



Australian Government

Department of Education, Science and Training

Commonwealth Scholarships Guidelines

as amended

made under section 238-10 of the

Higher Education Support Act 2003

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COMMONWEALTH OF AUSTRALIA
Higher Education Support Act 2003

GUIDELINES FOR COMMONWEALTH SCHOLARSHIPS

TABLE OF CONTENTS

TABLE OF CONTENTS	page
CHAPTER 1 INTRODUCTION	1
1.1 PURPOSE	1
1.5 INTERPRETATION	1
CHAPTER 2 COMMONWEALTH LEARNING SCHOLARSHIPS	3
2.1 PROGRAMME OBJECTIVES	3
2.1.1 Description of Scholarships	3
2.1.5 Class of Commonwealth Scholarship	3
2.5 GRANTS	3
2.5.1 Total Programme Grant Amounts and Indexation	3
2.5.5 How Grant Amounts are to be Determined	3
2.5.10 How the Allocation of <i>CLS</i> to a <i>Provider</i> will be Determined	3
2.10 STUDENT ELIGIBILITY REQUIREMENTS	4
2.10.1 Basic Eligibility Requirements	4
2.10.5 Low Socio-Economic Status Requirements	5
2.10.10 Full-time Student Requirements	5
2.10.15 Additional CAS Eligibility Requirements	5
2.15 APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES	6
2.15.1 Applications	6
2.15.5 Selection Policy	7
2.15.10 Offer Process	7
2.20 PAYMENTS TO STUDENTS	7
2.20.1 Value of Scholarships and Indexation Arrangements	8
2.20.5 Payment Arrangements	8
2.25 CONDITIONS OF SCHOLARSHIP	8
2.25.1 Ongoing Eligibility Requirements	8
2.25.5 Suspension of a <i>CLS</i>	8
2.25.10 Maximum Duration of a <i>CLS</i>	8
2.25.15 Termination of a <i>CLS</i>	8
2.25.20 Provision of False or Misleading Information... Error! Bookmark not defined.	8
CHAPTER 3 AUSTRALIAN POSTGRADUATE AWARDS	10
3.1 PROGRAMME OBJECTIVES	10
3.1.1 Description of Scholarship	10
3.1.5 Class of Commonwealth Scholarship	10
3.5 GRANTS	10
3.5.1 Total Grant Amounts and Indexation	10
3.5.5 How Grant Amounts are to be Determined	10
3.10 STUDENT ELIGIBILITY REQUIREMENTS	11
3.10.1 Basic Eligibility Requirements	11
3.10.5 Equivalent Attainment to a Bachelor Degree with First Class Honours	11
3.10.10 Approval of a Part-time <i>APA</i>	11
3.15 APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES	11

3.15.1	Applications.....	12
3.15.5	Selection Policy	12
3.15.10	Offer Process	12
3.20	PAYMENTS TO STUDENTS	12
3.20.1	Value of Scholarships and Indexation Arrangements	12
3.20.5	Relocation Allowance	13
3.20.10	Thesis Allowance	13
3.20.15	Duration of an <i>APA</i>	13
3.25	CONDITIONS OF SCHOLARSHIP	13
3.25.1	Ongoing Eligibility.....	13
3.25.5	<i>Suspensions</i>	13
3.25.10	Transfer to another <i>Provider</i>	14
3.25.15	Conversion of Degrees	14
3.25.20	Leave Entitlements.....	14
3.25.25	Work.....	14
3.25.30	Termination of an <i>APA</i>	14
3.25.35	Provision of False or Misleading Information.....	15
3.30	MISCELLANEOUS.....	15
3.30.1	Supervision and Facilities	15
CHAPTER 4	ENDEAVOUR INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIPS	16
4.1	PROGRAMME OBJECTIVES	16
4.1.1	Description of Scholarship.....	16
4.1.5	Class of Commonwealth Scholarship	16
4.5	GRANTS	16
4.5.1	Total Grant Amounts and Indexation	16
4.5.5	How Grant Amounts are to be Determined	16
4.10	STUDENT ELIGIBILITY REQUIREMENTS	17
4.15	APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES	17
4.15.1	Applications	17
4.15.5	Selection Policy	18
4.15.10	Offer Process	18
4.20	USING THE GRANT AMOUNTS	18
4.20.1	Value of Scholarship	18
4.20.5	Non-commencements and Withdrawals	18
4.20.10	Duration of an <i>Endeavour IPRS</i>	19
4.25	CONDITIONS OF SCHOLARSHIP	19
4.25.1	Ongoing Eligibility.....	19
4.25.5	<i>Suspension of an Endeavour IPRS</i>	19
4.25.10	Transfer to another <i>Provider</i>	19
4.25.15	Conversion of Degrees	19
4.25.20	Change of Research Area.....	19
4.25.25	Work.....	20
4.25.30	Termination of an <i>Endeavour IPRS</i>	20
4.25.35	Provision of False or Misleading Information.....	20
4.30	MISCELLANEOUS.....	20
4.30.1	Supervision and Facilities	20
CHAPTER 5	INDIGENOUS STAFF SCHOLARSHIPS	21
5.1	PROGRAMME OBJECTIVES	21
5.1.1	Description of Scholarship.....	21
5.1.5	Class of Commonwealth Scholarship	21
5.5	GRANTS	21
5.5.1	Total Grant Amounts and Indexation	21
5.5.5	How Grant Amounts are to be Determined	21
5.10	STUDENT ELIGIBILITY REQUIREMENTS	21
5.10.1	Basic Eligibility Requirements	21

5.15	APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES	22
5.15.1	Application Process	22
5.15.5	Selection Policy	22
5.15.10	Offer Process	22
5.20	CONDITION OF GRANTS TO ELIGIBLE <i>PROVIDERS</i>	22
5.20.1	Payments to <i>Administering Providers</i>	22
5.20.5	Payment of Stipend to Students	22
5.20.10	Payment of tuition fees and/or student contribution amounts	23
5.20.15	Recovery of Funds on Termination or Transfer of <i>ISS</i>	23
5.20.20	<i>Administering Provider</i> Reporting and Notice Requirements	23
5.25	CONDITIONS OF SCHOLARSHIP	23
5.25.1	Value of the <i>ISS</i>	24
5.25.5	Duration of the <i>ISS</i>	24
5.25.10	Commencement of the <i>ISS</i>	24
5.25.15	<i>Suspension</i> of the <i>ISS</i>	24
5.25.20	Withdrawal from Course	24
5.25.25	Change of Course of Study	24
5.25.30	Transfer of a Scholarship	24
5.25.35	Eligibility for Concurrent Scholarships or Awards	24
5.25.40	Work	24
5.25.45	Leave	24
5.25.50	Student Reporting Requirements	24
5.25.55	Termination	25

CHAPTER 1 INTRODUCTION

1.1 PURPOSE

The purpose of these Guidelines is to provide for Commonwealth Scholarships under section 46-20 of the *Higher Education Support Act 2003 (the Act)*.

1.5 INTERPRETATION

1.5.1 Unless the contrary intention appears, the terms used in these Guidelines have the same meaning as in *the Act*.

1.5.5 In these Guidelines, unless the contrary intention appears:

<i>the Act</i>	means the <i>Higher Education Support Act 2003</i>
<i>Administering Provider</i>	is the higher education <i>provider</i> that is administering the scholarship on behalf of the Commonwealth Government
<i>APA</i>	means an Australian Postgraduate Award as outlined at Chapter 3 of these Guidelines
<i>ASGC Remoteness Areas</i>	means the Australian Standard Geographical Classification Remoteness Areas as described in the Australian Institute of Health and Welfare 2004 publication, ' <i>Rural, Regional and Remote Health: A Guide to Remoteness Classifications</i>
<i>CAS</i>	means a Commonwealth Accommodation Scholarship as outlined at Chapter 2 of these Guidelines
<i>CECS</i>	means a Commonwealth Education Costs Scholarship as outlined at Chapter 2 of these Guidelines
<i>CLS</i>	means a Commonwealth Learning Scholarship as outlined at Chapter 2 of these Guidelines
<i>date of commencement</i>	in respect of an <i>ISS</i> , is the date that <i>DEST</i> receives the Letter of Acceptance signed by the successful student
<i>DEST</i>	means the Australian Government Department of Education, Science and Training
<i>DIMA</i>	means the Australian Government Department of Immigration and Multicultural Affairs.
<i>Employing provider</i>	in respect of an <i>ISS</i> , is the higher education <i>provider</i> that is employing the recipient of the <i>ISS</i>

<i>Employment</i>	in respect of an <i>ISS</i> , means all tenured and contract positions within the public higher education sector
<i>Endeavour IPRS</i>	means an Endeavour International Postgraduate Research Scholarship, as outlined at Chapter 4 of these Guidelines and supersedes the former International Postgraduate Research Scholarships program
<i>Full-time student load</i>	in respect of a scholarship, is at least 75% of an equivalent full-time student load (EFTSL) in the <i>scholarship period</i> for which the scholarship is being paid
<i>HDR</i>	means a Higher Degree by Research which is a Doctorate or Masters course for which at least two-thirds of the student load for the course is required as research work
<i>Indigenous</i>	for the purpose of Chapter 2, means a person who is a member of the Aboriginal race of Australia or a descendant of the Indigenous inhabitants of the Torres Strait Islands
<i>IHEAC</i>	means the Indigenous Higher Education Advisory Council
<i>Internal student</i>	means a student who, for the majority of units of study in which they are enrolled in the <i>scholarship period</i> , is required to attend on a regular basis the campus of the eligible scholarship <i>provider</i> or a host <i>provider</i> approved by the eligible scholarship <i>provider</i> through a cross-institutional arrangement
<i>ISS</i>	means an Indigenous Staff Scholarship as outlined at Chapter 5 of these Guidelines
<i>National Priority Student</i>	means a Commonwealth supported student occupying a place referred to in sub-section 30-10(4) of the <i>Act</i> .
<i>provider</i>	means a higher education <i>provider</i>
<i>Research Doctorate</i>	has the meaning as described in the Australian Qualifications Framework
<i>Research Masters</i>	has the meaning as described in the Australian Qualifications Framework
<i>scholarship period</i>	in respect of a <i>CLS</i> , means a six-month period from either 1 January to 30 June or 1 July to 31 December

- study period* in respect of an *Endeavour IPRS*, is a period of study for which a student is liable to pay all or part of the cost of a course that is specified in the CRICOS listing
- suspension* in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments
- 1.5.10 Any reference to a part, division or section of *the Act* is a reference to that part, division or section as in force from time to time.
- 1.5.15 Terms used in these Guidelines that are in italics have the meaning stated in paragraph 1.5.5 of these Guidelines.

CHAPTER 2 COMMONWEALTH LEARNING SCHOLARSHIPS

2.1 PROGRAMME OBJECTIVES

The objectives of the Commonwealth Learning Scholarships (*CLS*) Programme are to facilitate choice in higher education and to increase higher education participation by students from low socio-economic backgrounds, particularly *Indigenous* students and students from regional and remote areas.

2.1.1 Description of Scholarships

- (1) The *CLS* Programme consists of:
- (a) Commonwealth Education Costs Scholarships (*CECS*) to assist with general education costs; and
 - (b) Commonwealth Accommodation Scholarships (*CAS*) to assist with accommodation costs.

2.1.5 Class of Commonwealth Scholarship

CLS are standard scholarships, in accordance with paragraph 46-10(a) of *the Act*.

2.5 GRANTS

2.5.1 Total Programme Grant Amounts and Indexation

The total grant amount for *CLS* in 2007 will be \$95.228 million. This will consist of \$37.478 million for *CECS* and \$57.750 million for *CAS*. These amounts will be indexed for subsequent years in accordance with Part 5-6 of *the Act*.

2.5.5 How Grant Amounts are to be Determined

The amount of *CLS* grant to be paid to an eligible scholarship *provider* under section 46-15 of *the Act* for a year will equal the sum of the *CECS* grant amount and the *CAS* grant amount. Grant amounts are calculated for both *CECS* and *CAS* as follows:

$$\text{Grant Amount} = \text{Number of scholarships allocated to the provider} \times \text{Value of scholarship}$$

The value of the *CLS* is the amount specified in paragraph 2.20.1 of these Guidelines.

2.5.10 How the Allocation of *CLS* to a *Provider* will be Determined

(1) The number of *CECS* allocated to an eligible scholarship *provider* will be determined as follows:

$$\text{Number of CECS to be allocated to the provider} = \text{Number of CECS allocated to the provider over the previous three years} + \text{Total number of new CECS} \times (\mathbf{A} \times 30\% + \mathbf{B} \times 50\% + \mathbf{C} \times 20\%)$$

- Where:
- A** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time, undergraduate students who are enrolled at all eligible scholarship *providers*;
 - B** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time undergraduate students from a low socio-economic background who are enrolled at all eligible scholarship *providers*; and
 - C** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time undergraduate, *Indigenous* students who are enrolled at all eligible scholarship *providers*.

(2) The number of *CAS* allocated to an eligible scholarship *provider* will be determined as follows:

$$\text{Number of CAS to be allocated to the provider} = \text{Number of CAS allocated to the provider over the previous three years} + \text{Total number of new CAS} \times (\mathbf{A} \times 30\% + \mathbf{B} \times 50\% + \mathbf{C} \times 20\%)$$

- Where:
- A** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time, undergraduate students who are enrolled internally at all eligible scholarship *providers*;
 - B** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time, undergraduate students with a low socio-economic background, from regional and remote areas who are enrolled internally at all eligible scholarship *providers*; and
 - C** is the average over the most recent two years for which data are available of the *provider's* proportion of all Commonwealth supported, full-time, undergraduate, *Indigenous* students who are enrolled internally at all eligible scholarship *providers*.

(3) Where the data referred to in paragraphs (1) or (2), above, is not available in relation to a *provider* that is not a *Table A provider*, the Minister will determine the number of *CECS* and/or *CAS* to be allocated to the *provider*.

2.10 STUDENT ELIGIBILITY REQUIREMENTS

2.10.1 Basic Eligibility Requirements

- (1) A student is not eligible for a *CECS* if they have already received a *CECS* for the maximum duration, as defined in paragraph 2.25.10 of these Guidelines.
- (2) A student is not eligible for a *CAS* if they have already received a *CAS* for the maximum duration, as defined in paragraph 2.25.10 of these Guidelines.
- (3) To be eligible for a *CLS*, a student must, by the first census date (as determined in accordance with section 169-25 of *the Act*) of the *scholarship period*:
 - (a) be an Australian citizen or the holder of a permanent humanitarian visa; and
 - (b) be enrolled with the eligible scholarship *provider* as a Commonwealth supported student, as defined in *the Act*; and
 - (c) be enrolled with the eligible scholarship *provider* in an undergraduate course of study or a graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practice in the chosen National Priority area; and
 - (d) where the eligible scholarship *provider* is not a *Table A provider*, be undertaking the course of study as a *National Priority Student*; and
 - (e) meet the low socio-economic status requirements specified in paragraph 2.10.5 of these Guidelines; and
 - (f) meet the full-time student requirements specified in paragraph 2.10.10 of these Guidelines; and
 - (g) not already have completed the requirements of a course of study (with any *provider*) regarded by the eligible scholarship *provider* to be equivalent to or higher than an Australian bachelor's award, unless each such award is a prerequisite to their current undergraduate course of study or graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration and there is no alternative pathway into that course of study at that eligible scholarship *provider*. Note: *CLS* are intended primarily for students undertaking an initial qualification.

2.10.5 Low Socio-Economic Status Requirements

- (1) A student is not eligible for a *CLS* unless the eligible scholarship *provider* that is to make *CLS* payments is satisfied that the student is able to demonstrate low socio-economic status either:
 - (a) through being in receipt of a means-tested Commonwealth income support payment (such as Austudy, ABSTUDY, Youth Allowance, etc); or
 - (b) on the basis of a comprehensive assessment conducted by or on behalf of the eligible scholarship *provider*.

2.10.10 Full-time Student Requirements

- (1) A student undertaking less than a *full-time student load* is not eligible for a *CLS* unless there are exceptional circumstances which prevent the student from studying full-time.
- (2) The decision that a person cannot study full-time due to exceptional circumstances is to be made by the eligible scholarship *provider*. An eligible scholarship *provider* must take into account factors such as disability and significant carer responsibilities in determining inability to study full-time.
- (3) A student whose course load falls below a *full-time student load* must have their eligibility status reviewed, in accordance with the ongoing eligibility requirements under paragraph 2.25.1 of these Guidelines and will be ineligible to retain their *CLS* unless the eligible scholarship *provider* determines that there are exceptional circumstances which prevent the student from continuing to study on a full-time basis.

2.10.15 Additional CAS Eligibility Requirements

- (1) In addition to the eligibility requirements defined in paragraph 2.10 of these Guidelines and, where applicable, any further criteria specified by the eligible scholarship *provider* under paragraph 2.15.5(4), for a student to be eligible for a *CAS*, the eligible scholarship *provider* must be satisfied that:
 - (a) within the four years immediately preceding the commencement of the current higher education course of study:
 - (i) the student has lived in a regional or remote area of Australia for a total of at least three years; or
 - (ii) the student completed the final two years of schooling in a high school or college in a regional or remote area; or
 - (iii) it was necessary for the student to live away from their regional or remote home to complete the whole or the majority of their secondary schooling at a high school or college in a *major city*; and
 - (b) it was necessary for the student to move from the regional or remote area in order to undertake higher education study; and
 - (c) as a result of (b), the student will incur additional accommodation costs; and
 - (d) the student is enrolled as an *internal student* in units of study that form part of the course of study the student is undertaking unless the student can demonstrate the need to move, in accordance with paragraph 2.10.15(5).
- (2) Students who undertake a component of their course:
 - (a) overseas, or
 - (b) with a host *provider* approved by the eligible scholarship *provider* through a cross-institutional arrangementwill not be precluded from accessing the scholarship, if it is approved by their eligible scholarship *provider*, and will count towards the course requirements in which the student is enrolled.
- (3) For the sake of clarity, a student who is eligible for a *CAS* under subsection 2.10.15(2)(a) will not be precluded from accessing the scholarship while studying overseas.
- (4) In determining a student's eligibility for a *CAS*, the eligible scholarship *provider* must determine whether the student has lived in a regional or remote area consistent with paragraph (1)(a)(i), (ii) or (iii) above. *Providers* should be guided by the *ASGC Remoteness Areas* classification as described in the Australian Institute of Health and Welfare 2004 publication, 'Rural, Regional and Remote Health: A Guide to Remoteness Classifications'. The classifications are:

Major Cities of Australia	(MC),
Inner Regional Australia	(IR),

Outer Regional Australia (OR),
Remote Australia (R), and
Very Remote Australia (VR).

An eligible scholarship *provider* must deem a student ineligible if they have come from a locality belonging to the MC classification. The remaining classifications may assist in assessing students' applications for CAS.

- (5) For the purpose of determining under paragraph 2.10.15(1)(b) the necessity for the student to move, a student should normally be enrolled as an *internal student* to be deemed eligible for CAS unless the student can demonstrate that there are exceptional circumstances preventing them from doing so, including, but not limited to the following:
- (a) the need for the student to attend classes or access other study related facilities on the campus at which the student is enrolled with the eligible scholarship *provider* or a host *provider* approved by the eligible scholarship *provider* through a cross-institutional arrangement;
 - (b) the distance from the student's home to the relevant campus;
 - (c) the availability and quality of transport infrastructure between the student's home and the relevant campus; and
 - (d) limitations on the student's mobility due to disability and/or carer responsibilities.

2.15 APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES

The eligible scholarship *providers* are responsible for the *CLS* application, selection and offer processes and must make information about the processes, policies and conditions of scholarship readily and publicly available.

2.15.1 Applications

- (1) Eligible scholarship *providers* must conduct a competitive application process for awarding *CLS*.
- (2) Applications for *CLS* must be submitted in the form approved and by the date determined by the eligible scholarship *provider*.
- (3) Eligible scholarship *providers* must include the following statement on the application form, immediately prior to the applicant's signature block: "Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)".

2.15.5 Selection Policy

- (1) An eligible scholarship *provider* must maintain a *CLS* selection policy which accords with these Guidelines and the fairness requirements in subdivision 19-D of Part 2-1 of *the Act*. Each *provider* must select students for a *CLS* in accordance with its selection policy.
- (2) An eligible scholarship *provider's* selection policy must specify that a student is not to be selected for a *CLS* unless the eligible scholarship *provider* is satisfied that the student meets or, by the first census date (as determined in accordance with section 169-25 of *the Act*) of the *scholarship period* and before any *CLS* payment is made, will meet the eligibility criteria as set out in paragraph 2.10 of these Guidelines.

- (3) An eligible scholarship *provider's* selection policy must specify that special consideration will be given to *Indigenous* students to ensure a fair proportion of the eligible scholarship *provider's* *CLS* are awarded to *Indigenous* students. A fair proportion means that the proportion of scholarships to be awarded to *Indigenous* students should be at least equal to the proportion of all eligible *Indigenous* applicants. That is, if there are 100 total eligible applicants for 20 scholarships and 20 eligible applicants are *Indigenous*, a minimum of four *Indigenous* applicants (20% of total *Indigenous* eligible applicants) should be awarded scholarships.
- (4) An eligible scholarship *provider's* selection policy may preclude students who are in receipt of other types of scholarships and awards from selection for a *CLS*.

2.15.10 Offer Process

- (1) An eligible scholarship *provider* must offer at least the number of *CLS* it is allocated in accordance with paragraph 2.5.10 of these Guidelines for a year in that year.
- (2) An eligible scholarship *provider* must offer additional *CLS* where such offers can be supported through its *CLS* grant funds, taking into account any roll-over of grant amounts as provided for in section 46-35 of *the Act* and liabilities arising from additional scholarship offers and the *suspension* of scholarships by its students. The eligible scholarship *provider* is responsible for managing these liabilities.
- (3) An eligible scholarship *provider* may only offer a student a *CLS* as a result of an application lodged as part of a competitive application process.
- (4) An eligible scholarship *provider* must offer a *CLS* to a student in writing and advise the student in writing of the assistance to which they are entitled and the conditions of the *CLS* as specified at paragraph 2.25 of these Guidelines.
- (5) Offers of a *CLS* may be made prior to a student's confirmation of enrolment with the eligible scholarship *provider* but such offers must be made on the condition that the student is eligible to receive a *CLS* on the student's first census date (as determined in accordance with section 169-25 of *the Act*) for the *scholarship period*.
- (6) Eligible scholarship *providers* must ensure that students, at the time of accepting an offer of a *CLS*:
 - (a) accept the conditions of the *CLS*; and
 - (b) agree to provide personal information relevant to assessing the student's ongoing eligibility for a *CLS* to the eligible scholarship *provider* on request.
- (7) The eligible scholarship *provider* must issue to a student in receipt of a *CLS* a commemorative certificate in the form approved by the Minister.

2.20 PAYMENTS TO STUDENTS

- (1) An eligible scholarship *provider* must pay the value of a *CLS* as specified at paragraph 2.20.1 of these Guidelines to a student who is awarded a *CLS* in accordance with these Guidelines.
- (2) An eligible scholarship *provider* must spend *CECS* grant amounts only on the making of *CECS* payments to students awarded a *CECS* who are undertaking their undergraduate course of study or graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practice in the chosen National Priority area with the eligible scholarship *provider*.

- (3) An eligible scholarship *provider* must spend CAS grant amounts only on CAS payments to students awarded a CAS who are undertaking their undergraduate course of study or graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practice in the chosen National Priority area with the eligible scholarship *provider*.
- (4) CLS payments may only be made using funds from CLS grants.

2.20.1 Value of Scholarships and Indexation Arrangements

- (1) The value of a CLS in 2007 is as follows:
 - (a) CECS - \$2,120
 - (b) CAS - \$4,240
- (2) These amounts will be indexed in subsequent years in accordance with Part 5-6 of *the Act*.

2.20.5 Payment Arrangements

- (1) Payments are to be made directly to students.
- (2) The payments are to be made as follows for both CECS and/or CAS:
 - (a) For CLS offered to students before census date, one payment totalling 50% of the annual value of the CLS will be made in each six-month period as soon as practicable on or within six weeks after the student's first census date, as determined in accordance with section 169-25 of *the Act*, for study being undertaken in that *scholarship period*.
 - (b) For CLS offered to students on or after census date, one payment totalling 50% of the annual value of the CLS will be made within six weeks of the student accepting the CLS and one payment totalling 50% of the annual value of the CLS will be made in each six-month period as soon as practicable on or within six weeks after the student's first census date, as determined in accordance with section 169-25 of *the Act*, for study being undertaken in that *scholarship period*.

2.25 CONDITIONS OF SCHOLARSHIP

2.25.1 Ongoing Eligibility Requirements

Each eligible scholarship *provider* is responsible for monitoring the ongoing eligibility of its students to ensure that each student continues to meet the eligibility requirements for a CLS as set out in paragraph 2.10 and, where applicable, any further selection criteria specified by the eligible scholarship *provider* under paragraph 2.15.5.(4) of these Guidelines. An eligible scholarship *provider* must confirm a student's eligibility for a CLS prior to making a CLS payment.

2.25.5 Suspension of a CLS

An eligible scholarship *provider* may approve requests for periods of *suspension* of a CLS in accordance with the eligible scholarship *provider's* own policies.

2.25.10 Maximum Duration of a CLS

The maximum duration of the CLS is eight *scholarship periods*.

2.25.15 Termination of a CLS

- (1) An eligible scholarship *provider* must terminate a CLS:

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 2.10 or, where applicable, any criteria specified by the eligible scholarship *provider* under paragraph 2.15.5(4) of these Guidelines, other than during a period of approved *suspension*; or
 - (b) once the maximum duration of the *CLS* has been reached; or
 - (c) if the eligible scholarship *provider* determines that the student:
 - (i) has failed to maintain satisfactory academic progress; or
 - (ii) has committed serious misconduct including, but not limited to, the provision of false or misleading information in terms of paragraph 2.25.20.
- (2) An eligible scholarship *provider* may not terminate a student's *CLS* for any other reason.

2.25.20 Provision of False or Misleading Information

- (1) If an eligible scholarship *provider* knows or has reason to believe that a student in receipt of a *CLS* has provided false or misleading information to the eligible scholarship *provider* in relation to the *CLS*, the eligible scholarship *provider* must immediately:
- (a) re-assess the student's entitlement to the *CLS*; and
 - (b) notify *DEST* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DEST*.

2.25.25 Unawarded *CLS*

- (1) If an eligible scholarship *provider* cannot award a minimum of 75% of the number of *CECS* and/or *CAS* in a given year, *DEST* may do one of the following:
- (a) permit the eligible scholarship *provider* to roll over the unawarded *CECS* and/or *CAS* to the next *scholarship period*; or
 - (b) require the eligible scholarship *provider* to return the unawarded *CECS* and/or *CAS* to the Department for redistribution in accordance with paragraph 2.25.25(2) of these Guidelines; or
 - (c) grant permission to the eligible scholarship *provider* to convert *CAS* to *CECS* or *CECS* to *CAS*.
- (2) Where an eligible scholarship *provider* rolls over a significant amount of *CLS* grant amounts, at any time the *provider* may request that *DEST* grant permission to the eligible scholarship *provider* to convert *CAS* to *CECS* or *CECS* to *CAS*.
- (3) If an eligible scholarship *provider* is required to return unawarded *CECS* and/or *CAS* to the Department, they will roll over the number of *CECS* and/or *CAS* in question to the next *scholarship period*. The Department will make the appropriate adjustment in the next year by deducting the number of unawarded *CECS* and/or *CAS* from the allocations made in accordance with paragraph 2.5.10 of these Guidelines.

CHAPTER 3 AUSTRALIAN POSTGRADUATE AWARDS

3.1 PROGRAM OBJECTIVES

3.1.1 Description of Scholarship

Australian Postgraduate Award (*APA*) scholarships are awarded to students of exceptional research potential undertaking a Higher Degree by Research (*HDR*). *APAs* are provided to assist with general living costs.

3.1.5 Class of Commonwealth Scholarship

APAs are postgraduate research scholarships, in accordance with paragraph 46-10(b) of *the Act*.

3.5 GRANTS

3.5.1 Total Grant Amounts and Indexation

The total amount available for *APAs* in 2007 will be \$95.346 million. This amount will be indexed for subsequent years in accordance with Part 5-6 of *the Act*.

3.5.5 How Grant Amounts are to be Determined

- (1) The amount of *APA* grant payable to an eligible scholarship *provider* under section 46-15 of *the Act* for a year will be determined using the number of new *APAs* allocated to the *provider* for that year and the previous three years.
- (2) The amount of *APA* grant paid to a *provider* for a year is the sum of the following amounts:
 - (a) the number of new *APAs* allocated to the *provider* for that year multiplied by [SR* + \$375 (relocation component)];
 - (b) the number of new *APAs* allocated to the *provider* for the year prior to that year multiplied by (SR x 0.9);
 - (c) the number of new *APAs* allocated to the *provider* for the year two years prior to that year multiplied by (SR x 0.75); and
 - (d) the number of new *APAs* allocated to the *provider* for the year three years prior to that year multiplied by [(SR x 0.4¹) + \$750 (thesis component)].* SR is the stipend rate for a full-time student for the current year as specified in paragraph 3.20.1(a) of these Guidelines.
- (3) For the purpose of (2)(a), the number of new *APAs* allocated to the *provider* is determined by applying the Research Training Scheme (RTS) formula (specified at http://www.dest.gov.au/sectors/research_sector/programmes_funding/programme_categories/professional_skills/research_training_scheme.htm). The RTS formula gives a 50% weighting to *HDR* completions, a 40% weighting for research income, and a 10% weighting for research publications, each taken over the two most recent years for which data are available. For the purpose of the *APA* allocation, *HDR* completions are not weighted on the basis of the field of study.
- (4) For the purpose of (2)(b), (c) and (d), the number of new *APAs* allocated to the *provider* for each of the three previous years is the number approved by the Minister for those years.

¹ The payment factor may be increased above 0.4 if the grant amounts calculated according to the formulae in paragraph 3.5.5 (2) equate to less than the total grant amount detailed in paragraph 3.5.1. The adjustment is to ensure that the total grant amount detailed in paragraph 3.5.1 is fully allocated.

- (5) Where the formula results in less than one but more than zero *APAs* for a *provider*, a default of one *APA* will be allocated to the *provider*.

3.10 STUDENT ELIGIBILITY REQUIREMENTS

3.10.1 Basic Eligibility Requirements

- (1) To be eligible for an *APA*, a student must:
- (a) have completed a Bachelor Degree with First Class Honours, or be regarded by the *provider* as having an equivalent level of attainment in accordance with paragraph 3.10.5 of these Guidelines; and
 - (b) be undertaking a *HDR*; and
 - (c) be enrolled as a full-time student, unless the *provider* has approved a part-time *APA* for the student under paragraph 3.10.10 of these Guidelines; and
 - (d) be a domestic student, as defined in *the Act*; and
 - (e) if undertaking:
 - (i) a *Research Masters*, not hold a *Research Doctorate* or a *Research Masters* degree or an equivalent research qualification; or
 - (ii) if undertaking a *Research Doctorate*, not hold a *Research Doctorate* degree or an equivalent research qualification; and
 - (f) must not previously have held an Australian Government-funded postgraduate research scholarship (excluding an Endeavour International Postgraduate Research Scholarship or its predecessor, International Postgraduate Research Scholarship), unless it was terminated within six months of the scholarship's payments commencing; and
 - (g) must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the *APA* stipend rate to undertake the *HDR*. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

3.10.5 Equivalent Attainment to a Bachelor Degree with First Class Honours

If a student does not hold a Bachelor degree with First Class Honours, then the *provider* may determine that the student has demonstrated an equivalent level of academic attainment. In determining an equivalent level of academic attainment, a *provider* may consider previous study, relevant work experience, research publications, referees' reports and other research experience.

3.10.10 Approval of a Part-time *APA*

- (1) A *provider* may approve a part-time *APA* for a student only if:
- (a) the student has exceptional circumstances; or
 - (b) the student is undertaking Commercialisation Training Scheme (CTS) training as specified in Chapter 8 of the Other Grants Guidelines concurrently with the *HDR*.
- (2) For the purpose of paragraph 3.10.10(1)(a), the *provider* must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study.
- (3) A student who has a part-time *APA* may revert to full-time study at any time with the permission of the *provider*.

3.15 APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES

A *provider* is responsible for the *APA* application, selection and offer processes and must make information about the processes, policies and conditions of scholarship readily and publicly available.

3.15.1 Applications

- (1) Eligible scholarship *providers* must conduct a competitive application process for awarding *APAs*.
- (2) Applications for *APAs* must be submitted in the form approved and by the date determined by the eligible scholarship *provider*.
- (3) Eligible scholarship *providers* must include the following statement on the application form, immediately prior to the applicant's signature block: "Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)."

3.15.5 Selection Policy

A *provider* must maintain an *APA* selection policy which accords with these Guidelines and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act*. A *provider* must select students for an *APA* in accordance with the policy.

3.15.10 Offer Process

- (1) A *provider* must offer as many *APAs* as it can support through its *APA* grant, taking into account any roll-over of grant amounts as provided for in section 46-35 of *the Act* and liabilities arising from additional scholarship offers, relocation and thesis allowances, paid leave provisions and extensions or *suspensions* of *APAs* approved by the *provider*. The *provider* is responsible for managing these liabilities.
- (2) A *provider* must only offer a student an *APA* as a result of:
 - (a) an application lodged as part of a competitive application process; or
 - (b) the *provider* agreeing to continue an *APA* for a student who is already in receipt of an *APA* and is transferring from another *provider* under paragraph 3.25.10 of these Guidelines.
- (3) A *provider* must offer an *APA* to a student in writing and advise the student in writing of the assistance to which they are entitled and the conditions of the *APA*.

3.20 PAYMENTS TO STUDENTS

- (1) A *provider* must spend *APA* grant amounts only on the making of *APA* payments to students awarded an *APA* who are undertaking their *HDR* with the *provider*.
- (2) Each year, a *provider* must pay each student the full value of their *APA* stipend unless that student has commenced late or suspended their *APA* or the *APA* has been terminated. Where a student is not enrolled over the full period of the year, because of a late commencement or periods of *suspension*, the *provider* must pay at least the proportion of the annual stipend for the period in which study is undertaken for that year.

- (3) A *provider* must make fortnightly payments to students in respect of their annual stipend. Payments must be made directly to students.

3.20.1 Value of Scholarships and Indexation Arrangements

- (1) The value of an *APA* stipend over the full year in 2007 is as follows:
 - (a) for a full-time *APA*: \$19,616
 - (b) for a part-time *APA*: \$10,480
- (2) The *APA* stipend will be indexed for subsequent years in accordance with Division 198 of Part 5-6 of *the Act*.

3.20.5 Relocation Allowance

Students may be eligible for a relocation allowance in addition to the annual stipend for the cost of relocating themselves, their spouse and dependants to a new place of residence where this is necessary to enable the student to undertake the *HDR*. A *provider* must maintain and apply its relocation allowance policy. A claim for relocation allowance is assessed against a *provider's* relocation allowance policy.

3.20.10 Thesis Allowance

Students may be eligible for a thesis allowance in addition to the annual stipend for the cost of producing a Masters thesis or Doctorate thesis. A *provider* must maintain and apply its thesis allowance policy. A claim for thesis allowance is assessed against a *provider's* thesis allowance policy.

3.20.15 Duration of an APA

- (1) The duration of a full-time *APA* is three years for a student undertaking *Research Doctorate* studies, and two years for a student undertaking *Research Masters* studies. The duration of a part-time *APA* is six years for *Research Doctorate* studies and four years for *Research Masters* studies.
- (2) The duration of an *APA* will be reduced by any periods of study undertaken:
 - (a) towards the degree prior to the commencement of the *APA*; or
 - (b) towards the degree during *suspension* of the *APA* (unless the study was undertaken as part of an Australian Government financially supported international postgraduate research scholarship or award); or
 - (c) previously while receiving an Australian Postgraduate Coursework Award.
- (3) The duration of an *APA* will be increased by any periods of paid leave approved by the *provider*.
- (4) A *provider* may also approve an extension to the duration of an *APA* for a *Research Doctorate* student of up to six months provided the student is making satisfactory progress and the grounds for the extension relate to the study and are beyond the control of the student. A *provider* must not approve an extension to the duration of an *APA* for a *Research Masters* student.
- (5) If a part-time *APA* is converted to a full-time *APA* then the period of time that the student is regarded as having been in receipt of the part-time *APA* immediately prior to the conversion will be halved for the purpose of determining the duration the student is regarded as having been in receipt of a full-time *APA* immediately after conversion.

- (6) If a full-time *APA* is converted to a part-time *APA* then the period of time that the student is regarded as having been in receipt of the full-time *APA* immediately prior to the conversion will be doubled for the purpose of determining the duration the student is regarded as having been in receipt of a part-time *APA* immediately after conversion.

3.25 CONDITIONS OF SCHOLARSHIP

3.25.1 Ongoing Eligibility

The *provider* must monitor students' ongoing eligibility to ensure that each student continues to meet the eligibility requirements set out in paragraph 3.10 of these Guidelines.

3.25.5 Suspensions

Students may apply to their *provider* for a *suspension* of their *APA*. The approval of *suspensions* will be at the discretion of the *provider*.

3.25.10 Transfer to another *Provider*

Students who transfer to another *provider* may continue to receive their *APA* only if their new *provider* agrees to its continuation and subject to the new *provider* having sufficient *APA* grant amounts of its own available. The new *provider* must ensure that it has received information from the former *provider* on any *APA* payment the student has received and the duration of the *APA* already consumed.

3.25.15 Conversion of Degrees

- (1) Students may convert from a *Research Masters* degree to a *Research Doctorate* degree or from a *Research Doctorate* degree to a *Research Masters* degree, and continue to receive their *APA*.
- (2) A student who completes a *Research Masters* degree may continue to receive their *APA* for a *Research Doctorate* degree provided there is no interval between the completion of the *Research Masters* and the commencement of the *Research Doctorate* degree, or that such an interval is covered by *suspension* of the *APA*.
- (3) The maximum duration of a converted *APA* becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

3.25.20 Leave Entitlements

- (1) Students are entitled to receive up to 20 working days paid recreation leave and ten working days paid sick leave for each year of the *APA*. These leave entitlements may be accrued over the life of the *APA* but will be forfeited when the *APA* is terminated.
- (2) Students are entitled to receive additional paid sick leave of up to a total of 12 weeks during the duration of the *APA* for periods of illness lasting longer than ten days for which a medical certificate has been provided.
- (3) Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities, subject to the usual practice of the *provider*.

- (4) Students who have completed 12 months of their *APA* are entitled to a maximum of 12 weeks paid maternity leave during the duration of the *APA*. Subject to the usual practice of the *provider*, paid leave may also be approved if the student has adopted a child.
- (5) Students who are partners of women giving birth during an *APA* and who have completed 12 months of their *APA*, may be entitled to a period of paid parenting leave at the time of the birth or adoption, subject to the usual practice of the *provider*.

3.25.25 Work

Students may undertake work outside the *HDR* subject to the approval of their *provider*. The *provider* may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study for their *HDR*.

3.25.30 Termination of an APA

- (1) A *provider* must terminate an *APA*:
 - (a) if the student ceases to meet the eligibility criteria specified in paragraph 3.10 of these guidelines, other than during a period in which the *APA* has been suspended or during a period of leave in accordance with paragraph 3.25.20 of these Guidelines
 - (b) when the student ceases to be a full-time student and approval has not been obtained from the *provider* to hold the *APA* on a part-time basis; or
 - (c) when the student completes the course of study, unless completing a *Research Masters* degree and undertaking *Research Doctorate* studies under paragraph 3.25.15(2) of these Guidelines; or
 - (d) if the *provider* determines that:
 - (i) the course of study is not being carried out with competence and diligence or in accordance with the offer of the *APA*; or
 - (ii) the student has failed to maintain satisfactory academic progress; or
 - (iii) the student has committed serious misconduct, including, but not limited to the provision of false or misleading information in terms of paragraph 3.25.35.
- (2) If an *APA* is terminated, it cannot be re-activated unless the termination occurred in error.

3.25.35 Provision of False or Misleading Information

- (1) If a *provider* knows or has reason to believe that a student in receipt of an *APA* has provided false or misleading information to the *provider* in relation to the *APA*, the *provider* must immediately:
 - (a) re-assess the student's entitlement to the *APA*; and
 - (b) notify *DEST* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DEST*.

3.30 MISCELLANEOUS

3.30.1 Supervision and Facilities

- (1) A *provider* must:

- (a) ensure that adequate facilities and appropriate supervision are available for each student undertaking a *HDR*; and
- (b) establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a *HDR*.

CHAPTER 4 ENDEAVOUR INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIPS

4.1 PROGRAM OBJECTIVES

4.1.1 Description of Scholarship

- (1) The Endeavour International Postgraduate Research Scholarships (*Endeavour IPRS*) program was established to maintain and develop international research linkages and specifically aims to:
 - (a) attract top quality international postgraduate students to areas of research strength in the Australian higher education sector; and
 - (b) support Australia's research effort.

4.1.5 Class of Commonwealth Scholarship

Endeavour IPRS are postgraduate research scholarships, in accordance with paragraph 46-10(b) of *the Act*.

4.2 PARTICULAR PROVISIONS RELATING TO 2006 ENDEAVOUR IPRS

4.2.1 Adjustments relating to 2004 IPRS² Overspends

- (1) In 2004, some providers (the “**2004 Overspenders**”) awarded *IPRS* scholarships having a total value that was greater than the amount of their respective *IPRS* grant allocations from the Commonwealth. The amount by which the total value of those scholarships exceeded the total amount of the 2004 Overspenders’ allocations is referred to in this paragraph 4.2.1 as the “**2004 Total Overspend**”.
- (2) In 2004, some providers (the “**2004 Underspenders**”) awarded *IPRS* scholarships having a total value that was less than the amount of their respective *IPRS* grant allocations from the Commonwealth. The amount by which the total value of those scholarships was less than the total amount of the 2004 Overspenders’ allocations is referred to in this paragraph 4.2.1 as the “**2004 Total Underspend**”.
- (3) The 2004 Total Underspend amount was less than the 2004 Total Overspend amount by an amount referred to in this paragraph 4.2.1 as the “**Shortfall**”.
- (4) During 2005, each 2004 Underspender agreed to, and did, pay back to the Department the amount that it did not spend from its 2004 *IPRS* grant allocation. (In total, these repayments totalled the 2004 Total Underspend.)
- (5) During 2005, the higher education sector agreed with the Department that each 2004 Overspender would receive two payments for expenditure on 2004 *IPRS* scholarships in accordance with the 2004 Commonwealth Scholarships Guidelines. For any particular 2004 Overspender, the payments shall be a share (proportionate to the 2004 Overspender’s proportion of the 2004 Total Overspend) of each of the two following amounts:

² In 2004, these scholarships were referred to as “IPRS”, rather than “Endeavour IPRS”.

- (a) the 2004 Total Underspend (repaid to the Commonwealth under subparagraph 4.2.1(4), above); and
- (b) an amount equal to the Shortfall as described in subparagraph 4.2.1(3), above, (which, by agreement with the higher education sector, shall be met by a reduction in each 2004 Underspender's 2006 Endeavour IPRS grant amount. For any particular 2004 Underspender, the reduction shall be proportionate to the Underspender's proportion of the 2004 Total Underspend).

4.2.2 Application of Unspent 2006 Endeavour IPRS Grants

- (1) For the purposes of this paragraph 4.2.2:

Any provider who, in 2006, awards *Endeavour IPRS* scholarships having a total value that is greater than the amount of its *Endeavour IPRS* grant for 2006 is referred to as a “**2006 Overspender**”. The amount by which the total value of the 2006 Overspenders' scholarships awarded in 2006 exceeds the total amount of *Endeavour IPRS* grants for 2006 is referred to as the “**2006 Total Overspend**”.

Any provider who, in 2006, awards *Endeavour IPRS* scholarships having a total value that is less than the amount of its *Endeavour IPRS* grant for 2006 is referred to as a “**2006 Underspender**”. The amount by which the total value of the 2006 Underspenders' scholarships awarded in 2006 is less than the total amount of *Endeavour IPRS* grants for 2006 is referred to as the “**2006 Total Underspend**”.

- (2) Each 2006 Underspender must pay back to the Department the amount that it does not spend from its 2006 *Endeavour IPRS* grant. (In total, these repayments are the 2006 Total Underspend.)
- (3) Each 2006 Overspender will receive (for expenditure on 2006 *Endeavour IPRS* scholarships in accordance with these Guidelines) an amount from the 2006 Total Underspend that is proportionate to the 2006 Overspender's proportion of the 2006 Total Overspend.
- (4) If the 2006 Total Underspend is greater than the 2006 Total Overspend, then paragraph 4.2.2(3) shall be replaced with the following paragraph:

Each 2006 Overspender will receive (for expenditure on 2006 *Endeavour IPRS* scholarships in accordance with these Guidelines) a share of an amount equal to the 2006 Total Overspend. For any particular Overspender, the share shall be proportionate to the 2006 Overspender's proportion of the 2006 Total Overspend.
- (5) Each *provider* must supply DEST with its 2006 *Endeavour IPRS* grant expenditure by 1 March 2007.

4.5 GRANTS

4.5.1 Total Grant Amounts and Indexation

The total amount available for *Endeavour IPRS* in 2007 will be \$18.828 million. This amount will be indexed for subsequent years in accordance with Part 5-6 of *the Act*.

4.5.5 How Grant Amounts are to be Determined

- (1) The formula used to allocate the notional number of *Endeavour IPRS* to *providers* gives a 50% weighting to *HDR* completions, a 40% weighting for research income and a 10% weighting for research publications, each taken over the two most recent years for which data are available.
- (2) Where the formula results in less than one but more than zero *Endeavour IPRS* for a *provider*, a default of one *Endeavour IPRS* will be allocated to the *provider*.
- (3) The amount of *Endeavour IPRS* grant paid to an eligible scholarship *provider* under subsection 46-15(2) of *the Act* for the year 2007 or any later year (the “**new year**”) will be determined in accordance with paragraphs 4.5.5(4) and 4.5.5(5).
- (4) Subject to any adjustment that may be made under paragraph 4.5.5(5), the amount of *Endeavour IPRS* grant to be paid to a *provider* for any new year (a “**New Year Grant Amount**”) is equal to:
$$(A + B + C + D) \times E / F$$
where:
 - A = number of notional *Endeavour IPRS* allocated to the *provider* for the new year multiplied by 0.925
 - B = number of notional *Endeavour IPRS* allocated to the *provider* for the year prior to the new year multiplied by 0.925
 - C = number of notional *Endeavour IPRS* allocated to the *provider* for the year two years prior to that year multiplied by 0.775
 - D = number of notional *Endeavour IPRS* allocated to the *provider* for the year three years prior to that year multiplied by 0.65
 - E = the total amount available for *Endeavour IPRS* in the new year, as specified in paragraph 4.5.1
 - F = sum of (A+B+C+D) for all *providers*
- (5) For the purposes of this paragraph 4.5.5(5), a “**Prior Year**” is 2004, 2005 or 2006. If, for any Prior Year, there was a difference between:
 - (a) the amount of *Endeavour IPRS* grant paid to a *provider*;
 - and
 - (b) the *provider’s* actual total cash expenditure on *Endeavour IPRS* payments;then *DEST* may adjust the amount of any New Year Grant Amount, as calculated under paragraph 4.5.5(4), to account for that difference.

4.10 STUDENT ELIGIBILITY REQUIREMENTS

- (1) To be eligible for an *Endeavour IPRS*, a student must:
 - (a) be an overseas student as defined in *the Act*; and
 - (b) meet international student visa requirements as specified by the Department of Immigration and Multicultural Affairs (*DIMA*), including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health and Ageing; and
 - (c) be commencing full-time enrolment for the first time in a *HDR* at an eligible scholarship *provider* in Australia under section 46-15 of *the Act*; and
 - (d) be undertaking study in a subject area identified by the *provider* as one of its areas of research concentration; and
 - (e) not hold a research qualification regarded by the *provider* to be equivalent to an Australian *Research Doctorate* degree or, if undertaking a *Research Masters* degree, not hold a research qualification regarded by the *provider* to be equivalent to or higher than an Australian *Research Masters* degree; and
 - (f) not have held an Australian Agency for International Development (*AusAID*) scholarship within the two years prior to commencing the *Endeavour IPRS*; and

- (g) not be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian Government makes a substantial contribution.
- (2) For the sake of clarity, paragraph 4.10(1)(c) does not preclude students from undertaking a component of their course of study outside Australia. Notwithstanding that paragraph, the *provider* may also consider students who:
 - (a) commenced their *HDR* in the previous year but who, due to the timing of their applications and subsequent enrolment, were unable to apply for an *Endeavour IPRS* in that year; or
 - (b) commenced a *HDR* and terminated that enrolment within six months of commencement.

4.15 APPLICATION, SELECTION AND OFFER PROCESS AND POLICIES

A *provider* is responsible for the *IPRS* application, selection and offer processes and must make information about the processes, policies and conditions of scholarship readily and publicly available.

4.15.1 Applications

- (1) Eligible scholarship *providers* must conduct a competitive application process for awarding *Endeavour IPRS*.
- (2) Applications for *Endeavour IPRS* must be submitted in the form approved by the date determined by the eligible scholarship *provider*.
- (3) Eligible scholarship *providers* must include the following statement on the application form, immediately prior to the applicant's signature block: "Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)".

4.15.5 Selection Policy

A *provider* must maintain an *Endeavour IPRS* selection policy which is publicly available and which accords with these Guidelines and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act*. The *provider* must select students for an *Endeavour IPRS* in accordance with the policy.

4.15.10 Offer Process

- (1) Subject to paragraph 4.15.10(3), a *provider* must offer as many *Endeavour IPRS* as it can support through its *Endeavour IPRS* grant, taking into account:
 - (a) any roll over of grant amounts made in accordance with section 46-35 of *the Act*; and
 - (b) liabilities arising from extensions and *suspensions* of *Endeavour IPRS* approved by the *provider*, and accepting students transferring from another *provider* as specified in paragraph 4.25.10.
- (2) The *provider* is responsible for managing any liabilities arising under paragraph 4.15.10(1)(b) and *DEST* will not reimburse any over-expenditure on that account.
- (3) A *provider* may only offer an *Endeavour IPRS* as a result of:
 - (a) an application lodged as part of a competitive application process; or
 - (b) the *provider* agreeing to continue an *Endeavour IPRS* for a student who is already in receipt of an *Endeavour IPRS* and:
 - (i) is transferring from another *provider* under paragraph 4.25.10 of these Guidelines; or

- (ii) is converting their degree under paragraph 4.25.15 of these Guidelines; or
 - (iii) has completed a *Research Masters* degree and is immediately proceeding to a *Research Doctorate* degree in a related field.
- (4) A *provider* must offer a scholarship to a student in writing and advise the student in writing of the benefits to which they are entitled and the conditions of the scholarship. Where a *provider* does not include the cost of any other compulsory fees in the cost of the course of study, the letter of offer must state that the prospective student will be responsible for the payment of these compulsory fees, unless the *provider* chooses to cover those fees for the student.

4.20 USING THE GRANT AMOUNTS

A *provider* must use *Endeavour IPRS* grant amounts only on the making of *Endeavour IPRS* payments in respect of students awarded an *Endeavour IPRS*.

4.20.1 Value of Scholarship

- (1) The maximum value of an *Endeavour IPRS* in a year is equal to:
- (a) the estimated annual course cost, as determined by the *provider* in accordance with Chapter 11 of the Commonwealth Grant Scheme Guidelines (Fees in respect of overseas students), for the *HDR* being undertaken by the student; plus
 - (b) the cost of a standard Overseas Student Health Cover (OSHC) policy approved by the Commonwealth Government Department of Health and Ageing and which covers the student and their spouse and dependants (if any) for the period of the *Endeavour IPRS*.

4.20.5 Non-commencements and Withdrawals

- (1) A *provider* may apply its usual policies concerning:
- (a) the non-refundability of course costs for students who withdraw after commencing study; and
 - (b) administrative charges for students who do not commence their study after having received an offer of place.
- (2) A *provider* may use *Endeavour IPRS* grant amounts to:
- (a) discharge course costs, where the course fee is not refundable to a withdrawing student; or
 - (b) pay administrative charges for a student who does not commence their study after receiving an offer of a place.

4.20.10 Duration of an *Endeavour IPRS*

- (1) The duration of an *Endeavour IPRS* is three years for *Research Doctorate* degrees and two years for *Research Masters* degrees.
- (2) The duration of an *Endeavour IPRS* will be reduced by any periods of study undertaken:
- (a) towards the course of study prior to the commencement of the *Endeavour IPRS*; and
 - (b) during *suspension* of the *Endeavour IPRS*.
- (3) A *provider* may approve extensions to the duration of an *Endeavour IPRS*, subject to paragraphs 4.15.10(1)(b), 4.25.10(4) and 4.25.20(1)(b).

4.25 CONDITIONS OF SCHOLARSHIP

4.25.1 Ongoing Eligibility

A *provider* must monitor the ongoing eligibility of a student to ensure that the student continues to meet the eligibility requirements for an *Endeavour IPRS* as set out in paragraph 4.10 of these Guidelines.

4.25.5 Suspension of an *Endeavour IPRS*

A student may apply to the *provider* for a *suspension* of their *Endeavour IPRS*. The approval of *suspensions* will be at the discretion of the *provider*.

4.25.10 Transfer to another *Provider*

- (1) If a student in receipt of an *Endeavour IPRS* transfers to another *provider*, the scholarship may be transferred with the student in exceptional circumstances only.
- (2) Students may continue to receive an *Endeavour IPRS* only if the former *provider* supports the student's transfer and the new eligible scholarship *provider* agrees to continue the *Endeavour IPRS*.
- (3) The new *provider* must ensure that it receives information from the former *provider* on any *Endeavour IPRS* duration consumed by the student.
- (4) Change of *provider* does not constitute sufficient grounds for a subsequent extension of the *Endeavour IPRS*.

4.25.15 Conversion of Degrees

- (1) Students may convert from a *Research Masters* degree to a *Research Doctorate* degree or from a *Research Doctorate* degree to a *Research Masters* degree and continue to receive their *Endeavour IPRS*.
- (2) The maximum duration of a converted *Endeavour IPRS* becomes that for the new research degree (minus periods of study undertaken towards the related degree prior to the conversion).

4.25.20 Change of Research Area

- (1) A *provider* may approve a student's request to change from the research area indicated in the original placement or *Endeavour IPRS* offer, providing:
 - (a) the new research area is one of the *provider's* areas of research concentration; and
 - (b) there will be no extension of the duration of the *Endeavour IPRS* arising from the change of research area beyond the period of the original placement or *Endeavour IPRS* offer, including any previously approved extensions. The only exception is where the change of research area results from circumstances relating to the research which are outside the control of the student and the *provider*.

4.25.25 Work

- (1) Other than work that is specified as a course requirement, a student with a student visa may undertake work unrelated to their course requirements consistent with the conditions of the student visa. The student must obtain the approval of their *provider* prior to undertaking such work. A *provider* may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study programme. A *provider* may approve work subject to conditions determined by the *provider*.
- (2) Work commitments cannot be accepted as grounds for an extension of the duration of the *Endeavour IPRS*.

4.25.30 Termination of an *Endeavour IPRS*

- (1) A *provider* must terminate an *Endeavour IPRS*:
 - (a) if the student ceases to meet the eligibility criteria specified in paragraph 4.10 of these Guidelines other than during a period in which the *Endeavour IPRS* has been *suspended*; or
 - (b) once the maximum duration of the *Endeavour IPRS* has been reached; or
 - (c) on completion of the course of study; or
 - (d) if the *provider* determines that:
 - (i) the course of study is not being carried out with competence and diligence; or
 - (ii) the student has failed to maintain satisfactory academic progress; or
 - (iii) the student has committed serious misconduct including, but not limited to the provision of false or misleading information in terms of paragraph 4.25.35.

4.25.35 Provision of False or Misleading Information

- (1) If a *provider* knows or has reason to believe that a student in receipt of an *Endeavour IPRS* has provided false or misleading information to the *provider* in relation to the *Endeavour IPRS*, the *provider* must immediately:
 - (a) re-assess the student's entitlement to the *Endeavour IPRS*; and

- (b) notify *DEST* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DEST*.

4.30 MISCELLANEOUS

4.30.1 Supervision and Facilities

(1) **A *provider* must:**

- (a) ensure that adequate facilities and appropriate supervision are available for each student undertaking a *HDR*; and
- (b) establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a *HDR*.

CHAPTER 5 **INDIGENOUS STAFF SCHOLARSHIPS**

5.1 PROGRAM OBJECTIVES

- (1) The objective of the *Indigenous* Staff Scholarship (*ISS*) Program is to develop *Indigenous* leadership in the higher education sector through the provision of opportunities for professional development, with priority given to:
 - (a) people undertaking postgraduate awards, and
 - (b) people who have not previously been in receipt of an *ISS*.

5.1.1 Description of Scholarship

- (1) *ISS* are awarded nationally under the Program to enable *Indigenous* staff (academic or general) of a *provider* to take leave from their *employment* to undertake 12 months full-time higher education study in their chosen academic or professional area. The *ISS* are directed towards *Indigenous* staff who have actively encouraged *Indigenous* students to participate in higher education and complete their studies.
- (2) Five *ISS* will be awarded each year.

5.1.5 Class of Commonwealth Scholarship

The *ISS* are standard scholarships, in accordance with paragraph 46-10(a) of *the Act*.

5.5 GRANTS

5.5.1 Total Grant Amounts and Indexation

The total grant amounts allocated for *ISS* for 2007 will be up to \$167,000. This amount will be indexed in subsequent years in accordance with Part 5-6 of *the Act*.

5.5.5 How Grant Amounts are to be Determined

The amount of grants to *administering providers* in 2007 for the *ISS* will be equal to the value of the stipend (\$22,300) plus up to \$11,100 for payment of the student's tuition fees and/or student contribution amounts for each *ISS* student who is studying with the *administering provider*.

5.10 STUDENT ELIGIBILITY REQUIREMENTS

5.10.1 Basic Eligibility Requirements

- (1) To be eligible for an *ISS*, the applicant must:
 - (a) be an *Indigenous* person; and
 - (b) be employed by a *provider*; and
 - (c) be enrolled in a full-time course of study leading to a higher education award with an eligible scholarship *provider* (*administering provider*) upon commencement of the *ISS*; and

- (d) have a Letter of Support from their *employing provider*. The Letter of Support must include an undertaking by the *employing provider* that it will hold the applicant's position of *employment* for 12 months while the applicant undertakes full-time study. The undertaking must include holding the applicant's position open where the applicant has:
 - (i) changed their course of study; or
 - (ii) transferred their enrolment to another eligible scholarship *provider* since accepting the *ISS* where this change or transfer has been approved by *DEST* in accordance with paragraphs 5.25.25 and 5.25.30 of these Guidelines.
- (2) A person will be considered to be an *Indigenous* person for the purposes of *ISS*, where the person:
 - (a) is of Australian Aboriginal or Torres Strait Islander descent; and
 - (b) identifies as an Australian Aboriginal or Torres Strait Islander; and
 - (c) is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.
- (3) The following documentation is acceptable as evidence of being *Indigenous*:
 - (a) an affirmation signed by the applicant, declaring that they identify as an Australian Aboriginal or Torres Strait Islander; and
 - (b) confirmation in writing with the corporate seal from the chairperson of the Aboriginal or Torres Strait Islander incorporated organisation in a community in which the applicant lives or has previously lived.

5.15 APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES

5.15.1 Application Process

- (1) Applications for *ISS* must be made to *DEST* according to the published application form. Application forms are available at <http://www.dest.gov.au/schools/indigenous/reforms.htm>.
- (2) The Indigenous Higher Education Advisory Council (*IHEAC*) will advise the Minister on the applicants the *IHEAC* determines are most suitable.

5.15.5 Selection Policy

- (1) *ISS* will be awarded by the Minister who may accept advice from the *IHEAC* and who may take into account any other relevant matter.
- (2) The primary considerations in assessment of applications by *IHEAC* will be:
 - (a) the extent to which applicants have actively encouraged *Indigenous* students to participate in higher education and complete their course; and
 - (b) the extent to which applicants have demonstrated leadership with regard to *Indigenous* issues within the higher education sector.
- (3) Additional criteria for assessment of applications for the *ISS* may be published in these Guidelines from time to time.

5.15.10 Offer Process

- (1) A Letter of Offer will be forwarded to successful applicants. The conditions in accepting the *ISS* are outlined in paragraph 5.25 of these Guidelines. In accepting an *ISS*, the applicant is agreeing to abide by the conditions of the *ISS*. A Letter of Acceptance must be received by the successful applicant before the *ISS* can commence (refer to paragraph 5.25.10(2)).
- (2) An *ISS* offer is made on the condition that the successful applicant enrolls in a full-time course of study leading to a higher education award with an eligible *provider* (*administering provider*). The Letter of Acceptance from the successful applicant must include evidence of being enrolled full-time.

5.20 CONDITION OF GRANTS TO ELIGIBLE PROVIDERS

5.20.1 Payments to Administering Providers

- (1) The Commonwealth will grant amounts for *ISS* to the *administering provider*, in accordance with approved payment arrangements made under *the Act*.
- (2) Grant amounts must only be used for the purpose of making *ISS* payments to students and for the payment of student's tuition fees and/or student contribution amounts, otherwise funds will be recovered under *the Act*.

5.20.5 Payment of Stipend to Students

The stipend for 2007 of \$22,300 (indexed annually) for each *ISS* must be paid in advance to students, each fortnight in 26 equal payments.

5.20.10 Payment of tuition fees and/or student contribution amounts

The *administering provider* will be paid \$11,100 (indexed annually) for each *ISS* it administers. This amount is made available for payment of tuition fees and/or student contribution amounts. Each scholarship holder is entitled to up to \$11,100 and any unspent funds will be recovered from the *administering provider* under *the Act*.

5.20.15 Recovery of Funds on Termination or Transfer of ISS

Where an *ISS* has been terminated, or *DEST* has approved a transfer under paragraph 5.25.30 of these Guidelines, any overpayments or unspent grant amounts will be recovered from the *administering provider* at which the student is transferring under section 164-15 of Part 5-1 of *the Act*.

5.20.20 Administering Provider Reporting and Notice Requirements

- (1) General Final Report

A grant to the *administering provider* to pay an *ISS* is made on the condition that the *administering provider* submits a report to *DEST* one month after the completion of the tenure of the *ISS*. The report must:

- (a) comment on the Program and advise whether the *administering provider* considers the Program is achieving its objectives and, if not, where in the *administering provider's* opinion improvements may be made; and
- (b) include a statement from the student's supervisor, or a relevant academic authority employed by the *administering provider*, outlining the studies undertaken and including a copy of the academic record for the period.

(2) General Notice Requirements

The *administering provider* must give notification in writing to *DEST* immediately:

- (a) if, in the *administering provider's* opinion, the student is not carrying out the conditions of the *ISS* in accordance with the conditions set out in these Guidelines; or
- (b) if the student has *suspended* the *ISS*, in accordance with paragraph 5.25.15 of these Guidelines; or
- (c) if the student no longer meets the eligibility requirements under paragraph 5.10.1 of these Guidelines.

(3) Audited Financial Statement

Administering providers are required to submit a Financial Statement to *DEST* within three months of completion of the *ISS*. The Financial Statement must cover the period of payments showing final expenditure against total funds provided, and a declaration made by the *administering provider* stating that all funds were expended on the purposes for which they were granted.

The Financial Statement must be signed by the Chief Executive Officer or Chief Internal Auditor at the *administering provider*.

5.25 CONDITIONS OF SCHOLARSHIP

A grant to an *administering provider* is made on the condition that *ISS* payments are made to students in accordance with the following Conditions of Scholarship.

5.25.1 Value of the *ISS*

- (1) Students will be paid a stipend of \$22,300 in 2007 (indexed annually).
- (2) Eligible scholarship *providers* will receive up to \$11,100 in 2007 (indexed annually) to cover tuition fees and/or student contribution amounts for the course of study in which the student is enrolled.

5.25.5 Duration of the *ISS*

The *ISS* are for a period of 12 months from the *date of commencement* of the course of study.

5.25.10 Commencement of the *ISS*

- (1) The *ISS* must begin the year following the acceptance of the *ISS* and the student must be enrolled in a full-time course of study with an eligible *provider* in that year.
- (2) The *ISS* and payment to the *administering provider* cannot commence until *DEST* receives the signed Letter of Acceptance.

5.25.15 Suspension of the *ISS*

- (1) After commencement of the *ISS*, a student may seek to suspend the remainder of the *ISS* by applying in writing to *DEST*.
- (2) Unless otherwise specified in writing to the student by *DEST*, the maximum period of a *suspension* will be six months.

5.25.20 Withdrawal from Course

If a student withdraws from or completes the course of study in which they are enrolled, they must immediately advise *DEST* in writing.

5.25.25 Change of Course of Study

A student may change to another course of study with the *administering provider* during the tenure of the *ISS* with the approval of *DEST*. Students must apply in writing to *DEST* for approval.

5.25.30 Transfer of a Scholarship

- (1) *DEST* may approve transfer to another administering *provider* of an *ISS* during the tenure of the *ISS*.
- (2) Any request to transfer an *ISS* requires the written support of both the student's current and proposed administering *providers*. Transfer is subject to the student being offered a higher degree place with the new *provider*.
- (3) Once *DEST* approves a transfer, written advice will be provided to the student, the original administering *provider* and the new administering *provider*, indicating the commencement date of the approved transfer. Grant amounts provided for the purposes of *ISS* which are unspent by the original administering *provider* will be transferred to the new administering *provider*.

5.25.35 Eligibility for Concurrent Scholarships or Awards

A student may receive a concurrent award or scholarship separate to the *ISS* to assist in their course of study where the concurrent award or scholarship is not for the purposes of tuition fees.

5.25.40 Work

There is no limit on the income a student may receive from work. However, the *administering provider* must be satisfied that a student's work does not interfere with their studies.

5.25.45 Leave

Students shall be entitled to leave from study in accordance with the usual practices of the *administering provider*.

5.25.50 Student Reporting Requirements

- (1) A month after completion of the first six month period of study, the student must provide a Statement of Progress to *DEST* from the student's supervisor or a relevant academic authority employed by the administering *provider*.
- (2) A month after completion of the *ISS*, the student must provide a final report to *DEST* including a copy of their academic transcript.

5.25.55 Termination

- (1) The Minister may terminate an *ISS* if:
 - (a) the student fails to comply with any condition of the *ISS* as identified in these Guidelines; or
 - (b) the administering *provider* determines that the student has failed to maintain satisfactory academic progress.

Notes to the Commonwealth Scholarships Guidelines

Note 1

The Commonwealth Scholarships Guidelines in force under section 238-10 of the *Higher Education Support Act 2003* as shown in this compilation is amended as indicated in the Tables below.

Table of Instruments

Title	Date of notification in Gazette or FRLI registration	Date of commencement	Application, saving or transitional provisions
Commonwealth Scholarships Guidelines	20 September 2005 (see F2005L02715)	1 January 2006	
Amendment No. 1 to the Guidelines for Commonwealth Scholarships	17 November 2006 (see F2006L03667)	18 November 2006	—
Amendment No. 2 to the Commonwealth Scholarships Guidelines	21 December 2006 (see F2006L05735)	1 January 2006	—

Table of Amendments

ad. = added or inserted am. = amended rep. = repealed rs. = repealed and substituted

Provision affected	How affected
Guidelines for Commonwealth Scholarships	
p 1.5.5	am. F2006L03667
p 2.1	rs. F2006L03667
p 2.5.1	rs. F2006L03667
p 2.5.10	rs. F2006L03667
p 2.10.1	rs. F2006L03667
p 2.10.5(1)(b)	rs. F2006L03667
p 2.10.10(3)	rs. F2006L03667
p 2.10.15	rs. F2006L03667
p 2.20	rs. F2006L03667
p 2.25.1	rs. F2006L03667
p 2.25.15	rs. F2006L03667
p 2.25.20 (Heading)	rs. F2006L03667
p 2.25.25	ad. F2006L03667
p 3.5.1	rs. F2006L03667
p 3.5.5	rs. F2006L03667
p 3.10.10	rs. F2006L03667
p 3.20.1(1)	rs. F2006L03667
p 3.25.1	rs. F2006L03667
p 3.25.30(1)(a)	rs. F2006L03667
p 3.25.30(1)(d)(iii)	rs. F2006L03667
p 3.25.35 (Heading)	rs. F2006L03667
p 4.2	ad. F2006L05735
p 4.5	rs. F2006L03667
p 4.5.10	rep. F2006L05735
p 4.10	rs. F2006L03667
p 4.15	rs. F2006L03667
p 4.20	rs. F2006L03667
p 4.25	rs. F2006L03667
p 5.5	rs. F2006L03667
p 5.15.10	rs. F2006L03667
p 5.20.5	rs. F2006L03667
p 5.20.20(2)(c)	rs. F2006L03667
p 5.25.1	rs. F2006L03667
p 5.25.10(1)	rs. F2006L03667