



Australian Government

AusAID

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS

MANUAL

AUGUST 2005

HOW TO USE THIS MANUAL

The Australian Development Scholarship (ADS) Operational Manual has been organised into seven parts which are ordered to follow the flow of events from selection, to processing and managing the scholarship until the Student returns home.

Part 1 provides an introduction to ADS, sets out the aims and objectives and defines the roles and responsibilities of all parties in the management of ADS.

Parts 2 to 4 focus on the in-home country information about eligibility, application through to placement, visa requirements for Students and their families and family entry requirements.

Part 5 provides information about all travel and the award conditions.

Part 6 refers to all in-Australia management and conditions and Part 7 refers to scholarship completion and return home.

This manual should be used in conjunction with the ADS contract of each Institution and the relevant SIMON User Manual.

Abbreviations

ADS	Australian Development Scholarship
ALO	AusAID (Institution) Liaison Officer
MC	Managing Contractor
AusAID	Australian Agency for International Development
AVCC	Australian Vice-Chancellors' Committee
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DEST	Department of Education, Science and Technology
DIMIA	Department of Immigration and Multicultural Affairs and Indigenous Affairs
FMA	Financial Management Act
HRD	Human Resource Development
IAP	Introductory Academic Program
IELTS	International English Language Test System
OSHC	Overseas Student Health Cover
PCE	Pre Course English
PDB	Pre-Departure Briefing
RFP	Request for Placement
SIMON	Scholarship Information Management On Line
SMS	Scholarship Management Section, AusAID
TAFE	Technical And Further Education

DEFINITION OF TERMS

Academic Status	The current status of Student's academic program. SIMON values are: Not started; Study in Progress; Pending Results; Pending Final Submission; Successful; Failed.
Airport	The Institution's closest airport as nominated in the contract.
Applicant	A Student who has completed and submitted a full ADS Application Form.
AQF	Australian Qualification Framework. This is a standardised list of courses for qualifications (Diploma, Masters, etc.) offered at Australian Academic Institutions.
Articulated Course	Refers to a course of study which progresses to another course of study at a higher qualification level. e.g. a Graduate Diploma course, which, if successfully completed, allows the Student to 'articulate' to a Masters program.
Arrival Date	The date a Student arrives in Australia. The date from which the stipend commences. Students are deemed to be 'on scholarship' from this time.
AusAID Liaison Officer (ALO)	The person named in the ADS Contract as the AusAID Liaison Officer. The person appointed by the Institution to act as a liaison between AusAID and the Institution in relation to ADS Students.
AusAID Scholarship Manager	The person in AusAID (Canberra) responsible for the management of the ADS Contract with a particular University.

Award	A recognised qualification which is conferred after successful completion of all requirements of a university or TAFE course. The conferral of an should not be substituted for ‘course completion’ as some Students may have completed all academic requirements but are yet to have an award conferred.
Awardee	A ‘Pre-Scholarship’ status which indicates that a Student has been selected for a scholarship.
Commencement Date	Date the student commences the academic program.
Completion of Studies	The successful completion of all requirements of a course of study.
Deferral	A Student, who accepts a placement at an Institution, then obtains approval from AusAID and the institution to defer their course start date for one or two semesters (12 months maximum).
Departure Date	The date by which Students are required to leave Australia at the end of their scholarship. For coursework Students this is up to five days after examination results are released. For research Students this is up to five days after the submission of their thesis. Stipend is paid up to and including the departure date.
Dependant Family Member	Student’s family member in receipt of an AusAID dependant visa.
Desk	The work area in AusAID Canberra which takes responsibility for AusAID’s development assistance to a country or region.
Distance Education	A form of full-time or part-time study that takes place outside the university, either at a study centre, online or at home by correspondence.

Double Degree	The term double degree refers to an approved program of study, in which the core elements of two degree courses are undertaken simultaneously (rather than sequentially) and for which the Institution awards two separate testamur.
Extension	Any increase in the length of ADS. See Scholarship Variation.
Fieldwork	Research undertaken in the home country as part of a Student's research course.
Funding activity	The AusAID program or project which is providing funding for the Student's scholarship.
IAP	Introductory Academic Program. A compulsory orientation program provided by Institutions to all ADS Students prior to the commencement of studies.
Institution	University or TAFE body.
Initial Accommodation	Accommodation for the first seven days after a Student arrives in Australia.
Level of study	The stage at which a Student is studying. Refers to the qualification level the Student wishes to attain. AusAID uses the Australian Qualification Framework levels 4 to 12, i.e. Certificate through to Doctorate. Valid values are: Certificate III; Certificate IV; Diploma; Advanced Diploma; Bachelor Degree; Graduate Certificate; Graduate Diploma; Masters Degree; Doctoral Degree.
Managing Contractor Nominee	A contractor engaged by AusAID to manage ADS in-country. A 'Pre Scholarship' status which indicates a Student has been nominated for ADS.

Off Scholarship	An ADS Student not in receipt of financial support from AusAID. The student may still be enrolled and studying at an Institution.
On Scholarship	A Student receiving financial support from the Australian Government through AusAID and who is currently enrolled at an Australian university or TAFE as an ADS Student.
Open Scholarship	A category of ADS. Individuals may apply independently for an ADS rather than be nominated by their employer or Government. Open scholarships may be subject to specific selection and eligibility criteria.
Overseas Post	An Australian Diplomatic Mission located in a Partner Country.
Partner Government	A Government which has an aid program agreement with Australia.
Priority	A first ranking of Students who have been selected for an ADS through in country selection processes and whose applications are being sent to universities or TAFEs in Australia for a decision on placement.
Program Officers	Employees in SMS Canberra who undertake the central administration of ADS.
Public	A category of ADS for which partner government authorities nominate candidates.
Reserve	A second ranking of Students who have been selected for ADS through the country selection process.

Scholarship	Australian Development Scholarship which provides financial support for study from the Australian Government through AusAID. ADS are for study at an Australian universities or TAFEs in Australia who have an ADS contract.
Scholarship Category	Refers to the different categories of ADS e.g. Public and Open.
Scholarship Variation	Any change to ADS, e.g. extension, suspension, transfer, termination etc.
Spouse	The husband, wife or de facto partner of an ADS Student as defined by DIMIA.
Stipend	The fortnightly living allowance paid by AusAID to a Student on scholarship. The allowance is to <u>assist Students</u> meet costs, such as accommodation, text books, utilities, food, transport etc.
Suspension	The temporary cessation of a Student's study program and financial support from AusAID, normally due to illness, pregnancy or family emergency. The Student returns home for the period of suspension. The Student is responsible for meeting all travel costs.
Termination	AusAID's decision to end a Student's scholarship before the completion of study. The Student is required to return to their home country when their award has been terminated.
Transfer	One or a combination of the following: <ul style="list-style-type: none"> a) when a Student changes from one course to another at the same Institution b) when a Student changes from one Institution to another Institution c) a Student changes from a course at a certain level to a course at a lower level (i.e. downgrades).

Unit of Study

The basic unit of study that a Student may undertake and, on successful completion, gain credit towards a degree or diploma. Units of study are also referred to as 'units' or 'subjects'.

Withdrawn

A scholarship sub-status indicating the Student has withdrawn from his/her scholarship.

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PART 1

Australian Development Scholarships (ADS) General Information

1 Australian Development Scholarships (ADS)

ADS are the principal mechanism by which Australia provides scholarship assistance for individuals from developing countries to undertake studies at Australian education Institutions. Even though scholarships by their nature are offered to individuals, the goal of the scholarships is to help meet the human resource development needs of developing countries and contribute to their development in various sectors. Scholarships also have an important role in fostering and sustaining Australia's relations with developing countries, particularly in the Asia-Pacific region.

- All applicants are selected on merit including academic achievement.
- The Australian and Partner Government jointly develop selection criteria which may vary between countries and ADS categories.
- ADS are for full time study in Australia, restricted to one course of study leading to one qualification.
- ADS are not provided for undergraduate honours, Masters honours or double degrees.

1.1 ADS Principles

The ADS Principles are a frame of reference for both policy and administration managing ADS. The Principles inform Institutions of their responsibilities in exercising contractual obligations and their day-to-day administration of contracted training services.

ADS Principles for academic training should:

- be consistent with the objectives of country program strategies;
- be delivered in the most cost effective way possible;
- maximise development impact of the partner country;
- have regard to access and equity principles, specifically those that relate to ethnicity and gender; and
- be consistent with Australian law and with general Commonwealth Government policies.

ADS Administrative Principles are that:

- scholarship holders are to complete their qualification in the shortest possible time for which the scholarship was offered; and
- Students are required to return to their home country upon completion of their scholarship to use their newly acquired skills to foster development.

1.2 ADS Categories (Public and Open)

ADS are provided under two broad categories:

Public is the category of scholarship intended to strengthen public service capacity in developing countries. Partner Governments undertake a competitive selection process to identify suitable candidates,

Open is a category of scholarship, to which individuals may independently apply.

1.3 Targeting of ADS to Country Program

The AusAID (Canberra) in conjunction with Partner Governments and Posts, determine the number of ADS to be offered to particular countries and the priority sector fields of study based on relevant country program strategies and emerging priorities.

1.4 The ADS Management Cycle

The key stages of the ADS management cycle are:

Country Program Strategy determines scope and nature of development activities for particular countries. This includes determining the number of ADS.

Applications for ADS are usually sought annually. Applicants are free to choose courses consistent with country program strategy priorities and can apply to attend any of the Institutions with which AusAID has a contract for the intake of new ADS.

Student Selection is determined by a joint selection process at the Post and involves Partner Government and AusAID representatives. Once selected, Student details and preferred course are forwarded to the Student's first choice of Institution.

Placement is offered once an Institution is satisfied that a Student is academically capable of completing the course.

Academic and Support Services - provided to Students by an Institution for the duration of the scholarship.

Return Home - on completion of the Student's scholarship to apply their newly acquired skills to foster development.

1.5 Broad Management Responsibilities

The broad management of ADS is dependent on SMS, Posts, Managing Contractors and contracted education Institutions. Their specific roles and responsibilities are:

Scholarship Management Section (SMS)

The role of SMS is to undertake the central administration of ADS to ensure it contributes in the best way possible to Australia's development cooperation objectives.

SMS is responsible for:

- developing and maintaining ADS policy and conditions as well as ensuring consistency in their administration;
- setting rates of Student stipend and establishment allowance;
- determining how training for scholarships will be provided in Australia (e.g. contract arrangements with tertiary education providers);
- managing contracts with tertiary education providers, including making and reconciling payments and monitoring performance;
- ensuring management information needs regarding ADS are satisfied; and
- overseeing the ADS performance management framework.

Overseas Posts

Overseas Posts have a number of roles in the administration of ADS, most importantly in the process leading up to a Student's departure for Australia - nomination, selection, placement, travel arrangements and pre-departure briefings.

Posts confer with Partner Government and the AusAID (Canberra) on the number and priority sector fields of study for new Student intakes each year.

Posts have the responsibility for advertising scholarships where appropriate, liaising with the relevant partner government authority, ensuring AusAID is represented in the selection process, that selection processes are transparent and decisions are adequately recorded and filed.

Posts must send applications to be received by Institutions by the placement cut-off dates for the first and second semester intakes of the following year. Posts confer with Managing Contractors and Partner Governments on ADS matters e.g. including award variations. Posts are responsible for initiating deferral variations in SIMON.

Country Program Desk (AusAID Canberra)

Country Program Desks in consultation with Posts decide the percentage of funding for that country program which will be allocated to ADS. Desks have overall responsibility for follow-up reviewing and evaluating the effectiveness of ADS.

Managing Contractors (MCs)

A number of Posts have contracted out the in-country scholarship management to a Managing Contractor (MC). In these cases the MCs manage ADS on behalf of the Post.

For the purposes of this Manual, references to the Post may relate to responsibilities for either the Post or MC depending upon each country's internal arrangements. The roles of MCs are set out in their contract with AusAID.

Contracted Institutions

Institutions, under contracts, are responsible for the full, in-Australia management of ADS Students.

The Scope of Services in each contract details the services which Institutions are required to provide, as well reporting required by AusAID to ensure public funds are used to obtain maximum value for money and are in line with ADS Principles.

In managing ADS, the institution is expected to be flexible in meeting the requirements of ADS Students and of AusAID within the limits of the contract.

All parties involved in the management of ADS must adhere to the Australian Government Archives Act and comply with the Information Privacy Principles set out at section 14 of the Privacy Act.

www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/s14.html

1.6 ADS Financial Management

Institutions invoice AusAID in accordance with the Basis of Payment Schedule in the Contract.

Institutions must provide AusAID:

- with a correctly rendered invoice in electronic form in SIMON by the due date;
- a hard copy invoice
- certification that confirms the invoice electronically transmitted in SIMON has been correctly calculated that reimbursable costs have been incurred and paid and that Services included have been performed in accordance with the Contract.

The Contract requires Institutions provide an Audit Report by 28 February following the previous calendar year. In some cases SMS has agreed to Institutions providing an Audit Report by 31 July following the previous financial year, to coincide with the Institution's internal audit requirements.

Within AusAID, responsibility for financial management of all ADS Students ultimately rests with the relevant Country Program Desk.

Desks/Post obtain approval under the Financial Management Act Clause 9 (FMA9) to cover all new scholarships for the current financial year and subsequent years (to cover commitments). Post and or Desk are responsible for monitoring of expenditure and planning forward estimates.

SMS is responsible for checking and authorising ADS claims for payment (invoices) from Institutions.

1.7 Risk Management

Institutions must develop and maintain a Risk Management Plan as detailed in the Contract.

1.8 Assessment of ADS Effectiveness

The development of a clear rationale for using ADS in country program strategies should provide benchmarks by which regular assessments of ADS outcomes at the scheme and country program level can be made.

Desks, Posts are responsible for developing terms of reference for periodic reviews on the effectiveness of ADS in particular countries or groups of countries. Preparation and implementation of these reviews may be undertaken jointly by Posts and SMS.

1.9 Institution Performance Framework (IPF)

Reporting on the performance of contracted Institutions is a joint responsibility between the Institution and AusAID. The IPF and assessment criteria are set out in the Contract's Scope of Services.

Continuous Improvement Meetings are held once a year, to review the Institution's performance against Key Performance Indicators, with the aim of identifying strengths and weaknesses and reaching agreement on revised performance benchmarks.

Annual Student Survey (ASS) is conducted once a year. A Contractor conducts a telephone survey of ADS Students and their assessment of the quality of Student services provided by the Institution and ADS management. Results are provided to Institutions for their ongoing improvement and review processes.

1.10 Scholarship Information Management Online (SIMON)

Scholarship Information Management Online (SIMON) is an internet based data entry system developed by AusAID. SIMON enables Posts, MCs, SMS, Desks and Institution staff to access a centralised database to electronically enter and maintain ADS data. Refer to the relevant SIMON manuals for further information.

PART 2

Eligibility, Applications and the Selection Process

2 General Eligibility criteria

Applicants for ADS must satisfy both general eligibility criteria, and any specific criteria established for a country.

- Eligibility criteria vary from country program to country program.
- Eligibility should be checked against country specific requirements.

To be eligible for an ADS applicants must:

- have citizenship in an ADS participating country. The current eligible countries are listed on AusAID's internet site (www.ausaid.gov.au/scholar);
- not have access to a place in an Australian education institution on the basis of Australian permanent residence status;
- nominees from partner countries with New Zealand citizenship are only eligible where their own country does not issue passports (Cook Islands, Niue and Tokelau);
- not be married or engaged to be married to a person who holds or who is eligible to hold Australian or New Zealand citizenship or permanent residence status;
- meet specific eligibility criteria imposed by the Government of the applicant's country of citizenship;
- satisfy Australian Government requirements for international Student entry to Australia (health and character checks, etc.);
- not hold another scholarship during the period of the ADS;
- not hold or have held an Australian Government funded Scholarship in the preceding 12 months at the time of application;
- satisfy the admission requirements of the Australian Institution in which the course is to be undertaken;
- be applying to commence a new course of study and not be seeking support through ADS for a course already commenced in Australia;
- not be transferring from another Australian training scholarship to an ADS during the same course of study;
- be able to take up the ADS in the calendar year for which the scholarship is offered;
- for undergraduate courses, have completed high school in their country of citizenship; and
- for postgraduate courses, have been working in their country of citizenship for two years immediately preceding the date of their ADS application.

2.1 English Language Entry Requirements

AusAID will not place any Student in a course unless he or she has reached, or can reach within a reasonable time, the minimum standard of English language required by the Institution.

AusAID Post and Desk determine whether Pre-course English (PCE) will be permitted in Australia, or should be undertaken in-country. Some countries have a program of intensive English language training in country.

The results of any International English Language Testing System (IELTS) or Teaching of English as a Foreign Language (TOEFL) tests sat by the Student should be recorded in SIMON by the post or Institution.

2.2 Student Selection Process

It is expected that fifty percent of scholarships will be awarded to male candidates, and fifty percent to female candidates. Where there is difficulty in attracting suitable candidates of a particular gender, country program areas should reconsider the criteria and selection processes for ADS in that country.

Posts and MCs should encourage nominating authorities to carefully consider their needs for particular qualification levels and the comparative costs involved.

Posts and MCs may undertake a short listing process based on initial expressions of interest, prior to sending out ADS application forms and ADS information kits which outlines country specific selection criteria and the courses available at the contracted Institutions.

The current contracted Institutions are:

Australian Maritime College
Charles Darwin University
Curtin University of Technology
Flinders University
James Cook University
Monash University
Southern Cross University
Swinburne University of Technology
TAFE Queensland
The Australian National University
The University of Melbourne
The University of Newcastle
The University of New South Wales
The University of Southern Queensland
The University of Western Australia
University of Sydney
University of Technology Sydney
Victoria University

ADS applicants compete for scholarships through annual selection processes conducted in their respective home countries. Posts work jointly with Partner Governments to develop clear selection criteria, advertising strategies and selection processes to ensure appropriate applicants are selected within priority sectors. Joint selection between Partner Governments and AusAID is normally expected for ADS Public applicants.

The selection process must be able to demonstrate that it is open, fair and merit-based in accordance with ADS principles.

While it is up to Desks and Posts to decide the level of AusAID representation, it is recommended that an A-based (AusAID) officer be on the selection panel. Posts must

ensure that records are maintained of selection processes and all selection committee decisions.

2.2.1 Priority and Reserve Nominees

The joint selection process should ensure there is a list of priority candidates which should be the same number as the number of scholarships available.

Selection decisions should occur as early as possible in the calendar year to enable Posts to seek nominations for that year. Posts must have applications for the first semester intake of the following year with Institutions by **15 September** and applications for second semester intake with Institutions by **15 March**.

To cover situations where a candidate may decline the scholarship, or where an Institution is unable to offer a place, the joint selection committee should also nominate a number of reserve candidates, ranked in order. In nominating reserve candidates, Posts should maintain a balance of gender.

2.2.2 Institution and Course Selection

Students choose the Institution at which they would prefer to study. Student's should access various resources such as Institution web sites, handbooks, attend institution road shows and consult MCs to assist them in making an informed decision on the course they wish to undertake. Students must ensure the course they select is in line with country priorities.

Posts/MCs do not influence a Student's choice of Institution.

Course choices must be in line with country priorities and may be subject to AusAID approval.

ADS scholarships are not available for the following courses: undergraduate medical doctor training, legal workshops, Military security and defence related courses, Police Training, Nuclear Technology Training, Flying training and undergraduate Veterinary Science training.

2.2.3 Qualifying Programs for PhD Students

Institutions may offer a qualifying program to PhD Students that could include:

- a coursework Masters program (with a significant research or project component);
- a postgraduate diploma program;
- reading, auditing or research program; or
- a specially designed qualifying program.

Where possible, and appropriate, an Institution incorporating qualifying programs in the offer should count these qualifying programs towards the scholarship qualification. Regardless, all qualifying program details are to be entered in SIMON as part of the award offer.

2.2.4 Articulated Programs

An articulated program covers any program that has a recognised qualification as a stop/start point. Examples are Graduate Diploma leading to a Masters or a Masters leading to PhD.

The Institution may offer an articulated TAFE and/or university study program if that program is necessary for the ADS Student to attain the qualification for which the Student sought placement. This may include a qualifying program of study which would result in a lesser qualification if the ADS Student were unsuccessful. For example, a Student who applies for a Masters course but has a weak academic background may be offered a Graduate Diploma which can be articulated to a full Masters. No scholarship may have more than two courses and the Student will receive one qualification.

The Institution offering the higher degree is deemed to be the primary Institution for the scholarship offer.

2.2.5 Masters, PhD and Research degrees

Masters by coursework is recommended for ADS Students rather than by research. Research scholarships should only be considered for nominees who have demonstrated the need for high-level research skills. Research scholarships will only be offered to nominees who will undertake research or teaching upon their return home, or who will supervise researchers.

Study at PhD level is limited to where the partner government has identified a clear need for the nominee to be trained to that level. This will normally only be the case where the nominee occupies, or is expected to occupy, a senior position requiring individual research or the oversight of other researchers in their home country.

2.3 Application Process

Applicants must complete three original application forms, and provide three sets of certified copies of all relevant documentation (academic transcripts etc) to Post/MCs. Posts/MCs are to acknowledge receipt of ADS applications. Following the in country selection process, Post/MCs enter details in SIMON. A Request for Placement (RFP) is automatically sent to the Student's first preference. The Post/MCs dispatch a hard copy of the Student's completed application and supporting documents to the Institution. Reserve nominations may be entered on SIMON.

Posts/MCs are responsible for checking applications to ensure they comply with policy for assessing Students' documentation for accuracy and completeness, including attaching all relevant supporting documents such as transcripts and IELTS results.

In addition to the usual checks, Posts/MCs should also ensure that:

- the nominated course is consistent with the country Human Resource Development (HRD) strategies and AusAID's Country Program Strategy;
- there is a match between the course and course focus requested;
- the course selected is actually available at the preferred institution; and
- the Institution nominated is contracted to AusAID for the intake of new ADS.

2.3.1 Distance Education

ADS are not available for study by distance education.

2.3.2 Applicants with a disability /special need

Applicants with a disability/special need must provide details of the disability and/or special needs on the ADS Application.

If an ADS applicant has a disability which may require modifications to their physical or learning environment, the Post is required to gain a full and thorough medical report. The Post must advise the Institution of any special issues associated with a Student and must negotiate with the Institution regarding details of arranging suitable specific care arrangements for the Student and whether any additional funding may be needed.

If extra funds are required for medical expenses above and beyond OSHC coverage, the Post will need to negotiate the additional funding with the relevant Desks. This must be done during the placement process, and be finalised prior to a Student's departure from their home country.

2.4 Placement at an Institution

After the selection of an ADS Student in-country, the Post seeks placement at an Australian institution by entering the request in SIMON. A 'Request for Placement' (RFP) is generated automatically sent emailed to the Institution of the Student's first course preference.

Once the Request for Placement (RFP) has been generated, the Post /MCs must dispatch one hard-copy of the Student's fully completed application to the first preference Institution. Information on reserve applicants may be entered in SIMON.

All applications are assessed on merit and Institutions **do not have to accept ADS Students.**

Applications should not be accepted where there is evidence that the Student, after completing appropriate in-country preparatory programs, is unlikely to be able to complete the chosen program in the minimum period or if the Student does not meet the Institution's entry requirements.

The Institution may respond to the placement request in one of four ways, by:

- requesting further information and/or further time to accomplish the placement stipulating the amount of time necessary;
- declining to offer a place and stating the reasons for declining (within 14 days of receiving the placement request) to allow the Post to decide whether to seek an alternate placement and to provide useful advice to the Student;
- offering a place under certain conditions (e.g. satisfactory completion of pre-course English or a bridging or foundation program); or
- offering a place unconditionally.

AusAID's contracts with Institutions contain strict cut-off dates for ADS placement requests to allow sufficient time for the placement and award offer process to be completed (15 September for first semester start & 15 March for second semester start). This includes an allowance for the second preference placement to be pursued if required, and for the Post to seek funding approval (FMA13), send a letter of offer to the Student, and have time to prepare the Student for departure.

2.4.1 Pre-Course English

Before making a placement offer, Institutions should give careful consideration to the English language training which individual nominees could be expected to require.

In offering to place a Student, the Institution must make an offer of a Pre-course English Training (PCE) program prior to them undertaking academic studies if, in the Institution's sole discretion, they believe such a Pre-course English language preparation program is necessary for the Student to successfully complete their course of study.

AusAID may, however, decide to provide Pre-course English language preparation overseas and thus not accept the Pre-course English component offered by an Institution in the placement offer.

2.4.2 Unconditional Successful Placements

AusAID requires Institutions to offer placements only to those Students that it is satisfied are capable of successfully completing the course nominated within the period advised by the Institution taking into account appropriate preparatory studies.

The Institution must make a semester one placement offer for:

- coursework degrees within 21 days of receiving a fully documented placement request and by the contracted date of 20 October at the latest;
- a research program degree within 35 days of receiving a fully documented placement request and by the contracted date of 3 November at the latest.
-

The Institution must make a semester two placement offer for:

- coursework degrees within 21 days of receiving a fully documented placement request and by the contracted date of 19 April at the latest;
- a research program degree within 35 days of receiving a fully documented placement request and by the contracted date of 3 May at the latest.

2.4.3 Conditional Placements

Institutions may make conditional offers e.g. satisfactory completion of Pre-course English, a bridging or foundation program, prior to enrolment in a course.

Posts are reminded that conditions in a conditional offer from an Institution should be met where appropriate before the Student departs for Australia. Institutions can reject a Student if they arrive in Australia without meeting conditions set down in the award offer.

Institutions record specific conditions in SIMON at the time an offer is made, clearly stating which conditions have to be met before the Student can take up the placement offer. These conditions are included in the Letter of Offer sent to the Student by the Post/MC.

2.4.4 Entering a Placement Offer in SIMON

If an Institution decides to make a placement offer to a Student, the Institution must complete Placement Offer Details in SIMON. (Refer SIMON Institution User Manual)

2.4.5 Entering Course Costs in SIMON

Institutions are responsible for making offers, conditional offers, entering all relevant information such as course costs etc into SIMON. (Refer to SIMON Institution User Manual).

2.4.6 Review of Placement Offer by Posts and SMS

The RFP becomes an 'Open Offer' in SIMON and notification is automatically emailed to the Post/MC once an Institution has made an offer.

The Post/MC should review the placement offer to ensure it is complete and is consistent with the course requested, meets the country priorities and represents value for money. If the Post/MC has any concerns about the placement offer they should contact the Institution directly and seek clarification.

SMS will check details of placement offers made by Institutions as a quality assurance measure. SMS will check the costs charged are in accordance with the Institution's published fees, are in accordance with the Institution's contract and are consistent with Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

2.4.7 Changing a Placement Offer

An Institution can re-submit a placement offer after it has been submitted to the Post/MC, up until Student's acceptance of the offer has been recorded. Once a Student has accepted an offer, a placement offer cannot be re-submitted by an Institution. All changes to the scholarship after that time must be made via a scholarship variation in SIMON.

2.4.8 Declining a Placement Request

An Institution can decline a placement request. (Refer to SIMON Institution User Manual) The Institution must reject the RFP by using the 'Submit Rejection' option in SIMON. The reasons for rejection, and whether the Institution is prepared to send the applicant's documentation to the second preference Institution is automatically emailed to the post.

2.4.9 Second Preference Placements

If the first preference RFP is declined, the Post/MC must decide whether to seek a second preference placement.

The Post/MC must use SIMON to generate a new RFP for the Student's second preference.

The Post will also ask the second preference Institution whether it:

- will accept the documentation from the first preference Institution, and wants the post to request the first preference Institution to forward the documents; or
- wants the Post/MC to courier them a second copy of the documents.

2.4.10 Reserve Placements

When a Student cannot be placed in their first or second course preference, Posts/MC normally advises the nominating authority and/or Student (as appropriate) that no scholarship can be offered.

The Post/MC should then:

- choose the highest ranked reserve application and change it from reserve to priority nominee status; and
- enter the data for the reserve nominee into SIMON for an RFP to be generated.
-

At the conclusion of the placement process, Post/MC should change the status of all priority or reserve nominees who were not offered places by any Institution, from “Awardee” to “Applicant.”

PART 3

Visa Process and Conditions:

Department of Immigration and Multicultural Affairs and Indigenous Affairs (DIMIA)

3 VISA Process and Conditions

DIMIA issues ADS Students with a multiple entry AusAID Student visa, valid for the duration of the scholarship.

All International Students applying to study in Australia are required to undertake normal DIMIA health clearances (and, if necessary, police and character checks) prior to a Student visa being issued. If a Student has a serious health issue a visa will be declined by DIMIA.

DIMIA is responsible for;

- decisions regarding Student visa applications;
- monitoring the behavior of international Students;
- ensuring compliance with visa conditions; and
- administering all immigration-related legislation, policies and procedures.

Posts are responsible for liaising with DIMIA to issue appropriate visas for Student and family.

The Institution's responsibilities associated with ADS Student visas relate to:

- implementing and maintaining a mechanism to satisfy itself that all Students hold an appropriate visa at all times and
- visa extension needs,

The DIMIA form 815 is a health undertaking, referring to exposure to Tuberculosis. ALOs should ensure the Student contacts the 1800 telephone number provided on the form. Failure to do so may put the Student in breach of their visa conditions. The Student must be reassured that no penalties arise from making this phone call.

3.1 DIMIA Search of ADS Student Premises

The Institution must advise Students that DIMIA officers may search their premises at any time under section 251 of the Migration Act 1958.

3.2 AusAID Visa Requirements

ADS Students are responsible for their visa and dependants' visas and must contact DIMIA if they have any questions regarding visa matters.

Institutions must notify DIMIA of the following;

- periods of absences from Australia for more than one month (field work); and
- variations to the award e.g. extensions or reductions.

Institutions should advise Students that they must:

- check both visa and passport validities before any departure from Australia; and
- keep DIMIA and the Institution informed of any change in residential/postal address in Australia.

AusAID requires ADS Students to study full time and not to work during the semester unless it is specifically relevant to their study program. Students must be reminded by Posts/MCs at the PDB that their primary focus is their study program which should be completed in the minimum period and their obligation to return home on completion of the study program.

The Institution and the Student must consult DIMIA for the current regulations regarding employment for ADS Students and dependants.

3.2.1 Visa Extensions

The Student is responsible for applying for an extension of their visas and passport (the passport should be valid for a date at least six months after the award end date) and for obtaining all necessary health checks. Visa extensions may be required either due the expiry of a visa during the scholarship or an approved extension of a Student's scholarship. DIMIA will only extend the ADS Student visa on AusAID recommendation.

To obtain a visa extension the Student must obtain a letter of approval for the extension, from the Institution and the Student must then present this letter to DIMIA.

3.2.2 Visa Transfers

AusAID will not give approval for Students to transfer to another visa type and subclass.

Students lose their eligibility for AusAID assistance from the time they initiate a change from their AusAID-specific Student visa. For example, should they apply for permanent residency, their award will be terminated from the time they lodge their permanent residency application with DIMIA.

Students who apply for a change in visa class status are required to immediately advise their Institution. The Institution shall advise SMS and commence the award termination process if it becomes aware that a Student has applied for a visa class change, and/or does not intend to return to their own country on completion of their scholarship.

Where the Institution learns that an ADS Student has married a permanent resident or citizen of Australia (but has not applied for permanent residency), the Institution must advise SMS immediately. The Institution should then formally ask the Student to confirm in writing that he or she:

- still intends to fulfill their obligation to return home to their country for a period of two years;
- does not intend to apply for permanent residency;
- understands AusAID will notify DIMIA if the Student does not leave Australia on completion of their scholarship; and
- understands that AusAID or the Institution can ask for confirmation at any time of the Students intentions at any time in writing.

If the Student is unwilling to confirm the above in writing, the scholarship is terminated immediately.

If the Student provides confirmation, the scholarship may continue but the situation will be closely monitored by the Institution. Where the scholarship has more than a year remaining, the Student should be asked to confirm his or her intentions annually by the Institution. Any changes to the situation are to be forwarded to SMS immediately.

Students who do not leave Australia prior to their visa expiry date, are in breach of their visa.

The Institution must advise SMS as soon as possible if a Student fails to make travel arrangements to return home, fails to collect their ticket, or fails to use the return home ticket at the end of their award. AusAID will advise DIMIA of any Student who overstays their visa, and does not depart Australia.

3.3 Requirement to leave Australia and Restriction on Re-entry

AusAID policy requires Students to return to their home country for at least two years after completing their scholarship and before seeking re-entry to Australia.

- ADS Students must leave Australia at the end of their scholarship (within five days), regardless of any remaining period for which their visa is valid.
- Where a course is completed in advance of the scholarship expiry date, Students are not permitted to remain in Australia until the original scholarship end-date. In such cases, the scholarship end-date is brought forward to coincide with the end of the course and the visa end-date reduced accordingly. The Institution must notify DIMIA of the revised end-date and process a variation (reduction) in SIMON. (refer SIMON Institution User Manual).
- ADS Students are not permitted to be issued with a private Student visa on immediate completion of their scholarship so that they can undertake further study.
- AusAID and its Minister have the authority to object to applications from ADS Students for certain temporary and permanent visa subclasses. e.g. Permanent Residence (PR).
- ADS Students who seek to remain in Australia and apply for PR or seek to return to Australia on completion of their scholarship, will incur a debt to the Commonwealth of Australia, for the total the cost of the scholarship.

3.4 Debt to the Commonwealth

Students will be required to repay (in one payment) the total cost of their scholarship if they apply to change their visa from an ADS Student visa, without returning to their home country for at least two years after completing the ADS. DIMIA will alert AusAID to any such visa applications from ADS Students.

If DIMIA cancels an ADS Student's visa for any reason their ADS scholarship will immediately be terminated.

PART 4

Accompanied Students

4 Family Entry Policy and Procedures

The ADS Student is responsible for all costs associated with family entry and arranging the visa with DIMIA.

Students may apply for their immediate family to join them in Australia for the duration of their ADS.

AusAID provides a dependant's allowance which is a contribution towards the living costs of the family while in Australia.

Accompanied Students are ADS Students who are joined by their spouse and dependant children.

The spouse will need to satisfy DIMIA requirements to be allowed entry as an AusAID dependant.

4.1 AusAID Family Entry Requirements

The following AusAID conditions must be met by Students wishing to bring their family to Australia on an AusAID Student dependant visa:

- the visit is for more than three months;
- the Student has a scholarship for at least one academic year (approx. 10 months) or more;
- there are still three months of the scholarship remaining when the family enters Australia;
- Partner Government approval for Public scholarship holders and
- suitable child care arrangements are made where a spouse is not available to care for the children, including schooling or day care (for pre-school age children, for after-school care, during school holidays, at weekends and times of illness).

4.2 ADS Dependant Visas

Family members must meet DIMIA requirements in their home country before a visa is issued. Where it is known the family is joining the Student in Australia, the Student should arrange to complete as much of the documentation for family entry as possible before they depart for Australia. ADS dependants visa are issued free of charge.

The Student is responsible for the visa extension and medical examination costs of their families.

4.3 Country-Specific Family Entry Policies

Currently the Governments of Vietnam, China and Bhutan do not support the payment of dependants allowance for families when they join ADS Students in Australia.

Students from these countries who wish to be joined by their families can apply for dependants' visa but no dependants' allowance will be paid.

The timing of family entry is an Institution responsibility and is made on a case by case basis taking into account all relevant factors and in consultation with the Student. Posts /MCs should not become involved in the timing of family entry.

ADS Students are encouraged to travel alone to Australia in the first instance to settle into their studies, familiarise themselves to life in Australia and to allow them sufficient time to organise appropriate accommodation for their families and enrolment for any school aged children.

In cases where it is not culturally acceptable for female Students to travel unaccompanied the Student must obtain the Institution's permission to have the family travel with the Student to Australia.

The Institution should ensure that the Student, prior to making a final decision on having the family join him/her in Australia, has considered all relevant issues such as cost of living, possible language difficulties for spouse and children and schooling etc.

The Institution may provide in-principle agreement allowing an ADS Student to be joined by their family once satisfied the following conditions have been met:

- that the scholarship duration meets the guidelines for the arrival of family members;
- the Student has /can obtain appropriate accommodation and child care;
- that the effect on the Student's studies will be positive; and
- the application meets the requirements of partner Governments as issued by AusAID from time to time.

The Institution must submit a variation (family) in SIMON where a Student wishes to bring their family to Australia (after the Student has already arrived) and enter relevant information in SIMON regarding dependants' arrival.

4.4 Dependants Schooling

DIMIA requirements are that members of an ADS Student's family who are aged between 5 and 17 years of age, and who will be living in Australia for more than 3 months, will not be granted a visa unless they can provide evidence that:

- they are enrolled in an Australian school; and
- any school fees payable have been paid.

Students should check the DIMIA web site for the latest information.

Children on AusAID Student dependant visas are permitted to attend Australian government schools and this is usually free of charge. Education policy differs between the States and Territories in Australia. There may be some charges for English language training or schooling for children of non-compulsory school age.

ADS Students are responsible for paying any levy, books, school excursion fees, uniforms and any other fees that may be required by the school for their children.

Students should be advised to obtain, and take with them to Australia, their children's school reports and immunisation records which will be required for enrolment in Australian schools.

Students whose children are on AusAID Student dependant visas may be eligible for financial assistance with childcare if the centre or daycare provider is registered. Students should consult the Institution regarding eligibility.

4.5 Dependant Work Visa

The Student should contact DIMIA to obtain advice on the current regulations relating to Dependant work visas.

4.6 Short Visits (for three months or less)

Where family members, including spouse, children, parents and siblings, want to visit the Student for a short period (less than three months), they can apply for a visitor visa with DIMIA in the Student's home country without reference to AusAID or the Student's academic institution.

AusAID is not involved in applications for a visitor visa by a Student's family.

ADS Students should be advised by the Institution that, if their family members are in Australia on a visitor visa, that:

- the visitor visa cannot be changed after arrival in Australia to an AusAID Student dependant visa;
- there is no entitlement to the accompanied stipend;
- their family are not covered by OSHC;
- there is no entitlement to work; and
- their children are not entitled to attend government schools free of charge.

PART 5

Award Benefits and Conditions

5 Award Offer Process

Following receipt of a placement offer from the Institution, the Post/MC will seek advice from the Student and the nominating authority as to whether the Student will take up the placement.

Placements should be confirmed with Institutions as soon as possible to ensure that adequate arrangements are made for the Student's arrival and to allow the Institution time to invoice AusAID accurately.

Once an Institution has made a placement offer, the Post / MC should review the offer and:

- input any additional estimated Post/MC costs into SIMON which are not covered by the Institution and likely to be incurred by the Post/MC for the Student's scholarship, e.g. airfares, medical visa examination costs, etc;
- produce an FMA13 from SIMON for submission to the Post delegate for scholarship funds allocation and request the appropriate FMA 13 delegate to release funds for the scholarship before an award offer is sent to the Student;
- register approval of the FMA13 in SIMON;
- produce a Letter of Offer, register Student Acceptance of Offer and Release of Personal Documents (e.g. medical records, character check, etc) from SIMON;
- send one copy of the Letter of Offer to the Student, one to the Partner Government and keep one for file;
- send the Student an ADS Acceptance of Offer and an Approval to Release Documents;

- receive the Student's ADS Acceptance of Offer and Approval to Release Documents which they have initialed on every page and signed in appropriate places;
- receive the Student's signed letter of acceptance and keep a copy on file;
- register Student's acceptance /rejection of placement offer in SIMON. Institutions will receive an e-mail automatically generated by SIMON of Student acceptance/or non-acceptance of placement offer.

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If the placement offer is not suitable, the Post/MC must record in SIMON whether the Post/MC or the Student rejected the placement offer. SIMON automatically sends an email to the Institution contact responsible for the placement offer. This email identifies the placement offer and indicates that it has been rejected, by whom and when. No further action is required of the Post/MC.

If the AusAID Delegate at Post decides the Student is unsuitable and withdraws the offer of a scholarship, this must be registered in the SIMON Scholarship screen by changing the scholarship sub-status to 'Rejected' (Refer to Chapter 4 SIMON Post/MC User Manual).

Award Benefits and Conditions

Under the ADS Scheme, a common set of benefits apply to all scholarship holders.

Travel	Payment of a single economy class airfare by the most direct route for the AusAID scholarship holder from home country at the beginning of the scholarship, and a single economy class airfare to home country at the end of the scholarship. Stopovers <u>are not</u> permitted.
Establishment Allowance	Provided to Student once only at the start of a scholarship to be used at the student's discretion. The Establishment Allowance is a <u>contribution</u> towards expenses such as rental bonds, text books, study materials, or on return home, for excess baggage.
Stipend	Provided at either an accompanied or unaccompanied rate. The stipend rate is reviewed annually & any change takes place from 1 July that year. Students should refer to the Institution for current rates.
Tuition Fees	Payment of full academic fees at an Australian tertiary institution and other fees that are compulsory for all international Students undertaking the same program.
Overseas Student Health Cover	At unaccompanied or accompanied rate. Paid to the Health Insurance Provider nominated by the Institution.
Pre-Course English	In Australia PCE may be provided for up to a maximum of 6 months.
Supplementary Academic Support (Tutorial Assistance)	Funded only when essential to a Student's success. Based on \$500 per student per semester. Administered by the Institution.
Overseas Fieldwork	One only return economy class airfare to the Student's home country may be approved for research Students to undertake field work essential to their program. The requirement for field work must be included in the original offer by the Institution in SIMON.
Schooling	Dependant children are able to attend government schools, usually free of charge.
Child Care	Students may be eligible for financial assistance in the form of a Child Care Benefit. Refer to Institution re eligibility.

5.1 Travel

Posts arrange and pay for travel for the Student only to Australia, and Institutions arrange and pay for the Student only to travel home as part of ADS. The following conditions apply to travel for ADS Students:

- a non –refundable economy class “best fare of the day” airfare for all travel related to the scholarship i.e. initial, overseas fieldwork, transfer within Australia and final travel.
- Tickets, once purchased, cannot be altered without the approval of the Institution;
- Travel must be by the most direct route.
- Unless unavoidable, stopovers in Australia or overseas are not permitted. If unavoidable AusAID is prepared to pay reasonable accommodation costs, though it should be checked first whether these are covered by the airline.
- ADS will cover Australian airport departure tax. The Student is responsible for all external arrival/departure taxes, except where it is part of an unavoidable stopover in which case the taxes should be incorporated into the price of ticket at the time of purchase.

ADS does not provide:

- Insurance against sustained or loss of possessions while the Student is traveling to and from Australia or while studying in Australia,
- Funding for the costs of traveling to and from the Student’s home country during the suspension of the scholarship.
- Travel costs for dependants of ADS Students, either to and from Australia or within Australia.
- Funding for the cost of daily travel to the place of study.
- Funding to meet travel costs associated with in-Australia fieldwork (whether compulsory or not), conferences and any other travel.
- The cost of transporting personal effects or excess baggage to and from Australia, or within Australia.

Post/MCs should arrange initial travel so Students arrive in Australia before their first course-related commitment. This is normally two to four days prior to the Introductory Academic Program or Pre-course English program starts.

Posts/MCs advise Institutions of travel in SIMON

Costs for Student travel and other pre-departure costs are charged to ADS.

5.1.1 Travel for Transfer

Students who have approval to transfer between Institutions can use any mode of transport to move to the new Institution. The cost of transport to the new Institution must not exceed the equivalent of the economy class air fare by the most direct route. ADS will cover the travel cost for the Student only.

5.1.2 Fieldwork Travel to Home Country

The Institution is responsible for organizing the Home Country Fieldwork travel. Where it is an essential component of the fieldwork, the fieldwork may take place in more than one location in the home country, and travel arranged accordingly.

5.2 Establishment Allowance

Students are provided with a ‘one-off’ establishment allowance on arrival in Australia at their discretion. The allowance is to assist with setting up their temporary home in Australia such as initial accommodation costs, rental bonds, furniture, books, suitable clothing etc. The establishment allowance is adjusted on 1 July every year against the Consumer Price Index (CPI). Institutions can provide the current rate for establishment allowance.

While it is called an “establishment allowance” it may be used to cover text books, excess baggage or other costs the student may choose to cover through it. The Institution should pay the full establishment allowance into the bank account nominated by the ADS Student upon arrival in Australia or by the next banking day. The cost will be reimbursed to the Institution by AusAID under the terms of their Contract.

No re-establishment allowance is paid when a Student transfers between Institutions.

5.3 Stipend

Students are responsible for all their expenses in Australia. A living allowance (referred to as “stipend”) is paid to assist Students towards meeting those costs, such as accommodation, text books utilities, food and entertainment etc.

5.3.1 Duration of Stipend Payments

The stipend is paid fortnightly in arrears, to all eligible ADS Students listed in SIMON for the full period of the scholarship while the Student continues in full-time study. The stipend commences on the Student’s date of arrival and ceases on the date of departure from Australia.

Stipend payments continue:

- during public holidays and normal vacation periods for the Institution being attended (vacation periods for research Students may be taken outside normal Institutional vacations but should not exceed 30 calendar days in any one year);
- during fieldwork under the scholarship;
- during brief absences from Australia; and
- for up to six weeks if a Student is hospitalised or detained. The stipend will not be paid after the six week period.

Stipend payments will not be paid when an ADS Student has been suspended.

5.3.2 Method of Stipend Payment

The Institution will pay the fortnightly stipend, The Institution will ensure the stipend is transferred to the Student’s bank account. The Institution will assist ADS Students on arrival to open bank accounts and confirm the details of their stipends.

5.3.3 Stipend Rate Review

SMS reviews stipend rates annually with any change being implemented on 1 July of that year. The revised rates are based on the CPI increase for the twelve months to the end of the first quarter of each year. Institutions can provide the current rate of the stipend.

AusAID determines the level of stipend which is paid at one of two levels:

- Students who are not accompanied by family in Australia receive the unaccompanied rate;
- Students with at least one member of their immediate family in Australia on an AusAID Dependant Visa will receive the accompanied rate.

5.4 Accompanied Rate of Stipend

Students wishing to bring their families to Australia will need to carefully assess the costs of maintaining a family in Australia and whether the accompanied rate of stipend will be sufficient to meet those costs. Those with larger families may need to supplement the stipend with their own funds.

The accompanied rate of stipend is only payable where:

- there is a family member in Australia on a AusAID Student dependant visa;
- the spouse enters Australia on a private Student visa; or
- the spouse changes from a dependant's visa to a private Student visa.

An accompanied stipend is not paid for spouses who are Australian citizens/residents, as these persons have potential access to other sources of support from the Australian Government.

The Institution cannot approve payment of the accompanied stipend rate until the Student provides passport evidence that a family member has joined him/her in Australia. This evidence is a passport entry showing the visa type (Student dependant or Private Student and not a visitor visa) and the arrival date stamp.

Where an unaccompanied Student becomes a parent to a child born in Australia, access to the accompanied stipend is only available when the Student arranges for the child to be included on their passport as her or his dependant. Children born in Australia to ADS Students are not eligible for Australian citizenship.

Vietnam, China and Bhutan do not allow the accompanied rate of stipend to be paid to their Students, however Students from those countries can apply to bring their families to Australia for the duration of the award at their own expense.

The accompanied stipend rate is payable from the date of arrival of the family and continues when:

- a family member earns income in Australia;
- family member(s) leave Australia for short periods. Short periods are defined as any periods that coincide with Institution vacation periods or a period of no more than six weeks outside vacation period; and
- the Student travels overseas for fieldwork, whether family members travel with them or remain in Australia.

The entitlement to the accompanied stipend rate ceases, and should be reduced to the unaccompanied rate, when Students are no longer accompanied by at least one family member. Students are required to advise their Institution if they are no longer accompanied by at least one family member. Institutions should have a mechanism in place to check randomly that Students continue to be accompanied. When eligibility for

the accompanied rate is checked, Students should be asked to produce the passport of a family member.

Where an ADS Student is married to another ADS Student (or another AusAID funded Student on a scholarship that includes a component for living expenses), and there are no dependants, the stipend is paid at the unaccompanied rate of stipend to both Students whether or not they are living together.

If two ADS Students with dependants are living together, each will be paid the unaccompanied stipend rate regardless of family size.

5.5 Other Funding Sources

Students may receive funds from other sources such as payments from home, or employment. Students are not permitted to hold a concurrent scholarship.

5.6 Australian Tax Requirement

The ADS stipend is currently income tax exempt and not subject to an income test on Student or spouse income.

The Institution should advise all Students of the need to obtain a tax file number for banking purposes and for cases where Students seek vacation employment. The Student should refer to the Australian Tax Office web site for information on Australian tax laws.

5.7 Award Duration

Award duration includes the period of preparatory programs (including qualifying studies) plus the length of the program leading to the qualification.

The award duration is the minimum time required for the scholarship recipient to complete their course (one qualification) having due consideration to:

- academic course durations as listed in CRICOS.
- the country of origin;
- English language test scores;
- certified educational records;
- any credit for previous study or recognition of prior learning; and
- the length of preparatory programs

The maximum length of time a Student can spend in Australia on an ADS (on and off-scholarship) including suspensions/extensions is six years.

The typical lengths of academic programs, excluding preparatory and qualifying programs, are expected to be within the following ranges:

Academic Program	Australian Qualification Framework Level	Typical length
Technical Certificates	AQF level 4	One Year
Associate Diplomas	AQF levels 5 & 6	Two Years
Undergraduate degrees		Three Years
Postgraduate Certificates & Diplomas		One Year
Masters by coursework		One Year to 18 months
Masters by research		18 months to Two Years
PhD		Three to Four Years

5.8 Award Offer Acceptance

Students must sign the ADS Student Acceptance of Offer before departing their home country, agreeing they will comply with the conditions of the scholarship. Posts must ensure Students read, understand and sign the statement.

The Student must:

- agree the scholarship offered is for the appropriate field and level of study;
- acknowledge that no additional study under the scholarship will be considered;
- agree not to change their enrolment without the prior agreement of AusAID;
- agree to study full time, achieve satisfactory academic progress and meet all course requirements set out by the education Institution;
- agree not to engage in employment outside vacation periods without agreement from AusAID or beyond the restrictions applying to their visa;
- acknowledge that the scholarship may be withdrawn by the Australian Government at any time;
- agree to leave Australia and return home promptly (within 5 days) upon the completion of the scholarship;
- agree not to return to Australia within a two year period from completion of their scholarship;
- agree not to seek a change in their visa type at any time during their scholarship;
- agree to advise AusAID immediately should they marry a person who is an Australian citizen, or has permanent residence status in Australia, a New Zealand citizen or has New Zealand citizenship;
- acknowledge that: failure to leave Australia on scholarship completion; application for permanent residency within the two year period; or unauthorised changes to their

visa may put the Student in debt to the Commonwealth of Australia to the total value of their scholarship;

- agree to ensure the education institution has a current record of the Student's residential and postal address in Australia, and on return home;
- agree to the disclosure of information regarding the Student's progress (set out in full in the scholarship acceptance form); and
- agree to act in a manner that will not bring disrepute to themselves, their family, their country or AusAID during the scholarship.

Students must comply with the laws of Australia or the scholarship may be terminated.

5.9 Release of Information

When accepting the award, Students are requested to complete the Approval to Release Personal Information form.

5.10 Deferral of Award Offer

ADS permits priority candidates to defer their scholarship for up to one year provided there is agreement by the Partner Government and Post/MCs. No further deferrals are permitted under ADS. Students who are pregnant at the time of scholarship selection, or prior to departure for Australia, are encouraged to defer their scholarship until after the baby's birth. The Post/MC is responsible for entering the deferral in SIMON.

5.11 Pre-Departure Briefing

The objective of providing pre-departure information is to assist ADS Students prepare for their departure to Australia, information that will be needed on arrival and for the first few weeks in Australia, and to give advice about living and studying in Australia. It is expected that the PDB will help the Student quickly settle into Australia and the Institution, thereby enhancing their ability to complete their studies within the timeframe agreed in the placement offer.

PDBs are also used to remind Students of their obligations as the recipient of an ADS, including the requirement that they return to their home country on completion of ADS for two years.

Posts/MCs are responsible for thoroughly briefing all ADS Students. The quality and timeliness of the briefing is critical to Students' ability to plan, make crucial personal and family decisions, and have a clear understanding of scholarship conditions.

AusAID ADS Pre-Departure Briefing Guidelines is provided to Posts and MCs for detailed information about the content and conduct of the PDB.

Attendance at PDB is compulsory. PDBs must be provided for every new scholarship holder, even if the Student has to travel to another Post/MCs to take part. Spouses of Students, especially those who expect to accompany Students to Australia are encouraged to attend PDBs. Travel for scholarship holders to a Post/MCs to attend a pre-departure briefing is part of the overall scholarship costs. Posts have flexibility in design, or contracting out, of PDBs.

5.12 Institution Information Packages

Institutions offering placement are to provide the Posts /MCs with pre-departure information packages for distribution to ADS Students. These are to be provided in hard copy form, to arrive at the Post /MCs at the earliest possible time and no later than 14 days before the Student departs her/his own country. Institutions should include information on Overseas Student Health Care in relation to family cover, options for education of school children etc.

Posts/MCs should pass on the Institution's pre-departure briefing kits to Students on receipt and not wait to distribute them at the PDB session.

In addition Research Students are to be provided with full contact details for their academic supervisor, or another person with whom the Student can discuss the research program.

PART 6

In Australia ADS Administration & Management

6 Reception and Orientation in Australia

The Institution will meet ADS Students on arrival and take them to their initial accommodation. Students must be met at the airport of final destination by an Institution representative; unless the Student has indicated that they do not require airport reception. Reception of families traveling separately is the responsibility of the Student.

To ensure that reception arrangements are in place, Posts should notify Institutions in SIMON of Students travel details by at least 10 December and 15 May each year for first and second semester placements respectively.

6.1 Initial Accommodation

The Institution must arrange accommodation for ADS Students (and their families, where Students travel as accompanied Students) for the first seven days in Australia. Unless notified otherwise in writing by the Student, the Institution will assume all Students require initial accommodation arrangements to be made.

Accommodation arranged by the Institution must be moderately priced, clean and secure with furniture and heating as necessary. The accommodation will have access to cooking facilities or to appropriate food outlets. Details of access to shops, food outlets and public transport must also be provided to the Student.

The Student is responsible for the cost of the accommodation. Arrangements for the payment of initial accommodation are to be reasonably agreed between the Institution and the ADS Student.

6.2 Long-Term Housing

ADS Students are responsible for finding and meeting the costs of their own long-term housing.

The Institution must provide Students with advice about:

- opportunities and costs of residential colleges, international houses or hostels attached to the institution; and
- the range of private accommodation options available, prices and ancillary costs.

If requested, the Institution must also advise ADS Students how they can make arrangements for accommodation outside of the Institution. This will include information on tenancy requirements, tenancy protection and the establishment of utility connections.

6.3 Introductory Academic Program and Orientation

The Institution will design and conduct an IAP for all ADS Students. The objective of the IAP is to assist ADS Students prepare themselves for studying in Australia. It is to enhance a Students' ability to meet the demands of their studies and maximise the likelihood that they will complete their course in the minimum amount of time.

The IAP further enables the Institution to closely assess ADS Students' capabilities and identify Students who may need extra assistance to complete their studies on time. The Institution can then develop and implement programs of academic and general support for individual Students and monitor their progress closely.

The Institution must also provide an Orientation for all new Students which can be incorporated into the IAP. An IAP should be conducted over a four to six week full time period. The objectives, requirements, descriptions and areas to be included in the IAP/Orientation are specified in the Contract S.O.S. 4.2.2.

The Institution may sub-contract the IAP, conditional upon the Institution being able to meet its obligations under the Contract.

6.4 Follow-up Orientation Program

The Institution must provide a follow-up orientation program within three months of the ADS Students' arrival in Australia, which may coincide with the mid-semester break.

The follow-up orientation program is intended to enhance Students' capacity to manage their studies, to assess whether ADS Students attending the session are satisfactorily adapting to their new environment, to help identify groups or individuals who are in need of further support and to promote a self-help network amongst new Students. Where a Student is not adapting satisfactorily to the new environment, the Institution is required to develop a strategy for dealing with the difficulty. Feedback should be provided to AusAID in the Institution's Annual Report.

6.5 Preparatory Programs

Adequate preparation of Students is crucial to the success of all training programs. The principal responsibility rests with the training Institution to accept Students into appropriate academic programs, to assess their needs for support, and to recommend preparatory programs as needed.

Preparatory programs may include one or more of the following elements.

- Pre Course English (PCE);
- Qualifying and preliminary programs;
- Foundation studies.

There is no defined limit to the length of preparatory programs, but preparatory programs totaling more than 12 months should not normally be arranged. However, in the case of qualifying programs for PhDs, study programs of up to 18 months may be arranged.

The length of the scholarship offer covers preparatory programs. If a scholarship is offered for a particular period of preparation and the Institution later assesses that a shorter period is adequate, the Institution must reduce the scholarship length in SIMON to reflect the reduced period.

Students must achieve satisfactory results in preparatory programs to continue their scholarships.

6.6 Pre-Course English (PCE) in Australia

Pre-Course English (PCE) undertaken in Australia is taken prior to a Student undertaking academic studies, where the Institution considers that such a Pre-Course English language preparation program is necessary for the Student to complete their course of study.

The length of an approved PCE program is dependent on the English language ability of the applicants and may be country-specific. PCE should not exceed six months.

6.7 Preliminary programs

Preliminary programs are courses (formal or informal, and not having a recognised qualification) deemed necessary by the Institution to enable the Student to successfully complete their qualification course in the time-frame specified in the Institution's published material. An example would be a bridging course or special intensive courses.

Information on preliminary programs should be entered into SIMON in the preliminary course screen after the IAP (and PCE if applicable).

Students may undertake preliminary studies in addition to other forms of preparation. If the Institution's offer of placement includes a preliminary program, the ADS Student should proceed to the approved level of qualification as soon as possible.

Nominees for Masters level study may be required by the Institution to undertake qualifying or preliminary studies. Qualifying or preliminary studies should not be more than 12 months in a total combined postgraduate diploma course or a specially designed qualifying program. Crediting of some of this period to the masters program should be negotiated where possible.

Nominees for PhD level study may be required by the Institution to undertake qualifying or preliminary studies in one of the forms outlined below. A period of up to 18 months in:

- a coursework Masters program (with a significant research or project component);
- a postgraduate Diploma program;
- a reading, auditing or research program; or
- a specially designed qualifying program.

Where one of the last three options has been chosen, that program may be followed by a period of up to 18 months in a Masters by research program with at least 12 months counting towards the PhD program. At this stage the program should be converted to PhD level study.

For PhD programs, AusAID will also usually accept a placement offer that incorporates a period of up to 24 months in a Masters by research program, followed by conversion to a PhD program as a pre-qualifying program. At least 12 months of the Masters should count towards the PhD program and the masters should not be awarded.

6.8 Foundation programs

Foundation programs can be provided for up to 12 months where an Institution assesses an applicant does not meet the required entry standard for direct entry into an undergraduate program.

6.9 Fieldwork in Home Country

ADS Students enrolled in a Masters by research, or combined Masters coursework and research program where the research is at least 50% of the course, or a PhD, may be funded to do fieldwork in their home country.

Only one period of overseas fieldwork will be funded over the course of a scholarship. Where overseas fieldwork is required it must be included in the original placement offer.

Overseas fieldwork should not result in the need for a scholarship extension.

Institutions should arrange field work during the scholarship in accordance with the criteria detailed in the Contract S.O.S.4.1.3.1.

Institutions and the Student must consult early with DIMIA on the current policy in relation to dependants remaining in Australia during the Student's overseas field work.

6.10 Supplementary Academic Support

ADS funded supplementary academic support is available where such assistance is determined by Institutions as being essential to avoid potential coursework failure, or a delay in the completion of their program.

It should only be provided to Students who are fulfilling their course study requirements and making full use of available Institutional facilities.

Institutions may arrange supplementary academic support for:

- one-on-one tutorial assistance or academic support;
- group tutorial sessions (eg. supplementary computer training) when a number of Students are experiencing similar difficulties;
- thesis editing (but not word processing).

In determining the level of assistance required, the Institution is expected to take into account the following:

- financial limitation of the Contract (Basis of Payment- Item 5.1);
- whether assistance can be provided through the Institution's standard academic support mechanisms;
- Students' capacity for success in the course;
- Students' commitment to their study;
- previous tutorial assistance used; and
- cost effective means of delivering tutorial assistance, e.g. individual session or group sessions and reasonable rate of tutor payment.

The Institution has the authority to approve reasonable levels of supplementary academic support. Based on an amount of \$500 per student per semester, these funds can be pooled according to need.

The Institution must monitor the provision of supplementary academic support, particularly the performance of individual tutors and the progress of Students receiving

supplementary academic support. Records of expenditure against ADS Students must be maintained and may be audited by AusAID at any time.

Supplementary academic support funding must not be used to meet conference or seminar attendance. Any conference expenses that are an essential requirement for the Student to successfully complete their award should have been included and costed by the Institution in the placement offer.

6.11 Academic Progress

Institutions are required to maintain an up-to-date record of Student progress in SIMON. SMS and Posts/MCs can access information on Student progress through SIMON. (refer to page 119 of the Post/MC SIMON User Manual).

AusAID and Partner Governments have no entitlement to academic transcripts of Student progress from Institutions. Where Partner Governments require regular updates on Student progress, Post/MCs can request Students to send reports directly to the Partner Government.

6.12 Satisfactory Academic Progress

Students are expected to maintain satisfactory academic progress. To do so they must:

- remain in the course for which the scholarship was offered (or for which prior approval has been given to transfer);
- study full time;
- meet the Institutions rules relating to satisfactory progress;
- meet DIMIA's rules relating to satisfactory progress for International Students;
- participate in all activities associated with the program;
- attend all lectures and tutorials;
- submit all work e.g. assignments, essays;
- sit for examinations; and
- be on schedule to complete their course within the scholarship period.
-

ADS are provided to Students to obtain specified qualifications. The length of the scholarship is determined by the Institution and agreed by AusAID, the Partner Government and the Student through the placement offer and acceptance process. Therefore it is expected that extensions and other scholarship variations will not be necessary.

6.13 Scholarship Variation Policy

Institutions should view variations as a serious matter and should not be recommended unless the Institution is firmly convinced that the variation is the only option to enable the Student to successfully complete the course of study. Variation of a scholarship frequently requires the commitment of new funds and in some cases will require negotiation with other parties, both within the Australian government and with Partner Governments. In deciding if a variation to a Student's program is necessary the Institution must go through an internal process of assessment designed to produce the most cost effective proposal.

In counseling Students regarding possible variations, the Institution must reiterate that Australia's development cooperation scholarship program is intended to provide skills valuable to the development of the partner country. A Student's personal aspirations are of secondary importance.

Scholarship Variations of any kind are managed and processed in SIMON.

- Post will determine if Partner Government approval is required.
- First extension, up to a semester for coursework Students and up to three months for research Students can be approved by Institution. The Institution must ensure that the Post/MC box in SIMON is ticked in SIMON as Post/MC has to approve the variation.

Note -Vietnamese Students must submit a letter of support from their employer for any variation. The Institution must forward the letter of support to the Post/MC.

Scholarship variations can take a number of different forms extensions, suspensions, terminations, transfers (intra & inter Institution transfers), course changes, and award length reductions. Each one is dealt with separately below.

6.14 Extensions

An Institution can give in-principle approval to a first scholarship variation /extension only where:

- the extension is up to a semester in length for coursework Students and up to three months for research Students;
- it will not result in a total scholarship length beyond six years;
- all other avenues to achieve the qualification on time have been considered and the Institution deems an extension the only acceptable response;
- the Student is expected to achieve the qualification as a consequence of the extension;
- if a Student failed a subject(s) the Institution has implemented a strategy to assist the Student to complete the scholarship on time and address the reasons for the failure;
- the Student fails to complete a research project on time and the failure is due to:
 - research data being unavailable on time,
 - unanticipated editing of the research work, or
 - additional academic activities which are essential to the completion of the studies.

In situations where a Student is not likely to finish their studies on time, the Institution should consider all possible options in order to avoid the need for an extension.

These options include:

- supplementary academic support;
- enrolling in summer school subjects to repeat failed subjects or cross-Institutional enrolment;
- transfers including course downgrade;
- overloading in subsequent semesters;
- completing from home, particularly for research Students; and
- scholarship termination if repeated failures have occurred.

Where a scholarship extension is recommended, the Institution must ensure that appropriate strategies are in place that will enable the Student to complete within the revised scholarship period. Strategies could be in the form of academic support and monitoring and/or counseling and social support if the Student has experienced personal or health issues, which may have delayed academic progress.

AusAID, through the Institution performance-monitoring framework, will review extension rates. It is expected that Institutions maintain thorough records on extension requests for this purpose.

An Institution cannot give in-principle approval for an extension where the Institution failed to:

- adequately monitor the Student's progress and the reasons necessitating the extension occurred prior to the last two semesters of study and the Institution took no mitigating action; or
- provide the appropriate academic supervision and support required for the Student to complete the scholarship on time.

All other scholarship variations (including second extension requests, course changes, transfers, suspensions and terminations), must be submitted to SMS in SIMON. The reason in SIMON must provide detailed information, sufficient to allow a considered decision to be made by SMS, Post/MC.

Requests for scholarship variations must be lodged via SIMON at least 6 weeks prior to the current scholarship end date. Where a Student fails in their final coursework session, extension requests must be submitted as soon as possible, but no later than, five days prior to the scholarship expiry. The Institution is responsible for nominating whether SMS and/or the Post/PG sign off is required when the variation is raised. Where there is a cost implication, variations require Post/PG sign off.

If Partner Government approval for variations is not required, SMS approves or rejects the variation in SIMON, and if appropriate remits the approved variation request for the Post/ MCs information.

Scholarship variations with increased cost implications require approval from the appropriate financial delegate at Post.

When SMS believes the extension is not warranted, appropriate feedback will be given to the Institution.

Where Posts/PG are concerned about a variation, they should liaise with SMS, who will raise concerns with the Institution.

6.15 Second Extension Request

Requests for second extensions are unlikely to be granted. Institutions and the Student must not assume approval. A detailed request with supporting documentation must be submitted to SMS for consideration. AusAID may require, subject to negotiation, the Institution to meet all or some of the costs of the extension as a condition of the extension being approved.

6.16 Award Suspensions

One period of suspension, for up to a maximum of twelve months may be approved under ADS.

During an award suspension, the ADS Student remains enrolled at the Institution but their study program is suspended and the Student does not receive a stipend or any other financial support from AusAID. No tuition fees and other Institution fees are paid during the period of suspension.

A scholarship can be suspended for personal reasons, or if the Student is undertaking an approved work attachment.

Students are required to return to their home country during the suspension. ADS does not provide return airfares during suspension.

If suspension on medical grounds is requested in the final semester of study, AusAID may seek the assistance of the Commonwealth Medical Officer and Post /MCs to determine a suitable course of action.

In considering a suspension, consideration should be given to the duration of the scholarship remaining and the likely effects of the suspension (especially the break from study) on satisfactory completion of the course.

Prior to returning from suspension, the Student should seek the Institution's agreement on their recommencement date at least two months prior to the date they wish to return. If a Student cannot return on the agreed date, they must notify the Institution and the Post /MCs and renegotiate a new date. If a new date cannot be negotiated with 30 days the scholarship may be terminated.

When the scholarship has been suspended on medical grounds, the Student must provide an assessment from an appropriate medical specialist of their capacity to manage their studies prior to returning to study. The assessment would take place in the home country.

It is also the Student's responsibility to check the validity of their visa and make necessary arrangements with the post should their visa require extension.

6.17 Off Scholarship

Off Scholarship study involves ADS Student remaining in Australia without receiving financial assistance from AusAID. This may involve an extension or a change of visa. Any off scholarship study request requires AusAID approval. AusAID will only consider an application for off scholarship study where:

- an Institution requests an extension, whereby the Institution has accepted responsibility for the delays and in recognition agrees to pay the fees and stipend for the extension;
- two ADS Students are married to each other and one remains in Australia as a dependent while the partner completes the AusAID scholarship. This is subject to Partner Country approval; and
- during approved field work attachment (see conditions below).

ADS Students are not permitted to go 'off scholarship' to pursue other privately funded studies, to take up other scholarships or undertake work experience.

ADS Students will not be permitted to remain in Australia after the completion of their studies to accompany their children and/or spouse who may be working or studying as a non-Australian Development Scholarship Student.

6.18 Work Attachment

The ADS scholarship will be suspended when a Student is undertaking an approved practical work attachment as a compulsory part of their academic program.

Work experience to gain membership of an Australian association is not approved where work experience could be undertaken in the Student's home country to gain membership of the relevant association at home.

All work attachments must be identified in the Institution's original offer of a place. The Institution arranges the attachment or provides the Student with sufficient information to enable him or her to make the arrangements.

If Students undertaking work attachments occupy in-line positions, they should be paid the same wages as an Australian in the same position. In such cases the ADS stipend is not payable. In the unusual situation of the wage paid being less than the stipend, the difference may be paid. Students go "Off Scholarship" (where no stipend is payable) or the Student remains "On Scholarship" (where some stipend is payable). The period of a work attachment is limited to a maximum of 12 months.

6.19 Award Reduction

When Students complete their award ahead of schedule the ALO must process an award variation in SIMON reducing the length of the Students' award accordingly. The Student is not permitted to remain in Australia until their visa expires.

The ALO must inform DIMIA of the revised end for the visa and the Student must return home within five days of completing their study.

6.20 Award Withdrawals

A Student may withdraw from the scholarship after arrival in Australia.

ADS provide an economy class airfare for the Student to return home immediately.

6.21 Transfers

Transfers of courses or Institutions should be considered as a last resort. Transfers should not be considered merely to accommodate a Student's request. Any request for a transfer must be compatible with the original application and partner government priorities, rather than the personal aspirations of the individual. Institutions must refer to Contract, S.O.S. 4.5 regarding transfers.

Transfers include when a Student transfers from one course to:

- another at the same level within the same Institution; (Intra)
- another at the same level but to another Institution(Inter); and
- a lower level course (downgrades) either within the same Institution or to another Institution. This may also involve a reduction to the scholarship duration.

Acceptable reasons for a transfer are:

- movement of an academic supervisor (particularly for research);
- course ceases to be offered at the Institution;
- better alignment of course with country program sector priorities and pre-requisite study and experience; or
- academic failure.

Transfers can only be approved if:

- the transfer Institution is an Institution contracted with AusAID;
- the new course is considered by the Post/MCs to align with the country program sector priorities and PG human resource development needs;
- it will not result in an extension of time to the scholarship; and
- the ADS Student is likely to complete the scholarship successfully.

Where transferring courses at the same Institution the ALO must raise a variation transfer on SIMON seeking SMS approval, subject to post agreement, funds availability (if additional funds are required), and (if appropriate) partner government agreement.

6.22 Field of Study Changes

ADS does not permit changes to the Field of Study.

6.23 Course Upgrades

- ADS does not permit an Upgrade to a course of study;
- ADS does not permit an Upgrade to undertake an Honours year;
- ADS does not permit a Student to go off-scholarship to undertake an Honours year or upgrade from Masters to PhD.

6.24 Reasons for Award Termination

In some circumstances an award must be terminated.

SMS is responsible for termination of ADS, normally based on the recommendation from the Institution. AusAID reserves the right to terminate an ADS without a supporting recommendation from the Institution, where in AusAID's view the continued funding of the Student would be an inappropriate use of Australian Government Funds.

An ADS will be terminated when a Student:

- shows continued academic failure, or lack of adequate academic progress and there is no other option;
- has infringed the conditions of the scholarship;
- is excluded by the Institution from the course or from remaining at the Institution because of misconduct (as defined by the Institution);
- has completed the maximum period of English language training available under the scholarship and still has insufficient English language ability for entry to the program;
- is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the scholarship should be suspended);
- conducts him or herself in a manner which is considered to have transgressed acceptable community standards;
- decides not to continue;

- indicates he/she intends to remain in Australia or do not intend returning to the home country having applied for or have been granted a non AusAID visa (Student has applied for PR); or
- fails to meet other AusAID conditions as identified in the scholarship offer.
-

An ADS can be terminated when a research program has been delayed, and there is no other option.

The Institution must immediately advise SMS if it becomes aware of any circumstances detailed above, or other circumstances which it considers that AusAID may reasonably consider would be grounds to terminate the scholarship. Institutions should refer the Contract S.O.S. 4.5.6 regarding terminations.

6.25 Award Termination Process

The ALO should inform an ADS Student in writing that termination of their award has been recommended to AusAID.

The letter should advise the Student that they have 48 hours to submit a response for consideration by AusAID before their award is terminated. At the same time the Student is advised of the date the termination will take effect, and that they have 5 days to leave Australia after the award is terminated.

The ALO must ask the Student to return a signed acknowledgement letter. Where the Student is not contactable in person, the ALO should try to communicate with the Student by:

- requesting the Post/MCs to try and contact the person in their home country; and/or
- sending a photocopy of the termination letter to the Student's last known street and/or email address.

If having taken the Student's response in to consideration a decision is made to terminate a scholarship, SMS will immediately advise:

- the ADS Student through a termination letter;
- the Institution;
- DIMIA in writing of the termination and departure details, and request that the visa expiry date be amended accordingly; and
- the Post/MCs and/or Partner Government.

Where termination has been requested by the Student, the Partner Government should be advised and agreement sought. In all other cases, no consultation with the Partner Government is needed. The reasons for termination are treated as confidential within AusAID and details are not passed to the Partner Government. Explanation of the termination must be factual and in general terms (for example, academic failure or non-attendance).

The Institution should pay the terminating Student the stipend to the date of departure from Australia and assist the Student with return home travel arrangements.

6.26 Support Services including Medical and Health Services

Institutions are required to provide general support services to ADS Students to maximize the chances of the Student completing the course of study within the period of the scholarship. The services required are detailed in the Contract S.O.S. 4.4.

6.27 Overseas Student Health Cover (OSHC)

ADS Students (and their families on ADS dependant visa) have their health insurance, known as “Overseas Student Health Cover” (OSHC), paid for them by Institutions on behalf of AusAID.

OSHC covers basic medical and hospital care in Australia, most prescription drugs and emergency ambulance transport. OSHC does not cover all costs for medical treatment. Students must be advised during the Pre-departure briefing and at Orientation that they are responsible for all cost not covered by OSHC. AusAID will not provide funding to meet gap payments.

Overseas Student Health Cover (OSHC) does not cover dental, physiotherapy or optical services (known as ancillary services). Ancillary OSHC cover can be purchased at the Student’s own expense.

Institutions must:

- arrange for the enrolment and payment of OSHC insurance for all ADS Students and their families who are on an ADS Student dependant visa;
- ensure the OSHC insurance is maintained for the term of the scholarship, or when engaged in overseas fieldwork;

AusAID will reimburse the actual OSHC costs paid by the Institution. As per the Basis for Payment (Item 5.1 (b) of the contract), the OSHC is to be purchased on an annual basis or on a semester basis if the Student begins their scholarship in Semester 2.

6.28 Critical Incidents

Critical incidents or welfare issues are handled on a case-by-case basis. Critical incidents include, but are not restricted to, the death of an ADS Student, legal issues, the serious physical or mental illness of an ADS Student. In the event of a critical incident the Institution should immediately inform SMS. The Institution, in consultation with SMS, should then develop a strategy to ensure the situation is managed appropriately in accordance with the Privacy Act. In such cases, all communication with posts will occur through SMS.

The Institution may not incur any costs in dealing with a critical incident without prior written approval from AusAID. Payment of approved costs will be reimbursed in accordance with Basis of Payment Item 5 of the Contract.

6.29 Serious Illness of an ADS Student

When an Institution becomes aware an ADS Student requires long term specialised medical assistance, or is experiencing serious physical or mental difficulties that may impact on the Student’s ability to complete the course within the period of the scholarship, the Institution should develop and implement a strategy of planned support for the Student. The Institution should discuss this strategy with SMS in a timely manner. Both the Institution and SMS must have due regard to the Student’s right to

privacy, and ensure that information is not disclosed to other parties. If a Student is hospitalised the Institution will ensure the treating doctor is aware of the limitations of the health insurance cover, if any OSHC exclusion clauses apply.

Institutions must follow the procedures detailed in the Contract S.O.S. 4.8.3.1

6.30 Medical Escort home

If an Institution is advised that a Student requires medical/nursing assistance to manage the trip home, the Institution should seek the services of an appropriately qualified escort. AusAID will reimburse the Institution for the travel and other agreed costs of an escort. Any expenditure on escorting home an ADS Student must have prior approval from SMS. Institutions must follow the procedures detailed in the Contract, S.O.S section 4.8.3.2.

Where a Student is to be medically escorted home, SMS:

- coordinates arrangements regarding the Student's reception and care during transit through a third country; and
- requests the Post/MC to inform the Partner Government and next of kin if it has been decided that an escort is required, bearing in mind the Student's right to privacy with regard to personal or health information.

6.31 Death of an ADS Student

In the event of the death of an ADS Student, the Institution must inform SMS as soon as practicable. Institutions must follow the procedures detailed in the Contract, S.O.S. section 4.8.2.

AusAID will reimburse the Institution the costs for the funeral, cremation, or return of the Student's body to the home country, unless an insurance claim is pending following an accident.

Any expenditure requires prior approval from SMS. Payment of approved costs will be reimbursed in accordance with Basis of Payment Item 5, of the Contract.

6.32 Death of an Accompanying Dependant

The ADS Student is responsible for making and paying for any arrangements in the event that a family member dies in Australia.

6.33 Emergency Welfare Fund

Requests for assistance from the Emergency Welfare Fund will be considered on a case by case basis. Funding will not be provided for pre-existing or ongoing medical conditions or for reimbursement of costs not covered by OSHC. AusAID may use its sole discretion to provide limited financial assistance to assist in meeting costs associated with emergency incidents. An emergency is defined as an unforeseen crisis that poses an immediate threat to human life.

Any expenditure from the Emergency Welfare Fund must have prior approval from SMS. The Institution must submit a separate invoice to SMS for reimbursement of funds used to meet an emergency incident.

6.34 Legal Assistance

Students must comply with all laws of Australia or risk termination of their scholarship and cancellation of their visa.

If the Institution becomes aware of an ADS Student encountering a legal problem it should advise the ADS Student how to obtain legal advice and assistance. SMS shall be advised of the problem and of the Institution's response in such a manner which does not breach either the ADS Student's privacy or the Institution's legal obligations.

6.35 Serious Crimes

The Institution must inform SMS where a Student is involved in a serious crime. Students who are found guilty of crime/s in Australia may have their ADS terminated. If the Student is gaoled, the Student's award will be terminated. The Student will be required to return home on the completion of their sentence.

PART 7

Completion of Studies

7 Final Departure Date

ADS Students are required to return home as soon as practical after the end of their studies. This should be within 5 days of publishing of their coursework results or the submission of their research work. The stipend ceases on the day of departure.

AusAID **will not** give approval to extend visas so that Students can attend a graduation ceremony.

Institutions must make arrangements for Students to return home as soon as possible after their completion ceremony and advise the Post/MC of Students return home dates at least three days prior to the scheduled departure dates.

Students are not permitted to remain in Australia after the completion of their studies to accompany their children and/or spouse who may be working or studying as a private Student. The only exception is where both Students are on AusAID scholarships. The Student who has completed their course of study is allowed to stay until the other Student has completed their course of study. In such cases, the spouse whose award finishes first must transfer to an AusAID Student dependant visa. Institutions should contact SMS in this instance to obtain a “no objection letter” to the Institution for forwarding to the Student when they apply for the visa at DIMIA.

7.1 Going-Home Briefing

Institutions should conduct a session preparing ADS Students for their return home. A Going Home program shall be held well in advance of final examinations or thesis submission to ensure a smooth transition to the graduate’s home country. Reverse culture shock is common, and every effort should be made to deal with issues affecting the Student’s ability to return home and to make maximum use of their new knowledge and skills.

7.2 Graduation Ceremony

Institutions should arrange a completion function (e.g. graduation, presentation ceremony or reception) to mark the ADS Students’ award end. All completing coursework and research Students must be invited to the function.

The completion function should be arranged within five days after:

- coursework examination results are released (including supplementary examinations). The date of release of exam dates is taken to be the date set out in the Institution’s own Handbook; or
- submission of the final piece of the research work, usually a thesis or other research, coursework/research course completion requirements (e.g. sub thesis, major research essay, etc).

Where a Student’s results are not yet available, the ceremony may include such things as a certificate of completion, photo sessions etc.

7.3 Completion

The Institution must, within seven calendar days of the Student's departure, update on SIMON the Student's:

- scholarship status ;
- scholarship end date; and
- follow-up home country contact address.

The Institution must update SIMON to show the ADS Student as 'Successful', 'Unsuccessful', or 'Incomplete'.

A correctly rendered invoice for the reimbursable item, Basis of Payment Item 5.1 (c), Return Home Travel is assumed to mean that the Student records on SIMON are up to date and accurate. AusAID may withhold payment of this reimbursable item if the Student record is not accurate and up-to-date.

Subject to negotiation, AusAID may require the Institution to collect information from Students to assist in the follow-up progress of Students on their return to the home country.

7.4 Maintaining Contact with Students on their Return Home

Where possible, Institutions should make arrangements between graduating Student and staff (in the case of higher degree Students in particular) to stay in touch by Alumni, e-mail or other means.