



Australian Government

Department of Education

AsiaBound Grants Program

Guidelines

2015 Round

Closing date for applications: 16 June 2014



This symbol indicates information that has been highlighted for your reference.



This symbol indicates information that has been highlighted as a key task, activity or caution.

Contents

1	Overview	7
1.1	Introduction	7
1.2	Purpose of the Guidelines	7
1.3	Key Dates	8
1.4	Eligible Destinations	8
1.4.1	Travel Warnings	9
2	Program Eligibility	10
2.1	Eligible Australian Institutions	10
2.2	Eligible Projects – Short-term	10
2.3	Eligible Projects – Semester based	10
2.3.1	Tuition Fee Waiver	11
2.3.2	Credit Transfer	11
2.4	Quality and Sustainability	11
2.5	Equal Opportunity	11
2.6	Eligible Students	11
2.6.1	Higher Education	11
2.6.2	Vocational Education and Training	11
2.7	Critical Incidents	12
3	Funding	13
3.1	Grants	13
3.1.1	Short-term grants	13
3.1.2	Semester based grants	13
3.1.3	Language support grants	13
3.1.4	Project Facilitation Subsidies	14
4	Funding Framework	15
4.1	Deed of Standing Offer	15
4.2	Project Schedule (the Contract)	15
4.3	Payment of Funding	15
4.4	Project Variation	16
4.5	Repayment of Funding	16
5	Application Process	17

5.1	Timeline	17
5.2	ISEO Application System.....	17
5.3	ISEO Application	17
5.4	Registration of Eligible Tertiary education providers.....	17
5.5	Maximum Number of Applications	17
5.6	Maximum number of Student Grants per Application.....	17
5.7	Institution Ranking of Applications	18
5.8	Selection Criteria	18
5.9	Lodgement of Applications.....	18
6	Allocation of Funding	19
6.1	Assessment Process.....	19
6.2	Allocation of language support grants	19
6.3	Outcome of application	19
6.4	Publication of Funded Projects.....	20
7	Acknowledgement of the Australian Government.....	20
8	Funding Acquittal Requirements	20
8.1	Completion Report	20
8.1.1	Short-term Projects.....	20
8.1.2	Semester based Projects.....	20
8.2	Statutory Declaration	20
8.3	Evaluation Report.....	21
9	Privacy.....	21
10	Complaints Handling	21
11	Disclosure of information in the application	21
12	Commonwealth Ombudsman.....	21
13	Offence to Provide False or Misleading Information.....	22
14	Conflict of Interest	22
15	Taxation	22
16	Contact.....	22

Definitions

Acronyms and terms used throughout these Guidelines are listed below.

Asia	All countries listed as eligible destinations in Asia see section 1.4.
AsiaBound	AsiaBound Grants Program
Academic Program	Includes, as the circumstances require: study, research, supervised recognised work experience, or a combination of these.
Applicant Institution	The Australian tertiary education provider that is applying for funding.
Completion Date	The date by which all reporting activities for the Project must be completed. (See section 5 Project Application/Funding Timetable).
Deed of Standing Offer (DoSo)	An agreement between the Commonwealth and an eligible education provider detailing the terms and conditions under which funding may be provided to the eligible provider.
Department	The Australian Government Department of Education, also referred to as 'the Department'.
Higher Education Provider	<ul style="list-style-type: none"> – Table A or Table B provider under the <i>Higher Education Support Act 2003</i> (HESA) – Approved as a higher education provider under sections 16-25 and 16-50 of HESA
Home Institution	The higher education or VET institution at which the student is enrolled in an ongoing capacity.
ILO	International Liaison Officer. The Department's point of contact at the Australian institution.
ISEO	International Student Exchange Online. The Department's online system for student mobility program management.
Mobility	Outside Australia study that includes enrolment in foreign institutions or other activity (internship, practicum, research project) that contributes to a student's course.
Language support grant	A \$1000 grant that may be allocated to students funded in a Project that has a language study component.
Non-discretionary	Means that subsidies may only be used for the specific purposes defined in these Guidelines.
Partner Institution	The higher education institution or organisation that the student will attend for the duration of the semester based Project.
Program	AsiaBound Grants Program
Project	Each approved application for funding submitted by an institution will be referred to as a 'Project'. A project application may seek funding for up to 10 students and one Project Facilitation Subsidy.
Project Facilitation Subsidy	A \$1500 subsidy allocated to eligible institutions in acknowledgement of the administrative costs of the Applicant Institution in managing the approved Project.
Project Schedule	The Project Schedule or 'schedule to the Deed of Standing Offer' is a signed contract detailing the specifics of each Project for which the Department provides funding support.
Project Variation	A Project Variation is a request from the institution to change particulars of the original Project.
Project Variation Project Schedule	The Project Variation Project Schedule is a signed funding agreement detailing the changed specifics of the original Project for which the Department provides funding support.
RTO (VET institution)	Registered Training Organisation. All Australian public and private RTOs are eligible to apply for funding.
Tertiary education provider	Refers to both Higher Education Providers and RTO (VET Institutions) as defined in these Guidelines.
Semester	A semester is defined by the partner institution, it should be noted the partner institution may operate trimesters rather than semesters. However, for the purposes of these Guidelines the study period must be full-time and for no less than 10 weeks and no greater than 20 weeks.

Student grant	A \$2000 or \$5000 grant allocated to eligible Tertiary education providers for distribution to students participating in the Project.
VET	Vocational Education and Training

1 Overview

1.1 Introduction

The Australian Government is committed to providing support for more Australians to have an international study experience. The Government provides support for students in the higher education and vocational education and training (VET) sectors through a suite of student mobility programs:

- New Colombo Plan (NCP), which is led by the Department of Foreign Affairs and Trade (DFAT) and administered by the Department of Education (the Department)
- AsiaBound Grants Program
- International Student Exchange Program (ISEP)
- Endeavour Cheung Kong Student Exchange Program (ECKSEP)
- Study Overseas Short-term Mobility Program (STMP)
- Vocational Education and Training Outbound Mobility Program (VET Outbound).

1.2 Purpose of the Guidelines

The purpose of these Guidelines is to set out arrangements for the administration and delivery of the 2015 round of the AsiaBound Grants Program (AsiaBound). These Guidelines are for Applicant Institutions and it is recommended that institutions read the Guidelines, in conjunction with the Frequently Asked Questions (FAQs), before applying for funding under the student mobility programs. FAQs are available on [ISEO](https://iseo.deewr.gov.au) (<https://iseo.deewr.gov.au>).

For information about the [New Colombo Plan](http://www.dfat.gov.au/new-colombo-plan/), please refer to the Department of Foreign Affairs and Trade website (www.dfat.gov.au/new-colombo-plan/).

Separate guidelines for ISEP, ECKSEP, STMP and VET Outbound are available on the AEI website [here](#).

AsiaBound provides support for Australian higher education and VET students to undertake semester-long or short-term study experiences.

The objectives of the Program are to:

- increase the overall number of Australian students with a first-hand study experience of Asia through funding for short-term study and language grants, alongside increased OS-HELP loans
- encourage more students to become Asia-literate by supporting tertiary education providers to diversify their mobility offerings in Asia
- enhance the skills and expertise of Australians through access to a variety of study opportunities in Asia
- support increased Asian language competency of Australian students together with mobility experiences
- increase collaboration and partnerships between Australian and Asian higher education and vocational institutions.

AsiaBound provides support for Australian higher education and VET students to undertake mobility Projects in Asia administered by their Higher Education or VET institution. It also provides funding for Project Facilitation and language training. In 2014-15 the Government has allocated around 3000 subsidies for higher education students, around 600 subsidies for vocational education and training (VET) students and around 330 language subsidies.

Grants are for activities that provide credit or are otherwise a mandatory component of the student's course. This could include:

- short-term study in Asia of up to 12 months for higher education and VET students undertaking an institution-approved program
- paid or unpaid internships or work placements
- practicum or clinical placements
- short-term study experiences or research trips
- short courses
- volunteer projects.

1.3 Key Dates

The following key dates must be adhered to by Applicant Institutions seeking to apply for funding under the 2015 round of AsiaBound:

2015 AsiaBound Grants Program	
17 April 2014	Applications open
16 June 2014 (11.59 pm AEST)	Applications close
July 2014	Institutions notified of outcomes
1 September 2014	Project Schedule and Invoice submission deadline
31 July 2015	Completion and Project acquittal reports due for <u>Short-term</u> Projects
29 January 2016	Completion and Project acquittal reports due for <u>Semester based</u> Projects

1.4 Eligible Destinations

Eligible destinations under AsiaBound are as follows:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Bangladesh • Bhutan • Brunei • Cambodia • China • Democratic People's Republic of Korea (North Korea) • Timor-Leste • Hong Kong • India • Indonesia • Japan • Laos • Macau | <ul style="list-style-type: none"> • Malaysia • Maldives • Mongolia • Myanmar • Nepal • Pakistan • Philippines • Republic of Korea (South Korea) • Singapore • Sri Lanka • Taiwan • Thailand • Vietnam |
|--|---|

1.4.1 Travel Warnings

Funding must not be used for travel to destinations that are assessed by DFAT as an area to which Australians are advised not to travel (Level 4 – Do not travel). Projects that include travel to a host country or part of a country that has been assessed by DFAT as an area not to travel (Level 4) will not be approved for funding.

In the case that a destination is upgraded to Level 4 status subsequent to funding approval, it is the responsibility of the Applicant Institution to either seek an alternate destination (and comply with section 4.4 by obtaining written approval from the Department to vary the Project) or refund funding to the Department.

If a destination is upgraded to Level 4 status while students are in country, tertiary education providers must implement critical incident plans.



Visit [Smartraveller](http://www.smartraveller.gov.au) (www.smartraveller.gov.au) for current information about countries that are considered a travel risk.

2 Program Eligibility

2.1 Eligible Australian Institutions

Applications for AsiaBound funding are open to all Australian public and private Registered Training Organisations (RTOs) and Higher Education Providers. Providers must be one or more of the following:

- a Table A or Table B provider under the *Higher Education Support Act 2003* (HESA)
- approved as a higher education provider under sections 16-25 and 16-50 of HESA
- Australian public or private RTOs.

While tertiary education providers may propose in their application to partner with other organisations such as sector peak bodies, government agencies or not-for-profit organisations (such as Industry Skills Councils), applications will only be considered from eligible tertiary education providers.

2.2 Eligible Projects – Short-term

Eligible Projects will enable students to participate in an international experience in Asia that directly relates to the students' fields of study, and provides credit or is otherwise a mandatory component of their course.

Tertiary education providers may apply for:

- practicum or clinical placements
- internships
- professional entry programs
- research experiences
- short-term study experiences
- volunteer projects.

2.3 Eligible Projects – Semester based

The Australian tertiary education provider must have an agreement with a Partner Institution in the country specified before any student undertakes semester based study. An agreement signed by the relevant authority in the Partner Institution will suffice.

The approved in-country Academic Program undertaken by an Australian student who receives an AsiaBound Grant must be undertaken on the campus of a Partner Institution located in the nominated country. It cannot be undertaken on a campus located in a third country.



Additional grants may be provided to assist students in undertaking preparatory or concurrent Asian language study as part of an approved short-term mobility or semester based project. See section 3.1.3 – Language Support Subsidies.



Eligible projects are those that:

- provide credit towards the student's qualification or are otherwise a mandatory component of the course
- meet the selection criteria (see section 5.7).

2.3.1 Tuition Fee Waiver

Australian students who receive a student grant and study overseas under the Program must remain enrolled in their Australian tertiary education provider during their study program. The provider remains liable for any tuition fees or student contributions.

2.3.2 Credit Transfer

If the approved in-country Academic Program is one semester in duration, the Home Institutions will grant the student credit of one semester full-time towards their Home Institution degree and if two semesters in duration, credit of two semesters full-time will be granted.

2.4 Quality and Sustainability

Project applications should include some strategies for ensuring the ongoing quality and sustainability of the Project beyond the immediate funding window.

All applications should include a statement about how they achieve the objectives of AsiaBound, that is, what the Project will do to increase the skills and expertise of Australians participating, and what it will do to increase collaborations between Australian and Asian tertiary education providers. See Selection Criteria – section 5.8.

2.5 Equal Opportunity

All applications should include strategies to support the participation and success of students from disadvantaged¹ or low socio-economic backgrounds² as potential participants in mobility projects, including the provision of support services to members of these groups in an appropriate and culturally sensitive manner. See Selection Criteria – section 5.8.

2.6 Eligible Students

2.6.1 Higher Education

Participating funded higher education students must be Australian citizens or Australian permanent residents to be eligible to receive AsiaBound grants.

Undergraduate and postgraduate students must be studying at an eligible Australian institution, as described in section 2.1.

It is expected that postgraduate Projects will focus on coursework and that postgraduate research students will make use of the other funding sources available to support research activities.

2.6.2 Vocational Education and Training

Participating funded vocational education and training students must be Australian citizens or Australian permanent residents and be enrolled at the Applicant Institution in a course leading to the award of:

¹ Equity groups including but not limited to: students from regional/remote areas, Aboriginal and Torres Strait Islander students, students with disabilities or students from a non-English speaking background.

² Students who are from a low SES background, as measured by the ABS Socio-Economic Index for Areas (SEIFA) Index of Education and Occupation (IEO) index measured at Statistical Area 1 (SA1) level or postcode level.

- Certificate IV
- Diploma
- Advanced Diploma
- Graduate Certificate
- Graduate Diploma.

2.7 Critical Incidents

There may be circumstances such as natural disasters, serious incidents or political disturbances where it is important that the Department is provided with details of the status of any funded Projects and the welfare of participating students.

If contacted by a member of the Department Student Mobility Team seeking any such details it is a requirement of this funding that the Home Institution provides the requested information in an appropriate and timely manner.

All institutions should have a critical incident plan (or similar) in place for the Project for which they are applying. Critical incident plans should include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise. More information and examples of critical incident plans can be found in the *Outbound Mobility Best Practice Guide* at www.studyoverseas.gov.au/resource/Pages/default.aspx.

3 Funding

3.1 Grants

Four types of grants are available under the Program:

1. Short-term study grants for higher education and VET providers, provided at a rate of \$2000 each for around 2500 places for higher education and 600 places for VET students per year.
2. Semester grants for higher education providers, provided at a rate of \$5000 for around 500 places per year.
3. Intensive language support grants for students undertaking approved short-term mobility or semester based programs, provided at a rate of \$1000 per student for around 330 places per year.
4. Project Facilitation Subsidies are provided at a rate of \$1500 per Project for eligible Projects between one and ten students.

In the event that particular elements are under-subscribed it will be at the discretion of the Department to determine the funding allocation to other mobility Projects. For example, a shortfall in suitable semester-based mobility applications might require more funding is allocated for short term mobility applications.



Grants cannot be divided and must be provided to students at the full amount of \$2000 or \$5000, as appropriate.

Under AsiaBound, a student may be allocated the following during their undergraduate and postgraduate studies:

- one short-term study grant
- one semester based grant
- one intensive language grant.

Grants may only be used to support students participating in an approved AsiaBound Project and contribute towards the costs associated with participating in the approved Project.

3.1.1 Short-term grants

Provided at a rate of \$2000 per student for study up to six months, these grants for students will be paid through tertiary education providers. The grants are designed to offset some of the costs to students participating in a short-term mobility Project.

3.1.2 Semester based grants

Provided at a rate of \$5000 per student for study up to 12 months, these grants for students will be paid through tertiary education providers. The grants are designed to offset some of the costs involved in participating in international study in Asia for one or two semesters.

3.1.3 Language support grants

Provided at a rate of up to \$1000 per student, these grants for students will be paid through tertiary education providers and are designed to assist Australian students in improving their Asian language proficiency before and while they are undertaking study in Asia.

Language classes can either be delivered:

- in-country or online by the student's institution
- online or in-country by an alternate provider where the students' institution does not offer language classes in the chosen language
- in-country prior or during the study experience.

Language training must be undertaken prior to, or concurrently with, an approved Project. The language training must be for a language that is part of the study experience.



Language support grants will be provided to students who are participating in an eligible Project that includes a language study component.

3.1.4 Project Facilitation Subsidies

Provided at a rate of \$1500 the subsidy is a non-acquittable payment that acknowledges costs incurred by an institution in:

- arranging, negotiating and researching details of the Project and/or
- evaluating or monitoring students' progress and for supervision or assessment during the overseas experience.

The Project Facilitation Subsidy applies on the basis of one per Project and only where at least one student grant is awarded and at least one student has participated in the Project.

Project Facilitation Subsidies may be used to engage the services of third party organisations which have the relevant expertise to support students who may be entering new or challenging environments.

4 Funding Framework

Tertiary education providers successful in their application for funding will be required to enter into a funding agreement with the Commonwealth of Australia, namely a Deed of Standing Offer (DoSO) and Project Schedule. The Funding Agreement will contain an obligation that the funding recipient must comply with these Guidelines, which may be amended by the Department from time to time. To the extent of any inconsistency between the Funding Agreement and the Guidelines, the Funding Agreement will prevail.

The legal framework for provision of funding is based on the following two documents:

- Deed of Standing Offer
- Project Schedule (the Contract).

4.1 Deed of Standing Offer

Tertiary education providers are required to sign an overarching agreement with the Commonwealth of Australia through the Department of Education prior to any offer of funding being made. The agreement details the terms and conditions under which the funding may be provided if a contract occurs.

If the institution does not currently have an executed Deed of Standing Offer, please contact the Student Mobility Team (student.mobility@education.gov.au). No offer of funding can be made without an executed DoSO.

4.2 Project Schedule (the Contract)

Tertiary education providers successful in their applications will receive offers of funding through International Student Exchange Online (ISEO) in the form of a Project Schedule. One Project Schedule per Project will be created. A copy of each Project Schedule must be signed by the appropriate delegate at the institution and the appropriate delegate at the Department.



Any Project funding regardless of any offer having been made may, at the discretion of the Department, be deemed void and thereby revoked if the required Project Schedule and invoice is not received by the designated date (refer to section 5).

4.3 Payment of Funding

A correctly rendered invoice and signed Project Schedule must be provided to the Department prior to payments being made into an institution's nominated bank account.

The invoice must include:

- the name of the Program (AsiaBound)
- the name of the Project
- bank account details for electronic transfer
- the 'Department of Education' as recipient
- the institution's current address and a contact telephone number
- a dollar amount on the invoice, GST exclusive
- the institution's ABN
- an invoice date

- an invoice number.



Only one invoice should be created and provided to the Department that covers all funded Projects of an institution.

4.4 Project Variation

A variation to an Applicant Institution's Project will be considered by the Department if it is:

- consistent with the Program's objectives
- appropriate in all circumstances.

The onus is on the Applicant Institution to contact the Department to start the Project Variation process.

4.5 Repayment of Funding

Any funding that remains unallocated by the Completion Date (refer to section 5) is required to be repaid to the Department. An invoice will be issued by the Department to the Applicant Institution for the outstanding amount.

In some exceptional circumstances and at the discretion of the Department, negotiations over funding repayments will be considered.

5 Application Process

5.1 Timeline

Please refer to section 1.3 of the Guidelines for the key dates for the submission of applications.

5.2 ISEO Application System

International Student Exchange Online (ISEO) is the Department's online application and project management system. This is where the registered nominee (International Liaison Officer or ILO) at a tertiary education provider will apply for AsiaBound funding, accept or decline funding offers, download Project Schedules, enter student details and acquit their Projects. Completion and Evaluation Reports will also be available on ISEO.



Only institutions' nominated officers (ILOs) may submit an application through ISEO (<https://iseo.deewr.gov.au>).

5.3 ISEO Application

Tertiary education providers will be required to enter the following information into ISEO for each application:

- the country in which the short-term or semester based Project is proposed
- a description of the Project
- a statement against the objectives of AsiaBound as detailed in the selection criteria including how the Project will provide credit or count towards a student's course of study
- the number of short-term, semester or language grants sought
- a ranking for the Project against any other Projects the institution is applying for under AsiaBound
- any other matters that the institution believes would assist in considering the application
- a series of declarations to conform to the Guidelines and Project.

5.4 Registration of Eligible Tertiary education providers

An Applicant Institution must be registered online via ISEO prior to lodging an AsiaBound application. The procedures for registration and lodging applications are provided in the ISEO User Guide which is available from the ISEO home page at <https://iseo.deewr.gov.au>.

5.5 Maximum Number of Applications

There is no maximum number of applications that an institution can lodge for any of the AsiaBound grants.

If a tertiary education provider has a Project that it believes may become over-subscribed by students it may submit two or more identical Project applications. Each application will require a separate ranking and statement against the selection criteria.

5.6 Maximum number of Student Grants per Application

Each Project application may have a maximum of 10 grants. An application should only include one grant type (short-term or semester).

5.7 Institution Ranking of Applications

Tertiary education providers will be required to rank their applications against each other, in terms of relevance to the institution's strategic goals.

5.8 Selection Criteria

Applicant Institutions are required to respond to the following selection criteria³:

1. The strategic focus of the Project having regard to the objectives of the AsiaBound Grants Program:
 - Increasing the overall number of Australian students with a first-hand study experience of Asia
 - Encouraging more students to become Asia-literate through diverse mobility offerings in Asia
 - Enhancing the skills and expertise of Australians through access to a variety of study opportunities in Asia
 - Supporting increased Asian language competency of Australian students undertaking mobility to Asia
 - The institution's potential to foster ongoing collaboration and cooperation with the host country.
2. The desired outcomes of the particular Project and details of the credit provided for participation.
3. The level of support and services provided by the home institution to students to facilitate their pastoral care and learning outcomes in pre-departure and while they are overseas.
4. Measures that ensure participation in the Project by individuals from identified disadvantaged groups (see section 2.5 of these Guidelines).

5.9 Lodgement of Applications

Applications should be received, lodged electronically via ISEO, **by 11.59 pm Australian Eastern Standard Time 16 June 2014**.

Any applications received on ISEO after this closing date will be deemed late and will not be accepted by the Department.



Applications not lodged by **16 June 2014** will not be accepted by the Department.

³Selection criteria will be weighted 60% for criterion one, 20% for criterion two, 10% for criterion three and 10% for criterion four.

6 Allocation of Funding

All applications will be assessed by the Department to determine whether or not they are eligible for funding. Priority will be given to funding Projects that clearly satisfy the selection criteria and that are ranked highly by their institutions. This process will continue until either all Projects have been funded or no funding remains.

Funding is to be allocated to students through their tertiary education provider. Tertiary education providers may use their own selection process for determining how eligible students are chosen to receive funding.

Funding is provided to eligible tertiary education providers to support Projects that best represent value with public money in line with the AsiaBound Grants Program objectives.

6.1 Assessment Process

AsiaBound has a three-phased selection process:

1. All applications will be assessed by the Department to determine whether the Project is eligible for funding.
2. All eligible applications are then considered on merit, that is, assessed by a selection panel against the selection criteria and rated as either 'suitable' or 'not suitable'.
3. Applications rated as 'suitable' are then reviewed against the institution's Project ranking. Funding will be allocated to the highest ranked 'suitable' Projects.

The Branch Manager, Mobility, South and South East Asia Branch, International Group, Australian Government Department of Education will make final determinations on grants with due regard to the selection panel's recommendations.



The selection panel will comprise officers within the Department of Education with commensurate skills and experience to assess Project applications. Departmental officers are required to complete an Employee Declaration Statement to cover issues associated with Conflict of Interest.

6.2 Allocation of language support grants

Language support grants may be allocated to students who are participating in an approved Project that includes a language study component. Tertiary education providers will be required to identify in their Project application that the Project includes language training and proposed arrangements for that training. Projects that do not have a language study component will not be eligible for language support subsidies.

6.3 Outcome of application

The Department will advise Applicant Institutions of the outcome of their applications through ISEO. Successful applications will receive offers of funding in the form of a Project Schedule (see section 4.2 for more information).

Appeals against decisions on grant recipient selections will not be considered.

6.4 Publication of Funded Projects

All funded Projects will be listed on the Department website within 14 business days of notifying recipients of the acceptance deadline for successful Projects. This may include institution details, funding amount, destination country and number of funded students. Details of funded Projects will also be made available to the Department's overseas posts.

7 Acknowledgement of the Australian Government

All tertiary education providers participating in this Program will be required to inform all stakeholders, especially students, that this Program is funded by the Australian Government Department of Education through the AsiaBound Grants Program. This includes acknowledging the Department in all publications, promotional materials and activities related to the Program.

8 Funding Acquittal Requirements

8.1 Completion Report

The Completion Report, which will be completed by the institution through ISEO, will require the following information:

- confirmation that the Project was implemented and that the funding was spent in accordance with these Guidelines, the Deed of Standing Offer and the relevant Project Schedule
- information on students who received a student grant including their name, gender, destination, field and period of study and Partner Institution.

8.1.1 Short-term Projects

All funded Short-term Projects require submission of a Completion Report through ISEO by the Completion Date (31 July 2015). Failure to do so may place future funding to the institution at risk.

8.1.2 Semester based Projects

All funded Semester-based Projects require submission of a Completion Report by the Completion Date (29 January 2016).



Completion Reports should be submitted as soon as all funding has been allocated and the last student has left Australia to commence study and by no later than the Completion Date.

8.2 Statutory Declaration

A Statutory Declaration is the legal acquittal mechanism to confirm that the institution has spent the funding amount in accordance with the funding agreement and, if applicable, has refunded any unspent funds to the Department.

All funded Projects require submission of a Statutory Declaration by the specified Completion Date.



Any representative of an institution who is authorised by the institution to do so, may sign the acquittal Statutory Declaration.

8.3 Evaluation Report

All funded Projects require the completion of an Evaluation Report by the Completion Date. The Completion Report, to be completed by the institution, will require details of the Project and answers capturing overall learning from the Project, its contribution to the strategic goals of the institution and the objectives of the Program.

9 Privacy

Treatment of Personal Information collected by the Department

The Department and its staff are required to treat Personal Information in accordance with the *Privacy Act 1988 (Cth)* ('the Privacy Act'), as amended from time to time. The Home Institution must also comply with the Privacy Act.

10 Complaints Handling

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

Tertiary education providers are responsible for all costs incurred in the preparation and lodgement of their applications.

Appeals against decisions on grant recipients will not be considered.

Complaints in relation to the processing of applications should be sent to the Department's program delegate at student.mobility@education.gov.au.

11 Disclosure of information in the application

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

12 Commonwealth Ombudsman

If an Applicant Institution is dissatisfied with the administration of the AsiaBound Grants Program, an institution may raise concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer that the Department be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072, email at ombudsman@ombudsman.gov.au, or by post at GPO Box 442, CANBERRA ACT 2601.

13 Offence to Provide False or Misleading Information

Applicants should be aware that in providing any information or data or in making any statements in relation to any application, Completion Report or Statutory Declaration relating to this program, the giving of information or data or the making of statements which are false or misleading is a serious offence.

14 Conflict of Interest

Applicants should be aware of any potential conflict of interest in relation to any application. A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. Failure to disclose a potential conflict of interest may place future funding to the institution at risk.

15 Taxation

Successful applicants should note that receiving Commonwealth funding may incur tax obligations. All applicants should seek independent advice on any tax implications, as the Department of Education does not provide advice on taxation matters.

16 Contact

For enquiries in relation to these Guidelines, please contact the Student Mobility Team within the Department via email at student.mobility@education.gov.au.