



Australia Awards

# Post-Doctoral Fellowships

Guidelines 2016/17



# Glossary

<b>AAUN</b>	Australia Africa Universities Network
<b>Awardee</b>	The successful applicant who receives an Australia Award Post-Doctoral Fellowship
<b>Applicant</b>	The person applying for an Australia Awards Post-Doctoral Fellowship
<b>The Contractor</b>	Palladium - contracted by DFAT to manage Australia Awards – Africa
<b>CRICOS</b>	Australian commonwealth register of institutions and courses for overseas students
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>DIBP</b>	Department of Immigration and Border Protection
<b>Home country</b>	The country of citizenship and permanent residency of the applicant
<b>Host country</b>	Australia
<b>Home organisation</b>	The organisation the applicant works for or the institution they attend or are enrolled at
<b>Host Institution</b>	The organisation or the institution the applicant proposes to attend
<b>IELTS</b>	International English Language Testing System
<b>OVHC</b>	Overseas Visitors Health Cover
<b>Post-Doctoral fellow</b>	Person who has completed a PhD and is undertaking research
<b>Proposed programme</b>	The study, research, professional development or internship activities outlined by applicants in their application
<b>PTE</b>	Pearson Test of English Academic
<b>TOEFL</b>	Test of English as a Foreign Language

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# 1. Introduction

## 1.1 Background

Australia Awards – Africa (the Program) is a Department of Foreign Affairs and Trade (DFAT) funded initiative designed to equip Africans with the skills and knowledge necessary to contribute to sustainable economic and social development outcomes of their own countries; and to build the long-term, sustainable links with Australia.

Australia Awards – Africa provides a mix of scholarships and short courses to Africans in the public, civil society and private sectors in targeted disciplines that support the home countries' developmental priorities (see [www.australiaawardsafrica.org](http://www.australiaawardsafrica.org)).

Australia Awards – Africa is managed by Palladium on behalf of DFAT.

In 2017 the Program will pilot a number of Post-Doctoral (Post-Doc) Fellowships to Africans through the Australia Africa Universities Network (AAUN), with a view to scaling up and offering post-docs to other selected countries in future.

## 1.2 Objectives

In the pilot phase, the Post-Doc Fellowship program seeks to:

- develop on-going educational, research and professional links between individuals and universities that are members of the AAUN, in Australia and South Africa (see [www.aaun.edu.au](http://www.aaun.edu.au))
- provide opportunities for high achieving academics to improve their research skills and contribute to developmental outcomes in Africa.
- contribute to Australia's position as a high quality education and training provider and a leader in research and innovation
- contribute to the research capacity of South African tertiary institutions

## 1.3 Stakeholders

The program is funded by DFAT, which is responsible for all decisions related to the Post-Doctoral Fellowship Program, in consultation with other partners.

Palladium is responsible for the administrative and logistical management of the activity and the Host Institution will be responsible for the on-award management of the Awardees.

**Both home and Host Institutions are required to be members of the AAUN.**

The AAUN will be responsible for the promotion of the program to its members.

Note: The detailed roles and responsibilities of each stakeholder is outlined in Annex 1

## 2. Overview

### 2.1 Summary

During the pilot phase, the Post-Doc Fellowship provides financial support for African academics affiliated to a South African university and engaged in research activity, Fellowships will be up to 2 years in total, comprised of research components in both Australia and South Africa but limited to 12 months in Australia. This Australian component of the award will be fully funded by the Program.

### 2.2 Awardee Obligations

Awardees are responsible for reading and understanding the Post-Doc Fellowship guidelines. They are responsible for providing complete, true and accurate information at all times including, but not limited to, the information provided in their Fellowship application as well as the visa application.

Awardees are responsible for their academic and personal conduct whilst on Award and for complying with their contract with the Commonwealth of Australia (Annex 5), which must be signed to accept the Fellowship offer.

While on Award, Awardees will be required to make themselves available to meet with Australia Awards personnel and to provide updates on the status of the Fellowship.

On completion of the Award, Awardees will be required to submit an Award Completion Report, in a format determined by Australia Awards and no later than 3 months after the completion of the Award.

### 2.3 Financial Entitlements

The costs covered by the Post-Doctoral Fellowship are detailed in each Awardee's contract. These include fees that are common for all Awardees and costs that may be applicable depending on individual fellowship conditions.

Cost	Method of payment	Description
<b>Mobilisation travel</b>	Booked by Palladium and paid for by DFAT on behalf of the Awardee	Payment of a single economy class airfare to Australia from the home country via the most direct and economical route at the commencement of the Fellowship.
<b>Visa expenses</b>	Paid by DFAT on behalf of the Awardee	Payment of visa processing and medical checks necessary for gaining the Foreign Affairs or Defence Sector (subclass 500) visa.
<b>Establishment Allowance</b>	Paid by DFAT to the Host Institution to distribute to the Awardee	A contribution of A\$2,000 towards expenses such as rental bonds, additional medical insurance, home

Cost	Method of payment	Description
		contents insurance etc. paid by the Host Institution when the Awardee arrives in Australia.
<b>Contribution to Living Expenses (also referred to as a Stipend)</b>	Paid by DFAT to the Host Institution to distribute to the Awardee	A Monthly Contribution to Living Expenses (CLE) paid at a rate of A\$3,000 per month by the Host Institution to the Awardee
<b>Overseas Visitors Health Cover (OVHC)</b>	Paid by DFAT to the Host Institution to distribute to the awardee	Single OVHC will be provided to cover the DFAT Awardee's basic medical costs. Awardees may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, optometrist, physiotherapist, etc.
<b>Research Costs</b>	Paid by DFAT to the Host Institution to distribute to the awardee	Once off amount of up to a total of A\$1,000 paid by the Host Institution to the Awardee to cover costs of 'consumables'
<b>Bench Fees</b>	Paid by DFAT to the Host Institution to distribute to the awardee	The amount will be negotiated with individual universities unless waived by the University.
<b>Completion travel</b>	Booked by Palladium and paid for by DFAT on behalf of the Awardee	Payment of a single economy class airfare from Australia to the home country via the most direct and economical route at the completion of the Fellowship.

Note: More information about the entitlements are provided in Annex 3

## 2.4 Eligibility Criteria

A candidate must meet the following criteria:

- Be a citizen of an eligible African country as outlined in the table in Annex 2
- Must be living in South Africa
- Must be affiliated to their home institution in South Africa in an academic/research capacity
- Be at least 25 and not more than 50 years of age at the date of application
- Home and Host Institutions must be members of the Australia Africa Universities Network (See Annex 2)
- Not be a citizen of Australia, hold permanent residency in Australia or be applying for a visa to live in Australia permanently

- Must not be married, engaged to, or a de facto of a person who holds, or is eligible to hold, Australian or New Zealand citizenship or permanent residency, at any time during the application, selection or mobilisation phases
- be able to satisfy all requirements of the Department of Immigration and Border Protection (DIBP) to hold a Training and Research Visa (subclass 402) visa. *This may mean that DFAT will need to withdraw an Award offer if the Awardee cannot satisfy the visa requirements*
- Have been conferred a PhD
- Field of research must be aligned to Science & Technology, Agricultural Productivity and/or Health
- Must have a letter of support from their home institution that outlines their agreement to the Fellowship, Annex 4.
- Must have a letter of invitation from the Host Institution in Australia, outlining their commitment to the Fellowship, Annex 4.
- Must be able to commence their program in the academic year 2017



## 3. Fraud

DFAT takes all possible steps to ensure that Australian Government funds are used appropriately to deliver effective aid and development and treats all attempted, alleged, detected and suspected fraud seriously.

DFAT defines fraud as dishonestly obtaining a benefit, or causing a loss, by deception or other means. The following could constitute fraud in the context of the Australia Awards:

- false supporting documents in an application
- false information on forms
- not disclosing relevant information
- not disclosing a conflict of interest (e.g. a relationship with decision makers)
- deliberately claiming a benefit not entitled to (e.g. changing travel arrangements to include or extend a stopover, where this is not permitted under the policy).

DFAT has a 'zero tolerance' attitude towards any attempts to gain a benefit fraudulently from the Australian Government. DFAT has the right to vary or reverse any decision regarding an Australia Award made on the basis of incorrect or incomplete information.

Applicants that provide suspected fraudulent documents will be excluded from the selection process until the documents are verified. If fraud is confirmed, the applicant will be ineligible to apply for further Australia Awards.

Host Institutions must report immediately to Palladium via email when it detects or suspects that an awardee has committed fraud.

Palladium must report immediately to when it detects or suspects that an Awardee has committed fraud.

## 4. How to Apply

### 4.1 Steps required to apply for a Post-Doc Fellowship

<b>Step 1</b>	Read these guidelines to gain an understanding of the program and what is required for an application
<b>Step 2</b>	Review and ensure the minimum eligibility requirements outlined above are met
<b>Step 3</b>	Read the contract you will be required to sign, (see Annex 5), and ensure that these can be agreed to within seven days of an offer being granted. If the offer is not accepted within this period, the offer may be withdrawn
<b>Step 4</b>	If all conditions and eligibility are met, obtain an Application form from <a href="mailto:postdoc@australiaawardsafrica.org">postdoc@australiaawardsafrica.org</a> , which will outline the steps required to successfully submit an application
<b>Step 5</b>	Finalise and submit an application. Once an application has been successfully submitted an email acknowledging the receipt of the application will be sent to the email address provided. <b>Once an application has been submitted, no further changes (including addition of documents) can be made</b>

Note: Hard copy applications will not be accepted. Applications and supporting documentation must be scanned and submitted to [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org)

### 4.2 Timeline for the 2017 round Post-Doc Fellowship

Applications for the 2017 round will open on 1 November 2016 and close 31 January 2017. It is the applicant's responsibility to ensure that their application and supporting documentation is submitted by the closing date. **Applications (including supporting documentation) received after the closing date will not be considered.**

Note: The dates provided below are subject to change

<b>01 November 2016</b>	Round opens. Applicants apply through Australia Awards application form available from <a href="mailto:postdoc@australiaawardsafrica.org">postdoc@australiaawardsafrica.org</a>
<b>31 January 2017</b>	Applications close
<b>15 February 2017</b>	Applications short listed and assessed by an independent panel

<b>01 November 2016</b>	Round opens. Applicants apply through Australia Awards application form available from <a href="mailto:postdoc@australiaawardsafrica.org">postdoc@australiaawardsafrica.org</a>
<b>28 February 2017</b>	Selections Finalised
<b>07 March 2017</b>	Recommendations provided to the Department of Foreign Affairs and Trade
<b>15 March 2017</b>	Successful and unsuccessful applicants receive an email regarding the outcome of their application
<b>31 March 2017</b>	Successful recipients complete and return necessary documentation
<b>May 2017</b>	Recipients commence their program either in South Africa or Australia

### 4.3 Applicants' Responsibilities

An applicant is responsible for:

- meeting the eligibility requirements and providing the correct supporting documentation (including those required for their Australian visa application, once successful)
- completing their application in accordance with these guidelines
- meeting all the costs associated with the preparation and lodgement of their application
- finalising and submitting their application by 31 January 2017
- submitting true and accurate applications

When submitting their application for an Australia Award, applicants are required to declare that the contents of their application are true and correct; and acknowledge that DFAT has the right to vary or reverse any decision regarding an Australia Awards Fellowship made on the basis of incorrect or incomplete information. Please also refer to the Fraud clause in the contract signed by all awardees prior to beginning their Fellowship for further information.

### 4.4 Supporting documentation

As part of the application submission, applicants must:

- Scan and attach their supporting documentation specified on the application form.

Note: Applications that do not contain the necessary documentation will be deemed incomplete and therefore ineligible and will not be considered further.

- Documents to be submitted must include:
  - Confirmation that the PhD has been conferred in the form of a certificate, final transcript or letter from the university stating that the PhD has been conferred
  - Curriculum Vitae

- Letter of support from Home institution (See Annex 4)
- Letter of support from Host institution (See Annex 4)

**Note:** An certified English translation must be submitted if the original document is not in English

- Provide certified (attested) copies of:
  - Passport, Birth Certificate or National ID card
  - Academic transcripts
- Two completed referee reports.
  - Referee reports must be from academic supervisors, lecturers, course convenors or workplace managers who should be familiar with the applicant's recent academic and/or work performance and abilities. Referee reports are confidential and cannot be viewed by the applicant.
  - Reports must be submitted to [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org).

**Note:** It is an applicant's responsibility to ensure their referees complete the reports by the closing date.

**Note:** The cost of any fees charged by notaries for certification of documents is the responsibility of the applicant.

## 4.5 Assistance

If support is required to participate in the Post-Doc Fellowship process, please contact [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org)

## 5. After the Application Process

### 5.1 Selection criteria and weighting

The following are the selection criteria and their relative weighting:

- A record of high-level academic achievement and relevant work experience in the applicant's chosen field of study (30%)
- A well-defined study, research and/or professional development program (30%)
- A statement on how this Fellowships opportunity would further the applicant's academic and/or professional career (20%)
- A statement on how this Fellowships opportunity will benefit both Australia and Africa and the applicant's potential to foster ongoing collaboration and cooperation with their home and host country (20%)

### 5.2 Assessment

All applications submitted by the closing date are subject to eligibility checks. All eligible applications are shortlisted by Palladium, the managing contractor for Australia Awards – Africa using the eligibility criteria outlined in Section 2.4. The shortlisted applications are then assessed against the selection criteria outlined in Section 5.1. The assessment is undertaken by an independent selection panel of three independent panel members. The recommendations of the selection panel will then be submitted to DFAT for consideration and approval by the Director, Pan Africa and Effectiveness Section, Africa Branch, DFAT.

The selection panel will comprise of three members; two independent panel members and a panel member from DFAT. Panel members will include eminent academics from Australia and targeted African countries. Applicants should note that the personal details of selection panel members are confidential and will not be released.

DFAT and Palladium staff and selection panel members are required to adhere to the requirements of identification, disclosure and management of conflicts of interest when assessing applications. Any conflicts of interest will be managed by a departmental probity officer in accordance with departmental policy.

The decisions by DFAT are final and unsuccessful applicants will not receive detailed explanations as to the reasons for the non-selection.

Note: Successful and unsuccessful applicants will receive an email regarding the outcome of their application in March 2017.

On acceptance of the Post-Doctoral Fellowship, Awardees will be required to sign a contract with DFAT. A copy of the contract is provided in Annex 5.

### 5.3 Awardee Commitments

Awardees of a Post-Doc Fellowship will be required to meet with Australia Awards program staff during their Fellowship in Australia and will also be required to submit an Activity Report no later than 3 months after the completion of the in-Australia component and a final report due no later than 3 months after the completion of the Fellowship. The report must be submitted in the format provided by the program and must address statements in the initial application and all requirements set out by the template provided by Australia Awards.

In addition, Awardees will become Alumni of the Australia Awards program and will be required to participate in Monitoring and Evaluation activities undertaken by the program, once in their home country or while on Award.

### 5.4 Institution Commitments

Both the Host Institution and the Home Institution will be required to sign an Australia Awards Collaborative Agreement, outlining the commitments by each institution for the duration of the Fellowship, as well as agreement to the terms and conditions set out in this document.

## 6. Awardees with disability

### 6.1 Support for people with disability

There are specific strategic goals for the Australian aid program that relate to people with disability and DFAT's Development for All strategy aims to ensure that people with disability are included in and benefit equally from Australia's development assistance.

This commitment is fully reflected in Australia Awards Post-Doctoral Fellowship program. DFAT strives to ensure accessibility for people with disability throughout the Fellowship process from application, through selection, the on-award experience, completion and alumni engagement.

DFAT's aim is that all applicants and awardees with disability are properly supported to enable their participation in the Australia Awards on an equal basis with all other applicants and awardees.

Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological and learning disability, physical disfigurement, and the presence in the body of disease-causing organisms. More information on the Australian definition of disability and the rights of people with disability in Australia is available on the Australian Human Rights Commission's website at <https://www.humanrights.gov.au/our-work/disability-rights>

### 6.2 Applicants with disability

People with disability who are otherwise eligible are encouraged to apply for an Australia Award.

DFAT strongly recommends that applicants with disability:

- disclose their disability when lodging an application
- communicate to Australia Awards any adjustments or assistance they will need in order to submit an application.

Australia Awards will ensure that applicants with disability are able to fully participate in the application and selection processes by providing reasonable adjustments and reasonable financial assistance to applicants with disability where this assistance is essential to facilitate their participation on an equal basis with other applicants.

All applicants for an Australia Awards, including people with disability, are required to meet the eligibility criteria set out in the guidelines.

DFAT will always work in good faith to provide access to the Australia Awards for people with disability. However, in some very rare cases, applicants may not be awarded a Fellowship if the disability support required to enable their participation would impose an unjustifiable burden on the Australia Awards program.

In order to ensure the success of applicants and awardees with disability, DFAT engages a technical adviser. This adviser assists DFAT and Host Institutions to assess support needs and identify practical solutions to enable the successful selection and mobilisation of applicants and awardees with disability.

Note: Additional principles for providing disability support are outlined in Annex 7



## 7. Awardee's Family

**Note: The Australian Government will not provide any financial or other support for the dependents of awardees while on a Fellowship.**

Awardees are responsible, including financially responsible, for their family members who accompany them to Australia.

Awardees are not permitted to leave their dependent children who accompany them to Australia, under 18 years of age, on their own during any Awardee's absence from Australia during their Fellowship without arranging a guardian to care for them.

Awardees who intend to bring family with them are strongly encouraged to come to Australia on their own for at least the first three months. This will allow the Awardee to become established in their Fellowship without the distraction of family responsibilities.

Awardees are responsible for making arrangements for accommodation, as well as schooling and child care for dependents. The Host Institution may be able to provide information but are not responsible for making arrangements on the Awardee's behalf.

Awardees should contact the Department of Immigration and Border Protection for information about current visa requirements for accompanying family. Visit [www.border.gov.au](http://www.border.gov.au) for details.

Awardees are responsible for the visa application, including all costs associated with the visa requirements for their dependents. Host Institutions can provide relevant documentation requested by the Department of Immigration and Border Protection to ensure visas for accompanying family are arranged in an efficient and timely manner.

## 8. Visas

### 8.1 Visa Requirements for Awardees

Awardees need to have a Training and Research Visa (subclass 402) visa to travel to and undertake their research in Australia.

To be granted a visa, Awardees will need to meet the Department of Immigration and Border Protection's financial, health and character requirements and demonstrate that their intention to stay in Australia only temporarily is genuine.

The Department of Immigration and Border Protection advises that in some circumstances applications may take up to three months to process if further medical or character assessments are required.

Awardees must ensure they have a valid passport and visa for the whole time that they are in Australia.

Awardees must apply for their visa as soon as possible after accepting the Fellowship (Palladium will assist the Awardee with the submission of the Awardee's visa application).

### 8.2 Visa Requirements for accompanying dependent family members

Awardees must declare all dependent family members on their visa application, even if the family members do not plan to join the Awardee in Australia.

An Awardee's accompanying dependent family members must have a Subclass 402 visa in order to travel to and remain in Australia for the duration of the Awardee's Fellowship.

Note: Awardees are responsible for the visa application, including all costs associated with the visa requirements for their dependents

### 8.3. Visa requirements for Awardees with disability

Awardees with disability need to have a Subclass 402 visa to travel to Australia.

To be granted a visa, awardees with disability may need to provide additional information to the Department of Immigration and Border Protection beyond the standard requirements for a visa application.

All parties should be aware that the Department of Immigration and Border Protection may take a longer period of time to assess visa applications for awardees with disability.

Australia Awards are required to directly assist awardees with disability with their visa applications in order to ensure that the Department of Immigration and Border Protection in-country receives all the information they require to make a determination in a timely manner.

### 8.5. Visa obligations

Australia Awards Fellowship Awardees sign a contract between themselves and the Commonwealth of Australia to comply with the conditions and benefits of the Fellowship. A condition of their Fellowship is that they will leave Australia for two years on its completion or termination. To support this objective, Australian migration legislation has a number of

provisions which combine to ensure that a visa applicant will return home at the completion of their Fellowship for a period of two years. In exceptional circumstances (e.g. presentation at a conference), return to Australia within the two year exclusion period may be permissible. The Department of Immigration and Border Protection will require approval from the Department of Foreign Affairs and Trade before another visa will be issued.

Awardees who hold a Subclass 402 visa must uphold the visa conditions while in Australia or the visa may be cancelled and the Fellowship terminated.

Awardees are required to leave Australia and return to their home country within 30 days of their Fellowship end date, or before their visa expires, whichever comes first. Awardees who do not adhere to this requirement will be no longer supported by DFAT after their Fellowship end date.

Awardees should note that in many cases the Fellowship conditions overlap with visa conditions. Breaching the visa conditions, (e.g. working more than the allowed number of hours) may result in cancellation of their visa and termination of their Fellowship. Similarly, if an Awardee breaches the conditions of their Fellowship, DFAT may withdraw its support for their visa.

When an Awardee does not uphold the conditions of their visa, DFAT will advise the Awardee that their Fellowship is to be terminated and will also notify the Department of Immigration and Border Protection that DFAT has withdrawn its support for the visa.

## 9. Variations to Fellowship

The terms of the Australia Awards Fellowship, and engagement with the Host Institution, are agreed to by the Awardee by signing the letter of offer and contract with the Commonwealth of Australia.

Variations to the Awardee's terms which affect the basis on which the Fellowship was granted (e.g. change to field of study), will only be considered if it is the only option available to enable the Awardee to successfully complete their Fellowships

**Note:** All variations must be approved by DFAT

### 9.1 Withdrawals

An Awardee may withdraw from their study program and forfeit their Australia Awards Fellowship before or after their arrival in Australia. An Awardee that wishes to withdraw from their Fellowship must provide this advice in writing to:

- Palladium, if the Awardee has not departed for Australia
- The Host Institution if the Awardee is in Australia.

If an Awardee withdraws from their Fellowship after their arrival in Australia, they must return to their home country immediately. If the Awardee does not return home, they will incur a debt to the Commonwealth for the Fellowship costs.

### 9.2 Extensions

An extension is defined as any increase to the length of a Fellowship as outlined in the contract between the Awardee and the Commonwealth of Australia.

**Note:** No extensions will be considered under the Post-Doctoral Fellowship program.

### 9.3 Suspensions

A Fellowship may be suspended if deemed necessary (e.g. for health reasons, or family reasons). A Fellowship may be suspended more than once, but the total period of all suspensions must not exceed 12 months.

If a suspension is approved, no contribution to living expenses or other fees or entitlements will be paid for the period of suspension. The OSVC must be suspended for this period as well. DFAT will fund the Awardee's return trip airfare. The Awardee is responsible for their dependents' airfares.

If a suspension of the Fellowship is approved, the Awardee must:

- return to their home country (with their family if accompanied) for the period of the suspension
- remain in contact with Australia Awards during the period of the suspension

- seek the prior approval of DFAT and the Host Institution before returning to Australia at the end of the suspension period
- contact the Host Institution at least two months before they intend returning to Australia, to agree upon their Fellowship recommencement date
- contact the Department of Immigration and Border Protection for information about visa requirements.

If a suspension is granted on medical grounds, the Awardee will be required to undergo a medical examination to see if they are fit to travel and to resume full-time in Australia. This examination will be at the Awardee's expense. A suspension will not be granted for an Awardee to undergo and/or recover from elective surgery.

## 9.4 Transfers

A transfer to another institution is subject to DFAT approval. Transfers will only be considered where there is no alternative option available.

The institutional transfer must not result in an extension of time to the Fellowship and only one transfer request may be approved per Awardee.

An institutional transfer is used if the Awardee is transferring (at the same level) to a different institution.

The only acceptable reason for a transfer will be the movement of an academic supervisor (Research Awardees) to another institution.

If an institutional transfer is approved, the Awardee must meet any costs associated with the transfer (e.g. costs of relocating).

DFAT may approve a transfer only if:

- the transfer institution is an institution contracted with DFAT and is a member of the AAUN
- it will not result in an extension of time to the Fellowship
- the Awardee is likely to successfully complete the Fellowship.

## 9.5 Reductions

A variation to reduce the length of a Fellowship may be required for a number of reasons:

- an Awardee completes his research ahead of time
- conditions of the Fellowship not being met

DFAT will advise the Department of Immigration and Border Protection that it is withdrawing support for the Awardee's visa 30 days after the end date of the Awardee's Australia Awards Fellowship.

## 9.6 Terminations

DFAT will terminate a Fellowship where an Awardee:

- does not make successful academic progress and remedial strategies have not been successful

- has infringed or failed to meet the conditions of the Fellowship
- is excluded by the Host Institution because of misconduct (as defined by the Host Institution)
- is unable to continue a program due to serious illness or incapacity for medical/mental health reasons, and the Awardee does not voluntarily withdraw
- conducts themselves in a manner which is considered to have transgressed acceptable Australian community standards
- applies for a different visa other than a Subclass 402 visa
- is found to have committed an act of fraud
- is found guilty of a crime.

DFAT reserves the right to terminate a Fellowship without a supporting recommendation from the Host Institution where, in DFAT's view, the continued funding of the Awardee would be an inappropriate use of Australian Government funds.

The Awardee will receive a letter of intent to terminate from DFAT advising:

- of the recommendation for their Fellowship to be terminated
- that the Awardee has 14 days from the date of the letter to provide a statement detailing the reasons why the Fellowship should not be terminated
- that if DFAT proceeds with the termination, the Awardee will no longer be eligible to hold a Subclass 402 visa.

If an Awardee does not appeal the termination, their Fellowship will be terminated

If the Awardee appeals, DFAT may:

- reject the appeal, in which case DFAT's decision is final
- accept the appeal, in which case the Awardee may continue with the Fellowship, but must liaise with the Host Institution in relation to meeting any conditions advised by DFAT.

Awardees should be aware that once terminated, they will no longer be eligible to hold a Subclass 402 visa. If Awardees do not depart Australia within 14 days they will incur a debt to the Commonwealth for the total accrued cost of their Fellowship. They may also have their visa cancelled by the Department of Immigration and Border Protection and may be excluded from applying for a further Australian visa for a set period of time. The Department of Immigration and Border Protection considers an individual's immigration history and any debts to the Commonwealth when making decisions on visa applications.

# Annexes

## Annex 1: Roles and Responsibilities

Note: The roles and responsibilities outlined below refer only to the in-Australia component of the Fellowship

	Host Institution	DFAT	Palladium	AAUN
<b>Promotions &amp; Selections</b>				
Promotions	X	X	X	X
Finalise Awardee selections		X		X
<b>Contracting</b>				
Activity Contracting	X		X	
Awardee Contracting		X		
Oversee contract implementation			X	
Disbursement of Activity Funding			X	
<b>Pre-Mobilisation</b>				
Visa Submission			X	
Arrange travel to and from Australia			X	
Organise appropriate OVHC	X			
<b>On-Award</b>				
Assist Awardees with settling in, including, but not limited to University Orientation & opening bank accounts. Ensure that Awardees are familiar with support services available	X			
Implementation of Individual Support Plans for those disclosing a disability	X			
Management & Reporting of Critical Incidents	X			
Management of Academic/Research progress of the Awardee	X			
Reimburse Awardees for expenses incurred pre-mobilisation			X	

	Host Institution	DFAT	Palladium	AAUN
Disbursement of Cost of Living Expense	X			
<b>Post-Award</b>				
Alumni Engagement		X	X	X



## Annex 2: Eligible African Countries and AAUN members

- Botswana
- Ghana
- Kenya
- Madagascar
- Malawi
- Mauritius
- Mozambique
- Nigeria
- South Africa
- Tanzania
- Zambia

**Note:** Applicants must be living in South Africa and affiliated to a South African University that is a member of the AAUN;

- The University of Pretoria
- The University of Cape Town

Research can be undertaken at the following AAUN Australian Universities:

- Curtin University
- Griffith University
- Monash University
- Murdoch University
- The University of Melbourne
- The University of Newcastle
- The University of New South Wales
- The University of Sydney
- The University of Western Australia
- Western Sydney University

## Annex 3: Award Entitlements

### Establishment allowance

Awardees are provided with a once-only establishment allowance of A\$2,000 on arrival in Australia.

The allowance is a contribution toward expenses such as rental bonds, additional medical insurance and home contents insurance. It is paid in a lump sum for Awardees to use at their discretion.

Awardees should come prepared with funds (in Australian dollars) to ensure they have enough money to cover any costs that may be incurred before they receive their establishment allowance.

Awardees should note that it may take a number of days for the bank to process the Host Institution's establishment allowance payment.

The Host Institution must pay the full establishment allowance into a bank account nominated by the Awardee on their arrival in Australia or by the next banking day. The Host Institution will help Awardees open a bank account on arrival. If there are delays opening a bank account, Host Institutions should manage the payment as they deem appropriate.

### Contribution to living expenses

A contribution to living expenses is paid to Awardees to help them meet everyday living costs such as accommodation, transport, food and entertainment. The contribution to living expenses is set at a rate of A\$3,000 per month. This is in line with amount paid to other Australia Awards Awardees on the Endeavour Research Fellowship.

Entitlement to the contribution to living expenses commences on the Awardee's date of arrival in Australia.

The contribution to living expenses ends five days after the completion or termination of the Fellowship.

Contribution to living expenses payments continue:

- during public holidays
- for up to six weeks if an Awardee is medically unfit to continue the Fellowship, hospitalised or detained.

Contribution to living expenses payments will not be made:

- during periods of Fellowship suspension
- where an Awardee is detained for more than six weeks.

Awardees are responsible for all their expenses in Australia including those of any family members. The contribution to living expenses is currently tax exempt. Awardees should visit the Australian Taxation Office website at [www.ato.gov.au](http://www.ato.gov.au) for information on Australian tax laws.

Awardees must notify Host Institutions immediately if there is an overpayment of the contribution to living payments. In this case the Awardee must make arrangements to repay the overpayment amount to the Host Institution immediately. Failure to do so will be considered as an act of fraud.

The Host Institution must:

- pay the contribution to living expenses fortnightly, in arrears, into an Australian bank account nominated by the Awardee
- make the first payment on the first available pay day of the Host Institution's payment period after the Awardee's arrival
- make subsequent payments fortnightly in accordance with the Host Institution's fortnightly payment periods
- advise all Awardees of the need to obtain a tax file number for banking purposes

### Overseas Visitors Health Cover

Awardees are required to have health insurance, known as Overseas Visitors Health Cover. It is a mandatory condition of all student visas that the holder maintains this insurance for the duration of their stay in Australia. Entitlement to Overseas Visitors Health Cover commences on the date of arrival in Australia and ceases on the day an Awardee departs from Australia at the end of the Fellowship.

Overseas Visitors Health Cover does not cover pre-existing conditions or services such as dental, physiotherapy or optical services (known as ancillary services). A waiting period may apply to some services including those related to pregnancy. Awardees may purchase ancillary cover at their own expense.

Awardees are responsible for any costs that are not covered by Overseas Visitors Health Cover.

The Host Institution will purchase Overseas Visitors Health Cover for an Awardee. If an Awardee chooses to purchase cover from a provider other than the Host Institution's preferred provider, it will be at the Awardee's own expense and the Awardee must inform the Host Institution of the change, including providing evidence of the new policy.

Awardees are responsible for making and managing any claims under their Overseas Visitors Health Cover.

When an Awardee is on suspension the Host Institution will suspend the Overseas Visitors Health Cover for the suspension period, and reactivate the policy upon the Awardee's return to studies. When an Awardee completes their Fellowship early, the Host Institution will return the remaining Overseas Visitors Health Cover premium to DFAT. The Awardee is not permitted to claim the refund. If the Awardee does so it will be considered as an act of fraud against the Commonwealth of Australia. The fraud will be investigated and may result in a termination of the Awardee's Fellowship and possible criminal charges.

Awardees must purchase cover for all family members accompanying them in Australia. It is a requirement of the Subclass 402 Visa that dependents have cover for the duration of their stay in Australia. Awardees are responsible for organising and paying for this and any other medical expenses for all family members while they are in Australia.

If an Awardee is accompanied by their family member in Australia, the Awardee may either:

- request advice from the Host Institution on how to arrange family cover for the duration of the Fellowship from the Host Institution's preferred Overseas Visitors Health Cover provider. In this case, the Host Institution will only pay for the equivalent of single cover, and the Awardee will pay the balance, or
- purchase family cover from a provider other than the Host Institution's preferred provider. In this case the Host Institution is still required to purchase single

Overseas Visitors Health Cover for the Awardee for the duration of their stay in Australia. The Awardee will be responsible for the entire cost of the family cover.

- Families can find further information on Overseas Visitors Health Cover on the Study in Australia website at <http://www.privatehealth.gov.au/healthinsurance/overseas/ovhc.htm>.

### Research Costs

Awardees will be provided with a small allowance to purchase any small consumables or items they may require to undertake their research work. A maximum of A\$1,000 will be made available to awardees.

### Visa costs

DFAT will cover the visa processing costs and the initial medical examination(s) undertaken in the Awardee's home country to enable the visa to be issued. DFAT will not pay the costs of any additional medical examinations. This includes where an examination is required for re-entry into Australia following a Fellowship suspension, or an extension of the Fellowship requiring a new visa or passport renewal

### Travel

The airfare for Awardees to travel to Australia is booked by Palladium and paid for by DFAT.

The following conditions apply to all travel (i.e. to Australia at the commencement of the Fellowship, from Australia upon completion of the Fellowship):

- Awardees are entitled to travel (i.e. airfares) between the regional or international airport closest to their home city or town, and the airport closest to the Host Institution where they will be attending
- with prior approval, DFAT may also cover the cost of travel (using public transport) between the airport and the Awardee's place of residence, either in Australia, or in the Awardee's home country, where the distance is greater than 250km
- Awardees are to travel by the most direct route and are entitled to the "best fare of the day" which is the cheapest economy class fare available during the period of travel
- Palladium must advise the Awardee and the travel agent that once the ticket is purchased it cannot be varied without the approval of the DFAT
- Palladium should arrange travel routes that minimise the risk of the Awardee incurring visa problems in third countries while in transit or on stopover
- unless unavoidable, stopovers are not permitted. If unavoidable, DFAT will pay reasonable accommodation costs (including transport to and from the airport and accommodation only) that have been pre-approved, though it should be checked first whether these costs are covered by the airline
- the Awardee is responsible for all external arrival and departure taxes, except where it is part of an unavoidable stopover, in which case, the taxes should be incorporated into the price of the ticket at the time of purchase.
- Awardees will not be permitted to deviate from these conditions in order to travel with dependents or family members.

- If Awardees have not elected to be met by the Host Institution on arrival, they must contact the Host Institution to advise them of their arrival in Australia.
- If dependents are mobilising after the Awardee, DFAT will issue a no objection letter for the dependents so they may apply for a visa to accompany the Awardee in Australia. (Provided the Awardee is able to demonstrate compliance with the requirements of family members accompanying to Australia).

The Fellowship does not cover costs for:

- travel insurance while the Awardee is travelling to and from Australia or while studying in Australia (including for loss of possessions)
- travel of Awardees' dependents or family members
- fees, additional taxes or fare differences related to changing travel dates or missing flights
- transporting personal effects or excess baggage to and from Australia, or within Australia

## Annex 4: Letters of Support

### Letter of Support from Host Institution

Awardees will be required to submit a letter of support from the Host Institution in Australia. At minimum, the letter must address the following:

- It is a formal invitation
- Your proposed period of stay
- Details of the Australian research project
- How your skills/knowledge will benefit the project
- Outline the roles and responsibilities of the Host Institution during the Fellowship
- List of academic supervisors and proposed engagement with the Awardee
- List any additional financial support (not included as part of this Fellowship Application)
- Support that will be available to the Awardee while in Australia from academic and non-academic support services at the institution

### Letter of Support from Home Institution

Awardees will be required to submit a letter of support from their Home Institution in South Africa. At minimum, the letter must address the following:

- Confirms that you are affiliated to the Institution in a research/academic capacity
- Acknowledges the invitation by the Australian Host institution
- Financial Arrangements for the Awardee while on-location in Australia
- Provide a summary of the benefits to the organisation that this Fellowship will provide
- Outline proposed engagement with Awardee on return from Australia

## Annex 5: Awardee contract with DFAT

I, XXX accept DFAT's offer of an Australia Awards Post-Doctoral Fellowship (*"Fellowship"*).

I understand that the purpose of the Fellowship is for me to contribute to the objectives of the Post-Doctoral Fellowship program which seeks to:

- develop on-going educational, research and professional links between individuals and universities in Australia and South Africa
- provide opportunities for high achieving academics to increase their skills and enhance their global awareness
- contribute to Australia's position as a high quality education and training provider and a leader in research and innovation

I acknowledge that this Fellowship offer is dependent on my obtaining a visa for study in Australia.

I understand that I am bound to comply with the terms of this contract.

### Fellowship conditions

#### 1. Australia Awards – Africa (Post-Doctoral Fellowship Guidelines)

- 1.1. I have read and understood the Guidelines and understand that DFAT reserves the right to change the Guidelines at any time and that any changes may affect the conditions of my Fellowship.
- 1.2. I agree to comply with my obligations outlined in the Guidelines as updated from time to time.
- 1.3. I am aware that I can obtain a copy of the Guidelines from Palladium at any time
- 1.4. Should the Guidelines not cover a situation that arises under the Post-Doctoral Fellowship program, I understand that DFAT may defer to the Australia Awards Scholarships Policy Handbook for relevant policies.

#### 2. My obligations

- 2.1. I agree that I must:
  - a. commence the Fellowship in the academic year for which it is offered,
  - b. abide by the rules of the Host Institution, submit all reporting items required for the Fellowship and complete the Fellowship by the end date specified in Schedule 1;

- c. obey the laws that apply in Australia and act in a manner that will not bring disrepute to DFAT; and
- d. leave Australia for a minimum of two years at the end of, or termination of, my Fellowship and I acknowledge that any time spent in Australia during the two year exclusion period will extend the end date of the exclusion period.

2.2. For the duration of the Fellowship I must:

- a. maintain a full Fellowship program at all times unless approved by DFAT;
- b. make satisfactory academic progress as determined by the Host Institution;
- c. reside in Australia for the duration of the Fellowship (apart from holidays);
- d. maintain a clear and direct line of communication with DFAT through the Host Institution, recognising that the Host Institution is the first point of contact for my dealing with DFAT; and
- e. work with DFAT and the Host Institution if a welfare or critical incident occurs.

### 3. Visa

- 3.1. I agree to satisfy all visa requirements determined by the Australian Department of Immigration and Border Protection to hold a Training and Research Visa (subclass 402) , as set out at: <http://www.border.gov.au>.
- 3.2. I acknowledge that the Australian Department of Immigration and Border Protection issues visas for entry into Australia and that DFAT can provide support for certain visas but has no control over visa decisions made by the Department of Immigration and Border Protection.
- 3.3. I will not apply, including as part of a joint or family application, for a visa other than the Training and Research Visa (subclass 402) Visa for the duration of my Fellowship, and I acknowledge that if I do then my Fellowship will be terminated, and I will incur a debt to the Commonwealth of Australia of the total accrued cost of my Fellowship.

### 4. Financial obligations

- 4.1. I acknowledge that I am responsible for all costs that occur during my Fellowship period that are not covered by the Fellowship benefits.
- 4.2. I acknowledge that I am responsible for how I budget any Fellowship benefits I receive to pay my living expenses.
- 4.3. I agree to repay all Fellowship benefits I receive, as a debt due and owing to the Commonwealth of Australia if:



- a. I do not leave Australia at the end of my Fellowship; or
- b. if I apply for anything other than a short-term temporary visa to return to Australia within two years of completion of my Fellowship.

**5. Medical expenses**

- 5.1. I acknowledge that my Overseas Visitors Health Cover (OVHC) may not cover all medical expenses, and that I am liable for any additional expenses incurred by me and my dependants during my Fellowship.

**6. Other scholarships and studies**

- 6.1. I will not hold another Australian Government scholarship, other than a DFAT supplementary award, at the same time as the Australia Awards Fellowship, or begin studying another course.
- 6.2. I will not undertake any additional off scholarship studies during my time in Australia on the Training and Research Visa (subclass 402) Visa.

**7. Change of circumstances**

- 7.1. I will advise DFAT immediately, via the Host Institution, of any personal, financial or family circumstances or incidents (e.g. family or financial problems, medical conditions, etc.) that might affect my ability to commence the Fellowship on time
- 7.2. I will advise DFAT immediately, via the Host Institution, if I marry a person who is an Australian or New Zealand citizen, or is a permanent resident in Australia or New Zealand. I acknowledge that I need to comply with the Fellowship conditions and my visa conditions even if my marital status changes.

**8. Termination and Suspension of Fellowship**

- 8.1. I acknowledge that I hold the Australia Awards Fellowship with DFAT's support and DFAT reserves its right to terminate the Fellowship and withdraw its support at any time, including if I:
  - a. do not comply with a condition of the Fellowship;
  - b. am unable to continue a program due to serious illness or incapacity for medical/mental health reasons;
  - c. conduct myself in a manner which is considered to have transgressed acceptable Australian community standards;
  - d. apply for a visa other than the Training and Research Visa (subclass 402) Visa; or
  - e. am found guilty of a crime.

- 8.2. I acknowledge that DFAT reserves the right to suspend my Fellowship, including if:
  - a. DFAT determines that I am unable to continue my Fellowship; or
  - b. I am unable to continue Fellowship due to serious illness or incapacity due to medical or mental health reasons.
- 8.3. I acknowledge that my Fellowship will be suspended until I can demonstrate that I am able to undertake full time activities. I acknowledge that DFAT will determine when my Fellowship re-commences.
- 8.4. If my Fellowship is suspended I will return to my home country (with any dependents) for the duration of the suspension and will seek the prior approval of DFAT and the Host Institution before returning to Australia.

## 9. Privacy

- 9.1. I acknowledge that I am aware that:
  - a. the *Privacy Act 1988* governs the handling of personal information by Australian Government agencies (<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>); and
  - b. DFAT's privacy policy is available at <http://www.dfat.gov.au/privacy.html>
- 9.2. I consent to my personal information and that of my family members and dependants, including sensitive information<sup>1</sup> as defined in the Privacy Act 1988, being collected, handled, used and disclosed by and exchanged between DFAT, other government agencies including Australian immigration authorities, Australian tertiary institutions, partner organisations (including managing contractors and sub-contractors), medical insurers, medical practitioners, case managers, the home government (where applicable) and other parties, in the circumstances outlined, and for the purposes indicated, in the Guidelines as updated from time to time.
- 9.3. I acknowledge that DFAT may disclose my personal information to my home government or another overseas recipient, such as a family member nominated by me and that DFAT will not take any steps to ensure my home government or any other overseas recipient does not breach the Australian Privacy Principles

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<sup>1</sup> **sensitive information** is defined in section 6 of the *Privacy Act 1988* to mean personal information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record, health information about an individual, or genetic information about an individual that is not otherwise health information.

under the Privacy Act before disclosing my personal information to them, and I consent to DFAT disclosing the information on that basis.

9.4. I acknowledge that the purpose of any such exchange or disclosure of personal and sensitive information is to enable DFAT and others to properly manage the Australian Awards Fellowship and any welfare incidents or critical incidents affecting me and my Fellowship conditions.

9.5. I:

- a. acknowledge that from time to time the Australian Government may produce media releases in Australia and in my home country and circulate information to DFAT's offshore Posts and Australian education institutions in hard copy and on the Internet in relation to the Fellowship or other development activities (promotional material), and
- b. consent to DFAT, Australian Ministers and Australian Government agencies collecting, exchanging, using and disclosing information about me including, but not limited to, my academic background, my study program in Australia and my professional achievements either before or after receiving the Fellowship, and including it in such promotional material.

## 10. Child Protection

10.1. I have read and understood DFAT's Child Protection Policy and agree to comply with the policy for the duration of my Fellowship.

10.2. I have read and signed the DFAT Child Protection Code of Conduct included at Schedule 2.

I agree that I will fully comply with the Fellowships conditions set out above and adhere to my responsibilities as an DFAT Post-Doctoral Fellowship Awardee, as set out in the Guidelines

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[ Signature of Awardee ]

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[ Signature of Witness ]

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[ Name of Awardee (print) ]

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[ Name of Witness (print) ]

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[ Date ]

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[ Date ]

## SCHEDULE 1

### Fellowship Details

<b>Awardee's name</b>
<b>Application ID</b>
<b>Country of citizenship</b>
<b>Host Institution</b>
<b>Estimated start date</b>
<b>End date</b>
<b>Name of Fellowship</b>
<b>Fellowship benefits (payment breakdown<sup>2</sup>)</b>
<b>Special Conditions<sup>3</sup></b>
<b>Estimated value at time of offer in AUD<sup>4</sup></b>

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<sup>2</sup> The Fellowship benefits are subject to change without notice

<sup>3</sup> Should you not meet any of the special conditions, the offer of this Fellowship is no longer valid. The Fellowship may be terminated and you will be required to return to your home country.

<sup>4</sup> The estimated value of this Fellowship is subject to change without notice

## SCHEDULE 2 - DFAT's Child Protection Code of Conduct

I, XXX acknowledge that I have read and understand DFAT's *Child Protection Policy, January 2013*, and agree that in the course of my association with DFAT

### **I must**

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse<sup>5</sup> or sexual activity<sup>6</sup>, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with DFAT that relate to child exploitation and abuse.

### **When photographing or filming a child or using children's images for work-related purposes, I must:**

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child

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<sup>5</sup> As defined under the Criminal Code Act 1995.

<sup>6</sup> As defined under the Criminal Code Act 1995

- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
  - ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
  - ensure images are honest representations of the context and the facts
  - ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the onus is on me, as a person associated with DFAT, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signed: \_\_\_\_\_ [ Signature of Awardee ]

Date:

## Annex 6: Additional Terms and Conditions

### Disclaimer

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

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

### False or misleading information

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth).

Applications may be disregarded, offers revoked or a program terminated if it is the belief of DFAT that false or misleading information has formed a component of an application.

### Intellectual Property

Intellectual Property (IP) rights will depend on the policy of the host organisation, any IP laws of the home country and any agreement which may have been negotiated between the recipient and the host organisation. The Australian Government does not require or request copies of any research material, and does not wish to maintain any IP rights. If the Australian Government does procure copies of this material and uses it in some way, it must have a license to do so. This would be negotiated in a license agreement between the owner of the IP rights, i.e. the Award or the Host Institution and the Australian Government. In addition, wherever any work is reproduced, the creator of the work must be identified. If a recipient has further concerns, they should seek independent legal advice about the ownership and IP rights for any research material.

### Taxation

Any entitlements provided to a recipient are to be treated as tax exempt income as per section 51.10, Items 2.1A and 2.5 of the Income Tax Assessment Act 1997.

### Privacy, Publicity and Consents

DFAT and its contractors are bound by the provisions of the Privacy Act 1988 ('Privacy Act'). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles ('APPs'), which prescribe the rules for handling personal information, including sensitive information.

'Personal Information' is defined by section 6 of the Privacy Act as: "information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not, and (b) whether the information or opinion is recorded in a material form or not."

Personal Information from applicants is collected in order to assess their applications and administer the Awards program. Applicants are not required to provide Personal Information but without collecting Personal Information DFAT will not be able to process an application or administer the Award for successful applicants.

DFAT, through its managing contractor, Palladium, also collect Personal Information from successful applicants over the duration of their Award, including their image in photographs, film footage, images, and their words, quotes or other comments made by or attributed to them, in so far as it relates to their participation in, and experience of, the Award.

Personal Information (including sensitive information) provided by applicants (including Personal Information collected by DFAT from successful applicants over the duration of the Award) will only be used by the DFAT for the following purposes ('the Purposes'):

- assessing applications;
- administering the Post-Doctoral Fellowship;
- promoting the Post-Doctoral Fellowship, including in promotional material, photographs, audio visual, media releases, information and publications in hardcopy and/or on the internet; and
- congratulating and/or inviting successful recipients and alumni to functions and events held in Australia and overseas.

Please note, any Personal Information that is used in promotional materials and/or published on the internet will be available to the public (including on the world-wide web) and may be viewed by members of the public in Australia and/or individuals or parties located overseas. DFAT will have no control over who views the Personal Information published on the internet or how a member of the public may use the Personal Information.

DFAT may disclose personal information in relation to applications under the Australia Awards – Africa for the same purposes listed above to the following recipients:

- Australian Government Departments and agencies, including but not limited to Austrade, the Department of Immigration and Border Protection, the Australian Federal Police and the Department of Prime Minister and Cabinet
- Australian Parliamentarians and Parliamentary committees
- DFAT's contractors and agents
- Australian universities and participating Australian organisations, and
- other individuals or parties located overseas who may access Personal Information published in promotional materials and/or on the internet.

Applicants are not required to provide their consent to the collection, use and disclosure of Personal Information as described in this Privacy Notice and may withdraw their consent in writing by contacting {insert contact} however, this will mean that DFAT may not be able to consider their application and/or administer and promote the Award.

### **Publicity Notice**

For the purpose of promoting the Australia Awards – Africa program ('Program'), DFAT may collect and publish images, photos, film footage, words, quotes or other comments made by or attributed to successful applicants, and any other Personal Information about successful applicants (including sensitive information), collected in connection with the Programme (together with the 'Material'). DFAT may collect the Material during the term of the successful applicant's Award, and use and publish the Material for the purpose of promoting the Program, at any time.



DFAT may disclose the Material to any person or organisation, including without limitation by publishing it:

- as, or as part of, any book, newspaper advertisement or article
- television advertisement or program
- radio advertisement or program, and
- on the internet and in any other media.

Applicants are not required to provide their consent to the collection and publication of Materials as described in this Publicity Notice and may withdraw their consent at any time, prior to the publication of the Material, by contacting [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org)

### Privacy Consents and Publicity Agreement

By submitting an application, applicants:

- consent to their Personal Information (including sensitive information) provided to, and collected by, DFAT in relation to applications under the Australia Awards being used for the Purposes and disclosed to the recipients as described in the 'Privacy Notice';
- understand that DFAT will not provide individual feedback if my application is unsuccessful;
- understand that if Personal Information is disclosed and/or published on the internet as described in this 'Privacy Notice':
  - Personal Information will be available to the public on the world wide web and may be viewed by members of the public in Australia and/or individuals or parties located overseas
  - DFAT will have no control over who views the Personal Information published on the internet or how a member of the public may use the Personal Information
  - Australian Privacy Principle 8.1 will not apply if the Personal Information is viewed or used by an individual or parties located overseas, and
  - an individual or parties located overseas will not be accountable under the Privacy Act and as a result will not be able to seek redress under the Privacy Act for any privacy breaches committed by the individual or parties located overseas.
- agrees that the Material may be used by DFAT for the purpose or promoting the Australia Awards Post-Doc Fellowship any time in the future, even if information in the Material (such as employment status) has ceased to be true.
- understand and agree that they will not receive, and are not entitled to receive, any payment for the use, disclosure or publication of the Material.
- grant, to the extent (if any) that he/she own intellectual property rights in the Material or any part of the Material, a perpetual, world-wide and royalty-free licence

to DFAT and its Agents to copy and disseminate the Materials in accordance with this Publicity Notice.

- agree that DFAT:
  - is not obliged to, and has not represented that they will, publish the Material
  - does not have to identify the applicant as author of any of the Material which they do publish or otherwise communicate, and
  - may edit the Material prior to publication as it sees fit without first checking with the applicant

By submitting an application, Applicants understand and agree that if he/she is successful and accept an Australia Awards Post-Doc Fellowship, they will:

- provide DFAT, through Palladium, regular reports on progress and a final report at the completion of the programme
- will act in a manner befitting a recipient of Australia Awards Post-Doc Fellowship
- will use the funds for the purposes granted
- will acknowledge the assistance given by the Australian Government in any written reports, publications or publicity
- consent to the collection, use and disclosure of Personal Information, in the manner described in the 'Privacy Notice' for the duration of my Australia Award Post-Doctoral Fellowship
- agree and consent to the publication of Material as described in the 'Publicity Notice'
- have the right to withdraw consent to the publication of the Material on the internet at any time prior to the publication of the Material, by contacting [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org) in writing.

### Freedom of Information

The Freedom of Information Act 1982 (FOI Act) provides a legally enforceable right to access documents held by the government, including documents with regard to the Australia Awards – Africa program.

Decisions regarding requests for access under the FOI Act to documents held by DFAT are made by authorised FOI decision-makers in accordance with the requirements of the Act.

The right of access to documents is subject to exemptions, including in relation to personal and business information. In certain circumstances where documents within the scope of an FOI request contain personal information or information which relates to the business, professional, commercial or financial affairs of third parties, the FOI Act requires the decision-maker to consult with the individuals and business affected prior to making any decision on access to such documents.

Requests under the FOI Act for documents held by DFAT should be made to DFAT's FOI Team.

Complaints about DFAT's actions under the FOI Act can be made to the Australian Information Commissioner who may investigate DFAT's actions. More information is

available on the Office of the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).

### **Commonwealth Ombudsman**

If an applicant, or any other person, is dissatisfied with the administration of the Australia Awards Post-Doc Fellowship they can raise their concerns with the Commonwealth Ombudsman. The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072.

### **Contact us**

For any enquiries please email [postdoc@australiaawardsafrica.org](mailto:postdoc@australiaawardsafrica.org)

## Annex 7: Support of Awardees with disability

### Principles for providing disability support

DFAT and Host Institutions should provide reasonable adjustment to allow Awardees with disability to participate in Australia Awards on an equal basis

The support needs of each Awardee with disability will be different, as will the nature of the reasonable adjustments that are necessary and appropriate. The needs of each Awardee with disability should be assessed on a case-by-case basis well before they are mobilised to begin their Fellowship in Australia.

As not all support needs will be evident before the mobilisation of Awardees with disability, DFAT is flexible in the provision of reasonable adjustments and will reassess support needs if required after an Awardee has commenced their Fellowship.

Standard Fellowship entitlements, for which all Awardees are eligible (such as contribution to living expenses) should not be used to fund disability support. Additional funds for disability support will be allocated on a needs basis following a disability assessment.

Australian institutions are experienced in providing disability support. The earlier Host Institutions are involved in preparations for mobilisation, the more likely it is that an Awardee with disability will be able to participate on an equal basis with other Awardees

While DFAT respects every Awardee's right to privacy, Awardees with disability are encouraged to fully disclose their support needs as early as possible. Awardees are the best source of information on what support they need to live, study and travel, what has worked for them in the past and what support they anticipate they will need in Australia. The capacity to provide reasonable adjustments is limited by an Awardee's willingness to engage in a disability assessment and disclose their needs and expectations.

### Assessing disability support needs

Reasonable adjustments for Awardees with disability, will only be provided by both DFAT or Host Institutions, after a full and thorough disability assessment of each Awardee. This ensures that the support provided is both necessary and appropriate.

A disability assessment is the process through which an Awardee with disability, Australia Awards and the relevant Host Institution assesses and discusses the Awardee's support needs and what reasonable adjustments will be required. A disability assessment will involve discussions and assessment forms and should clarify the required level of support for pre-departure, during travel and for living and studying in Australia.

Disability assessments should begin before mobilisation and may continue after Awardees have arrived in Australia as this enables DFAT and Host Institutions to provide effective and efficient reasonable adjustments and gives Awardees the greatest chance of successfully completing their Australia Awards Fellowship. However, additional disability assessments can be conducted after an Awardee arrives in Australia.

If a disability assessment identifies that an Awardee requires additional financial support from DFAT, this support will be formalised in a Disability Support Agreement. This agreement will detail all additional financial support to be provided by DFAT. This agreement acts as an addendum to an Awardee's Fellowship contract and does not change any of the obligations in the Fellowship contract.

Awardees with disability will:

- work closely with Australia Awards and Host Institutions to complete a disability assessment and a disability support agreement (if required).
- note that the process of conducting a disability assessment will require DFAT to share information about an Awardee's disability and support needs with the relevant Host Institution and relevant disability service providers. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating equal access to education for Awardees with disability.
- provide a full medical report (no more than two years old and in English) that establishes the nature of the disability and fully discloses to DFAT and the Host institution all pre-existing medical conditions. This is a requirement to assess the need for reasonable adjustments and to ensure Awardees with disability have adequate Overseas Visitors Health Cover.
- understand that disability assessments may take considerable time and that their cooperation is essential to the efficient and effective implementation of reasonable adjustments.
- work closely with a disability technical adviser engaged by DFAT to provide expertise on the support of Awardees with disability.
- understand that in some cases DFAT will be required to defer Awardees with disability to a later Fellowship start date in order to ensure that all necessary and appropriate reasonable adjustments can be put in place.

### Reasonable adjustments

The Disability Discrimination Act 1992 requires education to be provided in a non-discriminatory way to all Australia Awards Awardees in Australia (regardless of nationality). The Disability Standards for Education 2005 require reasonable adjustments to be made to enable this non-discriminatory participation.

Reasonable adjustments are measures which an education provider is required to make to ensure Awardees with a disability can meet the academic standards of their course of study and participate on the same basis as Awardees without a disability. Reasonable adjustments might include changes to the way a person enrolls in a course, alterations to the physical environment and other facilities, and changes to the way training is delivered and skills are assessed.

Neither the Act nor the Standards require reasonable adjustments to be made if this would impose an unjustifiable hardship on a person or organisation (all factors are taken into account, including impact on the Awardee, or Host Institution, etc.).

Awardees must be aware that, while Host Institutions are obliged to make reasonable adjustments to allow Awardees with disability to participate on a level playing field with other Awardees, there is a limit to this obligation. For example, if an Awardee requires course materials in an accessible format, Host Institutions will provide alternative or accessible formats to enable participation. However, this does not necessarily mean that Host Institutions have to provide materials in an Awardee's preferred format.

### **Responsibilities for Reasonable Adjustments**

Host Institutions have an obligation to provide Awardees with reasonable adjustments to support their academic endeavours. DFAT provides non-academic reasonable adjustments.

Host Institutions are required to consult with Awardees with disability about their support and access needs to determine what reasonable adjustments are appropriate and necessary.

DFAT provides non-academic reasonable adjustments and support for Awardees with disability as required. Non-academic reasonable adjustments will be based on the needs identified by DFAT through an Awardee's disability assessment.

