



Australia Awards



Endeavour Scholarships and Fellowships

2018 Round

Information for organisations hosting
Endeavour Scholarship and Fellowship recipients

This booklet provides information for host organisations
for the 2018 round of the Endeavour Scholarships and Fellowships

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Introduction

The purpose of this guide is to assist potential organisations in hosting an Endeavour scholarship or fellowship recipient.

The information provided in this document provides:

- an overview of the Endeavour Scholarships and Fellowships
- information on the responsibilities and requirements of a host organisation and/or supervisor
- information on the benefits of being a host organisation
- information on the support provided by the Department of Education and Training.

Overview

The Endeavour Scholarships and Fellowships are the Australian Government's competitive, merit-based scholarships and fellowships providing opportunities for Australians to undertake study, research or professional development overseas and for overseas citizens to do the same in Australia.

The Endeavour Scholarships and Fellowships aim to build Australia's reputation for excellence in the provision of education and research, support the internationalisation of the Australian higher education and research sectors and offer high-achieving individuals from overseas and Australia opportunities to increase their productivity and expertise in their field.

The program provides various study and professional opportunities, ranging from short-term fellowships or research placements to full postgraduate degrees.

For further information on categories, duration and benefits please visit

<http://internationaleducation.gov.au/endeavour>

Definition of a host organisation

A host organisation (located in the host country) is where an applicant proposes to undertake their Endeavour scholarship or fellowship study, research or professional development program.

Host organisations can include but are not limited to; government agencies, research centres, universities, private companies and not for profit organisations.

It is the applicant's responsibility to find an appropriate host organisation.

Applicants for the following categories must provide at least one and no more than three completed nomination forms for each separate host organisation;

- Endeavour Research Fellowship
- Endeavour Executive Fellowship
- Endeavour Queen Elizabeth II
- Endeavour Postgraduate Scholarship (Australians only).

Applicants for the remaining categories may only be hosted by one organisation and must provide an admission letter from that organisation;

- Endeavour Postgraduate (Masters/PhD) and
- Endeavour VET Scholarship.

Responsibilities and requirements of a host organisation/supervisor

The type of support a host organisation is required to provide will depend on the category of scholarship or fellowship the applicant is applying for. The level of support required should be discussed with the applicant prior to your organisation agreeing to be their host.

The host organisation ***is required*** to provide:

- a ***supervisor*** for the recipient. The supervisor will act as the point of contact for the organisation and will be contacted by the recipient's case manager on a regular basis to monitor the progress of the recipient. The host supervisor should have the capacity to guide the recipient throughout their program to assist in achieving their objectives
- ***progress reports and a final report***. Reports are required to be completed quarterly by the host supervisor, on behalf of the host organisation. Progress reports allow the department and the recipient's case manager to monitor progress
- ***infrastructure*** for the recipient, including but not limited to a computer, desk, chair, lab/library access
- a ***work or research plan*** with clear mutual objectives. This should be established with the recipient prior to the commencement of their program.

Endeavour recipients have a defined end date and no extensions past this date are permitted. The supervisor should be familiar with these dates for their recipient and provide guidance, where possible, to ensure that the target timeframe is met. Any difficulties or delays with timeframes should be discussed between the recipient and their case manager and noted by the supervisor in the progress report form.

The host organisation ***will not*** be required to:

- ***make any payment*** to the recipient. Endeavour recipients receive a monthly stipend for the duration of their program, together with tuition (if applicable) travel and establishment allowances.
- ***provide travel or health insurance***. Travel and health insurance is provided to all Endeavour recipients. It is however expected that the host organisation will have existing public liability, workplace health and safety insurance that will cover the recipient and the host organisation.

Sanctioned fields and/or organisations

Endeavour Scholarship and Fellowship recipients can undertake any field/topic of study, research or professional development; however the Australian Government sanctions certain topics and/or overseas organisations. More information about sanctions can be found at the Department of Foreign Affairs and Trade <http://www.dfat.gov.au/sanctions/about-sanctions.html>.

Should a recipient propose to undertake a sanctioned topic for their Endeavour program or have studied or been employed at a sanctioned organisation they may not be eligible to undertake their scholarship or fellowship without approval from the Department of Foreign Affairs and Trade prior to their commencement.

It is the responsibility of the host organisation to check sanctioned fields and/or organisations prior to accepting to act as a host for an applicant.

Benefits of being a host organisation

Endeavour Scholarship and Fellowship recipients will become international ambassadors for your organisation.

Hosting an Endeavour recipient will also:

- enhance and strengthen your organisation international networks and provide opportunities for future collaboration and research
- provide your organisation with an opportunity to develop professional and academic linkages and encourage the sharing of knowledge and lifelong learning
- provide an additional resource to contribute to your organisation

Australian organisations who host an Endeavour Research Fellowship recipient will receive a contribution of \$1,500 (per recipient) towards the provision of research materials and facilities required to host a research fellow.

Support services

A contractor has been appointed by the Department of Education and Training to provide post-selection support services to Endeavour Scholarship and Fellowship recipients. This contractor will assign a case manager to each recipient who will:

- support the recipient to successfully prepare for and undertake their scholarship / fellowship program, and ultimately complete their program by the scholarship or fellowship end date
- liaise with the host organisation at the commencement of the recipients program to confirm placement details and dates
- provide advice to recipients on health, travel, insurance and accommodation (where applicable)
- ensure that recipient's adhere to their program requirements and monitor their progress and wellbeing
- administer recipient's payments
- collaborate with host organisations to facilitate a rewarding experience
- liaise with the host organisation contact officer in the event that any critical incident occurs. This will ensure an effective and collaborative approach to securing and maintaining the recipient's safety and wellbeing.

Next steps

All Endeavour Scholarship and Fellowship applicants must provide documentation at the time of application which confirms their placement with a host organisation. Without this documentation, an application will be deemed incomplete and therefore ineligible. Documentation varies depending upon the scholarship or fellowship category.

Section 9 in the Applicant Guidelines provides further information on required supporting documentation.

- Applicants for the following categories require one **letter of admission** from their chosen organisation.
 - Endeavour Postgraduate (Masters/PhD)
 - Endeavour VET Scholarship.

The organisation may choose to provide a full or conditional letter of admission (offer letter) to the applicant.

- Applicants for the following categories require at least one completed **nomination form** to support their application for each proposed host organisation. Applicants may list up to three host organisations. The nomination form confirms the applicant's *proposed* placement with their chosen organisation.
 - Endeavour Research Fellowship
 - Endeavour Executive Fellowship
 - Endeavour Queen Elizabeth II
 - Endeavour Postgraduate Scholarship (Australians only).

Completing a host nomination form does not guarantee an offer of an Endeavour scholarship or fellowship; however information about the host organisation allows the selection panel to assess an application against the relevant selection criteria regarding potential host, program, linkages and/or benefits.

A host's commitment at this stage of the application process is considered to be 'in-principle'. If the applicant does not receive an offer, or at the time of the commencement of a recipient's proposed program a host is no longer able to host the recipient, then they will be under no obligation to continue their support.

Nomination forms must be submitted via the electronic nomination form provided by the department through the Endeavour Online system, a senior official physically located in the host country at the host organisation must confirm via the nomination form that an applicant's language ability is suitable for their proposed program. This form will be emailed automatically to you once the applicant has entered their host's details into their application. Nominations are confidential and cannot be viewed by the applicant.

If a nominator declines to provide a nomination the applicant will be notified. If the nominator wants to withdraw their nomination after completion, they may contact the Endeavour team to action this request. The applicant will be notified.

Further details

If you have any further questions, please contact the Endeavour Management Team endeavour@education.gov.au