity to remind Students of their ADS obligations, including the requirement that they return to their home country for a minimum period of two years upon completion of the ADS.

At minimum, AusAID expects that Posts will provide students with the Pre-Departure Presentation provided by AusAID Canberra.

Attendance at PDBs is compulsory for Students, AusAID may cover the travel costs for Students to attend. Family members of Students, especially those who expect to accompany Students to Australia, are encouraged to attend PDBs at their own cost.

3.6.2 AusAID Pre-Departure DVD and Guidebook

A Pre-Departure DVD and Guidebook are available for Students to assist them in preparing for their arrival, living and studying experiences in Australia.

The Pre-Departure DVD and Guidebook is to be provided to Students at the earliest opportunity following their award being granted,

3.6.3 Institution information kits

The Institution must provide each Student with an Institution Information Kit prior to their departure for Australia. The Institution is to forward the Institution Information Kit directly to the Student to arrive at the earliest possible time. It is recommended that these are provided with the Student's written placement offers. Posts are to assist Institutions, upon request, to distribute Information Kits to the Students no later than 14 days before the Student departs for Australia.

Institution Information Kits should also be provided to AusAID (Canberra) and the Post upon request.

The Institution Information Kit must include information that is no less than that required under the National Standards for Education Services to International Students, and any other information the Institution deems relevant e.g. reception information, climate details, local childcare and schooling options, long term accommodation, living costs, support services at the Institution and in the community, information about the Student's course, information about public transport, etc.

3.6.4 Family

The Australian Government does not provide any financial or other support for the dependants of ADS Students. Students must indicate in their ADS application form if they are intending to bring family members with them to Australia. Students may contact the Student Contact Officer at their Institution for information about accommodation, as well as schooling and child care for dependants and DIAC concerning the current requirements for family entry. Refer <<http://www.immi.gov.au>> for details.

Institutions are responsible for providing documentation requested by the relevant DIAC office to ensure family entry occurs in an efficient and timely manner.

3.6.5 Travel

Posts arrange and pay for the Student to travel to Australia. Posts are to arrange initial travel to ensure Students arrive in Australia before their first course-related commitment. It is recommended that students arrive up to 14 days prior to the commencement of the IAP or PCE program.

Posts need to ensure Institutions are informed as early as possible of student's arrival details to ensure suitable accommodation can be arranged.

Posts record a Student's travel details including flight number and arrival time in SIMON. Once the information is entered in SIMON by the Post an email is automatically generated and sent to the Institution.

The Institution is responsible for arranging and paying for the Student to travel home at the completion of the ADS. The following conditions apply to all travel (i.e. to Australia at the commencement of the ADS, from Australia upon completion of the ADS, fieldwork, reunion travel, etc.):

- a. travel should be cost effective, efficient and minimise the risk of the student incurring visa problems in third countries while in transit or on stopover.
- b. Students are entitled to travel between the airport closest to their home city/town and either: an Australian international airport/capital city, or the town/city closest to the Institution where they will be studying;
- c. Students are to travel by the most direct route. ADS Students are entitled to the "best fare of the day" which is the cheapest economy class fare available during the period in which the student will travel. Any special discount fares should be utilised;
- d. Posts/Institutions must advise the Student and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Institution;
- e. unless unavoidable, stopovers in Australia or overseas are not permitted. If unavoidable, AusAID will pay reasonable accommodation costs, though it should be first checked whether these costs are covered by the airline;
- f. ADS will cover Australian airport departure tax. The Student is responsible for all external arrival/departure taxes, except where it is part of an unavoidable stopover in which case the taxes should be incorporated into the price of the ticket at the time of purchase.

ADS does not provide:

- a. the costs of travel insurance for loss of possessions, or any loss of uninsured possessions, while the Student is travelling to and from Australia or while studying in Australia;
- b. funding for the costs of travelling to and from the Student's home country during the suspension of the ADS (including any unavoidable stopovers);
- c. travel costs for dependants or family members of Students, both to and from Australia and within Australia;
- d. funding for the cost of daily travel to and from the place of study;
- e. funding to meet travel costs associated with conferences, seminars, presentations, etc;
- f. the cost of transporting personal effects and/or excess baggage to and from Australia, or within Australia.

4 ADS entitlements and support services

4.1 General services

The Institution is required to provide support services to ADS Students, which are not less than the requirements of the National Standards for International Students.

4.1.1 Arrival in Australia

Unless the Student has indicated that they do not require airport reception, the Institution will meet Students upon arrival at the airport of their final destination and take them to their initial accommodation at no cost to AusAID. Reception of family members is the responsibility of the Student.

To ensure reception arrangements are in place, Posts enter a Student's travel details in SIMON by at least 10 December for semester one commencement and 15 May for semester two commencement. Once the information is entered in SIMON by the Post an email is automatically generated and sent to the Institution.

4.1.2 Initial accommodation

The Student is responsible for the entire cost of the initial accommodation.

The Institution will arrange initial accommodation for Students only for the first seven days they are in Australia. The Institution will assume all Students require initial accommodation, unless advised otherwise in writing by the Student.

Students must advise the Institution if they do not require accommodation no later than 5 days prior to their arrival in Australia. If they fail to advise the Institution accordingly, the Student will be responsible for all associated costs of that accommodation.

The Institution may offer, at no cost to AusAID, to assist in arranging initial accommodation for family members if a Student is accompanied.

If a Student arrives in Australia with their family without notice, AusAID and the Institution are not responsible for providing transport and accommodation for family members.

Initial accommodation arranged by the Institution must be moderately priced, clean and secure, with furniture and heating/cooling as necessary. The initial accommodation will have access to cooking facilities or to appropriate food outlets. Details of local shops, food outlets, public transport, etc must be provided to the Student at this time by the Institution.

It is acknowledged that students with disability may require accessible accommodation. At the time when travel arrangements are being made by Posts, Students with disability are to provide information about the type of accessible accommodation they may require. This will enable the Institution to explore and arrange reasonable and appropriate accommodation options which, as close as possible, meet the needs of the student.

4.1.3 Long-term accommodation

Students are responsible for finding their own long term accommodation and meeting all associated costs. AusAID strongly recommends Students begin looking for accommodation prior to leaving their home country. Students are also responsible for the accommodation of family members if accompanied.

The Institution must provide Students with advice about:

- a. availability and costs of residential colleges, international houses or hostels attached to the Institution, including accessible accommodation where relevant;
- b. the range of private accommodation options available, including accessible accommodation where relevant; and
- c. information on tenancy requirements, tenancy protection and the establishment of utility connections and on rental prices including potential additional costs such as gas, electricity, etc

4.1.4 Establishment allowance

Students are provided with a once-only Establishment Allowance upon arrival in Australia. The Establishment Allowance is a contribution toward expenses such as rental bonds, text books, study materials, additional medical insurance, home contents insurance, etc. The Allowance is paid in a lump sum to give Students the flexibility to use it at their discretion.

The Institution must pay the full Establishment Allowance into the bank account nominated by the Student upon arrival in Australia or by the next banking day. The Institution will assist Students to open a bank account on arrival. If there are delays with a Student opening a bank account, Institutions should manage the situation as they deem appropriate. Students should come prepared with funds (in Australian dollars) to ensure they have enough money to cover any costs that may be incurred prior to them receiving their Establishment Allowance.

AusAID will review the Establishment Allowance as required.

No re-establishment allowance is paid when a Student transfers between Institutions, or returns from a period of suspension.

4.1.5 Contribution to living expenses

Students are responsible for all their expenses in Australia including the expenses of any family members.

A Contribution to Living Expenses (CLE) is paid to Students to assist in meeting every day living costs such as accommodation, transport, food, entertainment, stationery etc. The CLE is reviewed annually by AusAID.

CLE is paid fortnightly to Students by the Institution in arrears. The first payment should be paid into a bank account nominated by the student, on the first pay day after the student's arrival.

Following the initial payment, CLE should be made in accordance with the Institution's fortnightly payment periods.

Entitlement to the CLE commences on the Student's date of arrival in Australia, which must be no more than 14 days prior to the Student commencing their IAP, and ceases five days after the Student completes their ADS program. For coursework Students this is five days after examination results are released. For research Students this is five days after the submission of their thesis.

CLE payments continue:

- a. during public holidays and semester breaks;
- b. during periods of fieldwork under the ADS;
- c. during reunion visits to the Student's home country;
- d. for up to six weeks if a student is hospitalised or detained.

CLE payments will not be made:

- a. during periods of ADS suspension.
- b. when a student is convicted of a criminal offence.
- c. where a student is hospitalised or detained: the CLE will cease to be paid after six weeks.

The CLE is currently income tax exempt and not subject to an income test on Student or spouse income. The Student should refer to the Australian Taxation Office website <www.ato.gov.au> for information on Australian tax laws.

The CLE is reviewed and updated annually.

The Institution must advise all Students of the need to obtain a tax file number for banking purposes and for cases where Students seek employment.

AusAID strongly advises Students not to work during term times as this may compromise the Student's responsibility to focus on their academic progress. Any employment undertaken should not impinge on the Student's ability to fully apply themselves to their study.

4.1.6 Overseas Student Health Cover

Students have their health insurance, known as 'Overseas Student Health Cover' (OSHC), paid for them by the Institution on behalf of AusAID.

OSHC covers basic medical and hospital care in Australia, most prescription drugs and emergency ambulance transport. OSHC does not cover all costs for medical treatment. Students must be advised at the PDB and the IAP that OSHC does not cover pre-existing medical conditions and that they are responsible for all costs not covered by OSHC. AusAID will not provide funding to meet gap payments where a Student is charged more than the OSHC refundable amount.

OSHC does not cover services such as dental, physiotherapy or optical services (known as ancillary services). Ancillary OSHC cover can be purchased at the Student's own expense.

AusAID will cover the costs of the initial medical examination undertaken in the Student's home country for the issue of the AusAID Student Visa. AusAID will not pay for the costs of any additional medical examinations. This includes where the examination is required for re-entry into Australia following an ADS suspension, an extension of the AusAID Student Visa or renewing of a Student's passport.

AusAID does not provide health insurance for Students' family members. All family members on an AusAID Student Dependant Visa must be covered by OSHC at all times during their stay in Australia. Students are responsible for the organisation and payment of OSHC and any other medical expenses for all family members while they are in Australia.

Institutions must:

- a. arrange for the enrolment and payment of OSHC for all Students; and
- b. ensure the OSHC is maintained for the length of the ADS.

4.1.7 Reunion Airfare Entitlement

The reunion airfare entitlement provides unaccompanied and single Students with return travel to their home country, on the successful completion of each academic year of study.

Airfares are to be arranged by the Institution on the student's behalf.

Eligibility for the reunion airfare entitlement is confirmed by the Post before the Student arrives in Australia

The reunion airfare entitlement is available to Students who commenced in 2009 and is subject to the following conditions:

- a. eligibility for the reunion airfare entitlement will be confirmed in the Letter of Offer, entered in SIMON by the Post and agreed to by the Student when they sign their Student Contract;
- b. the Student must be unaccompanied in Australia, having left all family members in their home country;
- c. the entitlement is to be used for the purposes of the Student returning to their home country for a short reunion visit. Depending on the duration of the ADS, the number of reunion airfare entitlements will vary;
- d. eligibility for the reunion airfare will be based on a scholarship being a minimum of 2 academic years. A full academic year can include IAP, PCE, Qualifying and Preliminary programs;
- e. the first reunion airfare entitlement will be available to the Student after the successful completion of the first year of study, and after successful completion of each subsequent year of study (**see Table 1**);
- f. after the first entitlement the student must continue a full academic year of study to be eligible to claim further entitlements (not including the final year of study);
- g. the entitlement is not available in the final year of study;
- h. maximum deferral period on the entitlement is 1 semester e.g. if the Student's academic year anniversary occurs mid year, the entitlement must be taken up no later than the summer break;
- i. if the student does not take up the reunion airfare entitlement within the maximum deferral period, the entitlement will be forfeited;

- j. where a Student has been granted an extension, and the new scholarship length would appear to entitle them to a new/additional reunion airfare, the student would NOT be entitled as the extension is seen as the benefit;
- k. where a Student's scholarship is commenced mid year, the student would not be eligible for reunion travel for that year, only for each full year of study successfully completed (**see Table 1**). Upon successful completion of a full year of study, Students can use their entitlement during mid year break or defer and use no later than Christmas break of that academic year.

Table 1

Scholarship Length	Reunion Airfare entitlement at:			
	End of year 1	End of year 2	End of year 3	End of year 4
1 year	No			
1.5 years	No			
2 years	Yes	No		
2.5 years	Yes	No		
3 years	Yes	Yes	No	
3.5 years	Yes	Yes	No	
4 years	Yes	Yes	Yes	No

Reunion Airfare must be arranged in accordance with section 3.6.5 of this Handbook.

If a Student decides not to bring their family initially and signs their contract stating so, but subsequently changes their mind, the Student must waive their right to reunion airfare. This will also require an amendment to the Student's contract with the Commonwealth of Australia.

The final decision to allow a Student to have the family join them in Australia rests with the Post.

If a Student decides after they arrive in Australia that they wish to have their family accompany them on their scholarship, the Student will then forfeit their Reunion Airfare Entitlement.

Once a Student changes their mind, they must waive their right to reunion airfare by signing the form at Appendix D.

4.1.8 Reunion Airfare Arrangements for Students who commenced prior to 2009

Students who commenced their studies prior to 2009 are entitled to benefits existing at the time of their contract being signed.

4.2 Critical incidents

Critical incidents or welfare issues are handled on a case-by-case basis. Critical incidents include, but are not restricted to, the death of a Student, serious legal issues, or the serious physical or mental illness of a Student. In the event of a critical incident the Institution should immediately inform AusAID (Canberra). The Institution, in consultation with AusAID (Canberra), should then develop a strategy to ensure the situation is managed appropriately. In such cases, all communication with Posts will occur through AusAID (Canberra).

The Institution may not incur any costs in dealing with a critical incident without the prior written approval of AusAID (Canberra).

If a member of the Student's family is involved in a critical incident, the Student is responsible for all associated costs and arrangements regarding the family member(s) involved in the critical incident.

4.2.1 Serious legal issues

Students must comply with all laws of Australia or risk termination of their ADS and cancellation of their visa. If the Institution becomes aware of a Student encountering a legal problem it should advise the Student how to obtain legal advice and assistance. AusAID does not provide funds to meet the cost of such legal services.

4.2.2 Serious crimes

The Institution must inform AusAID (Canberra) if a Student is involved in a serious crime.

Students who are found guilty of crime/s in Australia will have their ADS terminated. The Student will be required to return home immediately upon the completion of their gaol sentence.

4.2.3 Serious illness of a Student

If a Student is hospitalised the Institution will ensure the treating doctor is aware of the limitations of OSHC, and if any OSHC exclusion clauses apply.

The Institution must consider appropriate actions such as suspension or termination and make a recommendation to AusAID (Canberra) accordingly for any Student who, as a result of serious health problems, is unable to complete their course in the ADS duration.

If a Student has completed their ADS, but is medically unfit to travel home, the following process must be followed:

- a. the Student must provide a medical certificate to the Institution, which clearly states they are unfit to travel. The medical certificate should provide an estimated date the Student will be fit enough for travel; and
- b. if, due to illness, the Student is to remain in Australia longer than 30 days after completion, the Institution must obtain a "Letter of No Objection" from AusAID (Canberra). The Student must make arrangements with DIAC to transfer to another visa class. All costs associated with the visa change are to be met by the Student.

4.2.4 Medical escort home

Any expenditure by the Institution in regard to medical escorts home requires the prior written approval of AusAID (Canberra).

In the event that a Student requires a medical escort home during the course of his or her studies, the Institution and AusAID have the following respective responsibilities:

Institution

- a. arranging for appropriately qualified medical/nursing assistance to escort the Student home. If possible the escort should be the same sex as the Student;
- b. ensuring the carrying airline is informed of the nature of the Student's illness and is consulted on the arrangements that need to be made, bearing in mind the Student's right to privacy;
- c. ensuring the Post is advised of travel details;
- d. informing the Post if customs and immigration clearance is required;
- e. if a medical escort is secured through a commercial nursing agency, providing AusAID (Canberra) with an indemnity (workers compensation) from the agency as part of the contractual arrangement.

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- a. informing the nominating authority and next of kin if it has been decided that a medical escort is required, bearing in mind the Student's right to privacy;
- b. liaising with the Post to make arrangements regarding the Student's reception and care during transit through a third country (if required);
- c. reimbursement of approved costs in accordance with the Contract.

4.2.5 Death of a Student

In the event that a Student dies during the course of his or her studies, the Institution and AusAID have the following respective responsibilities:

Institution

- a. inform AusAID (Canberra) as soon as practicable;
- b. if accompanied by family members, the Institution should ascertain and implement the family's wishes for dealing with the body, including:
 - i. if repatriation is sought, seek advice from the diplomatic/consular representative concerning the requirements for the body to enter the Student's home country;
 - ii. if instructed to make funeral or cremation arrangements within Australia the Institution shall inform AusAID (Canberra) in writing. AusAID (Canberra) will forward details to the Post;
 - iii. if unaccompanied, AusAID will ascertain the wishes of the next of kin and inform the Institution. The Institution shall then implement those wishes in accordance with subclauses (i) and (ii) above;
- c. the Institution may, at their discretion, pass details of funeral arrangements to relevant student organisations;
- d. dealing with the Student's possessions and, if necessary, placing the personal effects of the deceased Student in the hands of the Public Trustee whilst awaiting instruction from the next of kin. The Public Trustee can take responsibility for selling effects if required and forwarding the proceeds to the appropriate person;
- e. seeking information from the police and/or hospital about the circumstances of the death. Information cannot be made public without the agreement of the Student's next of kin;
- f. any other actions as required by AusAID to deal with the situation in a prompt and considerate manner.

AusAID Canberra

- a. liaising with the relevant Post, Partner Government and next of kin;
- b. writing a letter of condolence to the next of kin;
- c. passing on any information obtained or in its possession which is required by the Institution to carry out its obligations;
- d. reimbursing approved costs associated with dealing with the Student's body, unless an insurance claim is pending following an accident.

4.2.6 Death of Student's family member whilst in Australia

AusAID does not provide any form of financial assistance to Students in the event that a family member dies whilst in Australia.

4.3 Students with disability

Many Australian institutions are able to offer 'reasonable' supports to students with disability to assist access to study. Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available dependant on the relevant institution's capacity.

All students in Australia requiring support need to register with the Institution's Disability Liaison Unit or equivalent and to provide relevant documentation establishing the disability and the support needs. Accordingly, Student's requiring assistance may be asked to provide a full medical report that establishes the nature of the disability and which specifies the necessary modifications or adjustments to facilitate their study.

4.3.1 Disability Discrimination Act

The obligations under the Disability Discrimination Act (the Act) apply to all students studying in Australia (regardless of nationality). The Act requires education to be provided in a non-discriminatory way, and the obligations are on the Commonwealth, the State, and also on the provider (i.e. the tertiary institution).

Education standards made under the Act spell out the requirements. They require that the institution discuss the support and access needs of students with disability with the student, to come to an agreement about what 'reasonable accommodations' can be made for the student so that the services can be provided in a non-discriminatory way. The Act and the Education Standards do not require changes to be made if this would impose 'unjustifiable hardship' to a person or organisation (all factors are taken into account, including impact on student, on institution etc).

Further information on the Disability Standards for Education can be found at http://www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_DisabilityStandardsforEducation

5 Academic management in Australia

5.1 Introductory academic program

The Institution must provide an Introductory Academic Program (IAP) to all Students upon their arrival in Australia prior to the commencement of studies.

Attendance at the IAP is compulsory for all ADS Students. Failure to attend the IAP may result in a Student's ADS being terminated. Institutions are required to keep an attendance record to be provided to AusAID (Canberra) upon request.

The IAP is intended to provide Students with support during their first weeks in Australia, to assist in preparing Students for study in Australia, to enhance their ability to meet the demands of their studies and maximise the likelihood they will complete their course by the ADS completion date. The IAP can also assist the Institution to monitor a Student's capability and identify Students who may need further assistance during the course of their studies.

The Institution may subcontract the IAP, within the terms of the Contract, conditional upon the Institution being able to meet its obligations under the Contract.

It is expected that the IAP will be conducted over a four to six week period. Any program less than four weeks will require prior approval from AusAID Canberra.

The content of the IAP will be developed by the Institution. However, AusAID expects that Institutions will incorporate a set of minimum requirements set out below:

- a) The minimum requirements dedicated to pastoral matters must include the following topics:
 - i. assistance for newly arrived students;
 - ii. accommodation and living arrangements;
 - iii. assistance to students facing difficulties adapting to their new environment;
 - iv. orientation to the students academic environment;
 - v. living costs and budgeting;
 - vi. welfare related information;
 - vii. equity and access issues and information on advocacy procedures;
 - viii. social adjustment activities;
 - ix. information on legal requirements and relevant State laws;
 - x. support services provided in accordance with requirements of the National Standards for Education Services to International Students; and
 - xi. support services provided by the Institution, international student advisors and student counselors.
- b) Academic areas covered must include:
 - i. institution expectations and study requirements;
 - ii. study skills;
 - iii. access to basic computing and information technology skills where required; and
 - iv. information on future planning against Reintegration and Return Home programs.

Universities must allocate time to the following additional areas:

- i. general academic skills including critical analysis, research skills and academic writing.

The IAP should also include a mechanism for evaluating its effectiveness, which should incorporate feedback from Students.

For further guidance on development of an Introductory Academic Program, please see Appendix F of this Handbook.

5.2 Satisfactory academic progress

Satisfactory academic progress is defined by and is in accordance with the Institution's policy and guidelines pertaining to academic performance for Students. However, Institutions must be aware of the Students scholarship end date and work towards the Student completing their studies within the specified timeframe of the Scholarship.

Institutions must ensure that Students maintain an appropriate study load in the course for which the ADS Scholarship was awarded (or for which prior approval has been given to transfer).

Institutions must maintain an up-to-date record of Student progress in SIMON, as required under the Institution contract, so that this is accessible to AusAID.

Institutions must monitor and record each Students academic progress at the end of each study period, to ensure that they are on schedule to complete their course by the ADS completion date. Such monitoring should include ensuring that they attend the IAP, are maintaining an appropriate study load in the course for which the ADS was offered (or for which prior approval has been given to transfer), and are meeting the Institution's and DIAC's rules relating to satisfactory progress for international Students.

AusAID supports early intervention by Institutions to minimise variation of ADS courses, particularly where a Student is experiencing difficulties in achieving satisfactory academic progress.

Early intervention for at-risk students is important, particularly in the first year of study. Institutions must make early decisions regarding Students where it is not likely they will successfully complete their ADS within the specified timeframe.

The Institution may either:

- a. implement a strategy for the Student to make up the failed unit(s), to ensure the Student finishes their studies in the required timeframe. The details should be entered in the study progress or journal screen of SIMON;
- b. recommend suspension if the Student's failure relates to health or family issues; or
- c. recommend termination of the ADS.

Where a Student has failed a unit, Institutions must implement appropriate strategies to address the failure, including additional tutorial assistance or academic support, work plans and summer schools.

Where a strategy results in an increase in the cost of ADS, for example summer school enrolment and/or enrolling in additional subjects in subsequent semesters, the Institution must seek approval from the Post (refer to section 5.6).

A request for an extension in the length of the ADS in the first year will not be approved, except where this relates to approval of an Honours program. No further extension will be considered for the Honours program.

A request for extension will not be considered for a study program that is only one academic year in length.

AusAID and Partner Governments have no entitlement to the academic transcripts of Students. Where Partner Governments require a Student's academic results, the Post can request Students to send transcripts directly to the Partner Government.

5.3 Supplementary academic support

A limited amount of supplementary academic support (also referred to as 'tutorial assistance') is available where such assistance is determined by the Institution as being essential to avoiding the potential failure of a Student.

Institutions may arrange supplementary academic support in the form of:

- a. individual tutorial assistance or academic support;
- b. group tutorial sessions (e.g. supplementary computer training) when a number of Students are experiencing similar difficulties;
- c. thesis editing (but not word processing).

In determining the level of assistance required, the Institution is expected to take into account the following:

- a. the financial limitation of the Contract;
- b. whether assistance can be provided through the Institution's academic support mechanisms;
- c. Students' capacity for success in the course;
- d. Students' commitment to their study;
- e. previous tutorial assistance used;
- f. cost effective means of delivering tutorial assistance, e.g. individual or group sessions and tutor costs that provide optimum value for money.

Supplementary Academic Support is available to Students at the rate of \$500 per semester, up to \$1000 per annum for each year of the ADS. Funds may be pooled for the duration of the Student's studies. For example, a Student enrolled in a two year ADS is entitled to a maximum of \$2000 Supplementary Academic Support over that period. Any or all of the entitlement may be expended at any time during the scholarship.

If the Student requires intensive support in the first year of their studies, additional funds may be allocated from the total sum. For example, \$1500 supplementary academic support in their first year of study may be utilised, and \$500 in their second year of study. It is only where the Students exceed their maximum entitlement that Institutions need to seek approval from AusAID for additional funds.

The Institution must monitor the provision of supplementary academic support, particularly the performance of individual tutors and the progress of Students receiving supplementary academic support. The Institution must maintain records of expenditure against Students. AusAID may audit these records at any time.

Supplementary academic support funding must not be used:

- a. to meet conference or seminar attendance;
- b. for typing or binding of thesis;
- c. to purchase software.

5.4 Work attachments

All work attachments must be identified in the Institution's original placement offer and entered in SIMON. The Institution arranges the work attachment or provides the Student with sufficient information to enable him or her to make the arrangements. The student is responsible for all costs associated with the work attachment.

CLE will continue to be paid for the duration of the work attachment, irrespective of any payment the Student may receive from the employer.

The period of a work attachment is limited to a maximum of 12 months. Work attachments must be undertaken in either Australia or the Student's home country.

Work attachments cannot be taken following cessation of the Student's studies.

5.4.1 Work experience

Work experience to gain membership of an Australian association will not be approved, where the work experience could be undertaken in the Student's home country to gain membership of the relevant association in that country.

5.5 Fieldwork in the Student's home country or Australia

Students enrolled in one of the following courses may be permitted to undertake fieldwork in their home country or within Australia:

- a. a Masters by Research; or
- b. a Doctorate program.

Only one period of fieldwork will be funded during the course of an ADS.

Where fieldwork is a compulsory requirement of the study program, details must be recorded in SIMON by the institution at the time the offer is made. Failure to do so may result in funds for fieldwork not being approved.

AusAID provides funds for fieldwork travel only, and does not provide any additional living costs, survey costs or funds for excess baggage for samples or materials etc.

The maximum period approved for fieldwork is 12 months for both Masters and Doctoral Students. Fieldwork must not result in the need for an extension to the ADS. Requests to undertake fieldwork in a country other than Australia or the Student's home country will not be approved.

Fieldwork must not be taken following cessation of the Students studies.

5.5.1 Fieldwork travel

The Institution is responsible for organising fieldwork travel for the Student. Where travel is an essential component of the fieldwork, the fieldwork may take place in more than one location within the Student's home country or within Australia.

One return economy class airfare, in accordance with the travel conditions detailed at section 3.6.4, may be approved for the Student to undertake fieldwork essential to their program. If the Student is accompanied, they are responsible for all family members whilst undertaking fieldwork. Where the Student will be undertaking fieldwork overseas, he/she must consult early with DIAC on the current policy relating to either the dependants staying in Australia or traveling with the Student.

Students must provide to the Institution prior to their departure on fieldwork:

- a. an outline of the fieldwork and the relationship to the Student's program of study;
- b. a statement that the fieldwork is essential to the successful completion of the Student's program;
- c. a detailed travel itinerary (including flight times, accommodation, contact details whilst overseas, etc.); and
- d. a description of supervisory arrangements whilst undertaking fieldwork.

5.6 ADS variation policy

ADS are awarded to Students to obtain specified qualifications. The proposed course and the length of the ADS are agreed by AusAID and the Partner Government, following advice from Institutions. The Student then agrees through the acceptance process. It is therefore expected that extensions and other ADS variations will not be necessary.

Institutions should view variations as a serious matter. Variations should not be recommended unless the Institution is firmly convinced that the variation is the only option to enable the Student to successfully complete their scholarship.

In counseling Students regarding possible variations, the Institution must reiterate that an ADS is intended to provide skills valuable to the development of the Partner Country. A Student's personal aspirations are of secondary importance.

All ADS variations, with the exception of terminations, are managed and processed in SIMON by the Post and the Institution. In deciding if a variation to a Student's program is necessary, the Institution should assess the options available to produce the most effective outcome. Approval must be sought from the Post, as variations frequently involve the commitment of new funds. In some cases variations will require negotiation with other parties, such as Partner Governments. The Post will determine if Partner Government approval is required for a variation and should only approve variations in accordance with the relevant policy and financial delegation

Variation requests may take an extended period of time to process by the Post, particularly if Partner Government approval is required. Institutions must therefore lodge variation requests in SIMON at least six weeks prior to the current ADS completion date.

Where a variation occurs in a Student's ADS, any course fees will be refunded in accordance with the Institution's fees refund policy

ADS variations can take a number of different forms and each variation type is dealt with separately below.

5.6.1 Withdrawals

A Student may withdraw from the ADS before or after their arrival in Australia.

In cases where a Student withdraws after their arrival in Australia they must return home immediately. Institutions are to process a withdrawal variation in SIMON. AusAID (Canberra) will notify the Department of Immigration and Citizenship of the Student's withdrawal.

A Student may incur a Debt to the Commonwealth if they withdraw from their Scholarship after the first Institution Census date of their scholarship and do not return to their home country immediately, at which time the debt will be pro rated.

Also refer to Section 5.7 of this Handbook for more information on Debt to the Commonwealth.

5.6.2 ADS course detail changes

The Institution may lodge a Course Detail Change Variation in SIMON if:

- a. the Student needs to undertake a period of fieldwork which was not previously identified during the offer phase. As previously detailed, there is no guarantee that fieldwork will be approved if requested at a later date; and
- b. minor date changes need to be made to a Student's record due to:
 - I. a change in the Student's travel plans (i.e. the Student may arrive a day earlier than originally anticipated);
 - II. incorrect data entry; or
 - III. a change to timeframes for articulated courses.

5.6.3 Extensions

An extension is defined as any increase to the length and /or cost of an ADS. Apart from Honours year extensions (please see section 5.2 of this Handbook), only one extension of six months will be approved for the duration of the ADS.

A request for extension will not be considered for a study program that is only one academic year in length.

Approval of extensions is at the discretion of the relevant Post.

Legitimate reasons may include unforeseen and exceptional circumstances that are beyond the control of the Student and the Institution. Legitimate reasons do not include health issues, family matters, or a death in the family as these are more appropriately dealt with as suspensions.

Extensions should only be recommended where:

- a. the Student is already in the second or subsequent year of their course and the Institution deems an extension to be the only acceptable strategy to achieve the qualification on time;
- b. the Student is expected to achieve the qualification as a consequence of the extension; and
- c. a Student failed a subject(s), and the Institution has implemented a strategy to assist the Student to complete the ADS on time and address the reasons for the failure.

In situations where a Student is not likely to finish their studies on time, the Institution should consider all possible options in order to avoid the need for an extension. These options include:

- a. supplementary academic support;
- b. enrolling in summer school subjects to repeat failed subjects;
- c. cross-Institutional enrolment to repeat/replace failed subjects;
- d. course downgrade;
- e. overloading in subsequent semesters;
- f. completing studies from home, particularly for research Students. In such cases the Student would not receive any further funding from AusAID; or
- g. termination of the ADS if repeated failures have occurred.

Where an ADS extension is recommended, the Institution must ensure that appropriate support, monitoring and counseling strategies are in place that will enable the Student to complete within the revised ADS duration. Institutions must maintain thorough records on extension requests. If the

Student is unlikely to achieve the desired outcome with the assistance provided, the Institution should recommend termination of the ADS.

The Institution should **not** recommend an extension where the Institution failed to:

- a. adequately monitor the Student's progress;
- b. take mitigating action where reasons necessitating the extension occurred prior to the last two semesters of study; or
- c. provide appropriate academic supervision and support to the Student to enable them to complete the ADS on time.

In cases where the Institution has failed to satisfactorily monitor Student performance, the Institution should implement appropriate strategies to address the issue, to enable the Student to resume satisfactory academic progress and complete the ADS within the specified ADS duration.

5.6.4 Suspensions

An ADS may be suspended for a maximum total of twelve months, if deemed necessary for health or family reasons.

In assessing a request for a suspension the Institution should give consideration to the duration of the ADS remaining and the likely effects of the suspension (especially the break from study) on satisfactory completion of the course.

The following points are to be taken into account by the Institution and Post in assessing suspension requests:

- a. requests for suspension are to be lodged in SIMON by the Institution and are to include the revised ADS completion date and any additional costs;
- b. suspensions are to be approved by the Post and in some cases also the Partner Government;
- c. suspensions should be lodged as early as possible to ensure fee penalties are minimised;
- d. a suspension request incurring costs will not be approved if an extension has already been granted;
- e. where a Student will have to repeat subjects for which fees were incurred, the request will be handled as a suspension with an extension. No further requests for an extension will be permitted for the remainder of the ADS;
- f. the Student is to return, at their own cost, to their home country (with their family if accompanied) for the period of the suspension;
- g. no CLE or other fees are payable for period of suspension;
- h. if a suspension is granted on medical grounds, the Student may be required to undergo a medical examination to ascertain if they are fit to travel and resume full time study in Australia. This examination will be at the Student's expense, and they must provide documentary evidence to the Institution prior to their return to Australia;
- i. the Student must contact the Institution prior to returning from suspension, concerning their ADS recommencement date. This must be done at least two months prior to the date the Student intends returning to Australia; and
- j. the Student must, at their own expense, ensure that their visa and passport are valid prior to their return to Australia.

5.6.5 Transfers

A transfer between courses or to another Institution should be considered as a last resort. A transfer should not be considered merely to accommodate a Student's request. Any request for a transfer must be compatible with the original ADS application, Partner Government requirements and country program priorities, rather than the personal aspirations of the Student.

A transfer involves a Student transferring from one course to:

- a. another course (at the same level or lower level) at the same Institution; or
- b. another course (at the same level or lower level) but at another Institution.

Acceptable reasons for a transfer are:

- a. movement of an academic supervisor (research students);

- b. the course ceases to be offered at the Institution;
- c. course downgrades; or
- d. Student fails to meet the entry requirements of their university after they have completed PCE or other preliminary courses, but they meet the entry requirements of a similar course at another university.

A transfer can only be approved if:

- a. the transfer Institution is an Institution contracted with AusAID;
- b. the new course is considered by the Post to be consistent with the country program priorities and Partner Government requirements;
- c. it will not result in an extension of time to the ADS; and
- d. the Student is likely to complete the ADS successfully.

If a Student is permitted to transfer between Institutions, AusAID will not meet any costs associated with the transfer. If the course to which a Student transfers is shorter than the original course, a reduction to the ADS duration may occur.

Students are not permitted to upgrade to a higher level course (either within the same Institution or at another Institution) during or after completion of their ADS.

Only one transfer request will be considered per student.

5.6.6 Reduction

The Institution must lodge a Reduction Variation in SIMON if a Student finishes their ADS early due to:

- a. completing their study ahead of time;
- b. conditions not being met, usually as part of conditional offers; or
- c. in the case of articulated courses, the Student completes the first course but not to a sufficient level to undertake the second course.

The Institution is to ensure the Student departs Australia within 30 days of the revised ADS completion date, even if their AusAID Student visa is not yet due to expire. The Institution must inform the State office of DIAC of the revised completion date for the Student.

5.6.7 ADS terminations

In some circumstances an ADS must be terminated.

AusAID (Canberra) is responsible for the termination of an ADS, based upon a recommendation from the Institution. AusAID reserves the right to terminate an ADS without a supporting recommendation from the Institution, where in AusAID's view the continued funding of the Student would be an inappropriate use of Australian Government funds.

An ADS will be terminated where a Student:

- a. shows continued academic failure, or lack of adequate academic progress and remedial strategies have not been successful; or
- b. has infringed or failed to meet the conditions of the ADS; or
- c. is excluded by the Institution from the course/study units or from remaining at the Institution because of misconduct (as defined by the Institution); or
- d. has completed the maximum period of English language training available under the ADS and still has insufficient English language ability for entry to the academic program; or
- e. is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the ADS should be suspended); or
- f. conducts himself or herself in a manner which is considered to have transgressed acceptable community standards; or
- g. decides not to continue the ADS; or
- h. indicates he/she intends to remain in Australia or does not intend returning to the home country having applied for or been granted a non-AusAID visa; or has applied for permanent residency; or

- i. is enrolled in a research program and the program has been delayed, and all options to address the delay are not practical or possible.

The Institution must immediately advise AusAID (Canberra) if it becomes aware of any of the circumstances detailed above, or of any other circumstances which it considers that AusAID (Canberra) may reasonably determine would be grounds to terminate the ADS.

A Student may incur a Debt to the Commonwealth if they are terminated from their scholarship for non-medical reasons and seek to remain in, or return to, Australia within the exclusion period of 2 years.

Also refer to Section 5.7 of this Handbook for more information on Debt to the Commonwealth.

5.6.8 Termination process

The ADS termination process is outlined in the following steps:

- a. The Institution lodges a Termination Variation in SIMON for AusAID (Canberra) to consider. The Institution should provide AusAID with the Student's last known street and/or email address.
- b. AusAID advises the Student in writing that the Institution has recommended termination of the AusAID scholarship. This advice will be in the form of "a Letter of Intent to Terminate the ADS Scholarship." The Student will be advised that they have 14 days from the receipt of the Letter of Intent to Terminate the scholarship to provide a statement detailing the reasons why the scholarship should not be terminated. The Student will also be advised that if AusAID rejects the Student's appeal he/she will have 14 days in which to depart Australia following the receipt of the formal Letter of Termination.
- c. If the Student appeals the termination decision, the Letter of Appeal should be sent direct to: The Director, Scholarships, AusAID Canberra, GPO Box 887 Canberra City ACT 2601.
- d. The Student will be advised that if AusAID rejects their appeal, they will have 14 days from the date specified in the formal Letter of Termination, in which to depart Australia.
If the Student does not appeal, they will be advised via formal letter that their scholarship will be terminated (see f)
- e. If AusAID rejects the Student's appeal, AusAID's decision is final.
- f. After consideration of the Letter of Appeal, if AusAID upholds the recommended termination (or if the Student does not appeal their termination decision), AusAID, Canberra will produce a formal Letter of Termination addressed to the Student. The letter will be copied to the Institution, Overseas Post and DIAC.
- g. The formal letter of termination will advise the Student that the Scholarship has been terminated and the Student will be required to depart Australia within the specified date (normally 14 days from receipt of AusAID's formal advice).
- h. The formal letter of termination will also include an acknowledgement form which the AusAID Student will be required to sign as an acceptance of the decision to terminate the Scholarship. A copy of the acknowledgement form is to be forwarded by the Student to AusAID (Canberra) through the Student Contact Officer. AusAID will forward a copy of this acknowledgement form to the Institution and the Overseas Post. AusAID (Canberra) will notify the Department of Immigration and Citizenship (DIAC) in Canberra of the date a Student's ADS is to be terminated.
- i. The Institution will assist the Student with return home travel arrangements.

If AusAID does not support the request for termination, AusAID will advise the Student of their appeal outcome in writing, and issue a copy to the Institution and the Overseas Post. The Student will continue with their course of study at the Institution. Where appropriate, AusAID and the institution will negotiate and agree upon a course of action if a variation to the ADS is required.

5.7 Debt to the Commonwealth

A Student will incur a Debt to the Commonwealth (of which AusAID may seek to pursue) if they:

- a. do not return home immediately after their scholarship has been completed and return to their home country for a period of two years;
- b. seek to remain in Australia without the support of AusAID;
- c. apply for permanent residency or any other kind of visa to return to Australia within the two year exclusion period;
- d. have been terminated from their scholarships for non-medical reasons and apply for any other kind of visa to return to Australia within the two year exclusion period;
- e. withdraw from their scholarship after the Institution's census date and seek to remain in, or return to, Australia within the 2 year exclusion period; or
- f. apply for a Permanent Residence or any other visa category within the two year period.

AusAID may not seek to pursue a Student's Debt to the Commonwealth if:

- g. they withdraw from their scholarship before the first Institution census date of their scholarship and return home immediately;
- h. the Student withdraws or is terminated from their Scholarship for significant and/or critical medical reasons where an independent medical specialist attests that the Student is not able to complete their scholarship due to a medical condition;
- i. the circumstances leading to the termination/withdrawal of the scholarship are considered extenuating and beyond the Student's control. For example a Student is recalled by the partner Government /employer or returning home after prolonged civil unrest; or
- j. the Student remains out of Australia for a total of 2 years after completing their scholarship.

If the Student has AusAID's support, the Department may not seek to claim a Debt if exceptional circumstances apply.

Due to privacy legislation and requirements, AusAID will not enter into any discussions with third parties (including Student dependants and other third party individuals or organisations) regarding a Student's Debt to the Commonwealth and will only deal directly with the Student of which the debt is related to.

5.7.1 AusAID Scholarships Debt to the Commonwealth process

The Debt to the Commonwealth process is as follows:

- a. The Debt to the Commonwealth will be activated by a request for permanent residency or any other visa application to DIAC, or failure to return home by the Student.
- b. Student must advise AusAID Canberra in writing that they are prepared to repay their Debt to the Commonwealth. AusAID Canberra will send a formal letter to the Student advising them that their Debt to the Commonwealth has been activated. This letter will be copied to the Overseas Post and DIAC.
- c. Student must advise AusAID in writing that they intend to proceed with the application and repay the Debt to the Commonwealth. Australian Scholarships Group (ASG) advises the Finance Section of AusAID – the Student is then listed as a debtor to the Commonwealth.
- d. Finance Branch AusAID will calculate the debt based on the costs incurred up to the date of notification of termination, withdrawal or successful completion of the scholarship.
- e. Finance Branch AusAID will review the Student's record and advise the Student in writing the total cost of the Debt to the Commonwealth which can either be repaid in full or via financial arrangements negotiated with AusAID to repay the Debt. This letter will be copied to AusAID Canberra and DIAC.
- f. If it is determined that the Student does not meet the repayment requirements set by AusAID, AusAID will advise DIAC that we do not support their application
- g. Once Finance Branch advises AusAID Canberra that suitable arrangements have been made to repay the Debt to the Commonwealth, AusAID Canberra will issue a "Letter of No Objection" to DIAC, for the Student to provide to DIAC.

5.8 Miscellaneous

5.8.1 Off-scholarship study

Off-scholarship study is not permitted under any circumstances. It is not possible for an ADS Student to continue to study and remain in Australia on an AusAID Student Visa, without receiving financial assistance from AusAID.

5.8.2 Change to field of study

A change to the field of study is not permitted under ADS. For example, a request for a transfer from a law to an arts degree would not be approved.

5.8.3 ADS upgrades

Course upgrades are not permitted under ADS, apart from when a Student undertaking a Bachelor's degree is permitted to upgrade to an Honours degree.

5.8.4 Study Load

In keeping with the Standard under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, Institutions can allow Students to enrol in less than a 'full-time' load in any study period if:

- a. there are compassionate or compelling reasons for reducing the load;
- b. the reduced load is part of the Institution's intervention strategy;
- c. the Student has studied, or plans to study, extra units in another study period;
- d. the Student has only a few units left to complete and these do not constitute a full-time load; or
- e. prerequisite units are not available in that study period.

Student may spread their workload over more teaching periods, where an Institution offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a Student's enrolment load to fluctuate during the course. However, the Institution must ensure the Student follows an enrolment pattern that will allow the Student to finish within the expected duration in the normal course of events.

For further information on the National code of Practice Standards, refer to:

http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn

5.8.5 Post-AusAID Externally Funded Doctoral and Post-Doctoral Study in Australia.

High achieving and exceptional Students may be permitted to remain in Australia after completion of their ADS if they have been offered an externally funded Doctoral Scholarship or Post-Doctoral Fellowship in Australia. Such requests must be approved by AusAID (Canberra). The details of the conditions applying and the approval process are at Appendix C.

6 Completion of Scholarship

6.1 Completion of Studies

The completion of studies is defined as follows:

Coursework Students: the date examination results are released. The date of release of exam dates is taken to be the date as advised by the Institution.

Research Students: the date of submission of their thesis/research work.

Students will continue to receive CLE for only five days from the completion of studies.

6.2 Final departure date

Students are required to return to their home country prior to the expiry of their visa or within 30 days of the completion of studies, whichever comes first. Where a Student is terminated, they will be required to depart Australia by the specified date (normally 14 days from the date of termination) from receipt of AusAID's formal advice,

Students are not permitted to extend their visa to enable them to remain in Australia to attend a formal graduation ceremony.

DIAC will issue the visa with an end date of one month after the course end date recorded in SIMON. Regardless of this, Students must leave Australia within 30 days after completion of studies.

Institutions must advise the Post via email of a Student's return home details (flight number, dates etc) at least three days prior to the scheduled departure dates.

The only exception to the requirement to return home within 30 days is where a Student and their spouse are both on AusAID scholarships. In such cases, the Student who has completed may be permitted to remain in Australia until their spouse completes their AusAID scholarship. The spouse whose scholarship finishes first must transfer to an AusAID Dependant Visa at their own expense. Institutions should contact AusAID (Canberra) to obtain a "Letter of No Objection" which the Student will require when they apply for the AusAID Dependant Visa at DIAC. The letter will be forwarded to the Student, via the Institution. It is the Institution's responsibility to ensure the letter is received by the Student.

If an institution books return home travel for a Student (transferring to an AusAID Dependant Visa) while they are still on scholarship, the Institution will cease from any involvement in the arrangements and will not incur any further costs (e.g. if the flight has to be changed) once the Scholarship period ends.

Students, whose children and/or spouse are working or studying as private students, are not permitted to remain in Australia after the completion of their studies to remain with their family.

6.3 Return home briefing and ADS completion ceremony

Institutions may offer those Students returning home a Return Home Briefing, and an ADS completion ceremony (where the Student is unable to attend a formal graduation ceremony).

Where a Return Home Briefing is undertaken, Institutions should note the following from the AVCC Code of Practice:

- a. be sensitive to the circumstances the Student will encounter upon departure and returning to their home country;
- b. provide advice and assistance where possible on re-orientation; and
- c. encourage the "alumni association" concept and maintain an "after-care" program.

An ADS completion ceremony (e.g. graduation, presentation ceremony or reception) marks the end of the Students' ADS. Where possible, the completion function should be arranged within five days after:

- a. coursework examination results are released (including supplementary examinations); or
- b. submission of the final piece of the research work.

6.4 Completion of the ADS

The Institution must, within seven calendar days of the Student's departure, update the following Student information in SIMON:

- a. ADS status (i.e. successful, unsuccessful, etc.);
- b. ADS completion date;
- c. follow-up home country contact address;
- d. degree the Student graduated with; and
- e. the study program screen.

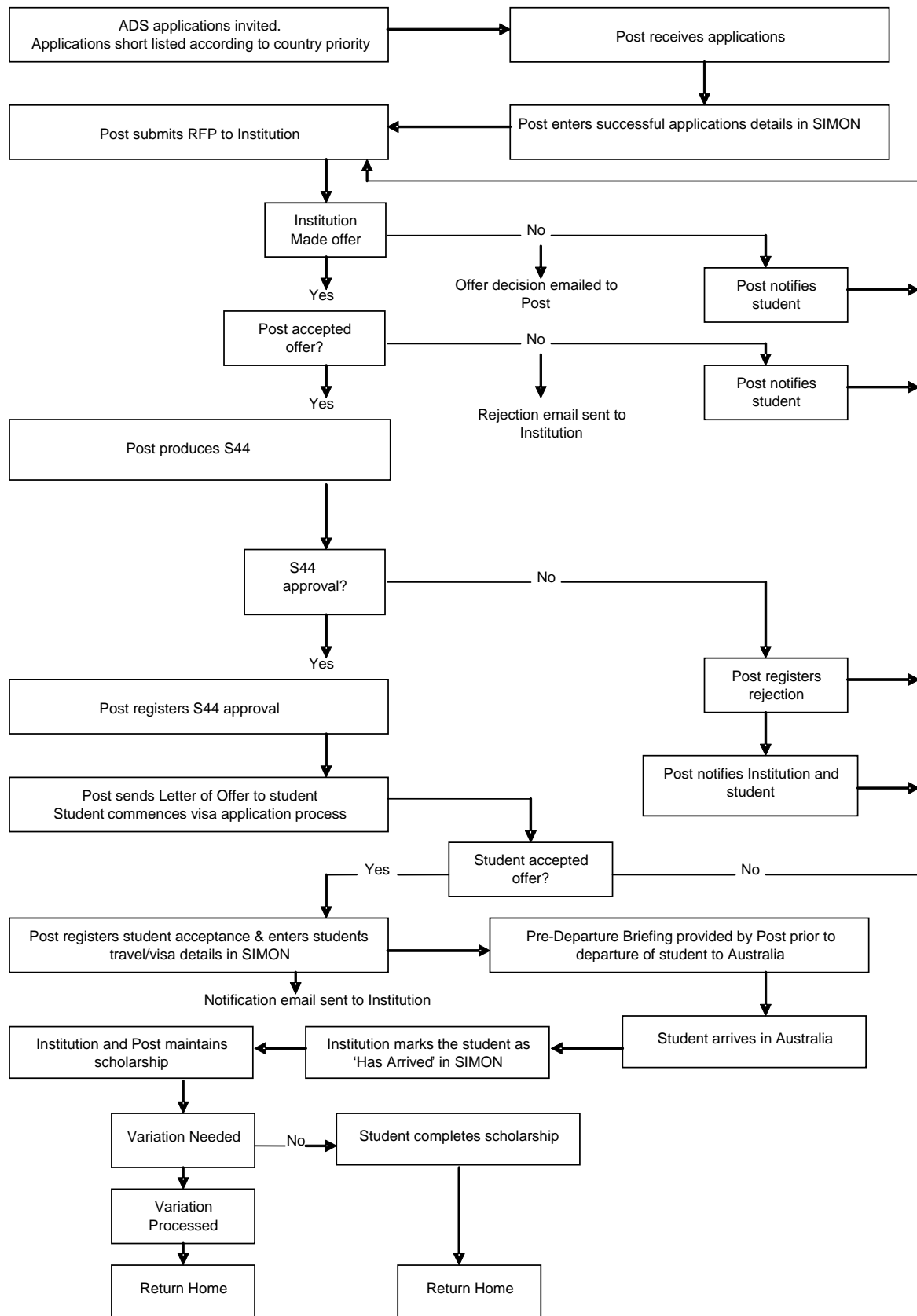
AusAID may withhold payment to the Institution of the reimbursable Return Home Travel until the Student record in SIMON is up-to-date and accurate.

Subject to negotiation, AusAID may require the Institution to collect information from Students to assist in the follow-up progress of Students upon their return to the home country.

6.5 Maintaining contact with Students upon their return home

Where possible, Institutions should make arrangements with graduating Students to stay in touch with AusAID Posts.

7 Flowchart: ADS Management Process



APPENDIX A

Summary of Student responsibilities

Prior to Departure

You must advise AusAID of any personal or family circumstances (eg. family or financial problems, medical conditions, pregnancy) likely to affect your ability to commence the scholarship on time or to complete the approved course in the scholarship period.

You must take up the scholarship in the academic year for which it is offered.

You must participate in the pre-departure briefing arranged by the AusAID Post in your country of citizenship.

You must not behave in a manner that is unacceptable by normal community standards.

You must agree to AusAID collecting information concerning yourself and/or your dependants and passing that information onto other relevant parties, if necessary.

In Australia

As an ADS student you must:

- a. reside in Australia for the duration of the ADS (apart from holidays or fieldwork visits to your home country);
- b. not hold another Australian Government scholarship at the same time as the ADS;
- c. complete a full study program during the course of the ADS;
- d. participate in all activities of the Institution's Introductory Academic Program (IAP) on arrival in Australia;
- e. complete in full, the approved program for which the ADS is approved, within the specified scholarship timeframe;
- f. only undertake the approved program for which the ADS is offered and abide by the rules of the Institution;
- g. maintain an appropriate study load and achieve satisfactory academic progress in the program for which the ADS was offered;
- h. participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all work required for the course (e.g. assignments or essays) and sit for examinations;
- i. not undertake any additional off-scholarship tertiary studies during your time in Australia on an AusAID Student Visa;
- j. be aware that any employment undertaken during term times may compromise academic progress and that AusAID strongly advises students not to take paid employment during term times as this may affect their ability to study effectively;
- k. liaise with the Student Contact Officer at the Institution regarding any proposed changes to your approved program and acknowledge that approval is required from the Institution, AusAID and Partner Government before any changes are made;
- l. advise AusAID immediately, via the Student Contact Officer at the Institution, if you marry a person who is an Australian or New Zealand citizen, or who has permanent residence status in Australia or New Zealand; and
- m. return to your country of citizenship for two years at the completion of your study/research program in Australia. A debt to the Commonwealth of Australia will be incurred if you fail to return to your home country, or if you apply for Permanent Residence or for a visa to remain in or return to Australia within the two year period.

And you agree:

- a. that the ADS may be terminated at any time for failure to make satisfactory academic progress, failure to comply with the laws of Australia, misconduct, breaches of the contract between the Student and the Commonwealth of Australia including breaches of the conditions of the ADS, or of the AusAID Student Visa or if you apply to change your visa status.

Travel to and within Australia

Please note that the following are not provided by AusAID or the Institution and are therefore your responsibility:

- a. Insurance costs (travel & baggage, home contents);
- b. Personal effects transport costs (i.e. removal costs either to and from Australia or within Australia);
- c. Excess baggage costs;
- d. Travel costs for your dependants, either to and from Australia or within Australia;
- e. Arranging visas and meeting all requirements and costs for family entry to Australia including payment of compulsory OSHC health insurance for family members; and
- f. Travel costs to and from your place of study.

Your financial obligations

Your Institution will provide you with an Establishment Allowance on arrival and a fortnightly Contribution to Living Expenses (CLE). You are responsible for the use of these funds to pay your own living expenses, including but not limited to:

- a. initial and long term accommodation costs;
- b. daily travel to and from your place of study;
- c. ongoing costs of living and study e.g. food, furniture, textbooks, clothing;
- d. costs of medical services not covered by the Overseas Student Health Cover (OSHC);
- e. all costs associated with any family members who visit or accompany you to Australia, including OSHC for family members;
- f. all costs associated with critical incidents involving family members;
- g. costs of any legal services; and
- h. all costs related to any visa extension that may be necessary.

APPENDIX B

Arrangements for continuing Students

Transitional arrangements for Students enrolled prior to January 1 2007 are defined in Clause 37 of the contract and set out below.

These arrangements apply to those Institutions that are contracted to AusAID for the management of Students prior to 2007.

If Students (continuing Students) continue their studies at the Institution under an ADS Scholarship awarded before 1 January 2007, the Institution shall manage those students in accordance with this Contract, subject to the exceptions set out in Clause 37.3.

Continuing Students will retain their entitlements and conditions as stated in their Letters of Offer and Acceptance Agreement including the following benefits:

- a. Accompanied Students are entitled to the family rate of the Contribution to Living Expenses (CLE) and the payment of Overseas Student Health Cover (OSHC) for family members, for the duration of the ADS;
- b. Provision for an unaccompanied Student to obtain approval for their family to join them in Australia; thus becoming entitled to the accompanied rate of CLE and dependants' OSHC expenses upon arrival of the dependants; and
- c. Subject to approval in writing by AusAID, a two semester extension following academic failure.

The only exception to the principle of retention of existing entitlements and conditions contained in Clause 37.2 is that Continuing Students will have 30 days to leave Australia following completion of the ADS with the CLE ceasing 5 days after the ADS completion date.

No continuing Student will be entitled to a reunion airfare.

APPENDIX C

Policy on Post-AusAID externally funded Doctoral and Post-Doctoral study in Australia

Introduction

The following outline the procedures and criteria to be applied when processing a request from a former ADS recipient to undertake an externally funded doctoral scholarship or post-doctoral fellowship in Australia on completion of an ADS funded course of study. This policy takes effect from the date of approval.

Objectives

This policy, while reaffirming the basic premise that ADS recipients should return to their home country upon completion of the program, also recognises that exceptional students who are high achievers should be permitted to pursue their studies to the limit of their abilities as this will produce the greatest global benefits for the partner country, AusAID and the student.

It also recognises that exceptional students capable of receiving doctoral or post-doctoral awards in Australia are likely to receive scholarship awards from third countries. If former ADS students accept award offers from third countries the aim of having the student remain in their home country to meet the two year requirement would be defeated.

Policy application

This policy is limited in its application. It only applies to those post-ADS students who are offered a fully funded doctoral scholarship or post-doctoral fellowship by a non-AusAID third party, including those offered by other Australian Government entities. Those ADS students, not subject to this policy, will continue to be required to return home for a minimum of two years on completion of their award.

This policy requires a decision to be made on a case-by-case basis considering the ability of the applicant to meet the selection criteria, support from their sponsor, approval from the Partner Government and the relevant Post.

Criteria

Consistent with the objectives of the policy, applicants for an externally funded doctoral scholarship or post-doctoral fellowship should be high achieving and exceptional students. It is also critical that the research or activity to be undertaken under the Post-ADS scholarship is clearly linked to country development priorities and has demonstrated application to the student's home country.

Applications for post-ADS study will only be accepted from students who are nearing completion of their ADS Scholarship or who have returned home and are residing in their home country.

In determining whether to seek approval to allow a student to take up the offer of an externally funded doctoral scholarship or post-doctoral fellowship, AusAID Officers should ensure that the following criterion has been addressed.

Applicants must provide:

- a. An offer of a fully funded (including per diem rates) Australian doctoral scholarship or post-doctoral fellowship by an entity other than AusAID (eg scholar's home government, Asian Development Bank, World Bank, Australian Government entity, Australian university,). An original or certified copy of the letter of offer of a scholarship/fellowship must be provided;
- b. A letter of support from the Institution at which the applicant intends to undertake the externally funded scholarship;
- c. A written recommendation by the course co-ordinator and/or supervisor of the student's capability and ability to succeed (e.g. a previous supervisor);
- d. clear justification for the post ADS scholarship based on relevance to the partner countries' development priorities

- e. documentation that supports the academic ability of the applicant (e.g. transcripts)
- f. evidence that they are likely to return to a position in their home country or region which will enable them to pass on their research skills (e.g. evidence of previous relevant employment in an academic or research environment or a letter of potential employment in such an institution on their return)
- g. Agreement to return home for a period of two years after completion of the externally funded scholarship or fellowship, or in the case of students who have returned home, the period remaining once the time spent in the home country has been deducted from the two year timeframe (see Procedures below for further information).

Applicants may also provide the following to support their application:

- h. letter of support from their original or current employer (e.g. Public Category ADS Awardee) who supported their original application for an Australian Development Scholarship
- i. evidence that they will be able to forge research linkages that will benefit the student's home country

A key requirement is that approval has been received from the Post and the Partner Government for the student to remain in or return to Australia to continue their studies. AusAID will liaise with the relevant Partner Government concerning this matter.

The applicant must arrange with the Department of Immigration and Citizenship (DIAC) to be issued with a private student or other appropriate visa. The student must meet all DIAC requirements. The decision on whether or not to issue a visa is solely DIAC's responsibility based on their standard visa requirements

Students will not be able to remain in Australia pending any decision on approvals for externally funded doctoral scholarships or post-doctoral fellowships they have applied for prior to returning to their home country. AusAID may not approve applications from students who remain in Australia for this purpose or take up the offer of the scholarship/fellowship without approval from AusAID.

An AusAID funded airfare to return home will not be available to former ADS students who remain in Australia on an externally funded doctoral scholarship or post doctoral fellowship. Students will only be entitled to an airfare home if they return immediately after the end of their award.

Former ADS students, who have been offered an externally funded doctoral scholarship or post-doctoral fellowship within two years of return to their home country, may be eligible under this policy if they meet the criteria as stated above.

For all students the two year return home requirement will not be waived but rather will be deferred to commence once the students have completed the externally funded scholarship/fellowship. Any time spent in their home country prior to taking up the scholarship/fellowship will be deducted from the two year timeframe.

If AusAID Canberra, Post or Partner Government does not approve a former ADS student's externally funded doctoral scholarship or post-doctoral fellowship, the applicant is able to request a review of the case and provide new information based on the criteria to support their request. Once a review has been undertaken, the decision is final and no further correspondence will be entered into.

Procedure

- j. Applications must be made in writing by the student and/or their sponsor to AusAID in Canberra. The applicant must allow 30 days for processing of the application.
- k. AusAID Canberra will assess applications based on the criteria defined above and obtain approval from Post and Partner Government.

- l.** If the applicant meets the criteria above, a minute recommending approval of the externally funded doctoral scholarship or post-doctoral fellowship will be provided to the relevant delegate.
- m.** Following approval/non approval of the request, advice is to be sent to the applicant, Institution and relevant Post, and a copy filed by AusAID.
- n.** If applicable, approval by AusAID is effected by the signing of a Deed of Amendment to the student's Acceptance of Offer contract with AusAID. The student will confirm their intention to return home at the end of the externally funded scholarship/fellowship for a period up to a total of two years.
- o.** Once approval for the externally funded doctoral scholarship or post-doctoral fellowship has been gained, three copies of the Deed of Amendment should be sent to the student to be signed and returned to AusAID for signature of the delegate or the delegate's nominee. The Deed of Amendment must be signed after the approval by AusAID. Deeds signed prior to AusAID's approval will not be accepted.
- p.** AusAID then files one original and sends two originals back to the institution (one for their file and one for the student). A copy should also be sent to the relevant Post.
- q.** Once the application for an externally funded scholarship or fellowship has been approved, AusAID will issue a "Letter of No Objection" to DIAC, in order to enable the relevant visa to be issued.

APPENDIX D

Proformas for Reunion Airfare Travel

[Address to the AusAID officer at Post/ Managing Contractor]

Dear Sir/ Madam

This is to inform you that I, [insert full name], do not intend to bring my family to join me in Australia. I therefore wish to claim the entitlement to a reunion airfare under my Australian Development Scholarship.

I understand that the decision to provide this entitlement rests with the Australian High Commission/Embassy , [Insert Country]. The decision will be based on the availability of funds in the ADS program.

Yours sincerely

.....

Date.....

Witnessed by

.....

Date.....

.....

Print Name and Title

[Address to the AusAID officer at Post/ Managing Contractor]

Dear Sir/ Madam

This is to inform you that I, [insert full name], wish to bring my spouse and or family to join me in Australia. I therefore waive my entitlement to a reunion airfare under my Australian Development Scholarship, as agreed in the contract between AusAID and myself.

Details of my family members are as follow:

Name	Date of birth	Relationship to me	Country of citizenship	Passport number
Insert full name		spouse		
Insert full name		son		
Insert full name		daughter		

I understand that by waiving my entitlement, I can no longer claim any reunion airfare during the period of my Australian Development Scholarship.

Yours sincerely

.....

Date.....

Witnessed by

.....

Date.....

.....

Print Name and Title

APPENDIX E

AusAID's Child Protection Code of Conduct

Scholars receiving funds under an AusAID-funded scholarship agree to

- a. treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- b. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- c. not engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- d. wherever possible, ensure that another adult is present when working in the proximity of children;
- e. not invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger;
- f. not sleep close to unsupervised children unless absolutely necessary, in which case the Student must obtain their supervisor's permission, and ensure that another adult is present if possible;
- g. use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for educational/research related purposes');
- h. refrain from physical punishment or discipline of children (excluding own children);
- i. refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- j. comply with all relevant Australian and local legislation, including labour laws in relation to child labour; and
- k. immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Use of children's images for educational/research related purposes

When photographing or filming a child for educational/research related purposes, Scholars must:

- l. before photographing or filming a child, assess and try to comply with local traditions or restrictions for reproducing personal images;
- m. before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this the Student must explain how the photograph or film will be used;
- n. ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- o. ensure images are honest representations of the context and the facts; and
- p. ensure file labels do not reveal identifying information about a child when sending images electronically.

The onus is on the Scholar to use common sense and avoid actions or behaviours that could be construed as child abuse.

APPENDIX F

SAMPLE IAP PROGRAM

WEEK ONE

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	<p>Welcome to Uni XX Welcome from Uni PVC</p> <p>IAP overview, expectations, responsibilities of AusAID students, goal setting.</p> <p>University life and educational culture</p>	<p>Finding accommodation Talk from local Real Estate, renting in the local area. Tenancy matters</p> <p>Information for families Campus services, entitlements, child care, health services, housing, schooling.</p>	<p>Needs analysis and assessment</p> <p>Enrolment Award program information sessions</p>	<p>Living in Australia workshop Cultural transition, gender awareness, Australian culture and customs, Australian history.</p> <p>Indigenous Australia</p>	<p>Australian Law and Personal Safety Your rights and responsibilities, campus security, road rules....</p>
12:30 – 1:30pm	Lunch break	Lunch break	Lunch break Welcome Lunch (Halal)	Lunch break	Lunch break
1:30 – 3:30pm	<p>Services on Campus Learning support, student associations etc. Health and counselling services.</p> <p>Campus tour</p>	<p>FREE AFTERNOON</p> <p>Looking for accommodation.</p> <p>Appointments with staff available if needed.</p>	<p>OHSC Information session</p>	<p>Living in Australia workshop cont.</p> <p>Australian slang and idioisms: Communicating with Australians</p>	<p>Library tour and catalogue searching Getting access to the online system</p>
3:30 – 4:30pm	<p>Working and Tax file number Work rights, part time employment, visa conditions</p>		<p>Managing money Stipend allowance, budgeting.</p>	<p>FREE AFTERNOON</p> <p>Appointments with staff available if needed</p>	<p>EXCURSIONS:</p> <p>CITY TOUR</p> <p>CULTURAL EXCURSION</p>
			<p>Shopping excursion</p>		

WEEK TWO

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	Strategies for successful study Academic expectations Learning strategies Studying at UniXX Development of an independent learning plan	Academic Writing: Session 1 Types of academic writing Mind mapping concepts Getting started	Academic Writing: Session 2 Researching a topic	English listening and speaking skills	Academic Writing: Session 3 How to structure an essay Paragraph development Addressing criteria
12:30 – 1:30pm	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
1:30 – 3:30pm	Strategies for successful study - Cont. Student-centred learning environment. <hr/> Learning Styles Identifying your preferred learning style	Taking Notes Take notes from lecture and written text (peer and self assessment).	Library & the Internet Introduction to Internet for academic purposes. Literature & Database searches.	Computing and Information Technology Using the online University system. Introduction to Microsoft programs.	Academic Writing: Session 3 Cont. <hr/> IAP individual project
3:30 – 4:30pm	Critical Thinking	Current AusAID students share their stories and experiences	Overview of student individual IAP project*	Staying Healthy Seminar	

** Each student will complete a written report and oral presentation on a subject of their choice related to their discipline area. This task will incorporate core learnings developed throughout the program.*

WEEK THREE

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	Written academic expression Speaking in an academic context	Academic Writing: Session 4 Paraphrasing Editing your work	Academic Numeracy: Session 1 Maths and Statistics	Critical and Analytical Reading	Critical and Analytical Reading
12:30 – 1:30pm	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
1:30 – 3:30pm	Computing and Information Technology Word, Excel	Library session Getting online Catalogue searches	Academic Writing 5 Peer review	Computing and Information Technology Word, Excel	Academic Numeracy Session 2 Maths and Statistics
3:30 – 4:30pm	Referencing Academic integrity Copyright & Plagiarism	PowerPoint workshop	IAP individual project	Critical Thinking	FREE AFTERNOON Appointments with staff available if needed

WEEK FOUR

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12:30 pm	Oral presentation skills	Academic Numeracy Session 3 Evaluating and Interpreting data	Oral presentation skills	STUDENT PRESENTATIONS of Individual projects	IAP Reflection and Consolidation Student Evaluation IAP WRAP UP
12:30 – 1:30pm	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
1:30 – 3:30pm	Library session	Library session	IAP individual project	STUDENT PRESENTATIONS of Individual projects cont.	Celebratory BBQ lunch Presentation of certificates
	PowerPoint workshop	IAP individual project		Feedback on presentations from staff and peers	
3:30 – 4:30pm	Time Management		FREE AFTERNOON Appointments with staff available if needed	FREE AFTERNOON Appointments with staff available if needed	

APPENDIX G

Glossary

ADS	Australian Development Scholarships
ALAF	Australian Leadership Awards Fellowships
ALAS	Australian Leadership Awards Scholarships
Applicant	A person who has applied for, but not yet received, an Australian Development Scholarship.
Articulated Course	A course of study which progresses to another course of study at a higher qualification level. Also known as a Package Program e.g Masters articulating to a PhD.
AusAID	The Australian Agency for International Development.
CLE	A fortnightly Contribution to Living Expenses (CLE) paid at a rate determined by AusAID Canberra.
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students.
Deferral	Where a successful applicant delays the commencement date of their scholarship.
Dependant	A Student's family member in receipt of an AusAID Dependent Visa.
DIAC	The Commonwealth Department of Immigration and Citizenship
Establishment Allowance	A once-off allowance provided to each new student when they commence their scholarship to contribute to their start up costs.
Extension	Any increase in the length and/or cost of an AusAID scholarship.
Field of Study	The vocational area of specialisation or principle subject matter of a Student's course e.g. agriculture, health.
Fieldtrip	A Fieldtrip is a short class-based excursion for the purposes of education and/or research to provide students with experiences outside their everyday activities.
Fieldwork	Research undertaken in the home country and/or Australia as part of the Student's research course/
Foundation Program	An intensive study program of up to 12 month offered to Undergraduate Students who do not meet the required standard for direct entry into their chosen course.
IAP	Introductory Academic Program. The orientation program provided by the Institution to Student's prior to the commencement of their academic program.
Open Category	Applicants do not need to be nominated by their government or employer. Anyone who meets the eligibility criteria may apply under this category.
Partner Government	A Government that has a bilateral aid agreement with Australia.
PCE	Pre-course English. An intensive English program provided to Students who require additional English language skills prior to the commencement of their course.
Placement Offer	An offer of enrolment made by the Institution to the Student. The placement offer specifies the course, duration of study and also includes an estimate of the associated scholarship costs such as academic fees and stipend allowances.
Post	Australian Diplomatic Mission.
Preliminary Program	Courses deemed necessary by the Institution to enable a Post-graduate Student to successfully complete their qualification in the timeframe specified by the institution in the CRICOS.
Preparation Program	One or more introductory courses that an Institution can require a student to undertake prior to commencing their chosen course. Preparation Programs may include PCE, preliminary programs, foundations programs etc.
RFP	Request for Placement. The process of an AusAID Post or MC requesting a Placement Offer from an Institution on an Awardees behalf.
SCO	Student Contact Officer.

	The officer appointed by the Institution who is responsible for the provision of support services to ADS Students.
Suspension	The temporary cessation of a Student's study program and financial support from AusAID.
Termination	AusAID's decision to end a Student's AusAID scholarship before the completion of study.
TOEFL	Test of English as a Foreign Language.
Variation	Any change to the original Placement Offer made to the recipient of an AusAID scholarship.
VET	Vocational Education and Training VET is a national system designed to skill workers to work in particular industries and is part of a broader educational network in Australia that includes schools, universities and adult and community education. VET is delivered by TAFE and Registered Training Organisations.
Withdrawal	When a Student chooses to cease their scholarship before completion.