



FAQs

Frequently Asked Questions

How do I apply?

Check specific criteria, including age, industry sector/s and occupations listed in the various Fellowship application forms on offer to make sure you are eligible. Please complete all sections on the form.

Print out and fill in page 1 of the application form and attach it as a front cover to your supporting material.

Please note that entries will not be returned. Given this, please only include copies of original material.

Will the ISS Institute assist me in preparing my submission?

Regardless of whether you've had previous experience in preparing submissions and require more information, or you've never applied for any grant or Fellowship before, we're here to advise and assist as you prepare our application. Please call our office on 03 9882 0055.

Does funding come with the Fellowship?

Yes. Each Fellowship has a specific amount of funding for costs incurred in the overseas study program such as airfares, living allowances and approved course or conference fees.

What can be included in the overseas program?

Your study program may be a course of study, visits to, or placement in a firm, or with an individual, educational institutions, professional associations and/or government agencies.

How long am I overseas for? How do I plan the activities for my Fellowship?

Generally between two to three weeks. Longer periods may receive special consideration. Fellowships must be undertaken within twelve months of being advised in writing that your submission has been successful.

You liaise closely with the Institute throughout the planning and preparation for your overseas research. This includes us ensuring your proposed itinerary meets the Fellowship's overall research objectives. Upon your return we work with you as you write the findings of your research, and as you share the lessons you've learnt in your industry.

I have applied for a Fellowship before but I was unsuccessful. Can I apply again?

Yes, you're more than welcome to apply again. While you may not receive a Fellowship in one year, you may in another.

Can I apply for more than one Fellowship in one year?

Yes. If the skill deficiencies identified and the selection criteria are fulfilled, you may submit an application for more than one Fellowship.

I am a successful Fellowship recipient from a previous year. Can I apply again?

No.

What happens if I change my employment circumstances should I be awarded a Fellowship?

Fellowships are awarded to individuals. If you are employed in an organisation, then you must arrange for your employer to support you throughout the Fellowship Program. Should you change from one employer to another once you have been awarded a Fellowship, then the employer who initially supported your application is to be acknowledged in your final report; they will also receive a copy of the report.

Are there targeted industries and occupations connected to the Fellowships?

Yes. Each Fellowship specifies the targeted industries and occupations. Please refer to the specific Fellowship application forms for further information.

Can I keep what I learnt overseas, or do I have to share with others?

Fellowship recipients pass on what they learnt overseas through written and oral reports, and appropriate seminars, workshops and lectures. These are prepared under guidelines provided by the Institute.

What is involved in the selection process?

- Each submission will be evaluated by senior Institute team members
- Short-listed applicants are then interviewed by a selection panel of members, including the Fellowship sponsor, industry representatives, and members of the Institute's team
- Interviews may be conducted in person or by teleconference
- The selection panel's decision is final and binding, and given the number of applications we receive we are unable to provide feedback on individual applications
- Each applicant will be advised of the outcome of their application. Fellowship recipients are awarded their Fellowship at a formal presentation held each year

Can I change my overseas program after I have signed the Fellowship Agreement?

The program cannot be altered without the consent of the Institute.

When can I apply and when do applications close?

Applications are called for at various times of the year. Please see individual Fellowship application forms and deadlines.