



Australian Government
Department of Foreign Affairs and Trade

Approval to Commit Relevant Money and Enter Into An Arrangement for an Australia Awards Scholarship

For: Professor Wendy J. Umberger
Chief Executive Officer

Purpose

1. The purpose of this minute is to seek your approval to commit relevant money and enter into an arrangement valued at A\$375,581.64 plus GST with **Kathleen Mae Valencia** for an Australia Awards Scholarship to study at The University of Queensland.

Background

2. The selection was undertaken on the principles of transparency, equity, open competition and merit. The final selection process was chaired by a senior ACIAR officer taking account of all prior eligibility requirements before finalising the outcome. The selection outcome report has been approved by the appropriate delegate at post or desk.
3. Kathleen Mae Valencia was successful through this rigorous and transparent process, and it is recommended that a scholarship be offered and for ACIAR to cover the majority of scholarship costs.

Funding Allocation

4. The total value of the agreement is A\$375,581.64 plus any GST. Spending proposal is as follows:

Awardee's name	Kathleen Mae Valencia
OASIS ID	ST019LAS7
Country of citizenship	Philippines
Institution	The University of Queensland
Estimated start date	23 Jun 2025
End date	30 Jun 2029
Main course name	Doctor of Philosophy (Architecture, creative arts, education, health, information technology, management and commerce, mathematical sciences, social and cultural studies)
Estimated value at time of offer in AUD	375,581.64

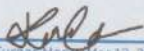
5. The funding has been allocated against the Capacity Development program administered fund.
6. There is sufficient uncommitted budget available to meet the cost of the spending proposal



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Recommendation

7. It is recommended that you provide approval to commit relevant money and enter into an arrangement valued at A\$ 375,581.64 plus GST with **Kathleen Mae Valencia** for an Australia Awards Scholarship to study at The University of Queensland.


Kate Turner-Mahin (Mar 12, 2025 15:15 GMT+11)

Director, Capacity Development

Date: 12/03/2025

DELEGATE APPROVAL TO ENTER INTO ARRANGEMENT

As the responsible delegate I confirm that:

- ☒ I currently hold the required delegation/s to approve the commitment of relevant money, including delegation to approve multiyear funding where applicable;
- ☒ I currently hold the required delegation to approve entering into this arrangement;
- ☒ I do not stand to make a personal gain, monetary or otherwise and there is no real or perceived conflict of interest;
- ☒ I am satisfied that entering into this arrangement would be a proper use of Commonwealth resources;
- ☒ I am satisfied that risk has been appropriately addressed and that entering into this arrangement does not pose an unacceptable risk to the Commonwealth;
- ☒ Sufficient funds are available to cover the cost of the proposed agreement;
- ☒ The proposed agreement is not inconsistent with Commonwealth policy;
- ☒ The proposed agreement promotes achievement of the Department's objectives;
- ☒ I have made reasonable inquiries to ensure this agreement is consistent with all required policies and process, including the *Public Governance, Performance and Accountability Act 2014* and associated rules, DFAT's Financial Management Manual and DFAT's Procurement Policy and/or Grants Policy as relevant.

☒ **APPROVED**

☐ **NOT APPROVED**

☐ **DISCUSS**



Financial Delegate and Chief Executive Officer

Date: 17/03/2025



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12 March 2025

AUSTRALIA AWARDS SCHOLARSHIP: ACCEPTANCE OF OFFER

Miss Kathleen Mae Valencia
Visca Baybay City, Leyte, Philippines
Baybay Leyte, 6521
Philippines

OASIS ID: ST019LAS7

Dear Miss Kathleen Mae Valencia,

Congratulations! You have been selected for an Australia Awards Scholarship offered by the Australian Centre for International Agricultural Research (ACIAR).

Australia Awards are an important component of Australia's international development assistance. The awards aim to contribute to the long-term needs of developing countries by providing opportunities for individuals to obtain qualifications at Australian tertiary institutions, so that they can contribute to development in their home country. This means that if you accept this Scholarship, at the completion of your studies you must return home to assist your country for at least two years.

Attached to this letter are two copies of the Scholarship contract. You will need to sign this contract if you wish to accept the Scholarship.

The conditions of your Scholarship are set out in the Scholarship contract and the Australia Awards Scholarships Policy Handbook. The Handbook contains more detail about the Scholarship and the conditions. It is available from the postal address below, or you can download it from the DFAT website <http://dfat.gov.au/about-us/publications/Pages/australia-awards-scholarships-policy-handbook.aspx>

If you accept this Scholarship offer it means that you:

- a. accept the Scholarship benefits, the details of your study program, entitlements and any special conditions as set out in Schedule 1 of the Scholarship contract;
- b. agree to the conditions set out in the Scholarship contract and detailed in the Scholarships Policy Handbook, and



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- c. acknowledge that DFAT has the right to update the Scholarships Policy Handbook and therefore the conditions of the Scholarship at any time.

If you decide to accept the Scholarship offer, you must sign both copies of the enclosed Scholarship contract in front of a witness. You and the witness must initial each page of both copies of the contract and sign where indicated. If there are any parts of the contract or the Australia Awards Scholarships Policy Handbook that you do not understand, you should contact the ACIAR Office for further advice before signing.

By accepting this offer and signing the contract you are agreeing to some obligations that are legally enforceable.

Keep one signed copy of the contract for your own records and return the second copy to the ACIAR Office at the address below within ten days of the date of this letter. If we do not receive the signed contract from you on time, the Scholarship offer may be withdrawn.

You will need this letter and a copy of the contract when you apply for your Student Visa.

I wish you well and every success in your studies in Australia if you choose to accept the Scholarship.

If you decide not to accept this Scholarship offer, please advise us immediately. You should write "unable to accept" on the contract, sign it and return it to the ACIAR Office at the address below as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Wendy J. Umberger'.

Professor Wendy J. Umberger
Chief Executive Officer
ACIAR
PO Box 1571
Canberra ACT 2601
AUSTRALIA



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AUSTRALIA AWARDS SCHOLARSHIP (AAS)

I, **Kathleen Mae Valencia** accept ACIAR's offer of an Australia Awards Scholarships. I understand that the purpose of the Scholarship is for me to obtain a higher level qualification in Australia so that I will be better able to contribute to the development of my country when I return home.

I acknowledge that this Scholarship offer is dependent on my acceptance into the approved course of study at the Institution and my obtaining a visa for study in Australia.

I understand that I am bound to comply with the terms of this contract.

Scholarship conditions

1. Definitions

- 1.1. Words in this agreement have the same meaning as in the Australia Awards Scholarships Policy Handbook.

2. Australia Awards Scholarships Policy Handbook

- 2.1. I have read and understood the Australia Awards Scholarships Policy Handbook and understand that DFAT reserves the right to change the Australia Awards Scholarships Policy Handbook at any time and that any changes may affect the conditions of my Scholarship.
- 2.2. I agree to comply with my obligations outlined in the Australia Awards Scholarships Policy Handbook as updated from time to time.
- 2.3. I am aware that the Australia Awards Scholarships Policy Handbook is available from the postal address on the front page of this agreement and from the DFAT website at <http://dfat.gov.au/about-us/publications/Pages/australia-awards-scholarships-policy-handbook.aspx> and agree to check the Handbook regularly for updates.

3. My obligations

- 3.1. I agree that I must:
- a. commence the Scholarship in the academic year for which it is offered, unless ACIAR has agreed to defer the commencement of my studies until ACIAR is satisfied that I am ready to do so;
 - b. participate in the pre-departure briefing arranged by the DFAT Post and participate in the Institution's compulsory Introductory Academic Program when I arrive in Australia;
 - c. undertake only the approved course of study for which the Scholarship is offered, abide by the rules of the Institution, submit all assessment items required for the course and sit

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examinations, and complete my course of study and the Scholarship by the end date specified in Schedule 1;

- d. obey the laws that apply in Australia and act in a manner that will not bring disrepute to ACIAR; and
- e. leave Australia for a minimum of two years at the end of, or termination of, my Scholarship and I acknowledge that any time spent in Australia during the two year exclusion period will extend the end date of the exclusion period.

3.2. For the duration of the Scholarship I must:

- a. maintain a full time program of study at all times unless approved by ACIAR;
- b. make satisfactory academic progress as determined by the Institution;
- c. reside in Australia for the duration of the Scholarship (apart from holidays, reunion visits or fieldwork visits which have been approved by ACIAR);
- d. maintain a clear and direct line of communication with ACIAR through the Student Contact Officer, recognising that the Student Contact Officer is the first point of contact for my dealing with ACIAR; and
- e. work with ACIAR and the Student Contact Officer if a welfare or critical incident occurs.

4. Visa

- 4.1. I agree to satisfy all visa requirements determined by the Australian Department of Home Affairs to hold a Foreign Affairs or Defence Sector (Subclass 500) Visa, as set out at:
<http://www.homeaffairs.gov.au>.
- 4.2. I acknowledge that the Australian Department of Home Affairs issues visas for entry into Australia and that ACIAR can provide support for certain visas but has no control over visa decisions made by the Department of Home Affairs.
- 4.3. I will not apply, including as part of a joint or family application, for a visa other than the Foreign Affairs or Defence Sector (Subclass 500) Visa for the duration of my Scholarship, and I acknowledge that if I do then my Scholarship will be terminated, and I will incur a debt to the Commonwealth of Australia of the total accrued cost of my scholarship.

5. Financial obligations

- 5.1. I acknowledge that I am responsible for all costs that occur during my Scholarship period that are not covered by the Scholarship benefits.

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5.2. I acknowledge that I am responsible for how I budget any Scholarship benefits I receive to pay my living expenses.

5.3. I agree to repay all Scholarship benefits I receive, as a debt due and owing to the Commonwealth of Australia if:

- a. I do not leave Australia at the end of my Scholarship; or
- b. if I apply for anything other than a short-term temporary visa to return to Australia within two years of completion of my Scholarship.

6. Medical expenses

6.1. I acknowledge that my Overseas Student Health Cover (OSHC) may not cover all medical expenses, and that I am liable for any additional expenses incurred by me and my dependants during my Scholarship.

7. Other scholarships and studies

7.1. I will not hold another Australian Government scholarship, other than an ACIAR supplementary award, at the same time as the Australia Awards Scholarship, or begin studying another course.

7.2. I will not undertake any additional off scholarship studies during my time in Australia on the Foreign Affairs or Defence Sector (Subclass 500) Visa.

8. Change of circumstances

8.1. I will advise ACIAR immediately, via the Student Contact Officer at the Institution, of any personal, financial or family circumstances or incidents (e.g. family or financial problems, medical conditions, etc.) that might affect my ability to commence the Scholarship on time or to complete the approved course of study within the Scholarship period.

8.2. I will advise ACIAR immediately, via the Student Contact Officer at the institution, if I marry a person who is an Australian or New Zealand citizen, or is a permanent resident in Australia or New Zealand. I acknowledge that I need to comply with the Scholarship conditions and my visa conditions even if my marital status changes.

9. Changes to Scholarship or course of study

9.1. I will discuss with the Student Contact Officer at the Institution any proposed changes to the approved course of study for which the Scholarship is offered.

9.2. I will obtain approval from the Institution, ACIAR and, in some instances, the partner government before making any changes to my course of study.

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- 9.3. I acknowledge that ACIAR may amend the period of my Scholarship or Scholarship benefits at its discretion.

10. Termination and Suspension of Scholarship

- 10.1. I acknowledge that I hold the Australia Awards Scholarship with ACIAR's support and ACIAR reserves its right to terminate the Scholarship and withdraw its support at any time, including if I:
- a. do not comply with a condition of the Scholarship;
 - b. do not make successful academic progress and remedial strategies have not been successful;
 - c. am excluded by the Institution from my course or study units due to academic failure or from remaining at the Institution because of misconduct (as defined by the institution);
 - d. complete the maximum period of English language training available under the scholarship and still have insufficient English language ability for entry to my course of study;
 - e. am unable to continue a program due to serious illness or incapacity for medical/mental health reasons;
 - f. conduct myself in a manner which is considered to have transgressed acceptable Australian community standards;
 - g. apply for a visa other than the Foreign Affairs or Defence Sector (Subclass 500) Visa; or
 - h. am found guilty of a crime.
- 10.2. I acknowledge that ACIAR reserves the right to suspend my Scholarship, including if:
- a. ACIAR determines that I am unable to continue my course or study; or
 - b. I am unable to continue a course or study due to serious illness or incapacity due to medical or mental health reasons.
- 10.3. I acknowledge that my Scholarship will be suspended until I can demonstrate that I am able to undertake full time study. I acknowledge that ACIAR will determine when my Scholarship recommences.
- 10.4. If my Scholarship is suspended I will return to my home country (with any dependents) for the duration of the suspension and will seek the prior approval of ACIAR and the Institution before returning to Australia.

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11. Privacy

11.1. I acknowledge that I am aware that:

- a. the *Privacy Act 1988* governs the handling of personal information by Australian Government agencies <https://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act>; and
- b. DFAT's privacy policy is available at <http://www.dfat.gov.au/privacy.html>

11.2. I consent to my personal information and that of my family members and dependants, including sensitive information¹ as defined in the *Privacy Act 1988*, being collected, used and disclosed in accordance with the 'Privacy Notice – Australia Awards', as updated from time to time (available online and attached at Schedule 3).

12. Child Protection

12.1. I have read and understood DFAT's Child Protection Policy and agree to comply with the policy for the duration of my Scholarship.

12.2. I have read and signed the DFAT Child Protection Code of Conduct included at Schedule 2.

¹ **sensitive information** is defined in section 6 of the *Privacy Act 1988* to mean personal information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record, that is also personal information, or health information about an individual, genetic information about an individual that is not otherwise health information, biometric information that is to be used for the purpose of automated biometric verification or biometric identification, or biometric templates.

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I agree that I will fully comply with the Scholarship conditions set out above and adhere to my responsibilities as an ACIAR Scholarship Awardee, as set out in the Australia Awards Scholarships Policy Handbook.

[Signature of Awardee]

Kathleen Mae Valencia

17 March 2025

[Date]

[Signature of Awardee's Employer]

Dr. Mañes Neil V. Scriño, Visayas State University

[Name of Awardee's Employer (print)]

17 March 2025

[Date]



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SCHEDULE 1

Scholarship Details

Awardee's name	Kathleen Mae Valencia
OASIS ID	ST019LAS7
Country of citizenship	Philippines
Institution	The University of Queensland
Recommended arrival date	
Estimated start date	23 Jun 2025
End date	30 Jun 2029
Main course name	Doctor of Philosophy (Architecture, creative arts, education, health, information technology, management and commerce, mathematical sciences, social and cultural studies)
Main course CRICOS code	0100213
Main course level of study	Doctoral Degree
Articulating course	
Articulating course CRICOS code	
Articulating course level of study	
Preliminary course/s	IAP
Scholarship benefits (payment breakdown ²)	ACIAR CLE - 2023 ACIAR Completion Travel - 2010 ACIAR Establishment Allowance - 2010 ACIAR Fieldwork - 2010 ACIAR OSHC - 2010 ACIAR Reunion Travel - 2010 ACIAR SAS - 2010 ACIAR Student Amenities and Services Fee
Special conditions ³	
Estimated value at time of offer in AUD ⁴	375,581.64

² The Scholarship benefits are subject to change without notice.

³ Should you not meet any of the special conditions, the offer of this scholarship is no longer valid. The scholarship may be terminated and you will be required to return to your home country.



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SCHEDULE 2 - DFAT's Child Protection Code of Conduct

I, **Kathleen Mae Valencia** acknowledge that I have read and understand DFAT's *Child Protection Policy, January 2017*, and agree that in the course of my association with DFAT

I must

- treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse⁵ or sexual activity⁶, including paying for sexual services
- wherever possible, ensure that another adult is present when working near children
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

⁴ The estimated value of this Scholarship is subject to change without notice.

⁵ As defined under the Criminal Code Act 1995

⁶ As defined under the Criminal Code Act 1995



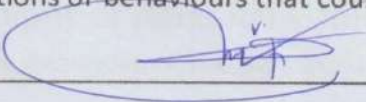
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When photographing or filming a child or using children's images for work-related purposes, I must:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

I understand that the onus is on me, as a person associated with DFAT, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signed:  [Signature of Awardee]

Date: 17 March 2025



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SCHEDULE 3 – Australia Awards APP 5 notice on information collection

PRIVACY NOTICE

AUSTRALIA AWARDS – SCHOLARSHIPS, FELLOWSHIPS AND SHORT COURSES

The Department of Foreign Affairs and Trade (DFAT) manages international Scholarships, Pacific Scholarships, Fellowships and Short Courses funded by the Australian Government that aim to contribute to the long term development needs of Australia's partner countries, in line with global, bilateral and regional agreements.

What types of personal information is collected?

Below are examples of the personal information DFAT may collect:

- Letters of offer and acceptance documentation
- Personal details, for example gender, date of birth, country of origin, identification numbers, etc.
- Prior academic qualifications (transcripts and history)
- Current and previous employer details
- Professional memberships or associations
- Criminal history
- Personal passport information
- Visa information
- Banking information to pay entitlements
- Residential and mailing addresses in home country and while studying in Australia
- English test scores (IELTS, etc.)
- Contact details, including telephone numbers and email addresses
- Medical assessments
- Disability assessments and supporting documentation
- Personal details of accompanying dependants (or Carers), including all of the above as required
- Other information related to your Australia Award Scholarship, Fellowship or Short Course



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Why is your personal information collected?

The purpose of collecting this information is for the management, promotion and evaluation of the Australia Award program. Information is also collected to ensure DFAT upholds its obligations while you are participating in the Australia Awards program.

This information may also be used to contact you after the completion of your Australia Award by DFAT or a contracted service provider of DFAT, to follow up on your experiences and achievements and how your Australia Award may have contributed to this.

When we collect your personal information from others

If we need to collect information from a third party, e.g. a medical practitioner, we will first obtain your consent.

What happens if we do not collect your personal information?

If DFAT does not or is unable to collect personal information from you we may not be in a position to consider your application for an Australia Award Scholarship, Fellowship or Short Course, provide you with relevant access, or provide guidance regarding conditions relevant to these Awards.

Who will your personal information be disclosed to?

DFAT may disclose your personal information to third parties, for the purpose of managing, promoting or evaluating the Australia Awards. For example, your personal information may be disclosed by DFAT to, the following parties:

- the Australian Taxation Office
- the Australian Public Service Commission
- Higher Education Institutions (for example, Student Contact Officers)
- other Commonwealth agencies
- your nominated representatives, authorised agent or embassy or High Commission in Australia
- agents, contractors or service providers engaged by DFAT to carry out or assist its functions and activities (such as a Global Tracer Facility for survey work and case studies of Australia Award alumni)
- medical professionals (in the case of a Welfare incident)

You also consent to DFAT disclosing your personal information to overseas recipients, that is, individuals or entities who are not in Australia. You acknowledge that you understand DFAT will not take any steps to ensure that an overseas recipient does not breach an Australian Privacy Principle under the *Privacy Act 1988*.



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How do you access and/or correct your personal information?

If you wish to correct your personal information, please contact the relevant organisation as detailed below:

- Scholarships - your Institution's Student Contact Officer (SCO)
- Fellowships – your Australian Host Organisation (AHO)
- Short Courses – the DFAT managing contractor or Embassy/High Commission.

Under the Privacy Act (Australian Privacy Principles 12 and 13) you have the right to ask for access to personal information that we hold about you. You are also able to ask that we correct that personal information. You can ask for access or correction by contacting us, as set out in **DFAT's Privacy Policy**.

How to find out more about our privacy practices?

Our Privacy Policy describes how we protect and manage personal information, including sensitive information, consistent with our obligations under the Privacy Act. Our Privacy Policy also contains information on how you may complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. DFAT's Privacy policy is available at:
<http://www.dfat.gov.au/privacy.html>.