



# *Applicant Guide for the Endeavour Leadership Program Individual Endeavour Leaders*

## 2019 Round

This Guide provides information for individual applicants for the following categories of Endeavour Leadership Program funding:

**Short-term**

Endeavour Research Leadership Award  
Endeavour Executive Leadership Award

**Long-term**

Endeavour Postgraduate Leadership Award (incoming and outgoing)  
Endeavour VET Leadership Award

Applicant institutions are encouraged to apply using the *Endeavour Leadership Program 2019 Round Institution Guide*.

## Glossary

Academic Transcript	The list of subjects and academic results provided by institutions
Admission Letter	A formal letter confirming enrolment from a host institution
Applicant	The person applying for Endeavour Leadership Program Funding
Applicant Institution	The HEP or RTO applying for Endeavour Leadership Program funding
AQF	Australian Qualifications Framework - national policy for regulated qualifications in Australian education and training
Australian Applicant	Citizen/dual citizen and/or permanent resident of Australia who is applying for Endeavour Leadership program funding
Australian Endeavour Leader	Successful applicant who receives funding for an Endeavour Leadership Program Award who is citizen/dual citizen and/or permanent resident of Australia
Award	Funding provided to Individual Endeavour Leaders under the Endeavour Leadership Program
Award Agreement	An agreement between the Australian Government and an Individual Endeavour Leader detailing the terms and conditions under which funding may be offered to that individual.
CAE	Cambridge English: Advanced. Also known as the Certificate in Advanced English
Country	Refers to any country or economy listed in tiers at section 4
CRICOS	Australian Commonwealth Register of Institutions and Courses for Overseas Students
The department	Department of Education and Training, its employees, agents and contractors
DFAT	Department of Foreign Affairs and Trade
DoHA	Department of Home Affairs, formerly Department of Immigration and Border Protection
Endeavour Online system	Applications are submitted through the Endeavour Online (EOL) system
Fieldwork	Research activity directly related to the applicant's field of study which is undertaken during their program and outside their host country
Guidelines	Endeavour Leadership Program Guidelines
HEP	Higher Education Provider
Home Country	The country of citizenship and/or permanent residency of the applicant
Host Country	The country in which the applicant proposes to undertake their Leadership Activity
Home organisation	The institution at which an of an Individual Endeavour Leader; or the organisation where an Individual Endeavour Leader is enrolled or employed
Host organisation	The organisation or institution at which the applicant proposes to undertake for study, research or professional development
IELTS	International English Language Testing System
Individual Applicant	The individual applying for Endeavour Leadership Program funding
International Applicant	Citizen/dual citizen and/or permanent resident of a country other than Australia, who is applying for Endeavour Leadership Program funding
International Endeavour Leader	Successful applicant who receives funding for an Endeavour Leadership Program Award, who is not an Australian Citizen or Permanent Resident of Australia
Individual Endeavour Leader	Successful Australian/International applicant who receives funding for an Endeavour Leadership Program Award
Internship	Any paid or unpaid work related to the recipient's field of study
Leadership Activity	Study, research or professional development activity undertaken by Individual Endeavour Leaders, as outlined in the Leadership Activity application and Award Agreement
Nomination	Nomination form from the applicant's host confirming placement
OSHC	Overseas Student Health Cover
Postdoctoral applicant	Person who has completed a PhD and is undertaking research
Postgraduate student	Student who is undertaking studies at a Masters or PhD level as defined under the Australian Qualifications Framework (AQF)

Professional development	Professional training (rather than an academic course) undertaken to enhance knowledge and skills required for a person's profession
PTE	Pearson Test of English Academic
RTO	Registered Training Organisation
SSO	Support Services Organisation (Scope Global)
TOEFL	Test of English as a Foreign Language
VET	Vocational Education and Training

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## 1. Endeavour Leadership Program overview

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

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

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

The objectives of the ELP are to:

- enhance Australia's reputation for excellence in international education through the continued internationalisation of the education, training and research sectors
- contribute to the implementation of Government policy priorities, by increasing international research and education engagement between Australia and priority countries in key fields of education, research and innovation
- offer high-achieving individuals from Australia and overseas the opportunity to develop their knowledge and expertise and build institution-to-institution connections
- create the next generation of international education and research leaders across a wide variety of professional fields.

The Program's intended outcomes are:

- growth in the number of durable, high-value institutional and individual connections as a result of ELP-funded education, training, research and professional activities
- an increase in the number of high quality research outcomes (including commercialisation and joint publications) resulting from ELP funding
- employability of Endeavour Leaders and resultant contribution to the Australian economy.

The Australian Government has made an initial commitment of \$118.9 million over four years for the ELP. Under the 2019 round, approximately \$27 million in funding is available to support two-way mobility Leadership Activities. It will support short and long term study, training, research and professional development across a range of sub-categories under the Endeavour Leadership Program, including:

- Australia-ASEAN Leadership award
- Australia-APEC Leadership award
- Australia-Latin America Leadership award
- Asia-Pacific Leadership award
- Global Leadership award

Individual applicants apply according to qualification type and duration. Awards will be allocated following finalisation of the merit list. See Section 1.3 of this Applicant Guide, and Section 8 of the ELP Guidelines, for further information.

## 1.1 Purpose of the Guide

These Applicant Guides provide information about the 2019 round of the ELP. This document sets out:

## 1.2 Financial benefits

Refer to *Section 3* of the ELP Guidelines

All successful Individual short and long term Endeavour Leaders will receive:

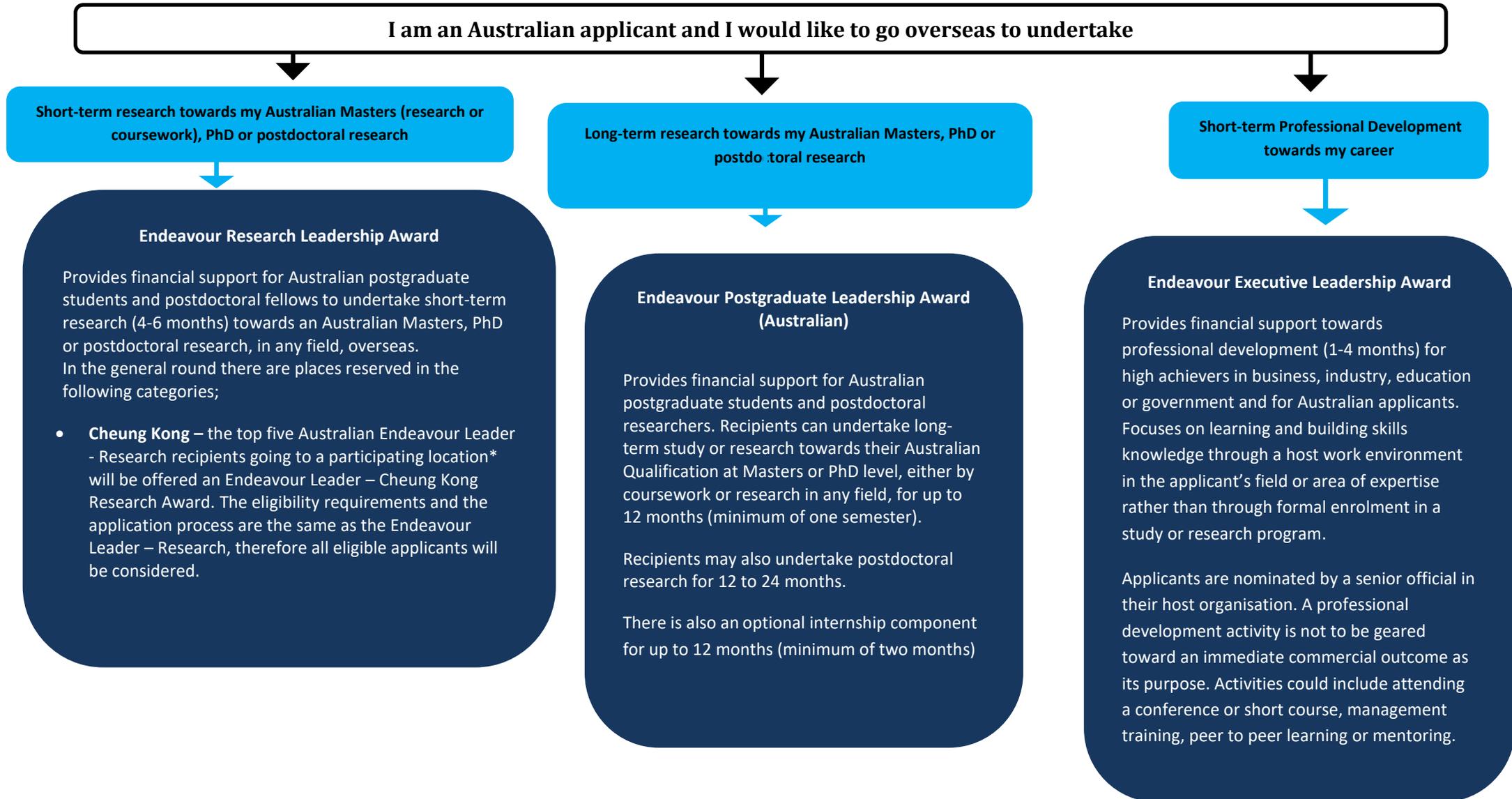
AU\$3,000 per month as a stipend (maximum amount of AU\$36,000 per calendar year paid up to the maximum category duration on a pro-rata basis)

Successful Individual Endeavour Leaders are also eligible for:

- travel allowance of up to AU\$3,000 (with provision to pay up to AU\$4,500 under special circumstances)
- establishment allowance of between AU\$2,000 and AU\$4,000, dependent on category and duration of Award
- health insurance for the full category duration (Overseas Student Health Cover [OSHC] for international recipients)
- travel insurance (excluding during program for international recipients)

International Endeavour leaders undertaking postgraduate qualifications (Masters or PhD) or VET study are eligible to receive tuition fees of up to AU\$30,000/AU\$13,000 per calendar year, paid up to the maximum study/research duration on a pro-rata basis. Tuition includes student service and amenities fees. Australian Endeavour Postgraduate Leaders are eligible to receive tuition fees of up to \$20,000 paid up to the maximum study/research duration on a pro-rata basis.

### 1.3 Program sub-categories – individual applicants



\*Cheung Kong participating locations; Brunei Darussalam, Cambodia, China (People’s Republic), Hong Kong SAR, India, Indonesia, Japan, Korea (Republic of Korea-South), Laos, Macau, Malaysia, Mongolia, Philippines, Singapore, Thailand and Vietnam.

I am an international applicant and I would like to go to Australia to undertake

An Australian Masters or PhD  
(Long term)

**Endeavour Postgraduate  
Leadership Award**

Provides financial support for international applicants to undertake a postgraduate qualification at a Masters or PhD level either by coursework or research in any field in Australia for up to 2 years for Masters and 4 years for PhD.

A Diploma, Advanced Diploma or Associate Degree  
(Long term)

**Endeavour VET Leadership Award**

Provides financial support for international applicants to undertake vocational education at a Diploma, Advanced Diploma or Associate Degree level in any field in Australia for up to two and a half years. Vocational Education and training provides occupational or work-related knowledge and skills. The courses are directly related to a trade, occupation or 'vocation' in which the applicant participates. These courses exclude degree and higher level programs normally delivered by universities.

Short-term research towards my overseas  
Masters, PhD or Postdoctoral research

**Endeavour Research Leadership Award**

Provides financial support for international postgraduate students and postdoctoral fellows to undertake short-term research (4-6 months) towards an Australian Masters, PhD or postdoctoral research, in any field, in Australia.

In the general round there are places reserved in the following categories;

- **Cheung Kong** – the top five international Endeavour Leader - Research recipients from a participating location\* will be offered an Endeavour Cheung Kong Research Leadership Award. The eligibility requirements and the application process are the same as the Endeavour Research Leadership Award therefore all eligible applicants will be considered.

Professional Development towards my career  
(short term)

**Endeavour Executive  
Leadership Award**

Provides financial support towards professional development opportunities (1-4 months) for high achievers in business, industry, education or government for Australian applicants. Focuses on learning and building skills knowledge through a host work environment in the applicant's field or area of expertise rather than through formal enrolment in a study or research program.

Applicants are nominated by a senior official in their host organisation. A professional development activity is not to be geared toward an immediate commercial outcome as its purpose.

\*Cheung Kong participating locations; Brunei Darussalam, Cambodia, China (People's Republic), Hong Kong SAR, India, Indonesia, Japan, Korea (Republic of Korea-South), Laos, Macau, Malaysia, Mongolia, Philippines, Singapore, Thailand and Vietnam.

## 1.4 Internship

A unique aspect of the **Endeavour Postgraduate (Australians) Leadership** category is the opportunity for recipients to undertake an internship (2-12 months, full time).

An internship is defined as 'any paid or unpaid work related to the recipient's field of study undertaken outside of their host organisation or specific research or study group'. Internships can be with a range of organisations within one of the eligible countries. There are many variations on what the internship component might look like, including a paid or unpaid position with a government agency, local company, business or non-government organisation who has, or seeks to develop links between Australia and participating countries.

It is the recipient's responsibility to arrange and confirm their internship, however, they can request support from their home university and their support service provider. Recipients undertaking an internship will need to contact the relevant authority in the host country to determine whether they are entitled to work and to obtain information about visas. Recipients may be eligible to gain credit for the internship if it meets the course requirements. The credit should be negotiated with their course convenor.

Applicants are not required to have an internship confirmed at the time of application; however, they are required to indicate their proposed host(s) and dates in their application.

## 2. How to apply

### 2.1 Steps required to apply for an Endeavour Leadership Program Award

- Step 1.** Read the Endeavour Leadership Program Guidelines, the Applicant Guide and the Frequently Asked Questions <http://internationaleducation.gov.au/endeavourfaq> to gain an understanding of the program and what is required for an application.
- Step 2.** Review and ensure the minimum eligibility requirements (section [4 of Program Guidelines](#)) are met.
- Step 3.** Read the terms and conditions (available on Endeavour website). If an Individual Endeavour Leadership Award is offered, the recipient must agree to the terms and conditions and accept within seven days. If the offer is not accepted within this period, the offer may be withdrawn.
- Step 4.** Once the application period is open, an application can be started by registering on Endeavour Online. Instructions can be found <http://internationaleducation.gov.au/endeavourapplications>
- Step 5.** To be considered for more than one category an applicant is required to lodge a separate application for each category.
- Step 6.** Note the unique application ID for future use in any correspondence with the Service Support Organisation and Department.
- Step 7.** Complete responses to the assessment criteria (section 6.3 of Program Guidelines) and upload supporting documentation (section 5 of this Applicant Guide).
- Step 8.** Finalise and submit the application. Once an application has been successfully submitted online an automated email acknowledging the receipt of the application will be sent to the email address provided. **Once an application has been submitted, no further changes can be made to the application or supporting documents**

## 2.2 Timing

Submit your application/s for the ELP through the Department of Education and Training's Endeavour online system by the closing date below. Applications for the 2019 ELP round open on 20 September 2018 and close at 11.59 p.m. Australian Eastern Daylight Saving Time (AEDT) on 15 November 2018. **Late applications will not be accepted.**

**Table 1: Expected timing for the ELP\*:**

Refer to *Section 7.2* of the ELP Guidelines

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

\*Key dates are subject to change.

## 3. Assistance

We recommend that all applicants use the Endeavour Online system.

If you are unable to complete an application please contact Scope Global ([ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com)), the Department's Support Services Organisation to request a hard copy application. Applicants must have a valid reason for why they are unable to complete the online application process. Hard copy applications must be submitted via post, neither Scope Global nor the department will accept hard copy applications for the ELP by fax or email. Hard copy applications and supporting documentation must be received by Scope Global by 11.59 pm (Australian Eastern Standard Time) on 8 November 2018. **Late applications will not be accepted.**

You must make sure that your application is complete and accurate and submitted in accordance with the Endeavour Leadership Program Guidelines and this Applicant Guide. No changes will be accepted after the application has been submitted.

## 4. Priority countries

Refer to *Section 13 Appendix A* of the ELP Guidelines

The following table provides a list of Member countries for Australian applicants and source Member countries for international applicants.

Tier	Member countries
<p><b>Tier 1 countries – highest weighting</b></p> <p>Tier 1 countries represent the highest priority for Australian Government engagement. These countries have one or more of the following attributes:</p> <ul style="list-style-type: none"> <li>• highly advanced education systems with learning centres of excellence, including in science, technology, engineering and mathematics;</li> <li>• be a focus of strategic prioritisation by government;</li> <li>• a strong, established educational partnership with Australia;</li> <li>• high quality partnerships with Australia in research fields;</li> <li>• significant prospects for future commercialisation of joint research.</li> </ul>	<p><b>Member economies of ASEAN and/or APEC:</b> Brunei Darussalam#, Cambodia#, Canada, Chile, China#, Hong Kong#, Indonesia#, Japan#, Laos#, Malaysia#, Mexico, Myanmar#, New Zealand, Papua New Guinea#, Peru, Philippines#, Russia, Singapore#, South Korea (Republic of Korea)#, Chinese Taipei (Taiwan)#, Thailand#, the United States and Vietnam#.</p> <p><b>Asia-Pacific – Other</b> Bangladesh#, Bhutan#, Cook Islands#, Fiji#, French Polynesia#, Kiribati#, Maldives#, Marshall Islands#, Micronesia (Federated states)#, Mongolia#, Nauru, Nepal#, New Caledonia#, Niue and Tokelau#, Pakistan#, Palau#, Samoa#, Solomon Islands#, Sri Lanka#, Timor-Leste#, Tonga#, Tuvalu#, Vanuatu#.</p> <p><b>Strategic partners:</b> Argentina, Austria, Belgium, Brazil, Colombia, Denmark, Finland, France, Germany, India#, Ireland, Italy, Norway, Netherlands, Switzerland, Sweden, Spain, United Kingdom.</p>
<p><b>Tier 2 countries represent those:</b></p> <ul style="list-style-type: none"> <li>• of priority for Australian Government; and</li> <li>• have linkages to Australia in relation to education, research and prospects for commercialisation.</li> </ul>	<p><b>Americas</b> Bolivia, Costa Rica, Ecuador, El Salvador, French Guiana, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Suriname, Uruguay, Venezuela.</p> <p><b>Europe</b> Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Ukraine.</p> <p><b>Middle East</b> Bahrain, Iran, Israel (including Palestinian Territories), Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Turkey, United Arab Emirates.</p>

<p><b>Tier 3</b> countries represent those:</p> <ul style="list-style-type: none"> <li>• with limited established education and/or research linkages with Australia; and/or</li> <li>• that are supported by other Australian Government efforts such as development programs.</li> </ul> <p>These countries will have limited support under the Endeavour Leadership Program<sup>(1)</sup>.</p>	<p><b>Americas/Caribbean</b> Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.</p> <p><b>Africa</b> Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi*, Cameroon, Cabo Verde, Central African Republic*, Chad*, Comoros, Democratic Republic of the Congo, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya,* Madagascar, Malawi, Mali*, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger*, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia*, South Africa, Sudan (North Sudan), South Sudan*, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe.</p> <p><b>Middle East</b> Afghanistan*, Iraq*, Syria* and Yemen*.</p> <p><b>Asia-Pacific</b> Macau, Kazakhstan, Kyrgyzstan, North Korea, Tajikistan, Turkmenistan, Uzbekistan, Wallis and Futuna.</p> <p><b>Europe</b> Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Liechtenstein, Macedonia, Moldova, Monaco, Montenegro, San Marino, Serbia.</p>
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**Note 1:** \* these countries have been assessed by the Department of Foreign Affairs and Trade as “do not travel” areas, as of May 2018. Only incoming (not outgoing) applicants are eligible to apply.

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

*\*\*New Zealand citizens cannot apply for the Endeavour Leader -Postgraduate or the Endeavour Leader - Vocational Education category as New Zealand citizens who study in Australia are eligible for a commonwealth-supported place.*

*\*\*New Zealand citizens can apply for the Endeavour Leader - Research and the Endeavour Leader - Executive-to undertake study or research in Australia. Further information is available in Endeavour Frequently Asked Questions at <http://internationaleducation.gov.au/endeavourfaq>*

## 5. Supporting documentation

As stated in Section 7.1 of the ELP Guidelines for an application to be assessed as eligible, applicants must scan and attach documentation as outlined in the table below

### Required documents:

Refer to *Section 7.1* of the ELP Guidelines

Required documents	Certified copy required	Further details	International applicants				Australian applicants			
			Postgraduate (Masters and PhD)	VET	Executive	Research	Executive	Research	Postgraduate (Masters and PhD)	Postgraduate (postdoctoral)
Citizenship - Passport or Birth Certificate	✓	5.1	✓	✓	✓	✓	✓	✓	✓	✓
Educational qualifications - Academic transcript	✓	5.2	✓	✓	✓	✓	✓	✓	✓	✓
Formal admission to an Australian institution for 2019		5.3	✓	✓	x	x	x	x	x	x
Enrolment letter(research towards Masters or PhD only)		5.4	x	x	x	✓	x	✓	✓	x
PhD conferment (postdoctoral research only)		5.5	x	x	x	✓	x	✓	x	✓
Language proficiency - TOEFL, IELTS, CAE, PTE or Transcript	✓	5.6	✓	✓	x	x	x	x	x	x
Employment record/cv/resume		5.7	x	✓	✓	x	✓	x	x	x
Referee reports x 2		5.8	✓	✓	✓	✓	✓	✓	✓	✓
Host nomination		5.9	x	x	✓	✓	✓	✓	✓	✓

*\*Australian Indigenous and Torres Strait Islander applicants only*

To certify a document:

1. copy the original document
2. present the photocopy and original to a professional person or someone well respected in your community ('of good standing'). This could include but is not limited to university dean or course convener, teacher, work supervisor, lawyer, doctor, civil servant, Justice of the Peace, Commissioner of Oaths or Public Notary.
  - the certifier will sight the original against the copy of the document
  - the certifier will write or use a stamp (if available), 'I certify that the copy is a true copy of the original document'
  - the certifier will sign and date under the statement and provide details of their occupation.
3. scan the certified copied document (not the original document)
4. attach the document to your application.

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

## 5.1 Citizenship/dual citizenship/permanent residency\*

Refer to *Section 7.1* of the ELP Guidelines

Australian and International – **ALL categories**  
must provide a certified copy of:

- their most current passport, birth certificate or Australian citizenship certificate (for Australian applicants only) showing full name, date of birth and **country of citizenship**, and
- official documentation (as per above) showing evidence of **dual citizenship** (if held), and
- official documentation (as per above) showing evidence of **permanent residency** status (only required if different from country of citizenship/dual citizenship)
- official documentation showing evidence of any name changes (if relevant).

*\*Permanent residency refers to a person's visa status: the person is allowed to **reside** indefinitely within a country of which he or she is not a citizen.*

## 5.2 Educational Qualifications

Australian applicants – **Postgraduate and Research**  
International applicants – **Postgraduate, VET and Research**

- Must provide a certified copy of their final full version\* numerically weighted Bachelor or Masters transcript that includes subjects and scores. A PhD transcript does not show suitable detail for panel assessment, therefore applicants **must** provide at least a Bachelor or Masters transcript. A PhD transcript on its own will render an application ineligible. Do not include certificates.

\* If an international VET, Masters or PhD applicant has not completed an undergraduate degree but will complete by 31 December 2018, they must provide a letter from their university to state when completion is expected. A condition will be placed on their application and a final transcript will be required if they are successful in receiving an ELP Award offer.

Australian and International applicants – **Executive**

- Must provide a certified copy of their final full version numerically weighted transcript equivalent to; an Australian Year 12 secondary qualification, trade or vocational qualification of at least AQF Certificate III level or Bachelor or Masters degree that includes subjects and scores. A PhD transcript on its own does not show suitable detail for panel assessment and will render an application ineligible. Do not include certificates.

## 5.3 Evidence of admission to an Australian institution

Refer to *Section 7.1* of the ELP Guidelines

International applicants – **Postgraduate and VET**

- Must provide a letter of admission (offer letter), must include start and end dates, CRICOS code and course fees for the application to be deemed eligible. The entire course location must be in Australia at an Australian institution and be undertaken full-time. The Australian institution must be either an approved Higher Education Provider (HEP) or a Registered Training Organisation (RTO). Online courses will not be accepted. Conditional admission letters will be accepted at the time of application. Deferrals must be on an official letterhead and not in email format. Language pre-requisite courses are excluded. A letter for potential host organisations can be found at Attachment A.

Applicants should focus on one program and state in their application why they chose this program and their nominated institution. Only one letter of admission (offer letter) needs to be included.

**Endeavour Postgraduate Leadership Award (international)** applicants must provide either:

- (a) letter of admission (offer letter) for a PhD course at an Australian university for the 2019 academic year, or

- (b) letter of admission (offer letter) for a Masters or Graduate Diploma leading into a Masters course at an Australian university for the 2019 academic year

**Endeavour VET Leadership Award** applicants must provide:

- (a) a letter of admission for a Diploma, Advanced Diploma or Associate Degree course at an Australian (RTO) for the 2019 academic year. All prerequisites (i.e. certificate IV leading into a Diploma) must be included in the admission letter.

## 5.4 Evidence of enrolment

Refer to *Section 7.1* of the ELP Guidelines

Australian applicants – **Postgraduate (PhD and Masters only)**

All **Endeavour Postgraduate Leadership Award (Australian)** applicants who are proposing to undertake study/research towards their Masters or PhD overseas must:

- be **currently enrolled** in a Masters or PhD course at an Australian university located in Australia; and
- **remain enrolled** at their Australian university during their ELP and have an **expected degree completion date** after their proposed award end date; and
- provide a letter from their Australian university that confirms **all** of the above. [See example letter here.](#)

Australian and International applicants – **Research**

All **Endeavour Research Leadership Award** applicants applying for research towards a Masters or PhD must:

- be **currently enrolled** in a Masters or PhD course (PhD only for) at an Australian university in Australia (for Australian applicants) or overseas university (for international applicants); and
- **remain enrolled** during their Endeavour Leadership activity and have an **expected degree completion date** after **their proposed Endeavour Leadership activity end date**; and
- provide a letter from their **home** university that confirms **all** of the above. [See example letter here.](#)

## 5.5 Evidence of PhD conferment

Refer to *Section 7.1* of the ELP Guidelines

Australian and International applicants – **Research (postdoctoral)**  
Australian applicants – **Postgraduate (postdoctoral)**

**Australian Postgraduate (Postdoctoral) Leadership Award** applicants and **Endeavour Research Leadership Award** applicants proposing to undertake postdoctoral research must:

- have had their PhD conferred and received final results (or expect to) by the commencement of their Leadership Activity in 2019
- provide either:
  - (a) confirmation in the form of a testamur, final transcript or letter from their university to state their PhD has been conferred and they have obtained final results (an Admission letter or COE is not suitable evidence),  
or
  - (b) a letter from their university to state they are currently enrolled in a PhD course and when conferment is expected.

## 5.6 Evidence of language proficiency

International applicants – **Postgraduate and VET**

**Endeavour Postgraduate (international) Leadership Award** and **Endeavour VET Leadership Award** applicants must provide a certified copy of either (a) or (b)

- (a) IELTS/TOEFL/CAE/PTE. A certified copy of an official, valid IELTS, TOEFL, CAE or PTE test result including scores. Results are valid for two years. Tests that are provided with a test date that is before 15 November 2016 will not be accepted and the application will be marked ineligible. Test scores will need to meet the minimum requirements as per the below table:

Test Type	Requirements for all categories
IELTS - Academic Test result ONLY	Overall score of 6.5 with no individual band less than 6.0
TOEFL - Internet Based Test (IBT)	Overall score of 79 with a minimum score of 21 in the writing section and no less than 19 in the other sections
CAE – Cambridge English Advanced ONLY	Overall score of 176 with no individual band less than 169
PTE – Academic Test result ONLY	Overall score of 58 with no individual band less than 50.

- (b) An Australian university transcript as evidence of completion of an Australian qualification of at least one year of undergraduate level study (minimum) conducted in English, face to face at an Australian University, an offshore campus or partner institution of an Australian university. The transcript must be Australian University branded.

A transcript as evidence of completion of at least one year of undergraduate level study (minimum) conducted in English, face to face at an institution located in one of the listed countries<sup>1</sup>.

## 5.7 Employment record

International applicants – **VET and Executive (mandatory)**  
**Postgraduate and Research (optional)**  
Australian applicants – **Executive (mandatory)**  
**Postgraduate and Research (optional)**

All **Endeavour VET Leadership Award** and **Endeavour Executive Leadership Award** applicants must provide a reference or letter from their current or past employer/s confirming their position and dates of employment. (if applicable)

## 5.8 Referee reports

Australian and International applicants – **ALL categories**

All applicants must provide two completed referee reports. [An example referee report can be found here.](#)

Referee reports must be from academic supervisors, lecturers, course convenors or workplace managers who are 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 electronically via Endeavour Online. It is an applicant's responsibility to ensure their referees complete the reports by the closing date. Applicants will only be able to submit an application when they have two referee reports in 'completed' status.

If a referee is unable to complete the form electronically, they can request an editable PDF report to complete by contacting Scope Global ([ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com)), the Department's Support Services organisation. Neither Scope Global nor the Department will provide referee forms or accept referee forms for this opportunity by fax or mail. If a

<sup>1</sup> American Samoa, Australia, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia or Zimbabwe. This list is determined by the Universities Admissions Centre and is part of a collective agreement with Australian Universities.

referee declines to provide a report the applicant will be notified. If the referee wants to withdraw their report after completion, they may contact the department to action this request. The applicant will be notified.

## 5.9 Evidence of nomination and language suitability

International applicants – <b>Research and Executive</b> Australian applicants – <b>Postgraduate, Research and Executive</b>
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- All applicants provide at least one completed nomination form from their host organisation confirming the applicant has proposed to undertake an Endeavour Leadership activity in 2019 at their host organisation. [An example nomination form can be found here.](#)
- Applicants enrolled in a **cotutelle/multinational/joint degree** arrangements are not eligible to apply. The Endeavour Research Leadership Award is meant for research in Host Country which that is towards a qualification in Home Country. Cotutelle/multinational/joint degree arrangements are deemed to be undertaking research in host country toward a host country qualification, therefore, this is not an eligible leadership activity.

A senior official physically located in the host country at the host organisation must confirm via the nomination form that an applicant's language ability is suitable for their leadership activity. If this is not confirmed, the applicant will be ineligible and their application will not be considered further.

Nominations must be submitted electronically via Endeavour Online. It is an applicant's responsibility to ensure their nominee completes the form by the closing date. Applicants will only be able to submit an application when they have at least one nomination form in 'completed' status. Nominations are confidential and cannot be viewed by the applicant.

If an applicant has multiple host organisations they must enter the details of each organisation in the application form and receive a completed nomination form from each of their hosts.

If a nominator is unable to complete the form electronically, they can request an editable PDF form to complete by contacting Scope Global ([ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com)), the department's Support Services Organisation. Neither Scope Global nor the Department will provide nomination forms or accept nomination forms for this opportunity by fax or mail. If a nominator declines to provide a nomination the applicant will be notified. If the nominator wants to withdraw their nomination after completion, they may contact the Support Services Organisation to action this request. The applicant will be notified.

## Attachment A

### 2019 Endeavour Leadership Program

Dear Admissions Office

Please be advised that this individual is applying for a 2019 Endeavour Leadership Program Award to undertake a Leadership Activity at your institution.

The Australian Government has announced, as part of the 2018-19 Budget, the establishment of the Endeavour Leadership Program (ELP). The ELP offers high achieving individuals from Australia and overseas the opportunity to increase their knowledge and expertise in their field of study, research or professional development. Its aim is to expand Australia's people-to-people, institution-to-institution and country-to-country linkages, and help create the next generation of leaders across a wide variety of education, research and professional fields.

Applications for the 2019 ELP round open on 20 September 2018 and close at 11.59 p.m. Australian Eastern Daylight Saving Time (AEDT) on 15 November 2018.

As part of the eligibility requirements, Postgraduate and Vocational Education and Training Award applicants must attach a formal admission letter from their proposed Australian institution. A conditional admission letter will be accepted at the time of application. Commencement must be for the 2019 academic year.

We ask for your assistance in providing suitable applicants with their formal admission letters provided that the applicant has met your institution's entry requirements and has submitted their application for admission to your institution in the required timeframe.

If you require more information regarding the 2019 ELP, please visit the Endeavour website at <http://internationaleducation.gov.au/endeavour> or contact the Department's Support Services Organisation [ELP.enquiries@scopeglobal.com](mailto:ELP.enquiries@scopeglobal.com)

Thank you for your assistance and contribution to the success of the 2019 ELP.

Kind regards

ELP Management Team  
International Group  
Australian Government Department of Education and Training