PRIME MINISTER’S EDUCATION ASSISTANCE PROGRAM FOR JAPAN
- Program of Assistance for Educational Exchange -

2011-2012 Guidelines

Version 1.0

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SECTION 1: INTRODUCTION
The Great East Japan Earthquake on 11 March 2011 and subsequent tsunami caused significant damage to areas along the north-east coast of Japan. This natural disaster also caused significant disruption to the Japanese education system.

1.1 Purpose
The Prime Minister’s Education Assistance Program for Japan (the Program) has been established to provide assistance for education exchange in response to the Great East Japan Earthquake on 11 March 2011.

The Program will provide opportunities for two way, short-term exchange between Australia and affected areas of Japan.

The Program is designed to:
- Provide new opportunities for students, academics, researchers and professionals in the affected areas of Japan to spend some time in Australia to study or to continue or enhance their collaboration in education.
- Provide opportunities for Australian students, academics, researchers and professionals to travel to the affected areas of Japan to study or to continue or enhance their collaboration in education.
- Help fund travel, accommodation, tuition and exchange related costs associated with living in the country during the exchange period.

1.2 Objectives
The objectives of the Program are to:
- Support the educational rebuilding and continued education growth of Japan’s affected areas.
- Encourage enhanced collaboration and partnership between Australian and Japanese institutions, building upon the well established relationship between the two countries.

1.3 Program Management
The Program will be managed by the Australian Government through Australian Education International (AEI), which is part of the Department of Education, Employment and Workplace Relations (DEEWR), in collaboration with Japan Educational Exchanges and Services (JEES), a public interest corporation under the Ministry of Education, Culture, Sports, Science and Technology in Japan (MEXT), under a Memorandum of Understanding (MOU). Under the MOU, DEEWR will be responsible for assessing applications received under the Program and approving successful applications. JEES will be required to:
- Assist with the dissemination of application forms;
- Assist with the short-listing of applicants under the Program;
- Act as a point of contact for Japanese institutions;
- Follow up and check key documents required by successful applicants;
- Make payments to successful applicants; and
- Collect participant’s fund acquittal form following completion of their exchange program.
SECTION 2: PROGRAM INFORMATION

2.1 Selection Criteria
Applications for funding under the Program from eligible participants will be assessed against the following selection criteria:

- Involves exchange to or from the affected areas in Japan.
- Extent to which the exchange contributes towards the objectives of the Program.
- Anticipated benefits to those involved in the educational exchange.
- Has clearly articulated objectives that will be met through the proposed exchange and represents value-for-money.

2.2 Definitions

**Affected Areas**
Under the Program, affected areas will be defined as those areas eligible for assistance under the Japanese Disaster Relief Act and include the Prefectures of: Aomori, Iwate, Miyagi, Fukushima, Ibaraki, Tochigi, Chiba, and Tokyo.

**Institution**
Under the Program, an institution is defined as an accredited higher education institution or an institution offering accredited courses in Vocational Education and Training (VET).

**Student**
Under the Program, a student is defined as an individual studying an accredited course at a VET or Higher Education institution.

**Academic**
Under the Program, an academic is defined as a teacher or researcher in a VET or Higher Education institution.

**Researcher**
Under the Program, a researcher is defined as an individual who undertakes research activity at a VET or Higher Education institution, or at a research affiliated organisation.

**Professionals**
Under the Program, a Professional is defined as an individual who works at a university, education institute (ie. CSIRO, JAMSTEC etc) or within the government sector.

**Organisation**
Under the Program, the definition of Organisation is limited to research affiliated bodies.

**Host institution/organisation**
The institution/organisation to which the applicant is applying to study or to continue or enhance their collaboration in education.

**Home institution/organisation**
The institution/organisation that the applicant works for or attends in their country of citizenship and/or permanent residency.
2.3 Eligibility

Participation in the Program is open to:

- Students;
- Academics;
- Researchers; and
- Professionals

travelling from, or to the affected areas in Japan on educational exchange.

Priority will be given to those individuals in the affected areas, where there may be a benefit from exchange with Australia.

Applications may be received from eligible individuals, groups or consortia of those eligible, or from institutions on behalf of those who are eligible.

2.3.1 Japanese applicants

Prospective participants applying to visit Australia under the Program must be citizens or permanent residents of Japan to be eligible for the Program.

Japanese who are already studying or working in Australia are not eligible to apply for the Program.

2.3.2 Australian applicants

Prospective participants applying to travel to Japan under the Program must be Australian citizens or a permanent resident of Australia to be eligible for the Program.

Australians who are already studying or working in Japan are not eligible to apply for the Program.

2.4 Exchange Program Design

The applicant’s proposed exchange program (the exchange) must contribute towards the objectives of the Program and be within the scope of the approximate funding amount specified in section 2.7 of these Program Guidelines.

2.4.1 Students

For student exchange, activities may include:

- English or Japanese language study;
- Vocational education or training;
- Higher education studies at any accredited institution; or
- A study tour incorporating various elements listed here.

2.4.2 Academics, Researchers and Professionals

Activities may include:

- Participation as a visiting/exchange lecturer;
- Education collaborations;
- English or Japanese language study;
- Attendance at workshops and conferences;
- Placement with a university or research affiliated organisation;
- Research related activity; or
- Study tours.

### 2.5 Host Institutions and Organisations

Applicants will need the support of a Host Institution or research affiliated organisation in Japan or Australia, and the support of the relevant Home institution or organisation.

Applicants must include details of the relevant contact person at the Host institution or organisation in the application form where specified, and a letter of endorsement from the Host institution or organisation will be requested from successful applicants.

See section 3.2 of these Guidelines for further information on these requirements.

### 2.6 Commencement and Duration of Exchange

The exchange may commence at a mutually agreeable time throughout 2011 and 2012 but must commence before 31 December 2012.

The duration of the exchange will be determined on a case-by-case basis, however exchange funded under the Program is expected to be short term in nature. Funding provided under the Program is anticipated to support applicants overseas for approximately two weeks.

The duration of the exchange may vary, however, depending on the applicant’s individual proposal.

For example, if an applicant is able to access university or other supplied accommodation in place of paid accommodation this will enable funding offered under the Program to stretch further. Should an applicant receive extra funding from an alternative source to support their exchange, this may be used to support a longer duration of the exchange.

Applications must specify the total duration of the exchange, including aspects funded from sources other than the Program.

### 2.7 Funding Entitlements

Applicants will be able to seek financial support for exchange in 2011, 2012 or early 2013, noting that the exchange must commence before 31 December 2012 as specified in section 2.6 of the Guidelines.

Funding provided under the Program will contribute towards the costs of travel, accommodation, academic engagement and tuition as necessary.

Exact funding amounts will be determined on a case-by-case basis, reflecting an applicant’s proposal for exchange.

It is anticipated that approximately $5,000 will support each successful applicant.

Applicants must provide details of estimated costs for the proposed exchange, and indicate any alternative sources of funding.

The Program may not be used to substitute for pre-existing activity, but may be used to continue and enhance activities that otherwise would have been suspended by the impact of the Great East Japan Earthquake. In such cases applications should make clear how funding sought will be used to promote the objectives of the Program, which could otherwise be achieved through existing resources.
SECTION 3: APPLICATION PROCESS

3.1 Application Period
Applications will be accepted throughout 2011 and 2012 with exchanges to commence by 31 December 2012. Applications should be received no later than September 2012.

Applications will be assessed in order of receipt, and will only be approved for as long as funds are available to support the Program.

Applications received during the application period but following the expenditure of all available funding, will be unable to be approved.

3.2 Application Form
Applicants should complete the application form ensuring details of the proposed exchange are clearly specified, including its objectives, anticipated benefits, and estimated costs, and that all selection criteria are addressed.

Applicants should also include a brief (maximum two page) CV or resume together with proof of citizenship or permanent residency as specified in section 3.3 of these Guidelines.

Endorsement of Applications
The application requires the endorsement of both the Host institution or organisation and the Home institution or organisation.

Applicants should include details of the contact person at their Home institution or organisation, who is endorsing their application. Applicants must ask the contact person to sign their application form where specified.

Applicants should also include details of the relevant contact person at the Host institution or organisation. The contact person’s signature is not required upon initial application; however, a letter of endorsement from the Host institution or organisation will be requested from successful applicants.

Applicants could seek endorsement of their application from the School or Faculty Head; Dean; or senior management within the Home institution or organisation. (Each institution is responsible for deciding the appropriate person.)

Application forms are to be sent by email to ix@jees.or.jp or by post to: Japan Educational Exchanges and Services, 4-5-29 Komaba, Meguro-ku, Tokyo, 153-8503 Japan

Applicants must ensure that all requested supporting documentation is submitted at the time of application.

3.3 Proof of Citizenship and/or Permanent Residency
Applicants must include proof of citizenship or permanent residency when submitting their application form.

Proof of citizenship
Applicants must provide one of the following with the application form:

- Copy of the data page of a current passport showing full name, date of birth and country of citizenship; or
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- Copy of a **birth certificate** or **national identity card** showing full name, date of birth, and country of citizenship.
- If the original document is not in English, an official English translation must be provided.

**Proof of permanent residency**
- Copy of official documentation showing evidence of permanent residency status.

3.4 **Assessment of Applications**

Applications will be assessed against the eligibility requirements and selection criteria specified in these Guidelines.

In assessing applications, regard will be had to assisting individuals from as many different areas, institutions and levels/forms of education as is considered appropriate.

Decisions on successful applications will be made by a delegate from the Australian Government and those decisions will be final. DEEWR will not enter into correspondence with regard to unsuccessful applications.

3.5 **Outcome of Applications**

Applicants should expect to be notified of the outcome of their application within 30 business days of submission or as otherwise notified by DEEWR or JEES.

**SECTION 4: RESPONSIBILITIES**

4.1 **Visas**

Successful applicants are responsible for applying for the appropriate visa and satisfying the necessary requirements. Visa costs may be covered by the Program and may be included when detailing cost estimates in the application. Please note that applications are approved on the condition of a visa being successfully obtained.

**Visa Requirements**

**Japan:** Australian citizens do not require a visa for Japan if participating in exchange for less than 90 days undertaking activities such as study, attending conferences and working at a university where they will not earn money.

Permanent Residents may need a visa depending on their nationality. For information on whether a visa is required please see [http://www.mofa.go.jp/j_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

**Australia:** A range of Visitor visa options may be available for Japanese participants.

An ETA (Electronic Travel Authority) is an electronically stored authority equivalent to a visa. There is no stamp or label placed in your passport. If an Applicant is unable to access the ETA they may be able to apply for the alternate visas listed.
**Students:**
- Subclass 976 ETA will allow participants to enter Australia to study (for up to 3 months) Further information on this visa is available here: [http://www.immi.gov.au/visitors/tourist/976/](http://www.immi.gov.au/visitors/tourist/976/)
- If you are unable to access the ETA you can apply for the Subclass 676 visa. Further information on the Subclass 676 visa is available here: [http://www.immi.gov.au/visitors/tourist/676/](http://www.immi.gov.au/visitors/tourist/676/)

**Academics, Researchers and Professionals**
- Subclass 977 ETA will allow participants to enter Australia to study (for up to 3 months) as well as undertake any incidental lecturing/tutoring work, and attend meetings and conferences. Further information is available here: [http://www.immi.gov.au/skilled/business/956-977/](http://www.immi.gov.au/skilled/business/956-977/)
- If you are unable to access the ETA you will be able to apply for the Subclass 456 visa. Further information on the Subclass 456 visa is available here: [http://www.immi.gov.au/skilled/business/456/](http://www.immi.gov.au/skilled/business/456/)

**4.2 Travel Warnings (Australian applicants only)**
Successful applicants must not travel, without the approval of DEEWR, to a country or a part of a country or region that has been assessed by the Department of Foreign Affairs and Trade (DFAT) as an area to which Australians are advised not to travel (Level 5 DFAT advice). If this condition is breached, funds allocated to those applicants may be suspended, revoked or terminated.

Applicants should monitor the DFAT website at the following link for current information about countries and areas that are considered a travel risk: [http://www.smartraveller.gov.au](http://www.smartraveller.gov.au)

**4.3 Travel Insurance**
Successful applicants are responsible for organising their own travel insurance to cover their exchange. Travel insurance costs may be covered by the Program and may be included when detailing costing estimates in applications.

**4.4 Accommodation**
Successful applicants are responsible for organising their own accommodation. Estimated accommodation costs for the exchange may be included when detailing costing estimates in applications.

**4.5 Flights**
Successful applicants are responsible for organising their own flights. Flight estimates may be included when detailing cost estimates in applications.

**4.6 Conditions of Funding and Acquittal of Funds**
Successful applicants receiving funding under the Program must:
- Sign a letter agreeing to these conditions of funding:
- Undertake the proposed exchange specified in their application and abide by the rules of the host organisation/institution. Any changes to the proposed program must have the prior approval of DEEWR.
- Use the funding provided only for the specified or agreed purposes and in accordance with the Program Guidelines;
- Return funding not acquitted to JEES or DEEWR’s satisfaction;
- Sign a Funds Acquittal Form upon completion of the exchange declaring that funds provided under the Program were used for the agreed purposes. The Fund Acquittal Form will also require signatures from the relevant contact at both the Host and Home institution to confirm the exchange took place.
- Provide supporting documentation including receipts for flights, travel and health insurance, accommodation, tuition fees and other significant expenses incurred.

SECTION 5 OTHER INFORMATION

5.1 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.

Applicants should be aware that there is no guarantee of funding for any applications. No payments will be made by DEEWR for the development of applications or for any costs incurred or work performed by an applicant with respect to their application other than approved funding that DEEWR may agree to for a successful application.

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

Applications may be disregarded, offers of funding under the Program revoked or funding under the Program terminated if DEEWR considers that an application contains false or misleading information or where such information has formed a component of a successful application.

5.3 Privacy
DEEWR is bound by the Privacy Act 1988 (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs), which prescribe the rules for handling personal information, including its collection, use and disclosure. Personal information is defined in section 6 of the Privacy Act as:

“information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion”.

The personal information collected on the application form and accompanying documentation will be used by DEEWR, its contractors and agents for the following purposes:
a) to assess your applications;
b) to administer the Program;
c) to promote the Program;
d) to contact you in connection with the Program, including to congratulate successful recipients and/or invite successful award recipients to functions and events held in Australia and overseas.

DEEWR may disclose your personal information for the purposes referred to above to the following:

- Japan Educational Exchanges and Services;
- the Ministry of Education, Culture, Sports, Science and Technology in Japan;
- the listed Home and Host Institutions;
- Australian Government departments and agencies; and
- Australian Parliamentary members and committees.

DEEWR will not otherwise disclose personal information without your consent unless it is authorised or required by or under law.

Privacy Complaints
Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Litigation and External Review Branch of the Legal and Investigations Group.


By email: privacy@deewr.gov.au

Complaints about breaches of privacy can also be made directly to the Privacy Commissioner. The Privacy Commissioner may be contacted by telephone on 1300 363 992.

5.4 Freedom of Information
The Freedom of Information Act 1982 (FOI Act) applies to all documents in the possession of DEEWR, including documents relating to the Program. The FOI Act gives the Australian community the right to request access to documents held by the Commonwealth Government, with the aim of promoting Australia’s representative democracy and increasing recognition that information held by the Government is a national resource, to be managed for public purposes. This right of access is subject to public interest considerations and certain exemptions necessary for the protection of the private and business affairs of third parties.

Decisions regarding access to documents under the FOI Act will be made by an authorised FOI decision-maker in accordance with the requirements of the FOI Act.

All requests under the FOI Act for access to documents which are in the possession of DEEWR should be forwarded to the FOI Team Leader, Administrative Law Team, Legal and Investigations Group, in DEEWR’s National Office.
Further information about making a FOI request to DEEWR is available at http://www.deewr.gov.au/Department/Pages/FreedomofInformation.aspx

SECTION 6: FURTHER INFORMATION

For enquiries relating to the Program, please contact:

In Australia:
Liaison Officer, Japan Desk
North Asia, Americas and Middle East Section
International Cooperation Branch, International Group
Department of Education, Employment and Workplace Relations (DEEWR)
T: +61 (0)2 6240 0836
E: japan@deewr.gov.au

In Japan:
Japan Educational Exchanges and Services
T: +81 (0)3 5454 5274
E: ix@jees.or.jp