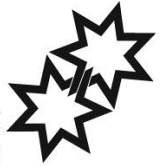




Australia Awards

ENDEAVOUR
Scholarships and Fellowships



Endeavour Scholarships and Fellowships

2017 Round Endeavour Online Application System Step by Step Guide

This booklet provides information for applicants
for the 2017 round of the Endeavour Scholarships and Fellowships

Contents

Before you start an application 3

Login to Endeavour Online 3

Registration details..... 5

Attaching supporting documents..... 9

Referee reports 10

Host nomination form 11

Editing your application 12

Submitting your application 13

IT FAQs – Frequently Asked Questions 15

Before you start an application

- ✓ Print and read a copy of the **Applicant Guidelines** and the **Frequently Asked Questions (FAQs)** to gain an understanding of the programme and what is required for your application
<http://internationaleducation.gov.au/endeavourapplications>
- ✓ Review and ensure you meet the minimum eligibility requirements.
- ✓ Ensure you are eligible to apply and have chosen an Endeavour scholarship or fellowship category that is suitable for your proposed programme.
- ✓ Familiarise yourself with questions and documents required by viewing the [example application form](#).
- ✓ Ensure you have all the required supporting documents for the relevant Endeavour scholarship or fellowship category.
- ✓ Ensure you have a valid email address as all correspondence will be sent to this email address.

Your application does not need to be completed in one sitting.

Once you commence your application, you can move between pages. Please make sure you save prior to doing so.

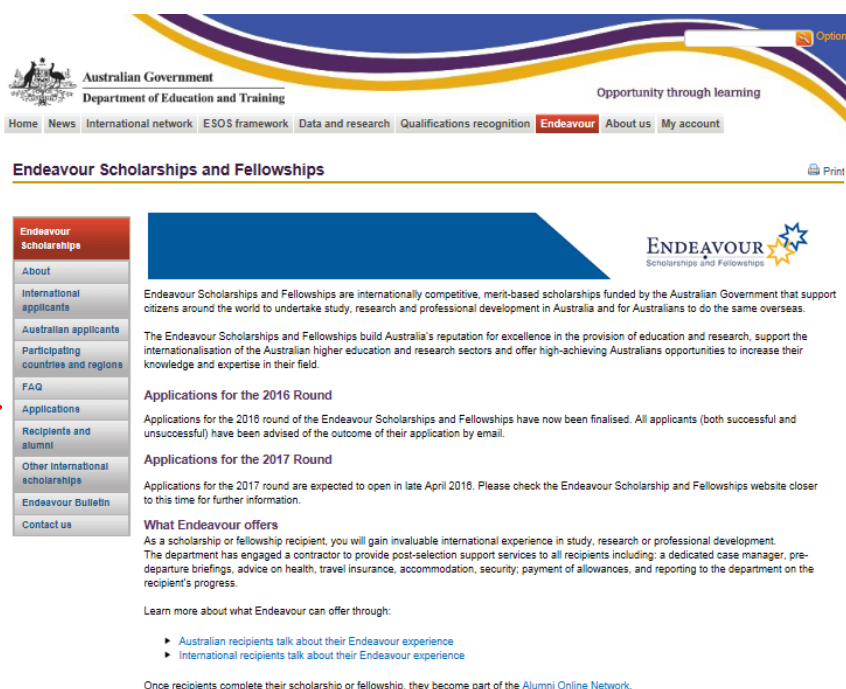
You can return to work on your application at any time between the opening and closing date of the application.

You must complete and submit your application (including supporting documents, referees reports and nomination forms) prior to the closing date. Late applications and/or supporting documents will not be accepted.

Login to Endeavour Online

Once you have read through the information provided in the *Applicant Guidelines*, click on the **applications** tab on the [Endeavour Scholarships and Fellowships](#) website.

On the *Applications* page, click on the *Access the Endeavour Online system* link: <http://endeavour.education.gov.au>



The screenshot shows the website header for the Australian Government Department of Education and Training, featuring the slogan 'Opportunity through learning'. The navigation menu includes 'Home', 'News', 'International network', 'ESOS framework', 'Data and research', 'Qualifications recognition', 'Endeavour', 'About us', and 'My account'. The main content area is titled 'Endeavour Scholarships and Fellowships' and contains a sidebar with a red arrow pointing to the 'Applications' link. The main content area includes the Endeavour logo and text describing the scholarships, along with sections for 'Applications for the 2016 Round' and 'Applications for the 2017 Round'. A 'Print' button is visible in the top right corner of the content area.

You will then be taken to the registration screen.

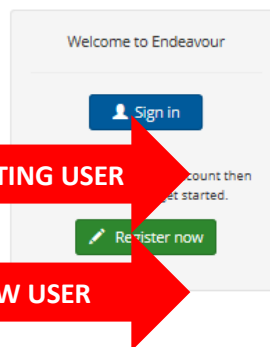
Endeavour

The Endeavour Scholarships and Fellowships are the Australian Government's competitive, merit-based scholarships and fellowships providing opportunities for Australians to undertake study, research or professional development overseas and for overseas citizens to do the same in Australia.

The Endeavour Scholarships and Fellowships aim to build Australia's reputation for excellence in the provision of education, research, support the internationalisation of the Australian higher education and research sectors and offer high-achieving individuals from overseas and Australia opportunities to increase their productivity and expertise in their field.

As a scholarship or fellowship recipient, you will gain invaluable international experience in study, research or professional development. Australian recipients also receive support to undertake targeted research, professional development or internships overseas. The department has engaged a contractor to provide post-selection support services to all recipients including a dedicated case manager, pre-departure briefings, provision of advice on health, travel insurance, accommodation, and payment of allowances, and reporting to the department on the recipient's progress.

Applications for the 2017 round are expected to open in April 2016. Please check the Endeavour Scholarship and Fellowships website closer to April 2016 for further information.



New user (Register now)

If this is the first time you have logged on to *Endeavour Online*, you will need to click **Register now** and register with your name and email address. After registering your details you will receive an email with instructions on how to continue the registration process.

You should only use **one email address** to register. If you are applying for more than one scholarship or fellowship, you can register and create multiple applications under one email address.

Formatting Tips

Please do not type your name in capital letters. The first letter of each name should be a capital letter, followed by lower case. For example:

Correct: John Andrew Smith

Incorrect: JOHN ANDREW SMITH

Incorrect: john andrew smith

If you only have one name, please enter a dash (-) in the *First Name* box.

Registration details

New User

New users will receive a registration email. You must click the link in the email to continue the registration process and choose your password. Once you have reconfirmed your password, click on **save**. You will then be taken to *My details* home page.

New Registration - Set Password ✕

Please choose a password to use when signing in to the Endeavour system.
Passwords must be at least 13 characters long.

You must complete fields with a *

* New password:

* Confirm new password:

You will be required to complete **Personal details, Citizenship and Residency, Residential Address and Equity and Diversity** sections before creating a new application.

Demo Australia Awards ENDEAVOUR Scholarships and Fellowships

News & messages Applications My details Sign out

Signed in as John Smith

My details

You will need to complete the sections below before creating an application.

Personal details Edit

Title: Not specified

First name: John

Last name: Smith

Former name: Not specified

Preferred name: Not specified

Gender: Not specified

Date of birth: Not specified

Phone: Not specified

Phone (alternate): Not specified

Mobile: Not specified

Alternate email: Not specified

Sign in details Edit

Email address: test@gmail.com

Password: *****

Residential address Edit

Not specified

Postal address (if different to residential) Edit

Not specified

Equity and diversity Edit

Are you from a non-English speaking background?
Not specified

Do you have a disability?
Not specified

Citizenship and residency Edit

What is your country of citizenship? Not specified

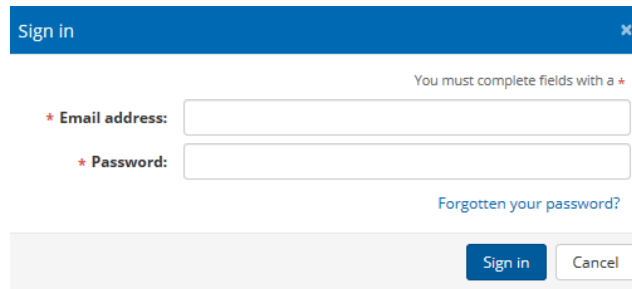
Do you hold dual citizenship? Not specified

What is your country of permanent residency? Not specified

Once this process is complete you are a registered user of the Endeavour Online system and you can create an application.

Existing User

If you have already registered to *Endeavour Online*, click **sign in** and enter your email address and password to start or access your application. You will be able to change your login email address and password once you access your existing account.



Sign in ✕

You must complete fields with a *

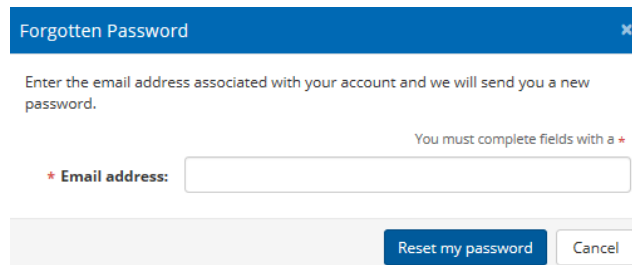
* Email address:

* Password:

[Forgotten your password?](#)

Forgotten Your Password?

If you forget your password, you will need to click **sign in** and **Forgotten your password?** Enter your e-mail address you used to create your account and click on **Reset my Password**. A temporary password will be sent to you via e-mail, you will be asked to change your password the next time you log in.



Forgotten Password ✕

Enter the email address associated with your account and we will send you a new password.

You must complete fields with a *

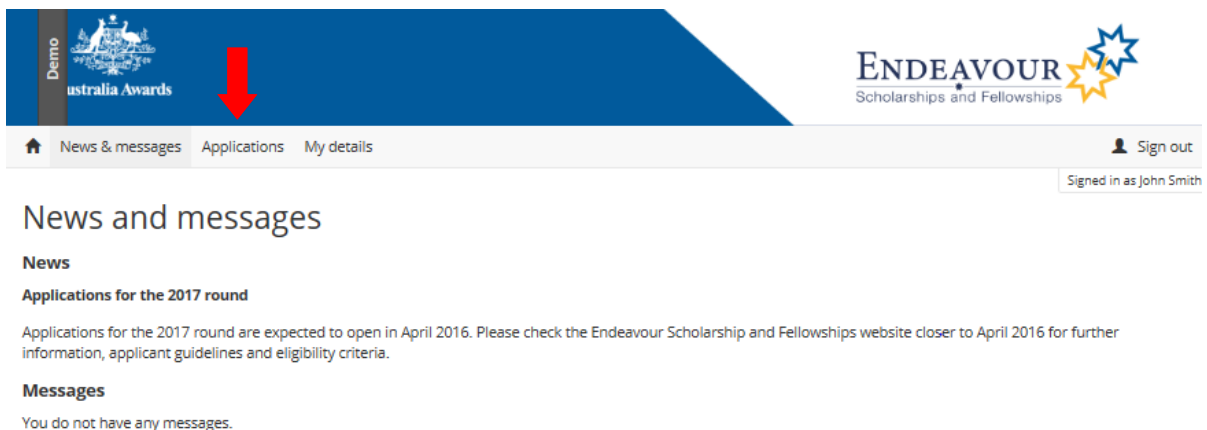
* Email address:

En

Creating a new application

Registered users will be taken to the *News and messages* page.

Click on **Applications** to create a new application. You will be given the option to create a *new application* or view *existing applications*.



The screenshot shows the user interface of the Endeavour Online application system. At the top left, there is a 'Demo' label and the Australia Awards logo. A red arrow points to the 'Applications' link in the navigation menu. The navigation menu includes 'News & messages', 'Applications', and 'My details'. On the right, there is a 'Sign out' button and a user status indicator 'Signed in as John Smith'. The main content area is titled 'News and messages' and contains a 'News' section with the heading 'Applications for the 2017 round'. Below this, there is a message stating: 'Applications for the 2017 round are expected to open in April 2016. Please check the Endeavour Scholarship and Fellowships website closer to April 2016 for further information, applicant guidelines and eligibility criteria.' There is also a 'Messages' section with the text 'You do not have any messages.'

When you select **create a new application**, you will be presented with a list of Endeavour categories that you are eligible to apply for based on your citizenship/dual citizenship and permanent residency status.

Select the Endeavour scholarship or fellowship category and level you wish to apply for and click on **Save**.

If the system indicates that you are not eligible for a scholarship or fellowship you wish to apply for, please refer to the eligibility requirements in the Applicant Guidelines.

Introduction

The first screen of your application is an *Introduction* and contains important information. We encourage **all** applicants to read and ensure they understand the information on this page, including the *Authorisation, Privacy and Declaration*.

1. Introduction

Welcome to the 2017 Endeavour Postgraduate Scholarship (Masters) application form.

You may complete your application form over a period of time by saving your details in each section. Your application may be edited multiple times until you submit it, at which point no further changes may be made.

You will be logged out of Endeavour after 30 minutes of inactivity. Accordingly, you may prefer to draft your responses to the selection criteria in a word processor and paste them into the application form.

Important information about your application

We recommend you start gathering your supporting documentation and requesting assistance of others early in the application period.

You should familiarise your referees and host with your proposed scholarship programme to assist them in completing their forms.

As soon as you have identified and contacted your referees and host (if applicable), we strongly encourage you to add them to the 'referee' or 'host nomination' section of your application.

They will receive an email with a link to the information requested as soon as you enter and save their details in the application form. You will receive a notification email when each referee and/or host submits their completed form. You will be unable to submit your application until the required number are complete. It is your responsibility to ensure all forms are completed by the closing date.

Before submitting your application you will be required to accept the [application authorisation, privacy and declarations](#).

Managing your personal and log-in details

By clicking **My Details** you can edit your personal and log-in details at any time.

News & messages Applications **My details** Sign out

My details

Personal details Edit

Title: Mrs
First name: Dannielle
Last name: Tester
Former name: Not specified
Preferred name: Not specified
Gender: Female
Date of birth: 02 January 1987
Phone: 1123265956163
Phone (alternate): Not specified
Mobile: Not specified
Alternate email: Not specified

Citizenship and residency Edit

What is your country of citizenship? Spain
Do you hold dual citizenship? No
What is your country of permanent residency? Spain

Sign in details Edit

Email address: test6@gmail.com
Password: *****

Residential address Edit

Spain, Spain, Spain, Spain, Spain

Postal address Remove Edit

Spain, Spain, Spain, Spain

Equity and diversity Edit

Are you an Australian Aboriginal or Torres Strait Islander? That is:

- You are of Australian Aboriginal or Torres Strait Islander descent; and
- You identify as an Australian Aboriginal or Torres Strait Islander; and
- You are accepted as such by the community in which you live or have lived.

No

Are you from a non-English speaking background?

No

Do you have a disability?

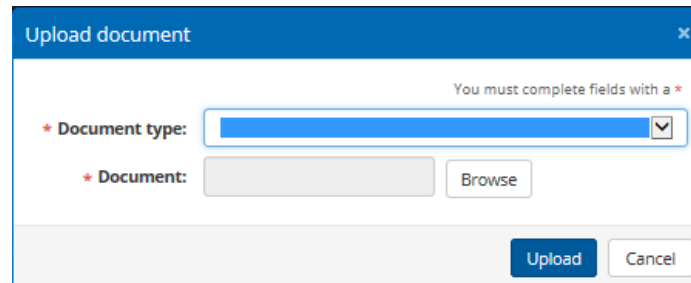
No

Attaching supporting documents

Please refer to the *Applicant Guidelines* to view the supporting documents required for the category you are applying for. To attach a supporting document to your application, click on the **Upload** button.

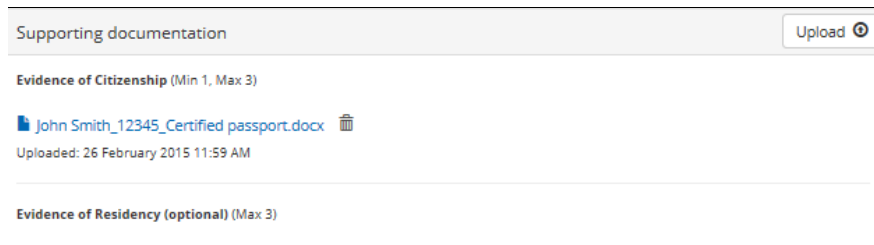


The *Upload Document* Box will appear.

A screenshot of a dialog box titled 'Upload document'. At the top right of the dialog is a close button (X). Below the title, there is a message: 'You must complete fields with a *'. The first field is '* Document type:' followed by a dropdown menu. The second field is '* Document:' followed by a text input field and a 'Browse' button. At the bottom right of the dialog are two buttons: 'Upload' and 'Cancel'.

Select the document type, for example, *Evidence of Citizenship*. Click **Browse** and find the required supporting document from your drive and click the **Upload** button.

It is the same process to add more than one document. Successfully added documents will appear in your application.



Each supporting document must be **under 10 MB** in file size.

Please note the minimum and maximum number of supporting documentation that can be attached is shown in each area of the application.

Naming your Supporting Documents

Please use the following convention when naming your supporting documents:


Your Name_Application Number_Type of Document

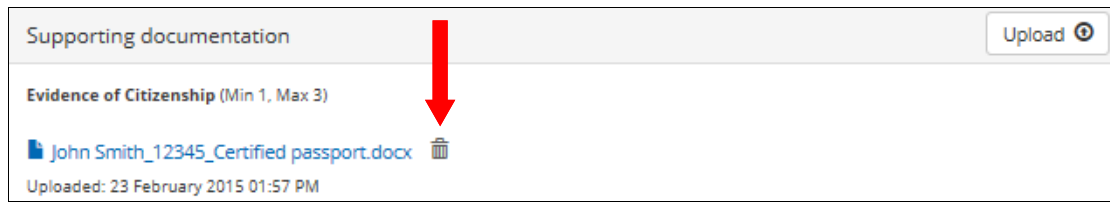
Examples:

MaryJones_56789_Certified passport

John Smith_12345_Certified Bachelor degree transcript

How to Delete Supporting Documents

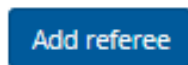
To delete a supporting document, click on the Trash Can  icon.



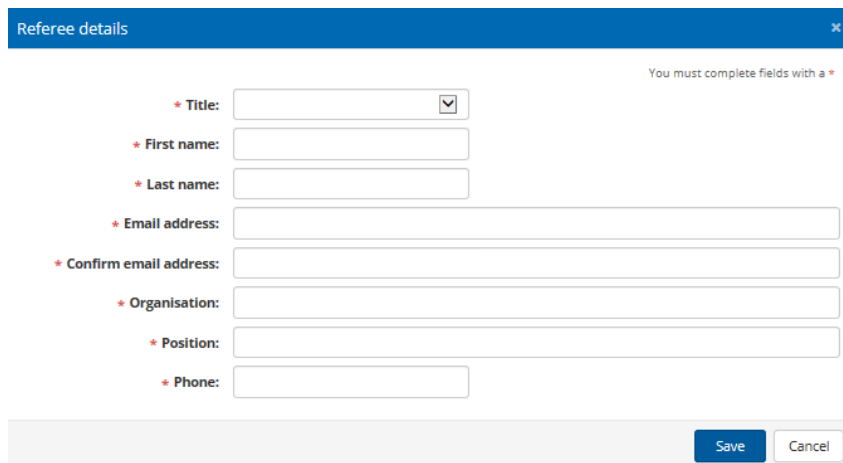
Referee reports

How to add the details of a referee to your application.

Click on *Add referee* icon. The *referee details* box will appear.



Enter your referee details and click *Save*.



The 'Referee details' form is a modal window with a blue header and a close button. It contains several input fields, each with a red asterisk indicating it is required. The fields are: Title (dropdown menu), First name, Last name, Email address, Confirm email address, Organisation, Position, and Phone. A note at the top right says 'You must complete fields with a *'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Your referee will automatically be emailed a referee report to complete and submit electronically. Once your referee has completed and submitted a referee report the *Status* will change from *request sent* to *complete* and the document will appear in your application. Should a referee not receive the referee report request please ask them to check their junk email inbox.

9. Referee details

Please provide the details of two referees. You will not be able to submit your application until two referees have a status of 'Complete'.

If you need to change referee details then you will need to remove the referee and add them again.

Dr John Smith	Complete	Remove
Email address: johnsmith@hotmail.com		
Organisation: Department of Testing		
Position: Director		
Phone: 123456789		
Mrs Mary Johnson	Request sent	Remove Resend Edit
Email address: mary.johnson@test.com		
Organisation: Department		
Position: Assistant director		
Phone: 123456789		

Referee report status

Request sent – A request has been sent to the referees/nominators email address.

Complete – A referee/nominator has completed their report.

Declined – A referee/nominator has declined to submit a report.

You must have two (2) referee reports in *complete status* to submit your application.

Host nomination form

The Host Nomination form is required for the Endeavour Queen Elizabeth Diamond Jubilee Scholarship, Endeavour Postgraduate Scholarship (Australian), Endeavour Research Fellowship and Endeavour Executive Fellowship categories. For further information please read the *Applicant Guidelines*. **You must have one (1) nomination form in *complete status* to submit your application.**

Adding a Nominator follows the same process as adding a referee, as outlined above.

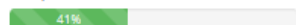
Add host nominator

It is the applicant's responsibility to monitor and maintain referee reports and nomination forms and ensure they are completed in sufficient time to submit their application by the closing date.

Editing your application

Please complete the required fields on each page of your application.

1. Introduction
2. Applicant details ✓
3. Citizenship and residency ✓
4. Proposed programme ✓
5. Educational qualifications
6. Evidence of enrolment or PhD conferment
7. Scholarships / awards, memberships, and publications ✓
8. Employment history ✓
9. Referee details
10. Host nomination
11. Programme supporting statement
12. Personal statement
13. Feedback

Completion status:


When you have successfully completed each page of your application (including attaching the required supporting documents) a ✓ tick will appear next to the page on the left side of your application.

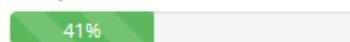
The application system automatically saves changes to your application.

To go to the next page of your application, click **next**.

Next >

A completion status bar also shows the percentage of your application you have completed.

Completion status:



You can return at any time prior to the closing date to continue to work on your application.

All pages must be ticked before you can submit your application.

If you are experiencing slow internet or a delay in the system, we suggest you try the following:


- Using Chrome instead of Internet Explorer
- Log out and log back into your application
- Close down any documents that you are not using as it may be slowing down your browser
- Attempt to edit your application at different times throughout the day due to internet availability in your location, region or country.

Submitting your application

Before you can submit your application, you must:

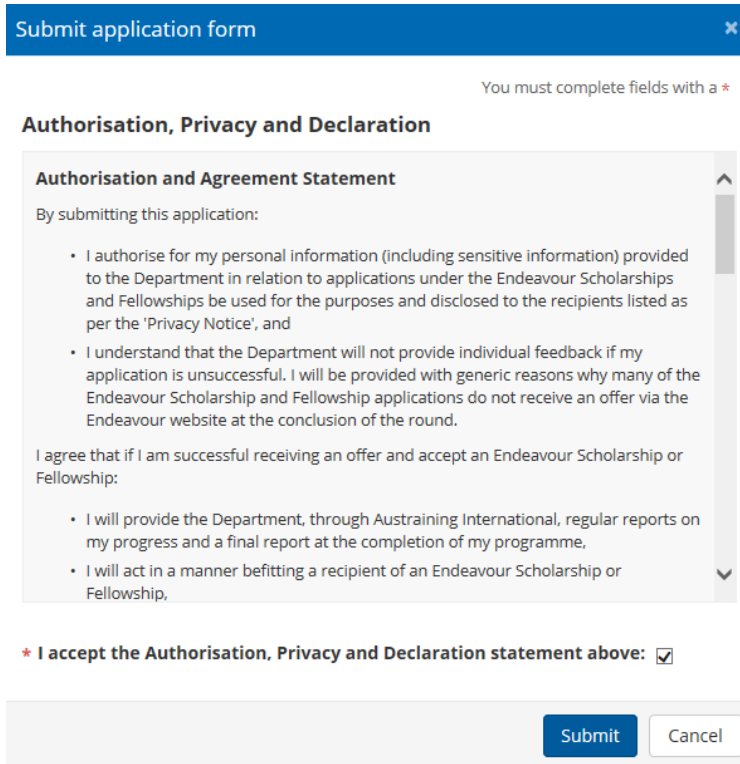
1. Complete all required fields in the application
2. Attach all required supporting documents
3. Have two referees (and one host nomination, if relevant) in a status of “complete”.

Once all the required pages in your application have been completed press *Submit*.



Please review your application carefully before you *Submit*. You cannot make changes or add additional documents to your application after it has been submitted.

A submit application form box will appear, please read the *Authorisation, Privacy and Declaration*, once read please select the tick box and click submit.



Submit application form ✕

You must complete fields with a *

Authorisation, Privacy and Declaration

Authorisation and Agreement Statement

By submitting this application:

- I authorise for my personal information (including sensitive information) provided to the Department in relation to applications under the Endeavour Scholarships and Fellowships be used for the purposes and disclosed to the recipients listed as per the 'Privacy Notice', and
- I understand that the Department will not provide individual feedback if my application is unsuccessful. I will be provided with generic reasons why many of the Endeavour Scholarship and Fellowship applications do not receive an offer via the Endeavour website at the conclusion of the round.

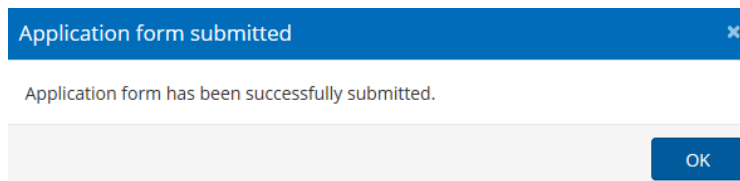
I agree that if I am successful receiving an offer and accept an Endeavour Scholarship or Fellowship:

- I will provide the Department, through Austraining International, regular reports on my progress and a final report at the completion of my programme,
- I will act in a manner befitting a recipient of an Endeavour Scholarship or Fellowship,

* I accept the Authorisation, Privacy and Declaration statement above:

Submit Cancel

When you have successfully submitted your application, a confirmation window will appear.



Application form submitted ✕

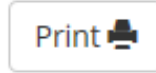
Application form has been successfully submitted.

OK

The system will send a confirmation email to you, including a .pdf version of your application.

Please write down your application number for future reference as you will need to quote this number in all correspondence with the Endeavour Management Team.

To view and print a .pdf version of your application once you have submitted, click *Print*.



If you have received a “*validation issues*” warning, you have not fully completed the application. You must complete the sections listed.

Validation issues ✕

Please address the following issues before continuing:

- You must complete all sections of the application. The following sections have not been completed: 4. Proposed programme, 5. Educational qualifications, 6. Language proficiency, 7. Scholarships / awards, memberships, and publications, 9. Referee details, 10. Programme supporting statement, 11. Personal statement, 12. Feedback

OK

IT FAQs – Frequently Asked Questions

Below is a list of common questions regarding usage of the Endeavour Application system. If you are experiencing an IT issue not mentioned below please send in an email to endeavour@education.gov.au and include the following information so the Endeavour IT Team can investigate the issues you have been experiencing. If you do not provide the below information, the Endeavour IT Team may not be able to respond to your issue.

- login email address
- internet browser and version
- type of computer e.g. PC, Mac
- links being used to access the system
- the issue you are experiencing
- actions you are taking when you experience the issue
- any error messages appearing
- screenshots.

I have forgotten my password

If you have forgotten your password you can retrieve it by following these steps:

- go to the login page at <http://endeavour.education.gov.au/endeavour>
- click the 'sign in' button
- type your email into the 'email address' field click the 'forgotten your password' button
- an email will be sent to you with the details.

My account is locked

If you have failed to log in to the system three (3) times, your account will be locked for your personal security. An email to unlock your account will be sent to your registered email address. Once your account is unlocked you will then be instructed to change your password.

My host organisation does not appear in the drop down list for proposed host organisation, what do I do?

You are able to type this in manually by placing your cursor into the box and manually type it in.

Why am I unable to submit my application?

Only once all of your referees reports and nomination form (if applicable) are in the status of "complete" you can submit you application.

Applications which are not submitted and left in "draft" status will not be considered.

My referee/nominee has not received the electronic form.

While the application round is open you can re-send the referee report/nomination form by going to the referee/nominee section of your application and clicking on the 're-send' button next to the referee/nominator who you wish to resend the form to. You may only resend a form once every hour.

Please ensure the referee/nominator's email address entered into your application is correct. In addition you should ask your referee/nominator to check their junk email folder as the email invitation may have been re-directed to there. It is the applicants' responsibility to follow up with their referee to ensure that their report is submitted well before the closing date.

I'm having problems with the Endeavour Online system. What should I do?

There are a few things you can try if you continue to experience further issues:

1. Try using a different computer which is connected to the internet via an ADSL connection.
2. Try to login with only one internet browser running.
3. Try to login using a different internet browser.
4. Try a force refresh / force reload of your browser.
 - Internet Explorer ... press Ctrl + F5 (on a PC)
 - Google Chrome ... press Shift + Ctrl + F5 (on a PC)
 - Safari ... Alt + R (on a PC); Apple + R (on a Mac)
5. Navigate to the Login page. Refresh your browser as per the above. Try logging in again.

If these steps do not resolve the issue, you will need to contact the Endeavour Management Team at endeavour@education.gov.au with your application ID and screenshots of the error.