



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

STUDY ABROAD POLICY: SCHOLARSHIPS

Responsible Executive:	Pro Vice Chancellor, International
Responsible Office:	Study Abroad Office
Contact Officer:	Executive Officer
Effective Date:	1 January 2013
Modification History:	First created 27 November 2012

RATIONALE

The University of Notre Dame Australia has a number of partnerships with overseas universities enabling its students to experience study overseas.

Through the Department of Industry, Science Research and Tertiary Education (DIISRTE), the University is able to offer International Student Exchange Program (ISEP) scholarships for eligible students who have been accepted into the Study Abroad Program.

1. PRINCIPLES

- 1.1 Through DIISRTE, the University offers a limited number of scholarships under the International Student Exchange Program (ISEP).
- 1.2 Scholarships awarded are dependent on the available funding received from DIISRTE.
- 1.3 The University is bound by the rules and regulations as detailed in the ISEP Program Guidelines published by DIISRTE.
- 1.4 All processes related to the management and administration of the scholarship will be handled through the University's Study Abroad Office with all final approvals being overseen by the Pro Vice Chancellor, International.
- 1.5 The ISEP scholarships are awarded to students who wish to gain international experience through the Study Abroad Exchange Program in their chosen field of study.
- 1.6 The ISEP scholarship enables students in certain disciplines to undertake at least one semester (and no more than two) of study in an eligible country, at an accredited higher education institution with which the University has an exchange agreement.
- 1.7 All applications are assessed by the Study Abroad Scholarship Advisory Group, Chaired by the Pro Vice Chancellor International (or delegate).
- 1.8 The scholarship is to assist students with travel and living expenses associated with their exchange semester.
- 1.9 Recipients will be awarded the scholarship in one instalment.
- 1.10 The scholarship is not transferable to another degree course at any of The University of Notre Dame Australia's other campuses or to another university.
- 1.11 The Pro-Vice Chancellor International will seek relevant advice regarding risks associated with exchange programs that take place in countries that are listed as '*reconsider your need to travel*' or '*do not travel*' by the Australian Department of Foreign Affairs and Trade. Cancellation of an exchange program or restrictions on student participation may be considered.

2. ELIGIBILITY

- 2.1 Students who have been formally assessed and accepted into the Study Abroad Exchange Program may be invited to apply for an ISEP scholarship.
- 2.2 Eligible outgoing students who are Australian citizens or Australian permanent residents and have not previously received a scholarship through the ISEP funding are eligible to receive the ISEP student subsidies.
- 2.3 For international students, only students who are studying at the applicant Australian institution under student exchange arrangements agreed between the Australian institution and the Partner Institution, and who are not Australian citizens or permanent residents, and have not previously received DIISRTE student exchange funding are eligible to receive ISEP student subsidies.
- 2.4 Scholarships will only be awarded to destinations published in DIISRTE's Program Guidelines.
- 2.5 A completed scholarship application form and student exchange application must be submitted with all relevant documentation to the University's Study Abroad Office by the published due dates. Late applications may not be considered for any available scholarship.

2.6 Application due dates will be published on the University's website.

3. PROCEDURES

- 3.1 Students who have been accepted into the Study Abroad Exchange Program may be invited to apply for a scholarship by the University's Study Abroad Office.
- 3.2 Once the invited applicant has submitted a completed application along with the required supporting documentation, the Study Abroad Scholarship Advisory Group will assess the application and award scholarships accordingly.
- 3.3 Students will be notified by the University's Study Abroad Office on the outcome of their application.
- 3.4 Successful candidates will need to complete a Scholarship Prize and Discharge form and sign an Acceptance of Terms document.
- 3.5 All forms must be returned to the University's Study Abroad Office within ten working days of being notified of receiving a scholarship.
- 3.6 Scholarship funds are released to the student once confirmation has been received from the host institution.
- 3.7 Only in exceptional circumstances, with the approval of the Pro Vice Chancellor International and the University's Finance Office will applications for early release of funds be considered.
- 3.8 All monies will be paid directly into the student's designated bank account.
- 3.9 Should the scholarship recipient withdraw from the Study Abroad Exchange Program, the recipient must reimburse the University with the entire scholarship amount within ten working days of the Study Abroad Office confirming withdrawal.

4. STUDENT RESPONSIBILITY

- 4.1 The recipient is expected to maintain a 'good standing' status by passing all course requirements.
- 4.2 The recipient may be invited to participate in any publication, media and events related to the scholarship including promotion of the study abroad exchange program.
- 4.3 The recipient is expected to share with the wider University community the benefits of studying abroad and seek ways to contribute to on-campus internationalisation initiatives.
- 4.4 Students awarded scholarships are expected to abide by all relevant guidelines and policies in place at both The University of Notre Dame Australia and the host institution.