



Australian Government



NEW COLOMBO PLAN

Connect to Australia's future - study in the region

New Colombo Plan Guidelines Mobility Program

2018 Round

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1 Program Overview

1.1 Purpose of Guidelines

These Guidelines provide information about the 2018 round of the New Colombo Plan Mobility Program, including eligibility and the process for assessing and allocating funding to grant applications.

These Guidelines should be read in conjunction with the Advice to Applicants available on the Department of Foreign Affairs and Trade website at <http://dfat.gov.au/people-to-people/new-colombo-plan/mobility-program/Pages/mobility-program.aspx>. These Guidelines commence on 3 January 2017.

1.2 About the New Colombo Plan

The New Colombo Plan is a signature initiative of the Australian Government which aims to lift knowledge of the Indo-Pacific in Australia by supporting Australian undergraduates to study and undertake Internships in the region.

The Australian Government made an initial commitment of \$100 million of funding for the New Colombo Plan over five years. Funding for the Program is now ongoing. It involves a prestigious scholarship program for study of up to one year and a flexible mobility grant program for both short and longer term study. Both programs prioritise opportunities for Internships, Mentorships, practicums, clinical placements and research.

The New Colombo Plan is intended to be transformational, deepening Australia's relationships in the region, both at the individual level and through expanding university, business and other stakeholder links.

1.3 Strategic Objectives

The New Colombo Plan aims to:

- lift knowledge of the Indo-Pacific in Australia by increasing the number of Australian undergraduate students undertaking study and Internships in the region
- deepen Australia's people-to-people and institutional relationships with the region, through the engagement of students, universities, businesses and other stakeholder networks in the Program
- establish study in the Indo-Pacific as a rite of passage for Australian undergraduate students, and an endeavour that is highly valued by the Australian community, and
- increase the number of work-ready Australian graduates with regional experience.

In the 2018 round the New Colombo Plan Mobility Program's strategic objectives are to:

- support more study experiences in as many Indo-Pacific locations as possible
- fund innovative Mobility Projects that facilitate increased student mobility to the region and new or strengthened partnerships between universities and other organisations
- encourage a substantial number of Students to undertake longer-term study, in-country language study and Internships
- encourage private sector collaboration and sponsorship of the Program
- engage New Colombo Plan Students, universities, and other stakeholders in public diplomacy and outreach, and

- continue to develop an active alumni community for Students to share their experiences, promote the New Colombo Plan and continue to develop knowledge of and professional links within the Indo-Pacific region.

1.4 New Colombo Plan Budget¹

Funding for the total New Colombo Plan budget from 2017-18 is outlined below.

2017-18	2018-19	2019-20
\$50,933,000	\$50,933,000	\$50,933,000

2 New Colombo Plan Mobility Program Funding

2.1 Funding Purpose and Use

The New Colombo Plan Mobility Program provides funding to Australian Universities (the Applicants and Funding Recipients) which in turn provide grants to Australian undergraduate Students to enable their participation in Mobility Projects in the Indo-Pacific region. The purpose of this funding is to meet the strategic objectives of the New Colombo Plan set out at Section 1.3.

Under the 2018 round, approximately \$36 million in funding is available to support Single-term Mobility Projects and the first year of Multi-year Mobility Projects through Student Grants and a contribution to Applicants' administration costs. Funding for the second and third years of any successful Multi-year Mobility Projects will be additional to this and determined based on applications received and the outcomes of selection processes.

The Program will prioritise funding of Mobility Projects that meet all or a majority of objectives set out at Section 1.3. Specifically, priority will be given to:

- Projects that entail Mobility Partnerships (see Section 2.5)
- Projects that support Semester study
- short-term projects of more than six weeks' duration.

2.2 Mobility Projects and Student Grants

Successful Applicants (Funding Recipients) will be awarded funding to be used for Semester and short-term Mobility Projects in Host Locations.

Mobility Projects can include one or more of the following:

- study
- practicums
- clinical placements
- Internships and Mentorships
- research.

Funding is provided to eligible Applicants to support Mobility Projects that best represent value with public money in line with the New Colombo Plan strategic objectives.

2.2.1 Short-term Grant

Short-term grants enable Students to participate in Mobility Projects that:

¹ As outlined in the 2016-17 Portfolio Budget Statements. Covers all aspects of the New Colombo Plan including the Scholarship Program. The funding does not include funding for capital expenses.

- are a minimum of two weeks (14 days) in duration, and
- provide credit/count towards the course requirements for the Australian course of study in which the student is enrolled.

A short-term grant provides between \$1,000 and \$3,000 per Student.

2.2.2 Semester Grant

Semester grants enable Students to participate in Mobility Projects that:

- entail full-time study overseas for a Semester as defined by the Host Institution
- provide credit/count towards the course requirements for the Australian course of study in which the student is enrolled.

A Semester grant provides between \$3,000 and \$7,000 per Student.

2.2.3 Internship Grant

Internship Grants are available for Semester-based Mobility Projects that include an Internship component in addition to Semester study. Additional course credit can be applied at the discretion of the Home University, but is not required.

An Internship Grant will provide \$1,000 per Student (which is in addition to a Semester grant).

Students receiving a short-term grant are ineligible for Internship Grants. Where an Internship is the sole component of a Semester Mobility Project, the Mobility Project is ineligible for an Internship Grant.

2.3 Use of Student Grants

Except as outlined below, Funding Recipients must use Student Grant funding for the sole purpose of providing grants directly to Students.

Where a Funding Recipient wishes to use the funding provided for Student Grants to make group arrangements on behalf of Students (and thereby not pay a component of the funding directly to Students), the Funding Recipient must:

- be able to demonstrate a financial benefit for the Students (for example, flight discounts available through group bookings), and
- obtain Students' written consent to the relevant funding not being made directly available to them.

Funding Recipients do not need to provide the Department of Education and Training with copies of Student consent but should retain a record.

Funding Recipients cannot use the funding provided for Student Grants for their administrative costs (see Section 2.6).

Students must receive their grant amount prior to their departure from Australia.

Funding Recipients should also inform Students of other funding options available, e.g. OS-HELP².

² OS-HELP is a loan available to eligible students enrolled in an Australian Government-supported place who want to undertake some of their study overseas. OS-HELP can be used for a range of expenses such as airfares, accommodation, and other travel or study expenses. Students may receive one loan per six-month Study Period and can access a total of two OS-HELP loans over their lifetime. Further information on OS-HELP loans is available from <http://studyassist.gov.au/sites/StudyAssist/HELPpayingMyFees>.

2.4 Multi-year Funding

In the 2018 round, around 25 per cent of funding is available for Multi-year Mobility Projects that meet an additional selection criterion and are approved to run for up to two additional years beyond the Single-term Mobility Project Completion Date of 30 June 2019. Applicants cannot submit the same project proposal for single term and Multi-year Funding.

Multi-year Mobility Projects allow the same project to be offered over multiple years to different cohorts of students. Multi-year Funding is only available to Mobility Projects that support Applicants to deliver a long-term and sustainable increase in student mobility to the region. Applicants must demonstrate how Multi-year Funding will enable them to scale-up and sustain mobility, and strengthen their partnerships e.g. Applicants could seek an increased number of Student Grants for each year of the Mobility Project's duration or could demonstrate that the fields of study or program types have expanded. The required timeline for Multi-year Mobility Projects is available at Section 4.1.

In the event that 25 per cent of total funding available under the 2018 round cannot be directed to Multi-year Mobility Projects, either because of a lack of demand or because applications are deemed unsuitable or are not competitive, available funding will be directed towards Single-term Mobility Projects.

For Multi-year Mobility Projects that fall outside the 25 per cent funding cap, the first-term of the Project will be considered alongside other Single-term Mobility Projects.

Funding for any Multi-year Mobility Projects beyond 30 June 2019 will be contingent on the Funding Recipients submitting completion reports and the Australian Government approving continued funding following a review of these completion reports (see Section 6.5).

2.5 Mobility Partnerships

Australian universities are encouraged to develop Mobility Partnerships with Private Sector Organisations in Australia and the region to create new opportunities for New Colombo Plan mobility Students.

The objective of Mobility Partnerships is to support the aims of the New Colombo Plan through private sector sponsorship which enhances New Colombo Plan mobility Students' experiences, which can entail financial or in-kind support.

- Financial sponsorship is a cash contribution to a Mobility Project offered by a Private Sector Organisation.
- In-kind sponsorship is the provision of a good or service free of charge by a Private Sector Organisation for use in the Mobility Project that otherwise would have required payment of a fee or charge. This may include Private Sector Organisations enabling student access to resources or learning and development opportunities. Applicant and Host Institution contributions are not considered Mobility Partnerships.

Applicants must describe the proposed Mobility Partnership which may include financial and/or in kind sponsorship. Applicants must provide information on the Mobility Partner, the proposed benefits to students from the Mobility Partnership, the proposed duration of the Mobility Partnership, confirmation that the sponsorship offer has been made, and any other relevant information.

Applications which meet the criteria for Mobility Partnerships will be given preference in the selection process (see Selection Criterion 7).

Universities may wish to use the New Colombo Plan Internship and Mentorship Network among other sources to identify Private Sector Organisations that may be willing to enter into Mobility Partnerships.

2.6 Administration Funding

The Applicant may apply for administration funding for each Mobility Project. Administration funding can be used for administration purposes associated with Mobility Project management, including but not limited to:

- arranging, negotiating and researching details of the Mobility Project;
- supervising, monitoring and evaluating Students' progress during the Mobility Project
- engaging the services of third party organisations which have relevant expertise to support Students to undertake the Mobility Project, and
- general administration costs.

The Applicant must apply for any administration funding as part of the Mobility Project application.

Administration funding cannot be provided to Students.

Administration funding offered to successful Mobility Projects is calculated at 10 per cent of the total funding offered for each project.

3 Eligibility

3.1 Australian Universities

Applications for funding will be accepted from all Australian Universities (defined as a higher education provider under the Tertiary Education Quality and Standards Agency Act 2011 in a provider category that permits the use of the word "university")³ and consortia of Australian Universities.

3.1.1 Consortium applications

The Australian Government encourages consortia applications, particularly where they enable Australian Universities to support student mobility to the region that would have otherwise not occurred. A Consortium must nominate one Australian University as the Lead Applicant and the Consortium must submit the application in the Lead Applicant's name. That Australian University will be accountable for meeting the legal and reporting requirements on behalf of the Consortium.

Applicants must not apply for funding for the same Mobility Project(s) through individual and consortia applications.

3.2 Students

A Student participating in a Mobility Project must:

- be an Australian citizen. Students cannot receive a Student Grant to undertake a Mobility Project in a Host Location in which they have dual citizenship or residency rights;
- be enrolled in an on-shore campus of an Australian University throughout the duration of the Mobility Project;
- be undertaking a Bachelor Degree (Level 7) or Bachelor Honours Degree (Level 8), as defined by the Australian Qualifications Framework⁴ at the commencement of their Mobility Project;

⁴ www.aqf.edu.au.

- be between 18 and 28 years of age at the commencement of their Mobility Project, except as outlined in 3.2.1;
- not have already commenced a period of overseas study in the same Host Location as the Mobility Project; and
- not receive more than one short-term and one Semester grant (with or without an internship) during their Australian course of study.⁵

3.2.1 Age requirement

At least 70 per cent of Students participating in any given Mobility Project must be aged 18 to 28 inclusive at the commencement of their Mobility Project. Indigenous students aged over 28 are not subject to this requirement, and for the purposes of calculating the 70 per cent, are to be counted as students aged under 28. Universities having difficulty filling places on Mobility Projects due to age requirements may make a case to the Department of Education of Training for an exemption prior to projects commencing. These will be considered on a case-by-case basis.

Universities are strongly encouraged to actively support the participation of a diverse range of students in Mobility Projects including those with a Disability, Aboriginal or Torres Strait Islander students and students from Low Socio-economic Status (SES) backgrounds.⁶ This includes the provision of appropriate support services.

3.3 Mobility Projects

Mobility Projects must:

- comprise one or more activities listed at Section 2.2;
- be at least two weeks (14 days) in duration;
- commence in accordance with the timeline at Section 4.1;
- provide credit/count towards the course requirements for the Australian course of study in which the student is enrolled;
- be undertaken in an eligible primary Host Location as listed at Section 3.4; and
- not include students who have commenced overseas study (as such students are not eligible to receive a Student Grant).

In some cases it may be appropriate for a Student in receipt of a Student Grant to undertake a component of their Mobility Project in a secondary, eligible Host Location where it cannot be delivered in the primary Host Location. For example:

- in the case of a Student undertaking a three-month short-term research project in one eligible Host Location (e.g. Malaysia) which includes two weeks of fieldwork in a neighbouring eligible Host Location (e.g. Singapore), or
- Semester-based study in one eligible Host Location (e.g. China) with a one-month Internship to be undertaken in another eligible Host Location (e.g. Hong Kong).

3.4 Host Locations

Mobility Projects may be conducted in the following 40 eligible Indo-Pacific Host Locations: Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Cook Islands, Federated States of

⁵ A Student cannot be provided with a semester and short-term grant at the same time - i.e. the grants must be for two separate periods of travel from Australia.

⁶ Diverse student groups including but not limited to Aboriginal and Torres Strait Islander students, students from Low Socio-economic Status backgrounds, students from regional/remote areas, students across the Genders, women studying in non-traditional areas (WINTA), students with Disability and students from non-English speaking backgrounds (NESB).

Micronesia, Fiji, French Polynesia, Hong Kong SAR, India, Indonesia, Japan, Kiribati, Laos, Malaysia, Maldives, Marshall Islands, Mongolia, Myanmar, Nauru, Nepal, New Caledonia, Niue, Pakistan, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu and Vietnam.

Mobility Projects must not involve travel to a Host Location or region within a Host Location for which the Australian Government’s Smartraveller travel advice recommends ‘Do not travel’ (see www.smartraveller.gov.au). Host Locations for which the Smartraveller travel advice recommends ‘Reconsider your need to travel’ are eligible for New Colombo Plan funding but Applicants should think seriously about the need to send Students to travel to that Host Location or region before deciding whether to apply.

Applicants must consider the risks of travel to all Host Locations and regions carefully before deciding whether to apply, and ensure strategies and services are in place to support Student welfare and safety (see Section 7.2 and 7.3).

3.5 Host Institutions

When a Mobility Project involves enrolled study in the Host Location, such as Semester-based study, it should be undertaken at a local Host Institution.

Study may be undertaken at Offshore Campuses of Australian Universities, if the Home University provides confirmation that the following conditions are met:

- there are no local universities in the proposed location that offer relevant courses that would receive academic credit from the Home University
- the host campus offers a genuine local experience, where Australian students are the minority of the student body, students are taught predominantly by local or international academics and the course has a local/regional context, and
- the Home University is continuing to explore and expand partnerships with local universities in that location.

Host Institutions should not be Offshore Campuses of a third country, unless from a New Colombo Plan Host Location.

4 Application and Selection Process

4.1 Timeline

The table below summarises key dates for the 2018 round.

Timeline	Activity
3 January 2017	Program guidelines published
20 March 2017	Application round opens
19 May 2017	Application round closes at 11.59 PM AEST.
May – August 2017	Applications assessed
August 2017	Applicants notified of outcomes. Funding offers made to successful Applicants. Project schedules and invoices due four weeks after offers are made.
September 2017	Grants published on the Department of Foreign Affairs and Trade website (http://dfat.gov.au/about-us/business-opportunities/grant-opportunities/Pages/grant-outcomes.aspx) 14 working days after Funding Recipients submit signed project schedules and invoices.

Single-term Mobility Projects	
Timeline	Activity
1 January 2018 – 30 June 2019	Students must commence their study between these dates. <i>Mobility Project information must be current in ISEO at all times. Student details must be entered in ISEO at least 3 weeks before Students depart Australia (see Section 5).</i>
30 June 2019	Completion Date. Completion reports due.

Multi-year Mobility Projects	
Timeline	Activity
First term of funding 1 January 2018 – 30 June 2019	Students must commence their study between these dates. <i>Mobility Project information must be current in ISEO at all times. Student details must be entered in ISEO at least 3 weeks before Students depart Australia (see Section 5).</i>
30 June 2019	Completion Date for <u>First term of funding</u> . Completion reports due. <i>Funding Recipients must submit a completion report for the first term of funding before the second term of funding will be provided.</i> <i>Note the Department of Education and Training requires <u>up to 4 weeks</u> for reviewing and accepting completion reports and approving additional funding. Funding Recipients should factor this into their timeframes.</i>
Second term of funding 1 July 2019 – 30 June 2020	Students must commence their study between these dates. <i>Mobility Project information must be current in ISEO at all times. Confirmed Student details must be entered in ISEO at least 3 weeks before Students depart Australia (see Section 5).</i>
30 June 2020	Completion Date for <u>Second term of funding</u> . Completion reports due for Multi-year Mobility Projects. <i>Funding Recipients must submit a completion report for their second term of funding before the third term of funding will be provided. Note the Department of Education and Training requires <u>up to 4 weeks</u> for reviewing completion reports and approving additional funding. Funding Recipients should factor this into their timeframes</i>
Third term of funding	Students must commence their study between these dates.

1 July 2020 – 30 June 2021	<i>Mobility Project information must be current in ISEO at all times. Confirmed Student details must be entered in ISEO at least 3 weeks before Students depart Australia (see Section 5).</i>
30 June 2021	Completion Date for <u>Third term of funding</u> . Final completion reports due.

4.2 Application Process

Applications must be lodged in ISEO (International Student Exchange Online) by 11.59 PM AEST, 19 May 2017. Refer to Section 5 for more information on ISEO.

Any applications received after the closing date will be deemed ineligible and not considered for funding.

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

Applicants will be required to enter the following details for each Short-term or Semester Mobility Project application:

- a) Host Location, field of study, years of funding sought (Single-term or Multi-year), whether the Mobility Project is a new or existing project, whether the Mobility Project is also being submitted for other locations in the 2018 round, the length of study and whether the application is a Consortium application
- b) a title and description of the proposed Mobility Project (including whether the project involves travel to a secondary Host Location and whether the project can be scaled up or down), Mobility Project type, qualification level, indicative travel dates and Project Partner(s)
- c) confirm that the Mobility Project will provide credit/count towards the course requirements for the Australian course of study in which the student is enrolled
- d) if a Project Partner is an Offshore Campus of an Australian University, confirm that the conditions at Section 3.5 have been met
- e) provide a contact point for the Mobility Project from the Home University (the academic or mobility officer leading the Mobility Project)
- f) respond to the selection criteria and where relevant, additional selection criteria for Internship Grants and Multi-year Funding
- g) provide a financial breakdown of the funding sought consisting of the proposed Student numbers, the value of each Student Grant sought and whether administration funding is sought, as well as the indicative dollar figure for any Private Sector Organisation and/or internal contributions to the Mobility Project
- h) provide declarations including:
 - i. the person submitting the application has the authority to do so;
 - ii. all projects will be implemented and funding will be expended and reported in accordance with these Guidelines and the Deed for Student Mobility Programmes;
 - iii. financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities;
 - iv. the Applicant has appropriate strategies and services in place to support Student welfare and safety (see Section 7.2 and 7.3);
 - v. the Applicant intends, where possible, to include representation in the Mobility Project from diverse student groups including but not limited to Aboriginal and Torres Strait Islander students, students from Low Socio-economic Status backgrounds, students from regional/remote areas, students across the Genders, women studying in non-

traditional areas (WINTA), students with Disability and students from non-English speaking backgrounds (NESB).

- vi. that if and where any personal details of a third party are included in an application for funding, the third party has been made aware of, and given their permission for those details to be included in the application for funding; and
- vii. the Applicant acknowledges that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

4.2.1 Application rankings

Applicants must separately rank their Semester and short-term Mobility Project applications in order of institutional priority. University rankings will be considered in the selection process (see Section 4.4).

Applicants should be aware that ISEO will automatically rank all applications based on the order they are entered into the system. Applicants must then review and, if required, manually edit these rankings. Applications can be ranked at any time after they are created, and rankings may be changed at any time up until the round closes.

4.2.2 Further information

An application guide including detailed instructions on using ISEO will be made available through ISEO and on request prior to the opening of the round.

4.3 Selection Criteria

Applications will be assessed against the following selection criteria. Applicants should respond to all criteria. Note:

- very strong applications will address all selection criteria and provide justification against each applicable criterion
- applications for Mobility Projects that cannot address all selection criteria (e.g. those that do not include Internship or language components) remain eligible
- there are additional eligibility criteria for Applicants applying for Internship Grants and Multi-year Funding.

Criterion 1

(40 per cent weighting; maximum 200 words)

How will the Mobility Project:

- a. increase Student knowledge of the Indo-Pacific and Host Location?**
- b. increase Student mobility to the Indo-Pacific and the Host Location?**

Applicants should describe how the proposed Mobility Project will increase Student knowledge of the Indo-Pacific region and the Host Location and increase Student mobility to the region and the Host Location.

Responses should include examples of how this will occur. For example, increasing knowledge of the Indo-Pacific region may take place through direct learning, cultural training, engagement with local social and cultural institutions or direct engagement with local community, business or academic networks. Increasing Student mobility may occur by increasing the number of Students able to participate, expanding study program types or fields of study, or providing opportunities for student groups that would not otherwise have the opportunity to undertake a mobility experience.

Criterion 2

(30 per cent weighting; maximum 150 words)

How will the Mobility Project:

- a) **support new and/or strengthened partnerships in the Indo-Pacific region?**
- b) **be sustainable over time?**

Applicants must demonstrate how the proposed Mobility Project establishes or strengthens people-to-people and institutional relationships with the region, through the engagement of Students, universities, businesses and other stakeholders and how the relationships provide a strategic opportunity for enhanced engagement.

Responses should also outline how the partnership/s will continue and be maintained in the future, including current or planned partnership agreements. Responses should also outline any other steps being taken to ensure that the project will continue to operate in the future.

Criterion 3

(10 per cent weighting; maximum 100 words)

How will the Mobility Project promote the New Colombo Plan in Australia and the Host Location?

Applicants must demonstrate how the proposed Mobility Project will be promoted in Australia and in the Host Location to build awareness of the New Colombo Plan, its objectives, and the benefits of study and Internships in the Indo-Pacific. Examples include:

- acknowledgement of the Australian Government’s funding of the Mobility Project in promotional activities in print and online university and partner marketing channels (“This Project is supported by the Australian Government’s New Colombo Plan” paired with the New Colombo Plan logo, which is available from the New Colombo Plan Secretariat)
- proactive promotion of the Project through local media, including recognition of the Australian Government funding as above (text and logo)
- promotion of the New Colombo Plan to relevant university staff and prospective participants through university internal communications and student outreach
- promotion of the benefits of offering Internship experiences to New Colombo Plan Students to prospective Internship and Mentorship sectors or providers.

Criterion 4

(5 per cent weighting)

Will the Mobility Project support Semester-based study opportunities in the Indo-Pacific?

Applicants must advise whether their Mobility Project involves Semester-based study. This criterion requires a yes/no response.

This selection criterion will be assessed as either “met” or “not met”.

Criterion 5

(5 per cent weighting)

Will in-country language training be provided to Students in the Host Location? Yes/no

Applicants must advise whether their Mobility Project will incorporate a language training component in the Host Location.

If yes, Applicants will need to indicate the name of the provider and the name of the course (if known).

This selection criterion will be assessed as either “met” or “not met”.

Criterion 6
(5 per cent weighting)

Will the Mobility Project involve an Internship component?

Applicants must advise whether their Mobility Project will incorporate an Internship component in the Host Location. See the definition of Internship under Section 15.

This selection criterion will be assessed as either “met” or “not met”.

Note: Applicants should answer ‘Yes’ to this question if:

- they are seeking funding for Internships Grants, and/or
- the Mobility Project comprises or includes a short-term or Semester-length Internship, clinical placement or practicum.

Criterion 7
(5 per cent weighting; maximum 100 words)

Is the Mobility Project supported by a Mobility Partnership?

Applicants must advise whether their Mobility Project will involve a Mobility Partnership (see Section 2.5). The response must include information on the Mobility Partner, the proposed benefits to students from the Mobility Partnership, the proposed duration of the Mobility Partnership, confirmation that the sponsorship offer has been made, and any other relevant information. Mobility Partnerships could include the provision by a Private Sector Organisation of a good or service free of charge for use in the Mobility Project that otherwise would have required payment of a fee or charge, or a cash contribution for the Mobility Project.

This selection criterion will be assessed as either “met” or “not met”.

Additional Selection Criterion for Internship Grant as part of a Semester-based Mobility Project (if sought)

The following criterion is only applicable if the Applicant is applying for the additional \$1,000 (per Student) Internship Grant as part of a Semester-based Mobility Project (see Section 2.2.3). This is an eligibility criterion that will be assessed as either “eligible” or “ineligible”, and does not form part of the scoring process outlined in Section 4.3.

**Will the Semester-based Mobility Project incorporate an Internship component?
(maximum 100 words)**

Applicants must describe the proposed Internship component, including information on the potential Internship host, the proposed benefits to the participants from the Internship, the proposed duration of the Internship, confirmation that the university has considered visa requirements (if applicable), and any other relevant information.

Additional Selection Criterion for Multi-year Funding (if sought)

The following criterion is only applicable if the Applicant is applying for a Multi-year Mobility Project (see Section 2.4). This is an eligibility criterion that will be assessed as either “eligible” or “ineligible”, and does not form part of the scoring process outlined in Section 4.3.

How will Multi-year Funding support the Applicant to deliver a long-term and sustainable increase in student mobility to the region that could not be facilitated by a Single-term Mobility Project? (maximum 100 words)

Applicants must describe how Multi-year Funding will support their institutional strategy to increase and sustain student mobility to the Indo-Pacific region, including how the Multi-year Funding will assist the Applicant to:

- stimulate new opportunities to scale-up and sustain ongoing student mobility

- strengthen and enhance partnership(s) with the Project Partner(s).

4.4 Assessment and Selection Process

Mobility Projects will be selected for funding through a competitive, merit-based assessment and selection process conducted jointly by the Department of Foreign Affairs and Trade and the Department of Education and Training.

Applications will be assessed using the following process:

1. Eligibility will be confirmed based on the requirements outlined in Section 3, and completed declarations as described in Section 4.2 (h).
2. All eligible applications will be assessed against the selection criteria outlined in Section 4.3.
3. Based on step 2 above, all eligible applications will receive a score and be prioritised based on this score.

Applications will then be selected for funding, to the limit of available funding, based on their score. Where applications have similar scores, projects will be prioritised for funding based on:

1. Applicants' own ranking of Mobility Projects
2. Applications for Semester Mobility Projects and Mobility Projects longer than six weeks
3. Applications that promote balance and diversity in Host Locations, fields of study, Home Universities and Multi-year Mobility Projects.

For Multi-year Mobility Projects that fall outside the 25 per cent funding cap, the First-term of the Project will be considered alongside other Single-term Mobility Projects (see Section 2.4).

The Australian Government reserves the right to offer partial funding to selected applications and to take into consideration the Applicant's track record in meeting all reporting requirements. In addition, an Applicant's history in refunding unallocated grants may also be considered in the allocation of funding in future funding rounds.

A final list of Mobility Projects recommended for funding will be provided to the Program Delegates for final approval.

The Minister for Foreign Affairs and the Minister for Education and Training will be advised of the outcome prior to funding offers being made.

4.4.1 Merit list

The selection process will be used to determine a merit list of unfunded projects. This merit list may be used if additional funds become available.

4.5 Acceptance Process

The Department of Education and Training will advise International Liaison Officers (ILOs) of the outcomes of successful Application(s) via email. ILOs must accept or decline offers through ISEO by the date specified.

Once an offer has been made it is final and the Australian Government will not enter into negotiations about the nature of a funding offer.

After an offer is accepted, applications to vary a Mobility Project will only be considered under limited circumstances. For further information, Applicants should refer to Section 6.3, or the Student Mobility variations document on ISEO.

Where a Mobility Project cannot go ahead and cannot be varied, the Australian Government will withdraw a funding offer or request that Program Funding be returned.

5 ISEO

Applicants will apply for funding and accept or decline funding offers through ISEO (<https://iseo.education.gov.au/>).

Applicants can nominate multiple people to have access to ISEO; however, the nominated ILO is the only person who can submit an Application in ISEO.

Once funding has been offered, a Funding Recipient will use ISEO to input Student details, vary Mobility Projects where necessary (see Section 6.3), and acquit Mobility Projects.

Funding Recipients must ensure the following information is always current in ISEO:

- Start and end travel dates
- Host Location(s)
- Student numbers
- Project Partner(s)
- Home University contact point for the Mobility Project (name, position, email, phone number)
- Internship/Mentorship details (if applicable).

Funding Recipients must enter the following information into the Student Details Report within ISEO at least three weeks before the Mobility Project commences:

Student Details including:

- Student Identification Code (E313)
- Title, First name and Family name
- Gender
- Date of birth
- City of residence (optional)
- Campus
- Email (personal email if available)
- Phone
- Destination phone.

Travel Details including:

- Location
- Destination city
- Field of study⁷
- Qualification level
- Start date
- End date
- Project Partners(s)
- Australian University project contact name
- Australian University project contact phone
- Study experience/s.

Funding Recipients must indicate that all Students have consented to their information being shared with the Australian Government and other bodies in Australia and overseas (see Section 9).

This information is essential for the administration and implementation of the New Colombo Plan, including for promotion and performance monitoring, and the inclusion of Students in the Australian Government Alumni Network and the New Colombo Plan alumni network and other related

⁷ Broad field of Education as defined at:

<http://www.abs.gov.au/ausstats/abs@.nsf/0/6F7B290C736FB0E8CA256AAF001FCA5B?opendocument>

functions and events held in Australia and overseas. Where information is not provided, universities and Students may miss out on these opportunities.

6 Funding Agreement

6.1 Entering into a Funding Agreement

Funding Recipients will be required to enter into Deed for Student Mobility Programmes (Deed). If a Funding Recipient does not currently have a Deed under which this funding may be provided, then a Deed will need to be entered into. Funding Recipients will also be required to enter into an agreement for each Mobility Project. In order to conclude an agreement for a Mobility Project, a Project Schedule (as defined in the Deed) will need to be agreed between the parties (according to the terms of the Deed). Australian Universities may obtain a copy of the sample Deed and sample Project Schedule by emailing student.mobility@education.gov.au.

The agreement for a Mobility Project will contain an obligation that both parties must comply with these Guidelines, which may be amended by the Australian Government from time to time. To the extent of any inconsistency between the agreement and the Guidelines, the agreement will prevail.

If a Mobility Project commences before the Project Schedule is executed, the Australian Government will not be liable for any expenditure incurred before the date of execution.

6.2 Management of Underperformance

In the case of underperformance against the requirements of an agreement for a Mobility Project, the Australian Government may take remedial action including:

- consultation and negotiation with the Funding Recipient
- referral to proper authorities for investigation of improper use of Program Funds.

6.3 Variations to Mobility Projects

A request for variation to a funding agreement will only be considered if it:

- is consistent with the New Colombo Plan Mobility Program's strategic objectives and these Guidelines
- is as close as is reasonable to the originally approved and funded Mobility Project as set out in the application and Project Schedule, and
- is otherwise consistent with the requirements regarding use of Australian Government funding including the Commonwealth Grants Guidelines and Rules, the *Public Governance, Performance and Accountability Act 2013* and any other relevant governing policies for the disbursement of Australian Government grants funding.

Funding Recipients considering a variation to the funding agreement should first consider the information provided in the New Colombo Plan Mobility Program Variations Guide available on ISEO.

Variation requests that the Australian Government considers to be a new project proposal will not be approved.

6.4 Funding Acquittal Requirements

All Mobility Projects are required to be acquitted through the submission of a completion report in ISEO by the relevant acquittal date. A completion report for each Mobility Project must include:

- confirmation of the number of Students who participated in the Mobility Project and the final amount of funding allocated to Student Grants
- the final amount of administration funding used
- a summary of key achievements, major outcomes and highlights, and
- a list of publicity materials used to promote the Mobility Project and the New Colombo Plan.

Funding Recipients may also provide any feedback they have received formally or informally about the Mobility Project, including from participants.

Once the completion report has been accepted by the Department of Education and Training, Funding Recipients are required to submit a statutory declaration to the Department of Education and Training indicating that all funding has been spent in accordance with the funding agreement, and, if applicable, any unspent funds have been refunded to the Department of Education and Training.

A Funding Recipient may request an extension of the Completion Date at the discretion of the Department of Education and Training.

6.5 Funding Acquittal Requirements for Multi-year Mobility Projects

Multi-year Mobility Projects must submit a separate completion report for each term of funding offered, including a statutory declaration. The Department of Education and Training will not make payments for the second or third term of a Mobility Project until the completion report and Student details from the previous term have been received.

Where a Funding Recipient does not use at least 80 per cent of the total Student Grant funding offered in a particular year and a variation is not approved, the Australian Government reserves the right to withhold funding in the following year, offset the unspent amount against the following year funding allocation or request a refund.

7 Roles and Responsibilities

7.1 Australian Government

The Department of Foreign Affairs and Trade and the Department of Education and Training administer the New Colombo Plan Mobility Program together.

The Department of Foreign Affairs and Trade is responsible for the strategic leadership and setting the policy direction for the New Colombo Plan. The Department of Foreign Affairs and Trade manages the New Colombo Plan budget and matters related to business liaison, Internships, Mentorships, public diplomacy and alumni.

The Department of Education and Training coordinates application processes and administration of online systems, and is the first point of contact for Australian University International Liaison Officers on administrative matters, including eligibility for the Program, applications and funding arrangements.

The Department of Foreign Affairs and Trade and the Department of Education and Training jointly manage Program guidelines and selection processes, and review direction and implementation of the Program. Departmental officers involved in selection processes have commensurate skills and experience to assess applications and are required to complete a declaration to cover issues associated with Conflicts of Interest.

Neither the Department of Foreign Affairs and Trade nor the Department of Education and Training arrange Internships or Mobility Projects, including accommodation in the Host Location, or direct universities, Host Institutions, Host Organisations, or Students about the manner in which work placements and study programs are carried out. Such matters are for universities, Host Institutions, Host Organisations and Students to determine.

Section 13 provides contact details for the Department of Foreign Affairs and Trade and the Department of Education and Training.

7.2 Australian Universities

Each Australian University is responsible for applying for Mobility Project funding and for the ongoing management of projects. Responsibility for Student welfare and safety rests with the Applicant. The Applicant must:

- read the relevant travel advice on the Smartraveller website (www.smartraveller.gov.au) and have considered the risk of travel to the intended Host Location and regions within the Host Location carefully before deciding to apply
- ensure that staff and Students participating in the Mobility Project register on the Smartraveller website (www.smartraveller.gov.au) and subscribe to relevant travel advisories on that website prior to commencement of their overseas travel
- ensure that staff and Students participating in the Mobility Project do not go to a country or region where the Smartraveller travel advice advises “Do not travel”
- ensure that adequate safety precautions have been investigated
- ensure that travel insurance has been provided or Students will be supported to seek their own insurance
- ensure that adequate support is in place at the Host Institution and/or Organisation and Home University
- ensure that Students are informed of the Applicant's child protection policy or equivalent, and are aware of their obligations under it
- arrange pre-departure briefings and induction programs as appropriate
- put critical incident plans in place prior to the commencement of the overseas study.

Applicants must disclose any Conflict of Interest in relation to any application in writing to student.mobility@education.gov.au at the time of submitting the application or when the Conflict of Interest arises or is likely to arise. The Applicant must take steps as the Department of Foreign Affairs and Trade and Department of Education and Training reasonably require to resolve or otherwise deal with that Conflict of Interest. Obligations for the management of Conflicts of Interest by Funding Recipients are set out in the Deed for Student Mobility Programmes.

It is the Funding Recipients (i.e. the Australian University's) responsibility to ensure that all Student details are entered into ISEO at least 3 weeks before the Student departs Australia (see Section 5).

To assist with Program promotion, monitoring and evaluation, the New Colombo Plan Secretariat may, from time to time, seek supplementary information from universities on Mobility Projects. As such, Funding Recipients should retain photographs, newspaper clippings, video clips and/or web links documenting the Mobility Project that can be provided on request. Funding Recipients are also encouraged to send such materials to the Department of Foreign Affairs and Trade (ncp.secretariat@dfat.gov.au) at any time. Funding Recipients must seek Student consent before providing any images to the Australian Government.

7.3 Students

Funding Recipients should advise Students receiving Student Grants to make their own independent inquiries about the risks involved in overseas travel and to the Host Location, and to be fully informed about the risks at all times. This includes reading the Smartraveller website (www.smartraveller.gov.au) operated by the Department of Foreign Affairs and Trade for information about risks overseas and how they can prepare for overseas travel.

Students must register with the Smartraveller website and subscribe to relevant travel advisories on the Smartraveller website prior to commencement of their Mobility Project.

8 Complaints and Feedback

There may be a number of reasons why an application is not successful. Please see the Program website <http://dfat.gov.au/people-to-people/new-colombo-plan/mobility-Program/Pages/mobility-Program.aspx> at the conclusion of the round for the most common reasons why applications were not successful.

Feedback, inquiries and complaints in relation to the processing and selection of applications should be sent to student.mobility@education.gov.au.

Appeals against selection decisions will not be considered.

If an Applicant is dissatisfied with the administration of the Program, concerns may be raised with the Commonwealth Ombudsman. The Ombudsman will generally prefer that the Departments be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted on 1300 362 072, at ombudsman@ombudsman.gov.au or by post at:

The Commonwealth Ombudsman
GPO Box 442
CANBERRA
ACT 2601

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

9 Disclosure of Information

The use and disclosure of information provided to the Department of Foreign Affairs and Trade and the Department of Education and Training by Australian Universities for the Program is regulated by legislation including the *Public Service Act 1999* (Cth), the *Privacy Act 1988* (Cth), the *Crimes Act 1914* (Cth), the *Criminal Code Act 1995* (Cth) and the *Freedom of Information Act 1982* (Cth), as well as the common law.

9.1 Information to be Announced

The Department of Foreign Affairs and Trade and the Department of Education and Training may publicly announce details of funded Mobility Projects, including but not limited to:

- the names of Mobility Projects, their Australian University and Host Institution(s)
- a brief description of study areas and Internships/Mentorships being supported (and their timing) through the Mobility Projects, and
- the amount of funding awarded.

9.2 Privacy

The Department of Foreign Affairs and Trade and the Department of Education and Training and their contractors are bound by the provisions of the *Privacy Act 1988* (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles (APPs), which prescribe the rules for handling Personal Information.

Without collecting Personal Information the Department of Foreign Affairs and Trade and the Department of Education and Training will not be able to adequately manage the Program. Personal Information provided to the Department of Foreign Affairs and Trade and the Department of Education and Training in relation to Mobility Projects under the New Colombo Plan will be used only for the following purposes ('the purposes'):

- administering and performance monitoring the New Colombo Plan
- promoting the New Colombo Plan, including in promotional material, information and publications in hardcopy and/or on the internet, and
- including Students in the New Colombo Plan alumni network and New Colombo Plan and related functions and events held in Australia and overseas.

The Department of Foreign Affairs and Trade and the Department of Education and Training may disclose Personal Information in relation to Mobility Projects under the New Colombo Plan Mobility Program for the same purposes listed above to the following recipients:

- other Australian Government Departments and agencies, including Austrade, the Department of Immigration and Border Protection, the Australian Federal Police and the Department of Prime Minister and Cabinet
- State and Territory Governments
- Australian Parliamentarians and Parliamentary committees
- contractors and agents of the Department of Foreign Affairs and Trade and the Department of Education and Training
- Australian Universities, including International Liaison Officers
- potential Internship hosts, including but not limited to companies, Host Location governments/authorities or non-government organisations. These may be foreign organisations (noting that representatives of foreign companies or organisations are not bound by Australian privacy legislation)
- representatives of Host Location governments/authorities (noting that representatives of foreign governments/authorities are not bound by Australian Privacy legislation)
- media representatives, and
- in publicly available promotional material, information and publications in hardcopy and/or on the internet.

The Department of Foreign Affairs and Trade and the Department of Education and Training will not otherwise use or disclose the Personal Information for a purpose other than that identified in these Guidelines, except as allowed under Australian law.

For more information on privacy, including information on handling of Personal Information, how someone can access or correct Personal Information, or how to make a complaint, go to:

- Department of Education and Training – www.education.gov.au/privacy or contact privacy@education.gov.au
- Department of Foreign Affairs and Trade – www.dfat.gov.au/privacy.html or contact privacy@dfat.gov.au.

10 Confidentiality

10.1 Identification of Confidential Information

Information which satisfies the four criteria listed below will be treated by the Australian Government as Confidential Information:

- the information to be protected has been clearly identified by the Applicant
- the information is commercially sensitive
- the disclosure of the information would cause unreasonable detriment to the Applicant or another party, and
- the information was provided by the Applicant under an understanding that it would remain confidential.

Confidential Information also includes information designated by the Australian Government as confidential or that either party knows or ought to know is confidential. This does not include information that is otherwise in the public domain.

Applicants must ensure that they clearly mark information in their application that is confidential and explain why it should be treated as Confidential Information.

10.2 Use of Confidential Information

Even if information belonging to the Applicant is marked confidential, it may be used by the Department of Foreign Affairs and Trade, the Department of Education and Training and other parts of the Australian Government.

The Confidential Information will be disclosed to Australian Government employees and contractors and agents for the purposes of determining the suitability of Applicants and Students to enhance the reputation of Australia as New Colombo Plan partners.

In addition to the above, the Department of Foreign Affairs and Trade and the Department of Education and Training may disclose the Confidential Information to:

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister(s)
- a House or a Committee of the Parliament of the Commonwealth of Australia
- a third party contractor engaged by the Australian Government for audit-related purposes
- other Australian Government agencies for law enforcement purposes, where the disclosure will serve the Australian Government's legitimate interests and, if necessary, to substantiate an Applicant's claims, or
- a technical, financial, economic and/or industry expert (including auditors) from whom the Department of Foreign Affairs and Trade or the Department of Education and Training wishes to seek advice.

Confidential Information may also be disclosed if the Australian Government is otherwise required or permitted by law to do so (for example in accordance with the provisions of the *Freedom of Information Act 1982*), where the consent of the Applicant and/or Student to the release of information is obtained prior to its disclosure, or where the information enters the public domain due to the actions of someone other than the Australian Government. Personal Information will be handled in accordance with the Australian Privacy Principles contained in the Privacy Act.

11 Freedom of Information

The *Freedom of Information Act 1982* (FOI Act) provides a legally enforceable right to government documents, including documents with regard to the New Colombo Plan.

Decisions regarding requests for access under the FOI Act are made by authorised FOI decision-makers in accordance with the requirements of the FOI Act.

The right of access to documents is subject to exemptions, including in relation to personal and business information. In certain circumstances where documents within the scope of an FOI request contain Personal Information or information which relates to the business, commercial or financial affairs of third parties, the FOI Act requires the decision-maker to consult with the individuals and business affected if release of the material is being considered.

All FOI requests must be referred, immediately via email at foi@dfat.gov.au, to the Department of Foreign Affairs and Trade. As required, the Department of Foreign Affairs and Trade will consult the Department of Education and Training on FOI requests.

12 Program Evaluation

Program evaluation is an ongoing activity within the Australian Government. As such, the Department of Foreign Affairs and Trade and the Department of Education and Training may use any information it collects as part of the funding agreements for performance monitoring and management of the New Colombo Plan. Information will also be used to create testimonials for promotion material.

Program stakeholders including Applicants, Corporate Partners, Host Institutions and Students may be asked to participate in the evaluation of the Program.

13 Further Information

If you require further information on Program administrative matters, including eligibility for the Program, applications and funding arrangements please contact the Department of Education and Training at student.mobility@education.gov.au.

For other matters, including business liaison, Internships, Mentorships, public diplomacy and alumni, the Department of Foreign Affairs and Trade can be contacted through ncp.secretariat@dfat.gov.au.

14 Legislative Authority

The arrangement under which public money is, or may become payable by the Australian Government for the Program can be found in the *Financial Framework (Supplementary Powers) Regulations 1997* (Cth) (Schedule 1AB, Part 4, Item 9).

15 Definitions of Key Terms

Aboriginal and Torres Strait Islander means a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives, or formerly lived.

Applicant means an Australian University or Consortium applying for New Colombo Plan Mobility Program Funding.

Australian University is defined as a higher education provider under the Tertiary Education Quality and Standards Agency Act 2011 in a provider category that permits the use of the word “university”.

Bachelor Degree means Bachelor Level 7 as described in the Australian Qualifications Framework.

Bachelor Honours Degree means undergraduate studies at a Bachelor Honours Level 8 as described in the Australian Qualifications Framework.

Completion Date is the date by which all reporting activities for the Project must be completed.

Confidential Information is information which satisfies the four criteria listed at Section 10.1 and 10.2 of these Guidelines or is designated by the Australian Government as confidential or that either party knows or ought to know is confidential. This does not include information that is otherwise in the public domain.

Conflict of Interest refers to real, apparent or potential private or personal associations or interests (financial or non-financial) which improperly influence, or may improperly influence, an Applicant’s performance of their roles and responsibilities in relation to the New Colombo Plan.

Consortium means a group of Australian Universities only.

Deed for Student Mobility Programmes means an agreement between the Australian Government and an Australian University detailing the terms and conditions under which funding may be offered under this Program.

Disability refers to any limitation, restriction or impairment which restricts everyday activities or assistance is required and has lasted or is likely to last for at least six months.

Funding Recipient means a successful Applicant.

Gender means part of a person's social and personal identity, and may not necessarily be the same as the person's sex. When applying, individuals are given the option to select M (male), F (female) or X (Indeterminate/Intersex/Unspecified).

ISEO, or International Student Exchange Online, refers to the Department of Education and Training's online system for managing the New Colombo Plan Mobility Program applications.

Home University means the Australian University in which the Student is enrolled throughout the duration of the Mobility Project.

Host Location means the eligible geographic location in the Indo-Pacific region.

Host Institution means a university or other education provider where the Students are enrolled for study in the Host Location.

Host Organisation means any other organisation, besides the Host Institution that may host Students for work, training, study or research in the Host Location.

Internship means a paid or unpaid professional work experience in which a Student has learning goals relevant to their academic qualification and professional development. Internships offer Students the chance to test their skills in real-life situations, gain an insight into an organisation and career path, and build professional networks. Internships can include clinical placements or practicums.

Internship Grant means a Student Grant as described in Section 2.2.3.

Lead Applicant is an Australian University responsible for submitting an application on behalf of a Consortium and for meeting the legal and reporting requirements on behalf of the Consortium.

Low Socio-economic Status (SES) means Students who are from a low SES background, as measured by the lowest quartile of the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) measured at Statistical Area 1 (SA1) level.

Mentorship means a personal developmental relationship where a business professional or academic helps guide a Student in her or his study or work to support learning and professional growth.

Mobility Partnership is a sponsorship arrangement between a Home University/Universities/ Consortium and a Private Sector Organisation. In entering into a Mobility Partnership, a Private Sector Organisation is sponsoring a New Colombo Plan Mobility Project, and may be purchasing the right to associate their name, products or services with the Mobility Project. Sponsorship can be received as cash or an 'in-kind' contribution. In-kind sponsorship involves a non-monetary benefit which could include labour, services or a gift or a product.

Mobility Projects are activities conducted in Host Locations for which Applicants seek funding, and in which Students' participation is enabled by Student Grants. Mobility Projects provide credit/count towards the course requirements for the Australian course of study in which the Student is enrolled.

Multi-year Mobility Projects are Mobility Projects that meet an additional criterion and are approved to run for up to two additional years beyond the Single-term Mobility Project Completion Date.

Multi-year Funding is funding for Multi-year Mobility Projects.

Offshore Campus of an Australian University refers to an Australian University that has a branch campus and/or operates under the same entity name, in a location other than Australia.

Personal Information has the same meaning as in the Commonwealth *Privacy Act* (1988).

Private Sector Organisation includes Australian, global and local commercial enterprises (businesses) and non-profit organisations, ranging from those in the informal sector to large multinational organisations, which are not owned by or under the direct control of a government. This does not include Host Institutions.

Program means the New Colombo Plan Mobility Program.

Program Delegates means a Deputy Secretary of the Department of Foreign Affairs and Trade and a Deputy Secretary of the Department of Education and Training.

Program Funding or Program Funds means the funding made available by the Australian Government for the Program in any given financial year.

Project Partner means the Host Institution(s), Host Organisation(s), and/or any other overseas or Australian partner organisation(s) involved in the delivery of a Mobility Project.

Semester is defined by the Host Institution. The Host Institution may operate trimesters rather than Semesters. However, for the purposes of these Guidelines the Study Period must be full-time and for no less than 10 weeks and no greater than 20 weeks.

Single-term Mobility Projects are Mobility Projects that are approved to run for one funding period.

Student means a student enrolled in an undergraduate course at a Bachelor or Bachelor Honours level at a Home University throughout the duration of the Mobility Project and is the beneficiary of a Student Grant from a Funding Recipient.

Student Grant means a Short-term Grant, Semester Grant or Internship Grant, which is awarded to a Student for participating in a Mobility Project.

Study Period means a period of study as defined by the Home University.