

Managed by



DCSP

DEFENCE COOPERATION SCHOLARSHIP PROGRAM

In-Country Candidate Briefing Pack 2018

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The Defence Cooperation Scholarship Program (DCSP) is managed by Scope Global on behalf of the Department of Defence.

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Introduction

The In-Country Candidate Briefing Pack for the Defence Cooperation Scholarship Program (DCSP) has been developed as a reference guide to assist you (as a candidate for the DCSP) throughout the application process. It includes an overview of the program, the application processes, and the roles of staff located in your home country, and in Australia.

1. Overview – Defence Cooperation Scholarship Program

1.1. About the program

The Australian Government's Department of Defence values the development of strong and constructive contacts with regional defence and security organisations.

The key objectives of the program are to:

- Provide future defence leaders the opportunity to develop their knowledge and skills to meet their potential;
- Help build a network or relationships among future leaders which will enhance understanding of each other's security interests; and
- Directly support the development of regional defence capabilities.

The DCSP is offered to countries in Asia and the Pacific. Up to 60 new scholarships may be offered each year. The DCSP is currently offered to Cambodia, Fiji, Indonesia, Kiribati, Malaysia, Myanmar, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Thailand, Timor Leste, Tonga, Vanuatu and Vietnam.

Scholarship recipients are funded to undertake a postgraduate coursework program at an Australian university – it is not possible to undertake a research program. Defence's preference is for a program of one academic year in duration. However, please see Section 4 for more information about academic program duration.

1.2. Department of Defence

The DCSP is funded by the Department of Defence through the Directorate of International Training and Visits, International Policy Division. All operational aspects of the DCSP are managed by Scope Global.

1.3. Defence Post

The Defence Attaché or Defence Adviser (DA) is based in the Defence Section of the Australian Embassy or High Commission in your country. Staff members at the Defence Post provide assistance to the DCSP by:

- Liaising with your country's defence personnel to obtain nominations for the DCSP;
- Supporting the submission of visa applications; and
- Organising all travel arrangements to Australia for successful scholarship recipients and their eligible dependents.

1.4. Scope Global

Scope Global has been appointed to provide the following services:

- Provide academic counselling and advice about university programs;
- Screen and process university applications;
- Arrange for placement of candidates into relevant postgraduate programs at Australian universities;
- Conduct pre-departure briefings and providing relevant information;

- Provide a dedicated Program Manager and Program Coordinator for ongoing support throughout the entire scholarship duration in Australia; and
- Arrange return travel at the end of the scholarship.

2. Scope Global support services and contact information

All candidates will be supported throughout the entire application process.

In some countries, support services include an In-Country Management Team (ICMT) who will:

- Provide face to face contact as required;
- Coordinate your English language training and testing, as appropriate;
- Provide assistance with the university application process;
- Provide assistance with the visa application process; and
- Conduct the pre-departure briefing (refer to Section 8).

The DCSP Program Manager and Program Coordinator in Scope Global's Australian office will:

- Coordinate your English language training and testing, as appropriate (in countries where Scope Global does not have a physical in-country presence);
- Provide academic counselling and advice about university programs;
- Coordinate, process and submit your university applications;
- Liaise with universities on your behalf to obtain Letters of Offer and Confirmations of Enrolment;
- Provide assistance in preparation for submission of the visa application;
- Provide materials and support for the pre-departure briefing (refer to Section 8); and
- Answer any questions you may have about the DCSP.

The DCSP Program Manager and Program Coordinator can be contacted at any time throughout the application process.

Detailed information about the scholarship, academic programs, and living in Australia is available from the DCSP website:

Important Contacts

	<p>Scope Global +61 8 7120 8402</p>	<p>Program Manager - Alison White alison.white@scopeglobal.com</p> <p>Program Coordinator - Maya Mansour maya.mansour@scopeglobal.com</p>
	<p>DCSP website</p>	<p>www.defencescholarships.com.au</p> <p>User name: defence Password: Defence1</p>
	<p>DCSP scholar registration site</p>	<p>https://dcsp2018.scopeglobal.com</p>

3. Scholarship conditions and entitlements

Defence reserves the right to change any of the below entitlements during your scholarship to comply with any changes in government policy/direction. However all endeavours will be made to limit this as much as possible. Should a change occur during your scholarship, Defence will instruct Scope Global to advise you of the relevant details.

3.1 In your home country

During the application process, the following expenses will be covered by the DCSP:

- English language training (number of hours may vary across countries);
- IELTS-Academic testing;
- Document translation charges related to your university admission; and
- Travel to Australia for you and your eligible family members (spouse and dependents under the age of 18) – this is arranged by the Defence Post once the scholarship has been awarded and the university admission finalised.

3.2 In Australia

Once you have completed the university application process, and if you are successful in gaining a scholarship, your entitlements will include:

- Furnishing discretionary allowance (one-off payment);
- Stipends (fortnightly payment as contribution to living costs);
- Book allowances (two payments per year);
- University tuition fees (covering the minimum number of subjects required to complete your degree);
- Basic Overseas Student Health Cover (single, couple or family as applicable). Please note that it is highly likely that there will be out of pocket expenses;
- Temporary accommodation (up to 7 nights at a location near your university);
- Access to a Bond Loan, equivalent to 6 weeks rental (upon submitting all required documentation); and
- Return flights and excess baggage entitlements for you and your eligible family members at the end of your scholarship.

Details of the current scholarship entitlements are listed on the DCSP website:

<http://www.defencescholarships.com.au/the-program/scholarship-entitlements>

Important notes:

Visa applications/medicals

Costs associated with lodging visa applications and obtaining approved medical examinations for the purposes of applying for the visa should be the responsibility of the candidate and/or the candidate's parent force in the first instance. However, costs may be paid/ reimbursed by the Australian Defence Staff (ADS) at Post as agreed by staff from the Directorate of International Training and Visits and ADS.

You are expected to be fully medical and dentally fit. As part of the visa application process, you will be required to undergo testing for Blood Borne Viruses as part of your visa medical examinations, and may be required to be tested again after you arrive in Australia. For more information, please contact the Australian Defence Post in your country.

Dependents

Return flights, excess baggage entitlements, support for visa applications and Overseas Student Health Cover for family members is limited to your legally-recognised spouse and children **under the age of 18 years only**.

If any of your children will turn 18 after your scholarship commences, arrangements will vary according to the date of commencement of the scholarship and the date that your child turns 18. More detailed information is available from the DCSP Program Manager upon request.

4. Academic programs

4.1 List of academic programs

Information about academic programs is available from the '[Study in Australia](#)' section of the DCSP website (refer to the various 'Study Areas' for details).

The programs currently listed on the website have been undertaken by current or previous DCSP students or have been identified as being of interest and/or relevance to DCSP candidates.

Please note that there may not always be flexibility regarding the programs to which you can apply. Defence and/or your parent service may have targeted some positions for a specific program or field of study.

Scope Global will verify the preferences of each candidate to ensure that their intended program/field of study is consistent with their nomination, and will provide candidates with advice specific to their individual circumstances.

Links to assist you to search for academic programs are provided on the DCSP website. More information is available from the DCSP Program Manager or the DCSP Program Coordinator.

4.2 Duration of academic programs

Most academic program durations changed in 2015 and the standard duration for all Masters programs will be **up to 2 years** so as to comply with regulations set by the Australian Qualifications Framework (AQF) – Defence in Canberra is aware of this.

In many cases, candidates' previous qualifications and work experience may be considered by the universities to see whether they are eligible for advanced standing and a reduction in overall program duration to 1.5 years or 1 year.

Scholarships are offered for a specified period of 1, 1.5 or 2 academic years as determined by Defence. You will be notified of the duration of your scholarship prior to your arrival in Australia.

Defence's preference is for as short a duration as possible, to maximise the number of new scholarships that can be awarded in any given year.

However, the duration of your scholarship will be determined according to your individual circumstances, and will take account your previous university studies **as well as your detailed employment history**.

While there will be variations according to the entry requirement for some programs, as a general rule entry to coursework Master programs at Australian universities will be assessed according to the following criteria:

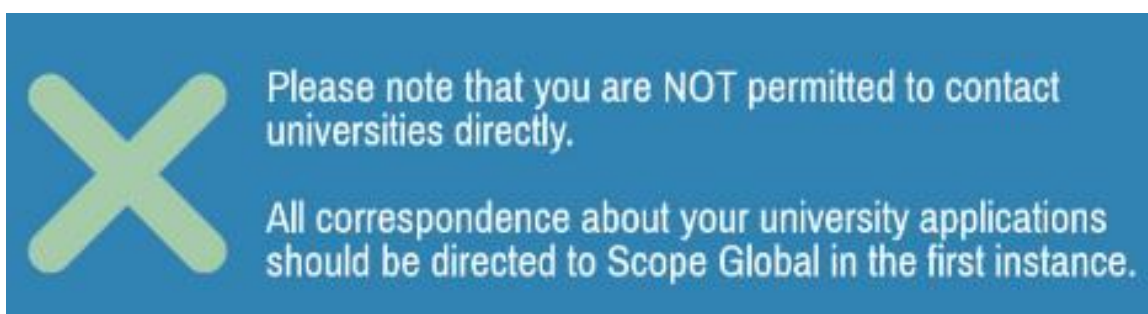
- Program duration may be 2 years if previous qualification is an AQF-equivalent bachelor degree in a **different** discipline (For example, applying for Master of Strategic Studies with previous qualification being Bachelor of Engineering deemed equivalent to Australian bachelor degree.);
- Program duration may be 1.5 years if previous qualification is an AQF-equivalent bachelor degree in the **same** discipline or **cognate** discipline, or AQF equivalent to a graduate certificate/diploma in a different discipline (For example, applying for Master of Computer Science with previous qualification being Bachelor of Computer Science or Information Technology deemed equivalent to Australian bachelor degree or applying for Master of Policing, Intelligence and Counter-terrorism with previous qualification being Master of Science (Art and Science of Warfare)); OR
- Program duration may be 1 year following an AQF equivalent honours bachelor degree or graduate certificate/diploma in the same discipline (For example, applying for Master of International Law, with previous qualification being Master of Law deemed equivalent to an Australian honours degree or graduate diploma.

Scope Global will be able to determine whether your previous qualifications are equivalent to an Australian bachelor (or honours) degree. However, universities will then need to determine if your qualifications meet their requirements to be considered a cognate discipline, as well as assess your qualifications against the specific academic entry criteria appropriate to the program for which you are applying.

It means that the closer or more similar your bachelor degree is to the post-graduate course that you intend to undertake under the DCSP, the greater the likelihood of being granted status that will reduce the overall duration of the program. Conversely, the greater the difference between the bachelor degree and the intended post-graduate study, the longer the duration, of up to 2 years.

For many programs, your relevant work experience may also help to reduce the overall program duration. For this reason, Curriculum Vitae (CV), Work Experience Certificates (WEC) and Essays (Statement of Motivation) are now a **crucial** part of the application process, and formal references may also be necessary (depending on the requirement of each university and/or academic program).

The DCSP Program Manager or DCSP Program Coordinator will be able to provide more detailed information according to your specific situation once you have submitted your online registration and provided all required supporting documentation.



9 STEPS TO SCHOLARSHIP COMMENCEMENT

- Candidates
- 1 Applicant registration**
Candidate registers via DCSP online application system:
<https://dcsp2018.scopeglobal.com/>
 - 2 University admission**
Candidate meets English language and academic entry requirements to receive Letter of Offer from university *
 - 3 Approval of scholarship**
Defence Attache/Adviser Embassy/High Commission approves candidate and university program



..... Successful scholarship recipients

- 6 Pre-departure briefing**
Scope Global's In-Country Management Team (or Post) deliver PDB
- 5 Visa application**
Student applies for Student Visa (Subclass 500, Sector Foreign Affairs/Defence)
- 4 Acceptance**
Student accepts their place at university and admission is finalised



- 7 Travel to Australia**
Student travels to Melbourne and attends the Defence Scholarship Familiarisation Program
- 8 Travel to university location**
Student finds accommodation and attends Orientation program at their target university
- 9 Commence university classes**



APPLICATION PROCESSES

University admission



You will be provided with academic advice to help you select the most appropriate program(s)

3

You can apply for a maximum of 3 programs, unless you have been nominated for a specific program



A list of programs can be found on the DCSP website:
User name: defence
Password: Defence1

www.defencescholarships.com.au



Scope Global will provide you with the most appropriate university application forms



Provide ALL necessary documentation as per the application requirements and instructions given to you by Scope Global



Visit your ICMT or Defence Post to finalise details and certify original documents - you will be advised if this is required



If your application is successful, you will receive a Letter of Offer from the university

Visa

English language proficiency



You must provide evidence of your English language proficiency before an unconditional Letter of Offer will be issued by the University



Your ICMT will coordinate IELTS (Academic) training and testing in your country

6.5

For most university programs, you will be required to achieve a score of 6.5 overall with no less than 6.0 in each band



For further information about the IELTS test, please visit: www.ielts.org



After you have achieved the required English level, Scope Global will advise the university, and your admission can progress to the next stage



Once all of the above steps have been completed, and you have been awarded a scholarship, you can apply for your visa: Class TU, Subclass 500, Sector Foreign Affairs or Defence



Please consult your ICMT or Defence Post for the application forms and information on any additional documentation that may be required. Defence staff in the Australian Embassy or High Commission will facilitate your visa application

6. Required documentation

In order to meet the requirements of Australian universities and for your visa applications, you must provide **all** of the documentation listed below. Any documents not in English must be officially translated and certified. Your ICMT can provide you with contact information for an approved translator.

If documents are required to be certified, arrangements will be made to certify your original documents at the Defence Section of the Australian Embassy/High Commission. You will be advised if this is required.

Detailed descriptions of each document are provided on the following pages.

Documentation Checklist

What documents do I need to provide for each application?

	University application	Visa application
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IELTS (Academic) Test Report Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Academic documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Vitae	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Experience Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement of Motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
University application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letter of Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confirmation of Enrolment	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Description of documents

7.1 Passport

Please provide a copy of the personal details page of your passport. You should ensure that your passport has an expiry date **at least 6 months** after the likely end of your scholarship. As a guide, if you are commencing your scholarship in January 2018, you should ensure that the expiry date of your passport is no earlier than January 31, 2020 (preferably July 31, 2020).

7.2 Proof of English language proficiency (IELTS-Academic Test Report Form)

The university will not issue you with an unconditional offer until you have provided evidence of English language proficiency. After you have sat for the IELTS test and received your results, the official Test Report Form should be forwarded to the Scope Global Adelaide office as soon as it is available. This will usually be 14 days after the test date.

7.3 Academic documents

Academic documentation required includes your school examination certificates, and documents relating to any university studies you have undertaken, including the:

- Testamur, which is your official degree certificate; **AND**
- **Full** academic transcript from **each semester** of your previous university studies.

The detailed academic transcript should outline all subjects undertaken, marks achieved, dates, and duration of the program. You should also ensure that a key for the grading system is included. If this is not listed on your transcript, you should request this information from your university.

Please note that you must provide documentation for **each** completed qualification (school, undergraduate and postgraduate) as applicable to your individual circumstances. This is essential to be able to determine whether your qualification is equivalent to an Australian qualification. If you are still undertaking a qualification, it is extremely important that you provide the latest academic transcript. Scope Global staff will be able to advise you which documents will be relevant to your application.

Please also include copies of certificates and course descriptions for **all** other training courses you have undertaken, even if it does not appear to be relevant to the field of study for which you are applying.

In some cases, you may need to provide the course syllabus details of your previous studies. Scope Global staff will advise you at the appropriate time if this is required.

It is advisable that you check the specific entry requirements on the university website in case there are any other prerequisites and additional documentation required, including referee reports, a personal statement of motivation, statement of purpose in a specific format, or detailed evidence of relevant work history.

7.4 Curriculum Vitae/Resume

This is a detailed outline of your current and previous employment history, plus your academic background, and any other relevant skills or experience. This will be used by universities to assess your eligibility so please ensure that you provide adequate detail. Please provide a **detailed** employment history, including the nature of your work experience and the specific tasks you have undertaken in each position. An example template will be provided by Scope Global staff.

7.5 Work Experience Certificate

This needs to be on official letterhead (of your parent service, or your Ministry/Department of Defence) and should contain a detailed outline of your current and previous employment history, as well as significant information about your current duties. It will need to be signed by your superior officer or by the appropriate person in your personnel department. An example template will be provided by Scope Global staff.

7.6 Statement of Motivation

You should prepare a Statement of Motivation, written in the form of an essay, and no more than 2 pages. Your Statement of Motivation should include:

- The subject area or program you are interested in studying as part of the DCSP (ie international relations, telecommunications engineering, maritime policy). Note that you should not reference any specific university, just the broad subject area.
- The reasons you are interested in this area;
- A summary of your academic background and relevant work experience;
- The skills and areas of development you hope to pursue by undertaking a Masters course in Australia under the DCSP;
- What you hope to achieve;
- How you think the Masters course will benefit your future career; and
- How you think the Masters course will benefit your parent force and home country.

Note: if you are applying for more than one broad subject area (i.e. international relations and information technology) you will need to prepare a separate Statement of Motivation for each one.

7.7 University application forms

After you have completed your online registration, and your documents have undergone preliminary assessment, you will be sent the relevant university application forms. These should be completed and signed – instructions will be provided by Scope Global staff.

7.8 Letter of Offer

If your previous university studies and/or relevant employment experience meet the entry requirements for your chosen program, you will be issued with a Letter of Offer. Your offer may be conditional if you have not yet met the English language requirements. When your IELTS results become available, they will be provided to the university so that you can receive an unconditional offer. Your full Letter of Offer must be included with your visa application.

7.9 Confirmation of Enrolment

Once you have received a full Letter of Offer and are successful in obtaining a scholarship, you will need to provide the signed university acceptance agreement to Scope Global. The university will then issue a formal Confirmation of Enrolment (CoE) or other university document which confirms your place within that degree program. Please note that an official CoE should **NOT** be included with your visa application.

7.10 Other

As the visa and university requirements differ across countries, additional 'Other' documents may be requested. The Program Manager or your ICMT will advise you of any other requirements.

8. Pre-departure information

If you are successful in gaining a scholarship, you will be required to attend a pre-departure briefing conducted in November or December by your ICMT and/or the Defence Post. This session will provide you with the opportunity to ask any final questions and to prepare you for your travel to Australia. You will also be required to read and sign the DCSP Administration Guide and Code of Conduct – these documents will be provided to you by the ICMT or Defence Post.

You will be provided with a DCSP Handbook, and it is also recommended that you read the information on the Defence Scholarships website. The website and Handbook contain extremely useful information for:

- Before you leave;
- On arrival; and
- Throughout your scholarship in Australia.

The Program Manager and Program Coordinator are also happy to answer any question you may have at any time.

The Defence Post will organise all your travel to Melbourne for early January 2018 so that you arrive in time to commence the Defence Scholarship Familiarisation course at the Defence International Training Centre.

Your dependents are not allowed to travel with you in early January **under any circumstances**. They will be allowed to travel to your target city only after you have completed your Defence Scholarship Familiarisation training and **found permanent accommodation** in your university location.

Once you confirm your permanent address details to Scope Global, travel for your dependent(s) is approved and organised by the Defence Post.