



HAMER
SCHOLARSHIPS
PROGRAM GUIDELINES



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INTRODUCTION

ABOUT THE SCHOLARSHIPS

The Victorian Government Hamer Scholarships Program is a language, cultural immersion and business engagement program that builds the Asia capabilities of Victorians and Victorian businesses.

Hamer Scholarship recipients undertake 5-6 months of intensive language study in China, Japan, Korea or Indonesia while delivering an in-market business project that progresses the market development and/or export objectives of their employer in the chosen market.

The Scholarship supports recipients to develop their Asian language skills, cultural competency, professional networks and market knowledge – assisting businesses to build the people-to-people contacts and market insights needed for doing business with Asia.

Hamer Scholarship alumni are ambassadors for Victoria.

PROGRAM OBJECTIVES

The Program aims to build the Asia capabilities, insights and networks of Victoria's workforce to enable Victorian businesses to access economic opportunities in Asia.

WHO ARE THE SCHOLARSHIPS FOR?

The Hamer Scholarships Program is targeted at individuals working in Victorian businesses that are seeking and pursuing market development and export opportunities with China, Korea, Indonesia or Japan.

SCHOLARSHIP FUNDS

The Hamer Scholarships Program provides \$10,000 scholarships for China and Indonesia and \$15,000 scholarships for Japan and Korea for 5-6 months (minimum) language study at an approved institution.

The Scholarship funds are a contribution towards the recipient's financial requirements. Funds can be used to cover the cost of:

- international air travel to and from the elected country
- accommodation and living expenses
- compulsory comprehensive travel insurance
- tuition and related fees
- text books and other study materials
- in-market business project expenses
- other study-related or project-related out-of-pocket expenses while in the elected country

Any additional costs are at the expense of the recipient and/or their employer as arranged between the recipient and their employer.

PROGRAM ELIGIBILITY

Applicants must meet the following eligibility requirements:

CANDIDATE ELIGIBILITY

- Be an Australian citizen or permanent resident who is a resident of Victoria. Victorians living, working or studying in China, Indonesia, Japan or Korea may also be considered, however, preference will be given to those currently residing in Victoria. Proof of age, citizenship or permanent residency is required and will only be accepted in the form of passport identification and permanent residency documentation
- Be employed and endorsed by a Victorian business that meets the Employer Eligibility criteria
- Be aged 21 or above at the time of completing the application
- Have at least three years of professional employment in their current field
- Be willing to study a language at a nominated institution for a minimum duration of 5-6 months. Alternative universities, institutions or non-language courses will not be considered
- Be willing to complete an in-market business project that is endorsed by the candidate's employer
- Not be in receipt of any other grant, funding or scholarship for study in the elected country
- Agree to participate in future program evaluation activity for up to 5 years

EMPLOYER ELIGIBILITY

- Be a legally structured business registered in Victoria with an Australian Business Number (ABN). (Businesses that are not registered in Victoria but have a significant operating presence in Victoria may also be deemed eligible and will be assessed on a case-by-case basis).
- Meet all industrial relations obligations as an employer in accordance with the National Employment Standards
- Have an operating presence in Victoria
- Have a trading history of at least two years
- Be engaged in or seeking to engage in market development and/or export activity with the nominated Scholarship country
- Be willing to develop and endorse an in-market business project with the candidate
- Agree to participate in future program evaluation activity

Ineligible Employers

- Commonwealth, state and local government agencies or bodies
- Industry associations and business chambers
- Not-for-profit organisations
- Community-based organisations
- Companies seeking to import or source and manufacture products offshore

APPROVED INSTITUTIONS AND UNIVERSITIES

Hamer Scholarships are only available for language study at approved institutions and universities. Applicants may apply for courses commencing within 12 months of applying for a Scholarship and must undertake at least 5-6 months of in-country study. Applications that do not meet these requirements will automatically be deemed ineligible.

Recipients are required to meet the institution's enrolment deadline, which may include upfront associated fees. Successful Hamer Scholarship candidates will be notified of the outcome of their application 6 – 8 weeks after the Hamer Scholarship closing date. Possible payments or fees associated with the university or institution application will be at the applicant's own cost.

CHINA

- Nanjing University (Nanjing)
- Sichuan University (Chengdu)
- Soochow University (Suzhou)

JAPAN

- Yamasa Institute (Okazaki, Aichi)
- Waseda University (Tokyo) Centre for Japanese Language

INDONESIA

- University of Indonesia (Depok)
- Gadjah Mada University (Yogyakarta)
- Indonesia University of Education/Universitas Pendidikan Indonesia (Bandung)

For study in Indonesia:

- Candidates applying for study in Yogyakarta and Bandung must include some form of extra tutoring or language classes in addition to university class time in order to total 15-20 hours of formal study time per week.
- Candidates must include the additional formal study hours in their application study plan and cost breakdown.

KOREA

- Yonsei University (Seoul)

For Study in Korea:

Hamer applicants must complete 2 terms to be in-country for a minimum 6 months.

IN-MARKET BUSINESS PROJECT

Together with their employer, the candidate shapes the in-market business project proposal for submission with their application. The project is delivered by the candidate alongside the language study program.

PROJECT PROPOSAL

The project proposal:

- Is a maximum of two pages
- Provides a logical rationale that explains how the project aligns with the market development and/or export objectives of the employer and how it provides value to the employer
- Clearly describes a feasible project, outlining project scope, objectives, timeline and deliverables, etc.
- Desktop research is not considered a suitable business project
- Clearly articulates the intended project outcomes, including short-term and longer-term outcomes
- Identifies appropriate in-market stakeholders to connect with as part of the project (and/or organisations who may be able to assist in making the right connections)

PROJECT EXAMPLES

- **Understanding in-market trends for your products or services**
- **Seeking suitable in-market services to assist in market development, marketing, export implementation, etc.**
- **Expanding your in-market distribution or agent network**
- **Growing your partnerships or buyer networks**

ASSESSMENT CRITERIA

Responses to the assessment criteria and supporting documentation will be used as part of the candidate assessment process.

CRITERIA	WEIGHTING
Demonstrate your capability to successfully undertake intensive language study overseas and to deliver your in-market business project (e.g. experience of coping in a foreign environment, managing a heavy work load and competing priorities, any prior language learning experience, etc.)	30%
How will your participation in the Hamer Scholarship Program support your company to access economic opportunities in the selected market?	30%
How does your in-market business project support your company in achieving its longer-term market engagement and/or export objectives in Asia?	30%
Why is a scholarship/government support needed?	10%

SUPPORTING DOCUMENTATION

- In-market business project proposal
- Letter of endorsement (from candidate's employer)
 - The letter demonstrates strong support for the candidate and the in-market business project. It:
 - endorses the suitability of the candidate to undertake the Scholarship
 - endorses the in-market business project, explains how the project aligns with the Asia export objectives of the organisation and the value it would provide to the organisation
 - describes any monetary or in-kind employer co-sponsorship arrangements (co-sponsorship will be looked upon favourably but is not mandatory).
- Study plan and timeline (candidates are required to undertake their own research to seek available and appropriate courses at one of the approved institutions)
- Budget breakdown
- Employer details, including revenue and number of employees
- Candidate's CV
- A copy of the candidate's passport for verification of age and citizenship or permanent residency (proof of permanent residency must be provided)
- Contact details of a referee/endorser (current employer)
- Employer statutory declaration (**Appendix 1**) signed by a senior representative of the company, confirming employer eligibility

APPLICATION PROCESS

There is one Hamer Scholarship application round per year, opening from February – March each year. This application round covers study commencing within 12 months of applying for the Hamer Scholarship (i.e. before March-April the following year). Exact application open dates are announced on the Hamer Scholarships webpage.

STAGE 1 - BEFORE APPLYING

- Applicants assess their eligibility and begin to shape their in-market business project in conjunction with their employer.
- Applicants discuss their leave and/or any remuneration arrangements with their employer.
- Applicants undertake their own research to seek available and appropriate courses at one of the approved institutions for the Hamer Scholarship Program.

STAGE 2 - SUBMIT APPLICATION

Applicants submit their application online, providing responses to the selection criteria and supporting documentation.

Applications that do not provide the required information will not be considered. All applications will be acknowledged by email and assessed against the selection criteria.

STAGE 3 - SHORTLIST INTERVIEW

Successful applications will be shortlisted and notified by email/phone and invited to participate in an interview with a Hamer Scholarship selection panel. The candidate's endorser will be contacted by phone for a referee check.

Unsuccessful applicants will be notified by email.

STAGE 4 - SUCCESSFUL APPLICANTS

Successful applicants will be notified by email/phone and will be provided with the Program Terms of Agreement for undertaking the program.

Unsuccessful applicants will be notified by email.

SCHOLARSHIP PAYMENTS

Scholarship funds are paid directly to the individual's nominated Australian bank account.

- 70 per cent of funds are awarded prior to departure upon submitting relevant documentation, including evidence of enrolment and insurance.
- 30 per cent of funds are awarded at the mid-way point of the study program upon satisfactory completion of a mid-term report

RESPONSIBILITIES OF THE SCHOLARSHIP RECIPIENT

PRE-DEPARTURE

- Attend pre-departure events/ceremony where possible
- Manage own enrolment to chosen university or institution in-market
- Arrange own living arrangements/accommodation to the elected market
- Manage own international travel to the elected market, including visa applications
- Purchase comprehensive travel insurance
- Keep receipts of large purchases relating to the Hamer Scholarship including tuition, air travel, medical insurance, visa application and accommodation
- Provide a mid-term report to the Department
- Notify the Department of any changes to your study plan and business project
- Have personal financial arrangements in place for unexpected and upfront costs
- Keep the Department updated if contact details change
- Follow recommendations on the [DFAT Smart Traveller website](#)
- Seek support or advice from the in-market Victorian Government Trade and Investment (VGTI) network if required

IN-MARKET

- Meet the academic requirements of your language study program
- Deliver your in-market project
- Network and attend relevant professional events. Contacts should be initiated independently by the recipient—this is *not* the responsibility of the Department
- Participate in potential Victorian Government activities where possible

COMPLETION

- Submit a completion report on the outcomes of the in-market business project
- Complete Program evaluation surveys at completion, 1-year and 5-years post study
- Keep the Department updated if email contact details change (up to 5 years)
- Participate in alumni activities and support the Department where possible in promotional and evaluation activities

APPENDIX

APPENDIX 1 - EMPLOYER STATUTORY DECLARATION

The person making the declaration is required to read the following paragraph aloud in the presence of the authorised statutory declaration witness (unless that person has a disability which prevents the person from doing so):

"I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct."

I,.....[insert name, address and occupation], make the following statutory declaration under the *Oaths and Affirmations Act 2018*.

1. I am a Director/Senior Officer* of [insert company name].
2. I certify as correct that[insert company name]
 - a. is a legally structured business registered in Victoria with an Australian Business Number (ABN) and operating presence in Victoria or, is a legally structured business with an Australian Business Number (ABN) and significant operating presence in Victoria;
 - b. meets all industrial relations obligations as an employer in accordance with the National Employment Standard;
 - c. has a trading history of at least two years;
 - d. is engaged in or seeking to engage in market development and/or export activity with the nominated Scholarship country;
 - e. is willing to develop and endorse an in-market business project with the candidate;
 - f. agrees to participate in future program evaluation activity;

AND I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

DECLARED at)
in the State of Victoria this)
day of Two Thousand and)
)
Before me) ←
..... ←

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration [include full name and personal or professional address of authorised statutory declaration witness in legible writing, typing or stamp].

*delete whichever is inapplicable.



CONTACT DETAILS

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