



New Colombo Plan Scholarship Program - 2024 Round

Application Guide for nominees to complete the application form in NCP Online

This guide aims to assist nominees in submitting applications for the 2024 round of the New Colombo Plan (NCP) Scholarship Program using the NCP Online website. Please note that the screenshots below may show previous round information and should be considered as an example only.

You do not need to complete the application form in one session. You may save your work in each section and continue at a later time (prior to the closing date).

If you experience any technical issues using the nomination form or have any questions, please contact the NCP Secretariat at ncp.secretariat@dfat.gov.au.

Application Form – Home page

When the application period opens, nominees are sent an email with a link to the NCP Online website and a temporary password. Select the link and enter the password to log in to the NCP Online <u>website</u>. When you have logged in, you will be asked to log in using a Multi-factor Authentication (MFA) process.

Multi-factor authentication (MFA) checks to prove your identity when logging into a system. MFA is being implemented across all Government systems including NCP Online. Read a guide on <u>how to log into NCP Online</u> using MFA [PDF 957 KB].

Once you have logged into NCP Online, select the Edit button to open the application form.



1. Introduction tab

The Introduction Tab holds important information to do with the current round including your applicant ID number, dates to be aware of and other useful round information.

To navigate your way through each screen, use the Previous and Next buttons located at the bottom left-hand side of each page or click on the section title located on the left-hand side of the screen. Only use the submit button once you have completed your sections in full and you are ready to formally submit your application.

As you move through your application and successfully complete each section, a tick will appear next to the section title on the left-hand side of the screen.

There is no action required for this section. Once you have read the information and you are ready to move to the next screen, click on the Next button.



Please note that the screenshots provided may show the previous round's information, including dates, and should be considered as an example only.

2. Applicant details tab

The Applicant details tab is where your personal information is located. Some information from your Nomination may appear. Please check that this information is correct – especially your email address, and that all information has been entered (including your address details) as this is how we will communicate with you.

To update the below Applicant details information, click on the Edit button, enter / update your details and click Save.



New Colombo Plan Scholarship 2024



Applications for the 2023 New Colombo Plan Scholarships close: 31 July 2023 11:30 AM (AEST) (in approximately 25 days). The current NCP Online date and time is: 06 July 2023 3:18:19 PM.

Application ID: 252261 Draft

1. Introduction	2. Applicant details	1
2. Applicant details	Personal details Edit 🖍	
3. Citizenship and residency	Title: Miss	
4. Current academic details	First name: StudentFirstName1	
5. Host locations and duration	Last name: StudentLastName1	
6. Study component	Preferred first name: Not specified	
7. Internship / mentorship	Gender: Male	
8. In-country language training	Date of birth: 20 November 2000	
9. Proposed program	Mobile: 040000000	
10. Assessment criteria	Personal Fmail Address: Not specified	
11. Referee details	Personal entities interpreting	
12. Award history	Please ensure your personal details are correct and add a preferred first name. Logon email address can be maintained in My details if	
13. Equity and diversity	necessary Please add your personal email address which is also a semicament from the My details option	
14. Supporting documentation		1
Completion status:	Residential address Edit 🖍 Postal address (if different to residential) Edit 🖍	
0%	Not specified Not specified	
	If shortlisted for interview, your travel itinerary will be planned using this address.	
	Kext Submit	t

3. Citizenship and residency tab

The Citizenship and residency tab is where you advise us of your Citizenship / Residency status. This screen will default to the below and you will need to click on the Edit button to update your status information.



When you click Edit, the below popup box will open:

Answer each question with either a Yes or No and remember to click Save.

				You must complete fields with a
	* Are you an Australia	n citizen O Yes	No No	
	* Do you hold dual cit	tizenshi ? O Yes	No	
+ Are you a perm	anent resident of a country o	ther that O Yes Australia?	• No	
Only Australian citizens a	re eligible to apply for a New Color	nbo Pian Scholarship.		
Applicants should note th	nat citizenship and residency requir	ements apply to all Ne	w Colombo Plan Io	scations including Hong Kong and Talwan.

You will be returned to the citizenship and residency main page where you are required to upload your supporting documentation including evidence of age and Australian Citizenship and your Photo Identification.

To upload your supporting documentation, click on the <u>upload</u> button, use the dropdown arrow to select the document type, add the document via the Browse button then click on Upload.

Hint: If you have made a mistake, you can delete the document by clicking on the trash can next to the Document name and re upload the correct version up until you have submitted your application.

Note: All documents will be verified after applications have closed.

4. Current academic details tab

The Current Academic Details tab is where you enter your current University and Academic details. Once again, the screen will default to the below and you will need to click on the Edit button to update your status information.

Applications My details	Sanad	
ew Colombo Pla ications for the 2023 New Colomb e current NCP Online of	An Scholarship 2024 to Plan Scholarships close: 31 July 2023 11:30 AM (AEST) (in approximately 25 days). date and time is: 06 July 2023 4:29:31 PM .	Example only
plication ID: 252261 🖸	aft	
. Introduction	4. Current academic details	\bigcap
. Applicant details	Current academic details	Edit 🖊
8. Citizenship and residency •	Current university: Australian Catholic University	
i. Host locations and duration	University student ID: Not specified	
i. Study component	In what degree are you currently enrolled? Not specified	
7. Internship / mentorship	When did you commence your current degree? Not specified	
8. In-country language training 9. Proposed program	When do you expect to complete your current Not specified degree?	
0. Assessment criteria	Name of diploma (if you are undertaking one Not specified concurrently with your degree):	\sim
. Referee details		
2. Award history	Supporting documentation	Upload 💿
 Equity and diversity Supporting documentation moletion status: 	Evidence of Enrolment A letter of current enrolment from your Home University, including expected completion de study program will be credited towards.	ate for the course the overlass
5%	You have not uploaded your Evidence of Enrolment.	
	Official Academic Transcript A current official Academic Transcript from your Home University showing courses (subject	s) and scores.
	You have not uploaded your Official Academic Transcript.	

When you click Edit, the below popup box will open:

You must complete fields with a				
	University	tholic (Australian Ca	Current university:
				• Campus:
				+ University student ID:
				+ In what degree are you currently enrolled?
		-	mm/yyyy	* When did you commence your current degree?
)	88	mm/yyyy	• When do you expect to complete your current degree?
				Name of diploma (if you are undertaking one concurrently with your degree):

Update all fields with an *and once completed, click on Save.

You will be returned to the Current Academic Details main page where you are required to upload your supporting documentation including Evidence of Enrolment and an Official Academic Transcript.

To upload your supporting documentation, click on the <u>upload</u> button, use the dropdown arrow to select the document type, add the document via the Browse button then click on Upload.

Hint: If you have made a mistake, you can delete the document by clicking on the trash can next to the Document name and re upload the correct version up until you have submitted your application.

Note: All documents will be verified after applications have closed.

5. Host location and duration tab

The Host Location and Duration tab is where you let us know which location you are intending on studying your Scholarship. Click on the Add Host Location button to enter your selection.



When you click on the Add Host Location button, the below popup box will open:

	You must complete fields with a
* Location:	
Applicants may propose to undertake NCP program component the scholarship guidelines). However, travel to any host locatio the time of travel. Scholars must not travel to a host location o travel' or 'Reconsider your need to travel' at the time of travel (nts in any of the 40 eligible host locations in their application (see section 5.5.1 on will be subject to the Australian Government's Smartraveller 🗹 travel advice a r region within a host location for which Smartraveller recommends 'Do not (see section 5.5.4 of the scholarship guidelines)
* I have read sections 2.6 and 5.5.4 of the NCP Scho that I have made enquiries and am fully informed abo	larship Program Guidelines and confirm O Yes O No out the risks involved in travelling to my proposed locations:
Applicants must work with their home university to undertake Scholarship Program Guidelines.	a risk assessment of their proposed host location as per section 2.5 of the NCP

Select your Host Location by clicking on the drop-down arrow. Complete the confirmation question noted with an * and when ready, click Save.

You will be returned to the Host Location and Duration tab and the <u>Host Location</u> you just selected is now displayed. The next step is to advise how long you will be studying at your Host Location University.

Click on the Add University Duration button to enter your duration.

Australian Gov	vernment		()	EW COLOMBO PLAN
Applications My details				1 Sign out
			Signed in as	StudentFirstName1 StudentLastName
New Colombo Pla	an Scholarship 2024			Example only
pplications for the 2023 New Colom	bo Plan Scholarships close: 31 July 2023 11:30 AM (AEST) (in app	roximately 25 days).		
he current NCP Online	date and time is: 06 July 2023 5:11:02 PM.			
Application ID: 252261 🖸	raft			
1. Introduction	5. Host locations and duration			
2. Applicant details	 If you are studying two semesters, please select "Add Uni semester, and select "Add University Duration+" again to 	versity Duration+" to list the ist the name of the host ins	name of the titution for y	e host institution for your first our second semester. These
3. Citizenship and residency	host institution names will then appear in the next section	n (6. Study component) for y	ou to provid	e further details.
4. Current academic details	Scholarship program duration: Not yet determined			
5. Host locations and duration	Please note that once the application period ends you Program duration is calculated automatically based on earlie	will not be able to change yo st and latest dates for location	our primary l components.	host location.
6. Study component				
6. Study component 7. Internship / mentorship	Fiji Primary location	Remove 💼	Edit 🗡	Add University Duration +
 Study component Internship / mentorship In-country language training 	Fiji Primary location	Remove 💼	Edit /	Add University Duration +
6. Study component 7. Internship / mentorship 8. In-country language training 9. Proposed program	Fiji Primary location	Remove 💼 olarship Program Guidelin the risks involved in trav	Edit X	AddUniversity Duration +
6. Study component 7. Internship / mentorship 8. In-country language training 9. Proposed program 10. Assessment criteria	Fiji Primary location There read sections 2.6 and 5.5.4 of the NCP Sch have made enquiries and am fully informed about Universities and duration(s):	Remove 💼	Edit 🖍 es, and con elling to my host	AddUniversity Duration +
 Study component Internship / mentorship In-country language training Proposed program Assessment criteria Referee details 	Fiji Primary location Nove read sections 2.6 and 5.5.4 of the NCP Sch have made enquiries and am fully informed abour Universities and duration(s):	Remove 💼 olarship Program Guidelin the risks involved in trav	Edit 🖍 es, and con elling to my host	AddUniversity Duration + firm that I Yes proposed locations.
6. Study component 7. Internship / mentorship 8. In-country language training 9. Proposed program 10. Assessment criteria 11. Referee details 12. Award history	Fiji Primary location These read sections 2.6 and 5.5.4 of the NCP Sch have made enquiries and am fully informed about Universities and duration(s): Add host location	Remove 💼	Edit 🖍 es, and con elling to my host	AddUniversity Duration +
Study component Internship / mentorship In-country language training Proposed program Assessment criteria Referee details Award history Is. Equity and diversity	Fiji Primary location The we read sections 2.6 and 5.5.4 of the NCP Sch have made enquiries and am fully informed about Universities and duration(s): Add host location Previous Next >	Remove 💼 olarship Program Guidelin the risks involved in trav	Edit 🖍 es, and con elling to my host	AddUniversity Duration + firm that I Yes proposed locations. s printable PDF Submit
6. Study component 7. Internship / mentorship 8. In-country language training 9. Proposed program 10. Assessment criteria 11. Referee details 12. Award history 13. Equity and diversity 14. Supporting documentation	Fiji Primary location These read sections 2.6 and 5.5.4 of the NCP Sch have made enquiries and am fully informed about Universities and duration(s): Add host location Previous Next >	Remove 💼	Edit 🖍 es, and con elling to my host	AddUniversity Duration + firm that I Yes proposed locations. s printable PDF Submit

When you click on the Add University Duration button, the below popup box will open:

Add university and duration					×
If you plan to undertake a second semester at the same host as a separate study component in your application.	institution or at a c	lifferent hos	st institution, please	list each ser	nester or trimester
				You must co	mplete fields with a *
Location:	Fiji				
* Proposed host institution:	I.				
* 😌 Duration:	dd/mm/yyyy	to	dd/mm/yyyy		
	·				
					Save Cancel

Enter the Proposed Host Location Institution and the start and end dates of your Study Component and click Save.

6. Study Component tab

The Study Component tab is where you advise what you will be studying while at your Host Location University. Click on Edit to complete your Study Component Information.



When you click on Edit, the below popup box will open:

	You must complete fields with a
Proposed host institution/s:	USP - University of the South Pacific
Is this host institution's primary headquarters located in this host location?	○ Yes ○ No
Is this host institution an offshore campus of an Australian University?	O Yes O No
Is this host institution's headquarters located in another eligible New Colombo Plan host location?	O Yes O No
Study components must not be undertaken at an offshore o outside the host location. Refer to Section 5.2.2 of the New I	ampus of an Australian university or a university established or headquartered Colombo Plan Scholarship Guidelines.
* Proposed units (please list):	
 Are all proposed units being taught face-to-face and not online? 	O Yes O No
Are any units studying / taught in a regional language?	○ Yes ○ No
 Has your home university agreed to provide credit for all proposed units towards your degree or relevant diploma? 	○ Yes ○ No
What course will your overseas study be credited towards?	Bachelor Honours Diploma
Will you be undertaking a full time study program?	○ Yes ○ No
Proposed field of study:	
 Will you be an exchange or fee paying study abroad student? 	○ Exchange ○ Fee paying
If you will be an exchange student, you must upload docum Guidelines. If you will be a fee-paying student, you must upl Scholarship Program Guidelines.	ents as detailed in Section 7.4 (d) (i) of the New Colombo Plan Scholarship Program oad documents as detailed in Section 7.4 (d) (ii) of the New Colombo Plan
Scholarship Program Guidelines.	
scroensnip Hogram Guidelines.	

Completed all fields marked with an * (asterix)

If you answered, 'yes' to the question "Is this host institution an offshore campus of an Australian University?", you will see the following screen, prompting you to upload the Host Institution Approval Request form.



Approval Request form.

* Is this host institution's headquarters located in another eligible New Colombo Plan host location?

You will need to upload a 'Host Institution Approval Request' with the reasons for choosing this Host Institution, including addressing the

- following: • there is a demonstrated benefit to the overall NCP Scholarship Program
 - there are no other local Host Institutions in the proposed location that offer relevant courses that would receive credit from the Home
 University.

If you are an Honours student, you will see the following screen when you select the "Honours" checkbox:

What course will your overseas study be credited towards?	🗌 Bachelor 🛛 Honours 🗌 Diploma	Example only
* What type of units will honours study be credited towards?		~
Will you be undertaking a full time study program?	Research based units Coursework based units Research and coursework based units	

If you select "Research based units" or Research and Coursework base units in the question "What type of units will Honours study be credited towards?", your additional questions will be presented depending on your selection.

Once all fields are completed you will be returned to the Study Component main page where you are required to upload the Study Component supporting documentation including Evidence of Study Component Feasibility from your home university endorsed by your NCP Liaison Officer and Fee-Paying arrangements (for full fee-paying applicants) or an exchange arrangement (for exchange applicants).

Supporting documentation	Upload @
Evidence of Study Component feasibility	
A letter from your Home University faculty, which must be endorsed by your NCP to the feasibility of your proposed Study Component, with reference to the requir Scholarship Program Guidelines. Please use the letter template that was provided university's NCP Liaison Officer for Scholarships.	Liaison Officer for Scholarships, attesting ements in Section 5.2.1 of the NCP from the NCP Secretariat to your

Click on the <u>Upload</u> button and select the Document Type then use the Browse button to upload your evidence.

Note: All documents will be verified after applications have closed

7. Internship/Mentorship tab

The Internship/Mentorship tab is where you add your proposed internship / mentorship component information. Click on the Add Internship / Mentorship button and complete your details.



When you click on the Add Internship / Mentorship button, the below popup box will open:

fields with a *	ust complete	You m		
~				• Country:
	to		dd/mm/yyyy	* 9 Duration:
		-	dd/mm/yyyy	
~				* Do you plan on undertaking an internship, mentorship or both?
			OYes ON₀	Has the internship / mentorship been confirmed?
				If you have identified a host organisation or individual please specify:

Complete all fields marked with an * and click Save once done.

8. In-country language training tab

The In-Country Language tab is for you to enter your proposed Language Training components. Click on the Add Language Training button and complete your language training details. When you click on the Add Language Training button, the below popup box will open:

	You mus	st com	plete fields with a
* Country:			•
* 😌 Duration:	dd/mm/yyyy		to
	dd/mm/yyyy		
* What language will you be studying?	Not specified -		
	L	link	ige proficiency tab
		UINK	opens new windo
* How many contact hours per week is the training?			

Complete all fields marked with an * and click Save once done.

9. Proposed program tab

The Proposed Program tab is an overview of your program components choices and how they relate to each other. To complete this section of your application, click on the Edit button. There is a 500-word limit.

Australian G	overnment	NEW COLOMBO PLAN	
Applications My details		1 Sign out	
		Signed in as StudentFirstName1 StudentLastName1	
New Colombo P	lan Scholarship 2024	Example only	
opplications for the 2023 New Colo	mbo Plan Scholarships close: 31 July 2023 11:30 AM (AEST) (in approximately 25	days).	
The current NCP Online	e date and time is: 06 July 2023 6:46:16 PM.		
Application ID: 252261	Draft		
1. Introduction	9. Proposed program		
2. Applicant details	 Your proposed program components in this application will only be consi all proposed program components will need to be approved by your case 	Your proposed program components in this application will only be considered a proposal. If you are awarded a NCP schedures all proposed program components will need to be approved by your case manager prior to travel.	
3. Citizenship and residency	 Details of your proposed program 	Edit 🦯	
4. Current academic details	*		
5. Host locations and duration	Please provide a summary of your proposed scholarship program an outline of your proposed study (including subjects) inter	Please provide a summary of your proposed scholarship program including:	
6. Study component	organisations) and language training components	namp, mentor and (menduing proposed nose	
7. Internship / mentorship	 a brief explanation of the correlation across your proposed a training components 	 a brief explanation of the correlation across your proposed study, internship/mentorship and language training components 	
8. In-country language training	 if you have proposed a secondary host location, please prov secondary host location enhances your proposed program 	 If you have proposed a secondary host location, please provide the rationale for this, explaining how the secondary host location enhances your proposed program 	
9. Proposed program	If you are proposing to study a research based honours program overseas you Institution. You should discuss this arrangement and the banefits of undertake	If you are proposing to study a research based honours program overseas you must be supervised by an academic from the Host Institution. You should discuss this areanement and the hanefits of undertaking your research program at your chosen Host Location	
10. Assessment criteria	Applicants are not required to have an internship / mentorship confirmed at the time of application; however you should indicate your		
11. Referee details	proposed plans.		
12. Award history	Not specified		
13. Equity and diversity			
14. Supporting documentation	Previous Next >	View as printable PDF 🚔 Submit	
Completion status:			
53%			

10. Assessment Criteria tab

There are four Assessment Criteria which you will be assessed against, and responses are limited to 300 words per criterion. Use the guidance below each criterion to assist in writing your response and your responses must be completely self-contained (that is, no hyperlinked or other material may be incorporated by reference).

Click on the Edit button for each criterion to write your response and remember to click Save once done.

Australian G	wernment	NEW COLOMBO PLAN
Applications Mydetails		1 Sign out
New Colombo P	lan Scholarship 2024	Signed in as Student Indivanie's Student asthume
plications for the 2023 New Colo	nbo Plan Scholarships close: 31 July 2023 11:30 AM (AEST) (in approximately 25 days)	Example only
he current NCP Online	date and time is: 06 July 2023 6:56:15 PM.	
pplication ID: 252261 (Draft	
I. Introduction	10. Assessment criteria	
2. Applicant details	 Following are the assessment citteria against which you will be assessed, including their and limit your responses to 300 words per criterion. Your responses must be completed 	r relative weighting. You should address each criterion ly self-contained (that is, no hyperlinked or othe <u>r material</u>
Citizenship and residency	may be incorporated by reference). Use the guidance below each criterion to assist in π	whing your response.
L Current academic details	Criterion 1	Edit 🖊
. Host locations and duration	 Academic excellence at the tertiary level (25 per cent weighting) 	
. Study component	Assessment of this criterium will relate to the applicant's demonstrated higher-order skills, problem-solving skills and critical thinking skills in their university study. Applic as academic, words and commendations, sublications, or other areambles of academ	cognitive skills, creativity, innovation, common atom ants may also draw on academic achievements such nic excellence at the tertiary level.
Internship / mentorship		in the second second second second second
In-country language training	 Not specified 	\frown
Proposed program	 Criterian 2 	Edit /
Assessment criteria	Leadership and engagement in the community (25 per cent weighting)	
. Referee details	Assessment of thes criterion will relate to the applicant's demonstrated leadership in	the community, including in vulunteer and not-on-
. Award history	priori runs, employment annual along accesses may have undertaken, should provide an example of a leadership role they have undertaken.	arg, werness answer at other sitteersky. Approarts
. Equity and diversity	Not specified	-
Supporting documentation	1	
npletion status	Criterion 3	Edit 🖊
	Adaptability and resilience (25 per cent weighting)	
	Assessment of this criterion will relate to the applicant's demonstrated ability to adap and their resolution in the face of challenges.	pt to change and thrive in a different environment.
	Not specified	\bigcirc
	Criterion 4	Edit 🖊
	Ability to contribute to NCP Strategic Objective and outcomes (25 per c Assessment of this criterion will relate to the applicant's demonstrated understandin program, and how the applicant and their proposed scholarship program would con- including on return to Australia.	ent weighting) Ig of the strategic objective and outcomes of the ser- tribute to the NCP strategic objective and outcomes,
	Not specified	
	Previous Next	View as printable PDF 🖶 Submit

11. Referee details tab

As part of your application, you are required to obtain two referee reports (including one from an academic referee). These must be completed by your referees before you can submit your application.



To add a referee, click on the Add referee TAB.

When you click on the Add Referee button, the below popup box will open:

Referee details		;
	You must complete fields	with a +
* First name:		
* Last name:		
* Email address:		
* Confirm email address:		
* Is this an academic referee?	O No	
		Constal
	Save	Cancel

When you have entered your referee's details and selected Save, your referee will be emailed a link to complete a referee report. You will not be able to view your referee's report on the system.

If you need to change the details of a referee remove the referee and add them again.

12. Award History tab

Please let us know if you have previously received an NCP Mobility Grant or applied for an NCP Scholarship by clicking Edit and answering the below questions.



Note: Previous NCP scholarship applicants who were unsuccessful are welcome to apply again

13. Equity and diversity tab

The Equity and Diversity information is collected to ensure that the New Colombo Plan is equitable and reaching a broad spectrum of Australian undergraduates. It will be used solely for the purposes of administering and performance monitoring of the New Colombo Plan, and only disclosed in a de-identifiable manner for the same purposes, unless otherwise permitted by Australian law. It will not be used or disclosed for the purposes of assessing applications. The information collected in this section will be managed in accordance with the Privacy section of the New Colombo Plan Scholarship Program Guidelines.

To enter your responses, click on Edit and remember to click Save once done.



14. Supporting documentation tab

This tab is a list of the required supporting documents. They can be uploaded in the relevant section or in this final section.



When you have completed all sections of the application form, select Submit.