



Australian Government



*Applicant Guide for the
Endeavour Leadership Program
Applicant Institutions*

2019 Round

Contents

Applicant Guide for the Endeavour Leadership Program	4
Institutions	4
2019 Round	4
1 Introduction	4
2 Leadership activities and student grants: Available sub-programs	5
3 Eligibility	7
3.1 Overview of eligibility requirements	7
3.2 Eligible Tertiary Education Providers	7
3.3 Eligible outgoing Australian Students	7
3.4 Eligible incoming overseas Students	7
4 Exchange agreements	7
4.1 Student exchange agreements	7
4.2 Tuition fees at Home Institution	8
4.4 Credit transfer	8
5 Applications	8
5.1 Leadership Activity application	8
5.2 ISEO	9
5.3 Cheung Kong Exchange Leadership Activities – additional requirements	9
5.4 Timeline	9
6 Funding	9
6.1 Available funding	10
6.2 Funding duration	10
6.3 Funding framework	10
6.4 Payment of funding	10
6.5 Use of funds	11
7 Funded Leadership Activities	11
7.1 Acceptance process	11
7.2 Publication of funded Leadership Activities	11
8 Reporting and funding acquittal requirements	12
8.1 Student details	12
8.2 Completion report	12
8.3 Repayment of funding	13
9 Other matters	13

9.1	Acknowledgment of Australian Government funding	13
9.2	Management of underperformance and non-compliance	13
9.3	Document retention.....	13
10	Student Welfare.....	14
10.1	Critical incidents.....	14
11	Complaints and feedback.....	14
12	Disclosure of information	15
	APPENDIX A – Country Prioritisation	16
	APPENDIX B – Compliance and reporting.....	18
B1.	Ongoing compliance	18
B2.	Record keeping	18
	APPENDIX C – Acknowledgement of Australian Government funding.....	19

Applicant Guide for the Endeavour Leadership Program Institutions 2019 Round

1 Introduction

The Endeavour Leadership Program (ELP) is the Australian Government's two-way mobility program for short and long-term study, research and professional development with Australia's priority partner countries (Appendix A). The ELP supports Australia's first *National Strategy for International Education 2025* (the Strategy). The Strategy sets out a 10-year plan for developing Australia as a global leader in education, training and research, through making transformative partnerships (Pillar 2 of the Strategy), and expanding student, education and training professional and research mobility (Action 6.2 of the Strategy).

The ELP provides opportunities for established and emerging leaders to undertake a global mobility experience, within their study, research or professional field.

Endeavour Leaders will have the opportunity to build enduring international networks, strengthen education and research engagement between Australia and priority countries, and enhance Australia's commercial success and economic prosperity.

The purpose of this Guide is to provide information to institutions wishing to apply for Endeavour Leadership Program funding in the 2019 Round. **It must be read in conjunction with the Endeavour Leadership Program Guidelines for the 2019 Round.**

It should also be read in conjunction with:

- *ISEO User Guide*
- *2019 Round Guide to Lodging Endeavour Leadership Program Institutional Applications*
- *Endeavour Leadership Program Frequently Asked Questions 2019 Round.*

2 Leadership activities and student grants: Available sub-programs

Students must not receive more than one grant under each sub-program. Eligible providers may apply for funding in one of the three following sub-programs:

Student exchange	Undergraduate Postgraduate (Masters only)	Inbound and outbound	Minimum of one full Study Period as recognised by the Home Institution, up to 12 months in duration.	All countries, excluding New Colombo Plan locations for outbound (Australian) undergraduates.	Up to \$5,000 per student (the total Leadership Activity amount will depend on the duration of the Leadership Activity and the number of participating students).
Cheung Kong exchange	Undergraduate	Inbound and outbound	Minimum of one full Study Period as recognised by the Home Institution, up to 12 months in duration.	China, Hong Kong, Brunei Darussalam, Cambodia, India, Indonesia, Japan, Laos, Macau, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea (South Korea), Singapore, Thailand and Vietnam	Up to \$5,000 per student (the total Leadership Activity amount will depend on the duration of the Leadership Activity and the number of participating students). Co- funded by department and Cheung Kong Pty Ltd

Short-term	Undergraduate, Postgraduate (Masters only) and VET	Inbound and outbound (VET outbound only)	Up to six months	All countries, excluding New Colombo Plan locations for outbound (Australian) undergraduates and Cheung Kong countries for all undergraduates.	\$2,500 total per student.
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3 Eligibility

3.1 Overview of eligibility requirements

The Endeavour Leadership Program provides funding to Australian Tertiary Education Providers, which in turn provide Student Grants to Australian and overseas Students to enable their participation in a Leadership Activity.

3.2 Eligible Tertiary Education Providers

All Australian Higher Education Providers¹ and Registered Training Organisations² may apply for funding to support Students to study overseas.

3.3 Eligible outgoing Australian Students

An outgoing Student participating in the Endeavour Leadership Program must:

- be an Australian citizen or Australian permanent resident
- be enrolled at an eligible Australian Higher Education Provider or Registered Training Organisation
- be undertaking one of the following courses at the Applicant Institution at the commencement of the Leadership Activity:
 - (i) an undergraduate course (leading to a qualification under level 7 or level 8 of the AQF); or
 - (ii) a vocational education and training course (Certificate III and above); or
 - (iii) a postgraduate qualification (a Masters Degree qualification as defined under level 9 of the AQF).

3.4 Eligible incoming overseas Students

An incoming overseas Student participating in the Endeavour Leadership Program must:

- not be an Australian citizen or Australian permanent resident
- study at the Applicant Institution under the student exchange arrangement agreed between the Applicant Institution and the Partner Institution.

4 Exchange agreements

4.1 Student exchange agreements

For Student Exchange and Cheung Kong exchange programs, Higher Education Applicant Institutions must have a student exchange agreement with a Partner Institution specified in the application before a Grant is allocated to the Student.

The Applicant Institution must ensure the student exchange agreement:

¹ Approved as an Australian Higher Education Provider under the *Higher Education Support Act 2003*.

² Public and private training providers registered by the Australian Skills Quality Authority (or a state regulator) to deliver Vocational Education and Training services.

- involves the reciprocal waiving of tuition fees for courses, including higher education level language courses
- allows for both outgoing and incoming Students
- covers an approved in-country program at the Partner Institution which is full-time and is equivalent to at least one full Study Period as recognised by the Applicant and Partner Institutions
- provides that, subject to satisfactory academic progress, a Student will receive credit towards the award for which they are studying at their Home Institution.

Funding may only be used to support linkages between Australian Higher Education Providers and public or private higher education Partner Institutions. The approved in-country program undertaken by an outgoing Australian Student who receives a Semester Grant must be undertaken on a campus of the Partner Institution located in the nominated location. The Leadership Activity cannot be undertaken on a campus of the Partner Institution that is located in a third location or on an overseas campus of the Applicant Institution.

Applicant Institutions may apply for a range of Leadership Activities including: practicums or clinical placements; paid or unpaid internships or work placements; research; short-term study; and volunteer Leadership Activities.

4.2 Tuition fees at Home Institution

Students who receive an Endeavour Leadership Program Grant must remain enrolled at their Home Institution during their overseas studies. Students remain liable for any tuition fees or student contributions at their Home Institution.

4.4 Credit transfer

Subject to satisfactory academic progress, the Host Institution will grant the Student credit for their in-country program.

5 Applications

5.1 Leadership Activity application

Applicant Institutions must enter the following information into ISEO for each Leadership Activity application:

- location(s) in which the Leadership Activity is proposed to be undertaken
- number of outgoing Grants sought for Australian Students
- number of incoming Grants sought for overseas Students (where applicable)
- whether a Facilitation Subsidy is sought (for each application)
- whether a Language Support Grant is sought (for each application)
- a response to the selection criteria
- confirmation that the Leadership Activity will provide credit towards the Australian course of study in which the student is enrolled
- a ranking for each Leadership Activity against the Applicant Institution's other proposed Leadership Activities (maximum of 10 applications, total, for long-term and Cheung Kong sub-categories; and 10 applications for short-term).

- If the provider does not provide a ranking, ISEO will automatically rank all applications from the same sub-category based on the order the applications are entered into the system. Applications can be ranked at any time after they are created, and rankings may be changed at any time up until the round closes.

5.2 ISEO

Each Tertiary Education Provider may nominate multiple officers to have access to ISEO; however the nominated International Liaison Officer (ILO) is the only person that can submit applications in ISEO.

5.3 Cheung Kong Exchange Leadership Activities – additional requirements

For Cheung Kong Exchange Leadership Activities, the Student detail requirements outlined in Section 8 must be submitted into the student details report in ISEO at least three weeks before the Student(s) is expected to travel.

This information will be provided to Powercor Australia Ltd, representing Cheung Kong in Australia, for the purpose of inviting Students to Cheung Kong functions and events held in Australia and overseas (Section 8.1). Where information is not provided by the required date, Institutions and Students may miss out on these opportunities.

5.4 Timeline

Table 1: Expected timing for the ELP*:

Timeline	Activity
20 September 2018	ELP applications open. Applicants apply online
15 November 2018 (11.59 pm AEDT)	Applications close
November 2018 – February 2019	Applications short listed, assessed and offers made
February 2019	The Minister for Education the Hon. Dan Tehan MP, announces the outcomes of the 2019 Round
February 2019	Successful and unsuccessful applicants receive an email regarding the outcome of their application
February – March 2019	Successful Endeavour Leaders and Recipient Institutions complete and return necessary documentation
March 2019 – August 2020	Leadership Activities commence for institutions

*Key dates are subject to change.

6 Funding

6.1 Available funding

Under the 2019 round, four types of funding are available:

- **Short-term Grants:** \$2500 per Student for short-term Leadership Activities.
- **Long-term Grants (Including Student Exchange and Cheung Kong Exchange):** \$5000 per Student for long-term Leadership Activities.
- **Language Support Grants:** Facilitate Asian language competency as part of an Endeavour Leadership Activity. Language training must be undertaken prior to, or concurrently with, an approved Leadership Activity: \$1000 per Student for eligible Leadership Activities.
- **Facilitation Subsidies:** Non-acquittable payments made to Australian Tertiary Education Providers that apply on the basis of one subsidy per completed Leadership Activity. The Facilitation Subsidy can be used for administration purposes associated with management of the Leadership Activity: \$1500 per Leadership Activity.

6.2 Funding duration

Funding is available to support Leadership Activities undertaken between 1 February 2019 and 1 March 2020 for Short-term Grants and 1 February 2019 and 31 August 2020 for Long-Term and Cheung Kong Exchange Grants, noting that the announcement of successful and unsuccessful recipients is scheduled for February 2019, and in accordance with the timeline at section 5.4.

6.3 Funding framework

Recipient Institutions will be required to enter into a new *Deed for Student Mobility Programmes* (Deed). No offer of funding can be made without an executed Deed.

Recipient Institutions will also be required to enter into an agreement for each mobility Leadership Activity. In order to conclude an agreement for a Leadership Activity, a Leadership Activity Schedule (as defined in the Deed) will need to be agreed between the parties (according to the terms of the Deed).

The agreement for a Leadership Activity will contain an obligation that both parties must comply with the Endeavour Leadership Program Guidelines and this Guide, which may be amended by the Department from time to time. To the extent of any inconsistency between the agreement and the Guidelines, the agreement will prevail.

If a Leadership Activity starts before the Leadership Activity Schedule is executed, the Department will not be liable for any expenditure incurred before the date of execution.

6.4 Payment of funding

Funding will be paid to Recipient Institutions in instalments. Recipient Institutions must provide the Support Services Organisation (Scope Global) with a correctly rendered invoice and signed Leadership Activity Schedule prior to payment of funding being made through ISEO.

If the required Leadership Activity Schedule and invoice is not received by the date specified by the Department, Leadership Activity funding may be deemed void by the Department and thereby revoked, regardless of any offer having being made.

6.5 Use of funds

Recipient Institutions must use ELP funding for the sole purpose of providing grants directly to Students to enable their participation in a Leadership Activity. Funding may not be used for staff to participate in a Leadership Activity, even if they are also enrolled at the provider. Recipient institutions may not use funding for administrative costs or other non-Student specific costs.

Recipient Institutions must provide services to Students in relation to the ELP that are high quality and fully compliant with the Leadership Activity and their Deeds. Other key compliance requirements are set out in section 1 of Appendix C.

Recipient institutions must be able to demonstrate that the process used to select students is fair, independent and transparent. The Recipient Institution must provide this evidence to the department on request.

Recipient Institutions must use funding they receive on behalf of Students for the sole purpose of enabling Students' participation in a Leadership Activity.

Where an Applicant Institution seeks to use the funding provided to make group arrangements on behalf of Students (and thereby not pay a component of the funding directly to the Students), the Applicant Institution must:

- be able to demonstrate a financial benefit for the Student (for example, flight discounts available through group bookings)
- obtain Students' written consent to the relevant funding not being made directly available to them. Applicant Institutions do not need to provide the Department with copies of Students' written consent, but must retain a record which is made available at the Department's request
- not use the funding for administrative costs or other non-Student specific costs.

7 Funded Leadership Activities

7.1 Acceptance process

The Department will advise ILOs of the outcomes of successful application(s) with offers made through ISEO for each Leadership Activity.

Once an offer has been made it is final and the Department will not enter into negotiations about the nature of the funding offer. Merits review is excluded on the grounds that ELP funding is a finite resource, and an allocation that has already been made to another party would be affected by overturning the original decision.

Tertiary Education Providers must accept or decline offers through ISEO by the date specified in the offer. A funding offer may, at the discretion of the Department, be deemed void and thereby revoked, if the offer is not accepted by the date specified by the Department.

7.2 Publication of funded Leadership Activities

If successful, your funding will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the CGRGs.

The Minister and/or the Department may publicly announce successful Leadership Activities and Leadership Activity details. The Department may also publish details of successful Leadership Activities on its website or through other media.

Such public details may also include information provided by successful applicants, compiled or obtained during the assessment of applications, negotiation of Award Agreements/Leadership Activity Schedules and during the Leadership Activity. This excludes information that the Commonwealth determines is confidential.

Where relevant, it is the responsibility of the Applicant Institution to seek and receive appropriate consent from Students for their details and images to be used by the Department for promotion of the ELP, prior to undertaking the Leadership Activity. This may include use in promotional material, information and publications in hardcopy and/or on the internet. Applicant Institutions must retain a record of the Student's consent.

8 Reporting and funding acquittal requirements

8.1 Student details

For each funded Leadership Activity, Recipient Institutions must enter in ISEO the following information for each Student prior to or by the Completion Date:

- **Student details** including: Student Identification Code (E313) or Unique Student Identifier³ (as applicable); name; gender; and email address
- **Travel details** including: location; Field of Study; qualification level; start and end dates; and Leadership Activity partners.

It is the responsibility of the Applicant Institution to seek and receive appropriate consent from Students for their details and images to be used by the Department for promotion of the ELP, prior to undertaking the Leadership Activity. This may include use in promotional material, information and publications in hardcopy and/or on the internet. Applicant Institutions must retain a record of the Student's consent. Recipient Institutions must indicate that all Students have consented to their information being shared with the Department and the following organisations:

- other Australian Government departments and agencies
- Australian parliamentarians and parliamentary committees
- contractors and agents of the Department
- where relevant (for Cheung Kong Exchange), and where consent has been provided, Powercor Australia Ltd (representing Cheung Kong in Australia)
- in publicly available promotional material, information and publications in hardcopy and/or on the internet.

8.2 Completion report

A completion report must be submitted for all funded Leadership Activities through ISEO.

Completion reports **must** be submitted as soon as all funding has been allocated and the last Student has departed Australia or their home location to commence study. Institutions that fail to comply with reporting requirements, at the discretion of the Department, may not be considered for

³ www.usi.gov.au

funding in future rounds. Institutions' history in refunding unallocated grants may also be considered in the final allocation of funding.

The completion report requires information on Student Grant recipients. This may include the name, gender, study location, Field of Study, Home Institution, qualification level and travel dates for each Student. Where applicable, Partner Institution or organisation details are also required. This will allow the Department to invite Students to Endeavour Leadership Program related functions and events held in Australia and overseas.

The completion report will also require provision of declarations including but not limited to:

- the Recipient Institution has spent the funding amount in accordance with the agreement and, if applicable, any unspent funds will be refunded to the Department
- the Recipient Institution acknowledges that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

8.3 Repayment of funding

Any funding that remains unspent by the Completion Date is required to be refunded to the Department. An invoice will be issued by the Department to the Recipient Institution for the outstanding amount. In some exceptional circumstances, and at the discretion of the Department, negotiations over funding repayments may be considered.

9 Other matters

9.1 Acknowledgment of Australian Government funding

All Tertiary Education Providers receiving funding through the Endeavour Leadership Program must inform all stakeholders, including Students, that the grants are funded by the Australian Government Department of Education and Training, through the Endeavour Leadership Program. This includes acknowledgement in all publications, promotional materials and activities related to the Leadership Activity. See Appendix C for further information.

Additional acknowledgment requirements may apply to Higher Education Providers receiving funding under Cheung Kong Exchange Leadership Activities, as detailed in the Cheung Kong Exchange Leadership Activity Schedule.

9.2 Management of underperformance and non-compliance

In the case of underperformance or non-compliance with the requirements of an agreement for a Leadership Activity, the Department may take remedial action including:

- consultation and negotiation with the Recipient Institution
- referral to proper authorities for investigation of improper use of funds and recovery of funds where appropriate.

9.3 Document retention

Recipient Institutions must hold and maintain appropriate and adequate records for seven years after the Leadership Activity to satisfy all claims, auditing compliance reporting, and review and evaluation requirements. Examples of records and further information regarding record-keeping are detailed in section 2 of Appendix B.

10 Student Welfare

The welfare and safety of Students involved in Endeavour Leadership Program activity is of utmost importance. Responsibility for Student welfare and safety rests with the Recipient Institution.

Applicant Institutions must consider the risks of travel to all eligible locations before deciding whether to apply, and ensure strategies and services are in place to support Student welfare and safety.

Students are not permitted to participate in the Leadership Activity and/or travel to a location for which the Department of Foreign Affairs and Trade travel advice is 'Do not travel' on Smartraveller. In the case that a location is upgraded to 'Do not travel' subsequent to funding approval by the Department, it is the responsibility of the Recipient Institution to either seek an alternative location (and comply with the Endeavour Leadership Program Guidelines [Section 12.3]) by obtaining written approval from the Department to vary the Leadership Activity) or refund the Leadership Activity funding to the Department.

Recipient Institutions must advise Students receiving a Student Grant to make independent inquiries about the risks involved in overseas travel. This should include visiting Smartraveller for current information about risks overseas and how to prepare for overseas travel. Recipient Institutions should advise Students to register with Smartraveller and subscribe to relevant travel advisories before starting the Leadership Activity.

10.1 Critical incidents

There may be circumstances, such as natural disasters, serious incidents or political disturbances, where the Department must be provided with details of the status of a Leadership Activity and the welfare of participating Students. If contacted by the Department or the Support Services Organisation (Scope Global), it is a requirement that the Applicant Institution provide the requested information in an appropriate and timely manner.

All Applicant Institutions must have a critical incident plan in place for the proposed Leadership Activity. Critical incident plans must include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise.

11 Complaints and feedback

There may be a number of reasons why an application does not progress. Please see the Program website <https://internationaleducation.gov.au/endeavourfeedback> at the conclusion of the round for the most common reasons why applicants were not successful.

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

Due to the large number of applications usually received, the Department does not provide individual feedback on individual applications. Applicant Institutions will be provided with general feedback on why applications were considered unsuitable for funding if requested.

Appeals against selection decisions will not be considered by the department. Once an offer has been made it is final and the Department will not enter into negotiations about the nature of the funding offer. Merit review is excluded on the grounds that ELP funding is a finite resource, and an allocation that has already been made to another party would be affected by overturning the original decision.

If you do not agree with the way your complaint has been handled, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department. Merits review is excluded on the grounds that ELP funding is a finite resource, and an allocation that has already been made to another party would be affected by overturning the original decision.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

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

12 Disclosure of information

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

APPENDIX A – Country Prioritisation

Tier	Member countries
<p>Tier 1 countries – highest weighting</p> <p>Tier 1 countries represent the highest priority for Australian Government engagement. These countries have one or more of the following attributes:</p> <ul style="list-style-type: none"> • highly advanced education systems with learning centres of excellence, including in science, technology, engineering and mathematics; • be a focus of strategic prioritisation by government; • a strong, established educational partnership with Australia; • high quality partnerships with Australia in research fields; • significant prospects for future commercialisation of joint research. 	<p>Member economies of ASEAN and/or APEC: Brunei Darussalam#, Cambodia#, Canada, Chile, China#, Hong Kong#, Indonesia#, Japan#, Laos#, Malaysia#, Mexico, Myanmar#, New Zealand, Papua New Guinea#, Peru, Philippines#, Russia, Singapore#, South Korea (Republic of Korea)#, Chinese Taipei (Taiwan)#, Thailand#, the United States and Vietnam#.</p> <p>Asia-Pacific – Other Bangladesh#, Bhutan#, Cook Islands#, Fiji#, French Polynesia#, Kiribati#, Maldives#, Marshall Islands#, Micronesia (Federated states)#, Mongolia#, Nauru, Nepal#, New Caledonia#, Niue and Tokelau#, Pakistan#, Palau#, Samoa#, Solomon Islands#, Sri Lanka#, Timor-Leste#, Tonga#, Tuvalu#, Vanuatu#.</p> <p>Strategic partners: Argentina, Austria, Belgium, Brazil, Colombia, Denmark, Finland, France, Germany, India#, Ireland, Italy, Norway, Netherlands, Switzerland, Sweden, Spain, United Kingdom.</p>

<p>Tier 2 countries represent those:</p> <ul style="list-style-type: none"> • of priority for Australian Government; and • have linkages to Australia in relation to education, research and prospects for commercialisation. 	<p>Americas Bolivia, Costa Rica, Ecuador, El Salvador, French Guiana, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Suriname, Uruguay, Venezuela.</p> <p>Europe Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Ukraine.</p> <p>Middle East Bahrain, Iran, Israel (including Palestinian Territories), Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Turkey, United Arab Emirates.</p>
<p>Tier 3 countries represent those:</p> <ul style="list-style-type: none"> • with limited established education and/or research linkages with Australia; and/or • that are supported by other Australian Government efforts such as development programs. <p>These countries will have limited support under the Endeavour Leadership Program.</p>	<p>Americas/Caribbean Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.</p> <p>Africa Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi*, Cameroon, Cabo Verde, Central African Republic*, Chad*, Comoros, Democratic Republic of the Congo, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya,* Madagascar, Malawi, Mali*, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger*, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia*, South Africa, Sudan (North Sudan), South Sudan*, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe.</p> <p>Middle East Afghanistan*, Iraq*, Syria* and Yemen*.</p> <p>Asia-Pacific Macau, Kazakhstan, Kyrgyzstan, North Korea, Tajikistan, Turkmenistan, Uzbekistan, Wallis and Futuna.</p> <p>Europe Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Liechtenstein, Macedonia, Moldova, Monaco, Montenegro, San Marino, Serbia.</p>

Note 1: * These countries have been assessed by the Department of Foreign Affairs and Trade as “do not travel” areas, as of May 2018. Only incoming (not outgoing) applicants are eligible to apply.

Note 2: # These countries are supported by the New Colombo Plan. Australian Applicants are not eligible to apply for Endeavour Leadership Program funding for undergraduates to travel to these countries.

APPENDIX B – Compliance and reporting

B1. Ongoing compliance

The key compliance requirements for institutions under the Endeavour Leadership Program are for Australian tertiary education providers to provide Services to Students that are of high quality and fully compliant with the Program and their *Deed for Student Mobility Programmes* (Deed). Other key compliance requirements to note are as follows:

- a) Substantiating eligibility of students—Providers must take reasonable steps to ensure eligibility of students (Section 3)
- b) The Department must be notified of changes in company structure, financial situation or any other matter that could adversely impact on the provider’s related activities and compliance obligations
- c) Complaint Handling—Providers must have in place appropriate complaint handling mechanisms as specified in an applicable industry code
- d) Providers must comply with any other legislative or regulatory requirements relevant to their operations
- e) Providers must not undertake any conduct (either directly or indirectly) that misrepresents the status or actions of the provider or any affiliated or subsidiary entity
- f) Providers must not misrepresent the Endeavour Leadership Program or the character of Australian Government involvement in the provider’s course offerings
- g) Providers must comply with their reporting obligations, as set out in these Guidelines.

The Department reserves the right to reduce the scope of or terminate the Deed in cases where a breach is identified and is not capable of remedy.

B2. Record keeping

Record Keeping – hold and maintain (for seven years after the end of the Leadership Activity) appropriate and adequate records to enable a provider to satisfy all claims, auditing, compliance reporting, and review and evaluation requirements. This includes, but is not limited to, the following information and/or evidence of:

- current (at the time of the Leadership Activity) Student enrolment in a relevant course and unit of study
- academic progression including (where applicable) academic credit for the Leadership Activity undertaken under the relevant student grant
- details of the Student’s Language study where the Student receives a Language Support Grant
- terms and conditions of the student grant were communicated to the student prior to awarding of the grant
- payment of the student grant to the student, or evidence of acceptance of payment of the Student’s costs, for example in relation to Section 6.5 of this Guide
- expenses paid on behalf of the Student as part of the Leadership Activity as per section 6.5 of this Guide
- selection criteria, selection process and reasons for decision in relation to the awarding of student grants to students.

The Department reserves the right to reduce the scope of or terminate the Deed in cases where a breach is identified and is not capable of remedy.

APPENDIX C – Acknowledgement of Australian Government funding

Australian tertiary education providers are required under their *Deed for Student Mobility Programmes* (Deed), with the Department to acknowledge clearly and prominently the relevant grants program as an Australian Government initiative in all instances where the provider is undertaking marketing of courses with an Endeavour Leadership Program component.

The exact words of acknowledgement required to be used are as advised and agreed by the Department, and may change from time to time depending on Australian Government policy. Providers are obliged to seek clearance by the Department of all acknowledgements proposed for publicity before dissemination.

The Endeavour Leadership Program logo is available from the Department. Use of the logo must adhere to Australian Government branding guidelines, as available for download at: https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf, particularly section 3.

Current requirements are set out in Table 1 below.

Promotional activity	Acknowledgement required
Radio and TV advertising, including live reads	<p>Where providers use the Endeavour Leadership Program logo on televised publicity material, all requirements of Australian Government branding must be maintained.</p> <p>Guidelines on the use of Australian Government logos are available from https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf.</p> <p>The crest must be no smaller than 20mm across and no other logo should be more prominent.</p> <p>Providers must include the following words following the main advertising message: “Student grants are made possible with support from the Australian Government’s Endeavour Leadership Program”.</p>
Print advertising, flyers, brochures or other product promotional material (for example, websites)	<p>Providers must use the Endeavour Leadership Program logo on all publicity material, maintaining all requirements of Australian Government branding.</p> <p>Guidelines on the use of Australian Government logos are available from https://www.dpmc.gov.au/sites/default/files/publications/Australian_Government_Branding_Design_Guidelines.pdf.</p> <p>The crest must be no smaller than 20mm across and no other logo should be more prominent.</p> <p>Acknowledgement must also be given by using the following wording: “Student grants are made possible with support from the Australian Government’s Endeavour Leadership Program”.</p>
Media releases	Acknowledgement must include the following wording:

	“Student grants are made possible with support from the Australian Government’s Endeavour Leadership Program”.
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Acknowledgement of the Australian Government does not exclude acknowledgment of relevant support from other sources.

