



Australian Government



NEW COLOMBO PLAN

Connect to Australia's future - study in the region

The following questions were received during the 2017 NCP Mobility Program Application Webinar hosted by the Department of Education and Training on 5 April 2016

Q: Who should use the application guide on ISEO?

A: The [New Colombo Plan Mobility Program ISEO Application Guide](#) is for all registered users – ILOs, AILOs and Faculty Members.

Q: What is a "Project Partner"? Does it include third party providers?

A: [The 2017 NCP Mobility Program Guidelines 2017 Round](#) (Section 15) states: “**Project Partner** means the Host Institution(s), Host Organisation(s), and/or any other overseas or Australian partner organisation(s) involved in the delivery of a Mobility Project.” This includes third party providers.

Q: Does every Faculty Member need a separate log in to ISEO, or can the university have one generic faculty log in that can be shared?

A: Each ISEO user must have their own username and password, and that these should not be shared.

Q: How is the evidence of Private Sector Sponsorship uploaded into ISEO?

A: Where applicants have Private Sector Sponsorship, evidence in the form of a letter, email or contract from the Private Sector Organisation must be uploaded on ISEO before the application is submitted.

To do this, first enter the organisation providing the sponsorship as a Project Partner on the ‘Details’ tab and tick ‘offering Private Sector Sponsorship’.

Then, on the ‘Finances’ tab, under ‘Project contributions’ click ‘Add contribution’. The ‘Project contribution’ window will appear. When ‘Private sector sponsorship’ is selected, organisations that have been identified in the ‘Details’ tab as offering private sector sponsorship will appear.

If the type of contribution is selected as ‘Financial’ or ‘Both’ (i.e. financial and in-kind), information about adding proof of contribution will appear at the bottom of the page as shown below. Clicking on the ‘Upload document’ button will allow the user to upload this from their computer.

Note – This evidence is not required for home university or host institution contributions, or for in-kind private sector sponsorship.

Project contribution

Project contributor:

☐ Home university contribution
☐ Host institution contribution
☒ Private sector sponsorship

Project partner:

Example Partner

Contribution type:

☒ Financial
☐ In-kind
☐ Both

Sponsorship status:

☒ New
☐ Existing

Years to which contribution applies:

☒ Year 1
☒ Year 2

Value of financial contribution for each year:

\$

\$

Comments:

(100 words)

Proof of contribution

Evidence in the form of a memorandum of understanding, letter, email or contract from the Private Sector Organisation providing Sponsorship must be uploaded into ISEO at the time of application.

No files found

Upload document

Save

Cancel

Q: Is in-kind support and/or funding from alumni of the university be counted as private sector sponsorship?

A: Yes. If an alumnus of the applicant university is providing in-kind or financial support for a project, it should be recorded as private sector sponsorship under 'Project contributions' on the 'Finances' tab.

Q: If the application is being written by multiple contributors, is it possible to 'share' the application between authors prior to submission?

A: Applications can only be assigned to one user at a time, but ILOs assign an application to a Faculty Member for further editing and vice versa.

Note – Once an application has been submitted to the Department, it cannot be changed.

Q: Can the project details entered by a Faculty Member be edited by an ILO prior to submitting to the department?

A: Yes. ILOs can edit any part of an application before submitting it.

Q: Under Selection Criterion 5 – ‘Will in-country language training be provided to students in the Host Location?’ How do we indicate the name or provider or course?

A: On the ‘Details’ tab of the application form. If the in-country language training is being provided by a project partner (for example), in-country language training can also be added as a project contribution on the ‘Finances’ tab.

Q: How do I submit an application for the same project to more than one host location?

A: Separate applications must be submitted. If an applicant is submitting an application for the same project to more than one host location, the ISEO number/s for the application/s to the other location/s must be entered on the ‘Details’ tab.

Q: How do I indicate that my project involves travel to more than one location?

A: If a project involves travel to more than one location, the main location should be entered at the ‘Create application’ page. Secondary locations can be entered on the ‘Details’ tab.

Q: What is the purpose of ranking the applications?

A: As set out in the 2017 programme guidelines (section 4.2.1), applicants must rank separately their applications in order of institutional priority. Applications will be selected based on their score, with equal preference also given to applicants’ ranking of their projects and applications that promote balance and diversity in Host Locations, fields of study, Home Universities and Multi-year Mobility Projects.

Note - Semester and short-term projects must be ranked separately.

Q: Can you use the View/Print button on ISEO to view or print a half-finished application?

A: Yes, a pdf of the application can be made at any time using this button.

Q: Why is there only an option for Bachelor and Bachelor Honours programs? What about other students?

A: Students participating in a New Colombo Plan mobility project must be undertaking a Bachelor Degree or Bachelor Honours Degree. Students undertaking other programmes may be eligible for an Endeavour Mobility Grant. Information is available at www.internationaleducation.gov.au/endeavour .

Q: How does a university nominate a delegate to sign New Colombo Plan Project Schedules electronically?

A: The ILO must nominate the delegate by adding them as a user in ISEO, just as they would for an AILO or a Faculty Member. This will set up a process that requests that the Department recognises them as a university’s Delegate.