



New Colombo Plan Mobility Program

ISEO Sample Application Form and Guide for the 2021 Round

Please note: ISEO generates the application form based on your responses.
The guide screenshots may not reflect how the application form appears for you in ISEO.
All information provided and screenshots in the form should be treated as a sample only.

All applications must be made on ISEO (iseo.education.gov.au).

This form should be read in conjunction with the [2021 New Colombo Plan Mobility Program Guidelines](#) (via the GrantConnect website).

Applications close 11:30pm 14 May 2020



Introduction

The New Colombo Plan (NCP) is a signature initiative of the Australian Government which aims to lift knowledge of the Indo Pacific in Australia by supporting Australian undergraduates to study and undertake internships in the region.

The NCP Mobility Program provides funding to Australian universities and consortia to support around 10,000 Australian undergraduate students per annum to participate in semester-based or short-term study, internships, mentorships, practicums and research in 40 host locations across the Indo-Pacific region.

This guide has been written to help International Liaison Officers (ILOs) and other university staff with the creation and submission of mobility project applications for the 2021 round of the NCP Mobility Program in the International Student Exchange Online (ISEO) system.

It assumes that the reader has access to ISEO and is from an Australian university with a Deed for Student Mobility in place with the now Department of Education, Skills and Employment (DESE), formerly the Department of Education. The guide should be read in conjunction with the 2021 New Colombo Plan Mobility Program Guidelines and 2021 New Colombo Plan Mobility Program Advice to Applicants on the [GrantConnect website](#). The Guide is available on ISEO under the Resource Centre Tab.

What is ISEO?

International Student Exchange Online (ISEO) is a secure, internet-based program management system used by the Department of Foreign Affairs and Trade (DFAT). ISEO provides access to funding for the New Colombo Plan Mobility Program. It is located at <https://iseo.education.gov.au>.

Primary Contact and Accessing ISEO

Universities that wish to apply for New Colombo Plan Mobility funding must nominate an ILO to be their primary contact with DFAT. The ILO will also be responsible for the submission of project applications through ISEO and the ongoing management of mobility projects.

To nominate an ILO or change the primary contact, universities should contact the NCP Secretariat within DFAT at ncp.secretariat@dfat.gov.au.

ISEO users must take all reasonable steps to protect the security of their unique logon IDs and passwords. If at any time a user becomes aware that the security of a logon ID or password is compromised, they must immediately notify the NCP Secretariat. If a user is locked out of ISEO (for example, too many failed logon attempts or disabled after an extended period of time) or has forgotten their password, a request to reset the password can be sent to the NCP Secretariat.

User roles on ISEO

To assist with the development and administration of applications, ILOs may grant other people at their university access to ISEO by registering them as an 'Alternate International Liaison Officer' (AILO) or 'Faculty Member'. Each user has a unique user name and password.

Each type of user has different permissions and tasks which they can perform on the system, as shown below on Page 3.



	Create applications	Edit applications	View applications	Assign to Faculty Member	Rank applications	Create AILOs and Faculty Members	Submit applications
ILO	✓	✓	✓	✓	✓	✓	✓
AILO	✓	✓	✓	✓			
Faculty Member	✓	✓*	✓*				

*Faculty Members can only view and edit applications they created or had assigned to them.

Creating a NCP Mobility Program project application

Note – ISEO screens may appear slightly different to the examples below, depending on the type and parameters of any specific application and the web browser used.

Create an application

To create an application, log into ISEO (<https://iseo.education.gov.au>) using the username and password provided.

Then:

- Click 'Create application'
- Select the type of NCP Mobility Program that you wish to apply for (i.e.: '2021 NCP Semester' to support semester study or '2021 NCP Short-Term' to support short-term projects of more than 14 continuous days' duration)

The screenshot shows the ISEO application form interface. On the left is a vertical navigation menu with the following items: Home, Manage applications, Manage variations, Manage signatures, Manage contacts, Manage reminders, Manage consortiums, Create application (highlighted), Users, Institution, and Reports. The main content area shows a 'Round' label next to a dropdown menu. The dropdown menu is open, displaying three options: 'Select a round' (at the top), '2021 New Colombo Plan Semester', and '2021 New Colombo Plan Short-Term'.



On the next screen, choose the field of study (as per the *Australian Standard Classification of Education*), host location, the number of years of funding sought and whether the project is being made on behalf of a consortium of Australian universities. Once the host location has been selected you are required to enter the host city associated with the host location. Once a host city is selected click 'Add City, you may add all host cities by clicking 'Add City' after each entry.

2021 New Colombo Plan Semester

Field of study: HEALTH
DENTAL STUDIES
Dentistry

Host location: Papua New Guinea

Host city: -- Select a host city -- Add City

Host city/s: Port Moresby ✕

Number of years of funding sought: 1 year of funding
2 years of funding
3 years of funding

Is this application on behalf of a Consortium? Yes No

Consortium details

Name of Consortium: Group of 4

Previous consortiums: Group of Awesome (ANU,CDU,QUT,SUT)
(click to copy)

Select Consortium members: -- Select a consortium member -- Add member

Members of Consortium: TEST
Deakin University ✕
Federation University Australia ✕
RMIT University ✕
Swinburne University of Technology ✕

Close Create application

If the application is on behalf of a consortium of Australian universities, you will be asked to provide the names of other consortium members from a drop-down list. Before submitting the application, the ILO must confirm that consent has been received from each member of the consortium. It should be noted that should a consortium application be successful, the ILO of each consortia partner will be copied into the funding offered email.

Once an application has been created on behalf of a consortium, ISEO will save its details. If you wish to make another application with the same consortium you will not have to re-enter their details.

Click 'Create application'.



Completing an application

When an application is created, ISEO will generate a project title based on the details entered. ISEO will also create a unique 5-digit identifier (the example below is for project number 27015). Once generated by ISEO, project titles cannot be changed.

Creating an application will launch a new page with the following tabs: 'Project', 'Details', 'Finances', 'Selection criteria' and 'Additional selection criteria'. The 'Project' tab displays the details entered when the application was created. Each of the other tabs must be filled out before an application can be submitted.

Note – the 'Additional selection criteria tab' is only visible on applications with a multi-term and/or Internship Grant and/or Language Grant component).

Application Details for 2021 NCPSEM Papua New Guinea 27015 (8) - In Progress ILO

Project

Details

Finances

Selection criteria

Additional selection criteria

History

Application status: In Progress ILO

At the bottom of the page there will be a number of options, depending on the type of user.

- ILOs will have the following options (if assigning back to a faculty member/AILO, ILOs will now be able to add comments to support this function):

Close

Assign to faculty member

View/Print application

Save

Submit

- AILOs will have the following options:

Close

Assign to faculty member

View/Print application

Save

Submit to ILO

- Faculty Members will have the following options:

Close

View/Print application

Save

Submit to ILO

- 'Close' closes the application **WITHOUT SAVING** changes. To save changes to an application you **MUST** press the 'Save' button before closing it.
- 'Assign to faculty member' allows the ILO or AILO to assign an incomplete application to a Faculty Member to view and input information.



- 'View/Print application' creates a PDF document of the application, including information that has been provided and questions that are yet to be answered.
- 'Save' saves the application.
- 'Submit to ILO' saves changes to the application and submits it to the university's ILO.
- 'Submit' submits a completed application.
 - ISEO will not allow applications to be submitted until all mandatory fields have been completed.
 - Applications cannot be altered after they have been submitted.

Details tab

The information required in the 'Details' tab is largely self-explanatory.

Note –

- In the project description please provide an overview of the proposed Mobility Project (max 500 words). This field does not contribute to the weighted score, however provides background information for the assessors to better understand the nature of the project proposal.

When responding, consider the following points:

- Only include information that pertains to the Mobility Project
 - If the application includes a secondary host location, use this section to describe how it will feature in the Mobility Project
 - Describe the project in a manner that a non-specialist would understand
 - Keep the description clear and concise
 - Outline the project's objectives and rationale and provide practical examples of project activities
 - Describe how your project partners will assist with the delivery and success of the project
 - Outline whether strategies will be utilised to engage and support students from a diverse backgrounds to participate in the Mobility Project including - Aboriginal and/or Torres Strait Islander students, students from a Low Socio-Economic Status background, students from regional/remote areas, students who are first in their immediate family to attend university, students across genders, female students studying in non-traditional fields, students with a disability, and students from a non-English speaking background
 - If the project is a previously funded project describe how offering the project again will build on the achievements of the previous project.
 - Outline how the project meets the strategic objectives and outcomes of the New Colombo Plan.
- More than one secondary host location can be included in an application.
 - Should the project have previously been funded under the NCP, you will be required to provide the previous project ID and will not be able to submit your application until this is provided.



- The question “Is your university submitting an application for the same project to another host location/s in this round?” is designed to identify whether a university is proposing to send another 2021 mobility project in the same subject/field of study with the same, or very similar, characteristics.
- The question “Will this project support students from a diverse background” is designed to identify whether a university will be targeting specific students from diverse backgrounds as part of the project. Should a diversity field be selected, it is expected the universities provide detail as to how this will be achieved within Criterion 1.
- All mobility projects must provide credit towards course requirements for the student/s Bachelor Degree or Bachelor Honours Degree, or a concurrent Diploma (see section 4.2 of the NCP Mobility Program 2021 Round Guidelines).
- The project point of contact should be the person leading the implementation for the project. This will typically be a faculty member or academic from the university. The project point of contact will act as a point of contact between project participants and DFAT, including Australian diplomatic missions for NCP event purposes.
- Project Partners
 - A project partner does not automatically qualify as a Mobility Partnership (refer to Section 5.4 of the 2021 New Colombo Plan Mobility Program Guidelines: “Mobility Partnerships”).
 - The objective of encouraging Mobility Partnerships is to support the aims of the NCP through private sector engagement enhancing students’ experiences, and strengthening institutional connections between Australian Universities and Private Sector Organisations.
 - The engagement of service providers (paid a fee for service) to support a Mobility Project **does not** constitute a Mobility Partnership.
 - There must be at least one project partner for each year of the project. Partners can be engaged for a single year or multiple years. There is no maximum number of project partners, and more than one partner can be registered for each year.
- Project travel dates
 - Anticipated travel dates for each term of funding must be consistent with the eligible travel dates period. Please refer to the 2021 New Colombo Plan Mobility Program Guidelines for further information.
 - Anticipated travel dates for each year of a multi-year project must be entered and saved separately.
 - Dates must be entered in a dd/mm/yyyy format.
 - The duration of travel must be at least 14 continuous days.



- Depending on the type of project that you are applying for and when your cohort of students are anticipated to travel, you may have more than one period of travel in each year of your project.



Application Details for 2021 NCPSEM Papua New Guinea 27018 Year 1 of 3 C (1) - In Progress ILO

Project
Details
Finances
Selection criteria
Additional selection criteria
History

Application status: In Progress ILO

Ranking 1

Project title Dental care digital triage trial

Project description

Give an overview of the proposed Mobility Project. This field does not contribute to the project's weighted score, but provides background information to help assessors understand the nature of the project proposal.

When responding, consider the following points:

- Only include information that pertains to the Mobility Project
- If the application includes a secondary host location, use this section to describe how it will feature in the Mobility Project
- Describe the project in a manner that a non-specialist would understand
- Keep the description clear and concise
- Outline the project's objectives and rationale and provide practical examples of project activities
- Describe how your project partners will assist with the delivery and success of the project
- Outline whether strategies will be utilised to engage and support students from a diverse backgrounds to participate in the Mobility Project including - Aboriginal and/or Torres Strait Islander students, students from a Low Socio-Economic Status background, students from regional/remote areas, students who are first in their immediate family to attend university, students across genders, female students studying in non-traditional fields, students with a disability, and students from a non-English speaking background
- If the project is a previously funded project describe how offering the project again will build on the achievements of the previous project.
- Outline how the project meets the strategic objective and outcomes of the New Colombo Plan

500 words

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Will this project be undertaken in a secondary host location? ☐ Yes ☒ No

Project type: ☐ New project ☐ An existing project funded via alternative funding ☒ A previously funded NCP project

Previous NCP ISEO project ID/s: 65326, 89586, 45865

Is your university submitting an application for the same project to another host location/s in this round? ☐ Yes ☒ No

Length of study (select one) ☒ A semester, quarter, term or trimester ☐ More than a semester

What is the minimum number of students required for the project to proceed? 8

Will student recruitment target a diverse backgrounds to participate in the Mobility Project? ☒ Yes ☐ No

☐ Aboriginal and/or Torres Strait Islander students ☒ Students from a Low Socio-Economic Status background

☐ Students from Regional/Remote areas ☒ Students who are first in their immediate family to attend university

☒ Students with a Disability ☐ Students from a non-English speaking background

☒ Students across Genders ☐ Female Students studying in non-traditional fields

Qualification level: ☒ Bachelor Degree ☐ Bachelor Honours Degree

Does the Mobility Project include (choose one or more of the following)? ☐ Clinical Placement ☐ Practicum ☒ Research ☒ Internship / Mentorship ☐ None of the above

Does the Mobility Project attract provide credit/count towards the course requirement? ☒ Yes ☐ No

Faculty, school or specialisation: TU - School of Dental Management



Project point of contact (*Project leader, for example Head of Faculty or School*)

The project point of contact will act as a liaison point between project participants and DFAT, including DFAT posts overseas, for NCP event purposes.

Opfern Beiluvud (Opfern.Beiluvud@Mut.com) Director of Digital Projects

Name Mathus Corblell

Position Director of Dental Projects

Phone 0485963254

Email Mathus.Corblell@TU.com

Project partners ?

Year	Partner	Status	Type	More about partner	Delete
Year 3	NDS - National Dentistry Services	NEW	PSO	offering Mobility Partnership;	
1 record					20 records per page

Add partner

Project travel dates

Year	Travel start date	Travel end date	Host city/s	Delete
1	06 Jan 2021	28 Jun 2021	Port Moresby	
2	12 Jan 2022	22 Jun 2022	Port Moresby	
3	04 Jan 2023	25 Jun 2023	Port Moresby	
3 records				10 records per page

Add travel dates

Close

Assign to faculty member

View/Print application

Save

Submit

Finances tab

In this tab you are required to indicate the number of student grants, internship grants and language grants sought (see section 3.2 of the NCP Mobility Program 2021 Round Guidelines). Universities will automatically receive an additional 10% of the project value for administration purposes which ISEO will add to the grants total. The project contributions will also be captured on this page.

If multiple years of funding are sought, a pop-up window for each year will appear.

As shown in the example on Page 10, the sub-total and total funding sought for each year will be automatically calculated based on the details entered.

In addition, at this tab, you can enter the number of Language Grants (which are available for semester mobility projects ONLY). Where language training is the sole component of a semester project, the project is also eligible for a Language Grant.



Proposed funding details

Total outgoing students

10

Grant amount per student

\$ 5000

(GST free)

Number of internship grants

Does the project include a language component

☒ Yes ☐ No

Are you applying for language grant

☒ Yes ☐ No

Language grants sought

10

Sub-total

\$ \$65,000.00

Funding sought

\$ \$71,500.00

(GST free)

Save

Cancel

If the Home University, Host Institution and/or one or more Mobility Partners are making project contributions, press 'Add contribution' under the 'Project contributions' heading.

Project contributions

Year	Project contributor	Partner	Contribution type	Value	Comments	Document
No records found						

Add contribution

Close

Assign to faculty member

View/Print application

Save

Submit

This will create a pop-up window where the details of the contribution can be entered.

Note –

- Home Universities can only make financial contributions.
- Host Institutions and Mobility Partners can contribute financial and/or in-kind contributions for any year of the project.
- The 'Project Partner' drop-down box will be populated automatically from the information entered for project partners in the 'Details' tab.
- If the project involves a Mobility Partnership, evidence in the form of a memorandum of understanding, letter, email or contract from the Private Sector Organisation **must be uploaded as part of Criterion 8: Mobility Partnerships**.
- More information about Home University, Host Institution and Mobility Partnerships is available in the 2021 New Colombo Plan Mobility Program Guidelines.



Below is an example of what the 'Finances' tab might look like for a 3-year semester-based mobility project including both language and internships grants, with a Mobility Partnership and home university contribution to the project.

Application Details for 2021 NCPSEM Papua New Guinea 27018 Year 1 of 3 C (1) - In Progress ILO

Project
Details
Finances
Selection criteria
Additional selection criteria
History

Finances overview

Number of outgoing students 30

Number of internship grants 30

Number of language grant components 30

Administration funding \$22,500.00

Total funding sought \$247,500.00 (GST exclusive)

Total mobility sponsorship contributions \$6,000.00

Host institution contributions \$0.00

Home university contributions \$0.00

Proposed funding sought

Click on a row to enter funding details

Year	Outgoing students	Grant amount per student	Number of internship grants	Number of language grants	Administration funding	Funding sought
1	10	\$5,000.00	10	10	\$7,500.00	\$82,500.00
2	10	\$5,000.00	10	10	\$7,500.00	\$82,500.00
3	10	\$5,000.00	10	10	\$7,500.00	\$82,500.00

Project contributions

Year	Project contributor	Partner	Contribution type	Value	Comments	Document	Delete
Year 3	Mobility Partnership	NDS - National Dentistry Services	Both	\$6,000.00	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore ...	✓	

1 record
20 records per page



Selection criteria tab

Applicants must complete each assessment criterion, as set out in Section 6.1 Assessment Criteria of the New Colombo Plan Mobility Program Guidelines 2021 Round.

Criterion 1

Application Details for 2021 NCPSEM Papua New Guinea 27018 Year 1 of 3 C (1) - In Progress ILO

Project
Details
Finances
Selection criteria
Additional selection criteria
History

Criterion 1

Increase student mobility, diversity and knowledge of the Indo-Pacific

Describe how the Mobility Project will:

- a. increase student mobility to the Indo-Pacific and Host location
- b. increase student knowledge of the Indo-Pacific and the Host location, and
- c. recruit and support a diverse range of students to participate in the Mobility Project

(30 per cent weighting; maximum 200 words)

Applicants should describe, including practical examples, how the proposed Mobility Project will increase student mobility to and knowledge of the Indo-Pacific and the Host Location.

For example, increasing knowledge of the Indo-Pacific may take place through direct learning, cultural training, engagement with local social and cultural institutions or direct engagement with local community, business or academic networks.

Increasing student mobility may occur by increasing the number of Students able to participate, expanding study program types or fields of study, or providing opportunities for student groups that would not otherwise have the opportunity to undertake a mobility experience.

Responses should describe steps to encourage and support the participation of a diverse range of students in the Mobility Project.

200 words

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Criterion 2

Criterion 2

Deepen people-to-people and institutional linkages

Describe how the Mobility Project will:

- a) establish new and/or deepen people-to-people and institutional partnerships in the Indo-Pacific, and
- b) build and maintain linkages over time.

(30 per cent weighting; maximum 200 words)

Applicants must demonstrate (including practical examples) how the proposed Mobility Project promotes the NCP Strategic Objective and outcomes through the engagement of Students, universities, Private Sector and other stakeholders; and how these partnerships provide strategic opportunities for enhanced engagement (for example, research collaborations).

Responses should also outline how the partnerships will continue and be maintained in the future, including detailing any current or planned partnership agreements. Responses should also outline any other steps to ensure that the Mobility Project will continue to operate in the future (subsequent to any Funding).

Priority will be given to Applications that demonstrate practical measures to develop deep and enduring relationships among private sector stakeholders as well as Australian Universities and their partner organisations with the aim of fostering a greater understanding of the Indo-Pacific region in Australia.

200 words

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Supporting documentation:

Not yet provided

Upload

Criterion 3

Criterion 3

Promotion of the New Colombo Plan

How will the Mobility Project promote the New Colombo Plan in Australia and the Host location?

(5 per cent weighting; maximum 200 words)

Applicants must demonstrate a well-considered plan (including details of activities) on how the proposed Mobility Project will be promoted in Australia and in the Host Location to build awareness of the NCP, its Strategic Objective and outcomes, and the benefits of study and Internships in the Indo-Pacific. Examples may include:

- (a) acknowledgement of the Australian Government's Funding in promotional activities in print and online university and partner marketing channels
- (b) proactive promotion of the Mobility Project through local media, including recognition of Australian Government Funding
- (c) promotion of the NCP to relevant university staff and prospective participants through university internal communications and student outreach
- (d) promotion of the benefits of offering Internship and Mentorship experiences to Students to prospective Internship and Mentorship sectors or providers
- (e) active promotion of the NCP to students from diverse backgrounds, and
- (f) encouraging NCP alumni (including NCP Alumni Ambassadors) to promote the program to prospective mobility candidates.

200 words

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Criterion 4

Criterion 4

Mobility experiences in the Pacific

Will the Mobility Project include study or Internship opportunities in the Pacific? Yes/No

(10 per cent weighting; maximum 200 words)

If yes, Applicants must outline the project components and activities, including host institutions and organisations.

☒ Yes ☐ No

200 words

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Criterion 5

Criterion 5

Semester-based study

Will the Mobility Project include study or Internship opportunities in the Pacific? Yes/No

(5 per cent weighting; criterion will be assessed as "met" or "not met")

☒ Yes ☐ No

Criterion 6

Criterion 6

In-country face-to-face language training

Will in-country language training be provided to Students in the Host Location? Yes/No

Note: Applicants should answer 'Yes' if they are seeking Funding for a Language Training Grant

(5 per cent weighting; maximum 200 words)

Applicants must indicate whether their Mobility Project will include face-to-face language training in the Host Location.

Applicants must describe the proposed Language Training component, including the potential Language Training host, the proposed benefits to the participants from the Language Training and the proposed duration of the Language Training including the number of hours (e.g. 3 day immersion or 4 weeks with 20 hours per week).

☒ Yes ☐ No

200 words

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Criterion 7

Criterion 7

Internships

Will the Mobility Project involve an Internship component? Yes/No

Note: Applicants should answer 'Yes' if:

- (a) the Application is seeking Funding for Internships Grants, and/or
- (b) the Mobility Project comprises or includes a short-term or Semester-based Internship, clinical placement or residency (5 per cent weighting; maximum 200 words)

Applicants must advise whether their Mobility Project will incorporate an Internship component in the Host Location and outline the activity involved, the name of the Private Sector Organisation/ institution involved, the proposed benefits to the participants from the Internship and the proposed duration including the total number of hours to be undertaken (e.g.30 hours per week).

☒ Yes ☐ No

200 words

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Criterion 8

Criterion 8

Mobility Partnerships

Is the Mobility Project supported by a Mobility Partnership? Yes/No

(10 per cent weighting; maximum 200 words)

If a Mobility Project will involve a Mobility Partnership (see Section 5.4), the Applicant must demonstrate genuine institutional linkages and how the partnership will build relationships with the Indo-Pacific. The response must include information on the Mobility Partner, the proposed benefits to Students from the Mobility Partnership, duration of the Mobility Partnership, confirmation that the Mobility Partnership/sponsorship offer has been made and other relevant information.

For example:

- a small amount of in-kind support or cost offset not specific to the aims of the Mobility Project, such as the provision of local transport or accommodation
- larger in-kind support may include enhanced student experiences through the provision of site-visits and/or industry guest speakers directly relevant to the Mobility Project
- direct financial contribution of benefit to student experiences and the Mobility Project, and
- multi-year partnership.

Applicants must submit documentary evidence that the Mobility Partnership has been made (MOU or similar formal agreement). The Mobility Partnership MOU or formal agreement must set out clearly the benefits that will be provided, including how and when those benefits will be provided to the Mobility Project and any financial or in-kind contribution.

☐ Yes ☐ No



Criterion 9

Criterion 9

Host University

Is the Host University an offshore campus of an Australian university? Yes/No

(Maximum 200 words)

If so, the Applicant must provide evidence that:

- (a) there is a demonstrated benefit to the overall NCP Mobility Program, and
 - (b) there are no local Host Institutions in the proposed location that offer relevant courses that would receive academic credit from the Home University, and
 - (c) the Offshore Campus offers a genuine local experience, where Australian students are the minority of the student body, and Students are taught predominantly by local or international academics.
- This Assessment Criterion will be assessed as either "eligible" or "ineligible."

☐ Yes ☐ No

Close

Assign to faculty member

View/Print application

Save

Submit



Additional selection criteria tab

The additional assessment criteria are for applicants seeking Internship and Language Grants (in conjunction with semester projects only), or for Multi-term funding applications. If these options are selected earlier in the application, the 'Additional selection criteria' tab will automatically appear. Under each criterion, the applicant may provide up to 200 words as shown below.

Internship grant criterion

Will the Semester-based Mobility Project incorporate an Internship component?

Applicants must describe the proposed Internship component, including information on the potential Internship host, the proposed benefits to the participants from the Internship, the proposed duration of the Internship, confirmation that the university has considered visa requirements (if applicable), and any other relevant information.

100 words *

Language grant criterion

Will the Semester-based Mobility Project incorporate a Language Training component? (maximum 100 words)

Applicants must describe the proposed Language Training component, including information on the potential Language Training host, the proposed benefits to the participants from the Language Training, the proposed duration of the Language Training, confirmation that the Applicant has considered visa requirements (if applicable), and any other relevant information.

100 words *

Multi-year funding criterion

How will Multi-Year Funding support the Applicant to deliver a long-term and sustainable increase in student mobility to the region that could not be facilitated by a Single-term Mobility Project?

Applicants must describe how Multi-Year Funding will support their institutional strategy to increase and sustain student mobility to the Indo-Pacific region, including how the Multi-Year Funding will assist the Applicant to:

- stimulate new opportunities to scale-up and sustain ongoing student mobility
- strengthen and enhance partnership(s) with the Project Partner(s).

100 words *



Submitting an Application

Applications can only be submitted by the university's ILO with the appropriate authority to do so. If an application is prepared by an AILO or a Faculty Member, they must submit it first to their ILO who has the responsibility for final submission to DFAT.

Before submitting the application, ILOs will be asked to make a number of declarations, as shown below. Once an application has been submitted to DFAT, it will be locked and cannot be amended. All ISEO users will be able to view their own applications after they have been submitted. Only ILOs and AILOs will be able to see all of the applications submitted by their university.

Declaration
I confirm that I have the authority to submit this application on behalf of my university
I confirm that this project will be implemented and funding will be expended and reported in accordance with the Guidelines and the Deed under which funding is offered
I confirm that financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities
I confirm that my university has strategies and services in place to support student welfare and safety. I will ensure appropriate risk management and safety precautions, including critical incident plans, are in place prior to the commencement of the overseas study and upload critical incident and risk management plans to ISEO. Critical incident plans must include emergency contact names, reporting requirements and details of how critical incidents will be handled should they arise
I confirm that this project will, where possible, include representation in the Mobility Project from diverse student groups including but not limited to: Aboriginal and Torres Strait Islander students; students from Low Socio-Economic Status backgrounds; students from regional/remote areas; students across the Genders; women studying in non-traditional areas (WINTA); students with Disability and students from non-English speaking backgrounds(NESB)
I declare that if and where any personal details of a third party are included in an application for funding, the third party has been made aware of, and given their permission for those details to be included in the application for funding
I acknowledge that giving false or misleading information is a serious offence under the <i>Criminal Code Act</i> 1995 (Cth)
I confirm that consent has been received from each of the other consortium partners
In the delivery of the project if funded, ensure that students and staff are made aware to the Department of Foreign Affairs and Trade's Preventing Sexual Exploitation and Harassment (PSEAH) policy.
In the delivery of the project if funded, I will ensure students and staff are made aware of the Australian Government's guidelines to Counter Foreign Interference in the Australian University Sector.
I declare that this NCP Mobility project is of a high quality and complies with the university's quality assurance processes
In the delivery of the project if funded, I will ensure all students are provided with the NCP Mobility Program pre-departure letter, NCP Student Code of Conduct, and NCP Media and Publication Guidelines prior to departure
In the delivery of the project if funded, ensure students travel using only an Australian passport and obtain visas for host locations.

Ranking Applications

By default, ISEO ranks applications in the order that they are submitted. Therefore, it is highly recommended that each university rank its applications in order of funding priority.



ILOs can rank their university's applications on the 'Manage applications' page. This page is only available to ILOs.

To rank applications, the ILO will need to select the round year (2021), program and institution/consortium, and then click on 'Rank applications'.

Once all applications have been ranked, the ILO must press 'Save'.

Note –

- The ILO is responsible for submitting their university's ranking of its applications.
- Each university uses its own internal process to determine the ranking of its applications and should ensure applications are of high quality and quality assured.
- Projects can be ranked while they are 'in progress' (i.e. being prepared by ILO, AILO or Faculty Member) and after they have been submitted to the Department.
- Rankings can be changed at any time prior to the round's closing date, but not thereafter.
- Applications submitted on behalf of a consortium are ranked separately from those submitted by individual universities.

Further Information

If you require further information on submitting an NCP Mobility Program project application please contact the NCP Secretariat at ncp.secretariat@dfat.gov.au.

The 2021 New Colombo Plan Mobility Program Guidelines and Advice to Applicants can be accessed on the [GrantConnect website](#).