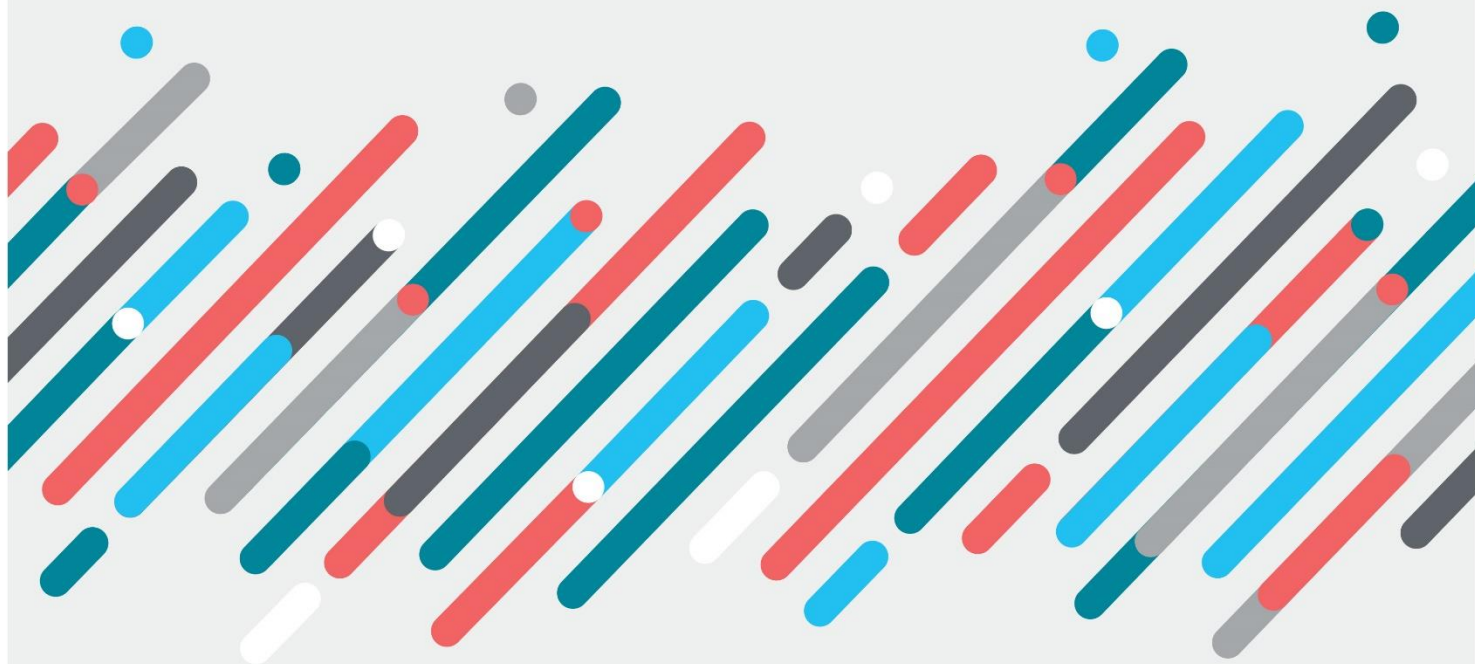# Suburban University Study Hubs

2024 Application Guide

The purpose of this document is to assist applicants for the Suburban University Study Hubs Program (the Program) to prepare responses and gather optional attachments before they apply online. It contains detailed advice on how to respond to each question, appropriate types of supporting evidence, as well as character/page limits for each question.

Applications must be submitted using the online form available at

https://submit.dese.gov.au/jfe/form/SV_baBvMV5DZ4uL3DM

Contents

Purpose

This Application Guide is intended to serve as a guide for potential applicants to the Suburban University Study Hubs Program.

Applicants should read this Application Guide in conjunction with the Suburban University Study Hubs – Program Guidelines 2024 (the Program Guidelines) **before** applying.

The Program Guidelines contain further information on the program including:

- background and objectives
- eligibility criteria
- application and assessment process, including key dates, application overview and application assessment and approval
- funding available, including estimated operating costs and GST
- managing funds, including use and payment of grant funds
- administration and reporting.

This Application Guide is designed to assist applicants. It covers eligibility criteria and information about the assessment process.

Further information about the Program, including the online application form is available on the Suburban University Study Hubs webpage.

Applications for funding will be accepted until 5:00pm (AEST), 29 July 2024.

The Application

Applicants should ensure they have read the Program Guidelines carefully to determine their initial eligibility (based on geographic location and socio-economic status), before proceeding to complete and submit an application online.

Online applications open on 22 May 2024 and close at 5pm (AEST), 29 July 2024. Applicants can amend applications via the online form at any time prior to the closure of the application period. If you have submitted your application and need to make changes, please contact suburbanhubs@education.gov.au

All applications must be submitted via the online form hosted using the Qualtrics platform. Applications will not be accepted via other methods.

Getting application help

If applicants require assistance completing the online form, please refer to the Frequently Asked Questions or contact the department at suburbanhubs@education.gov.au

Privacy statement

The application form includes a privacy statement detailing the collection and use of personal and sensitive information by the department. All applicants must consent to the collection and use of both personal and sensitive information provided by themselves or others within the application.

Application sections

The application form includes headings and tables that address all program eligibility requirements and assessment considerations. All sections should be completed in full, adhering to any specified character limits.

The application form contains the following sections:

- Part A – Contact details
- Part B – Program eligibility
- Part C – Proposed Hub details
- Part D – Addressing community needs
- Part E – Hub implementation
- Part F – Supporting documents
- Part G – Financial risk management
- Part H – Declarations

Part A: Contact details

Authorised person

This should be either the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive with authority to submit an application on behalf of the organisation seeking a Suburban University Study Hub.

Applicants will be required to provide the following details:
- full name
- the name of the organisation they represent
- their position
- phone number
- email address
- postal address.

Primary Contact Officer

The department requests details of a primary contact that can respond to application queries, where the person to be contacted is different to the authorised person.

Part B: Eligibility

To be eligible for funding under the program, the applicant must meet all eligibility requirements outlined below. Any eligibility requirement/s not met will result in an invalid application and will not progress to the assessment stage.

Eligible location

Suburban University Study Hubs will be established in areas that will benefit most from their presence, with an emphasis placed on supporting underrepresented and disadvantaged students from suburban areas with low tertiary education participation who face increased barriers to accessing tertiary study.

Hubs must fall within both:

- an eligible Statistical Area Level 2 (SA2) that is classified as Quintile 1 or 2 according to the Australian Bureau of Statistics (ABS) Index of Relative Socio-Economic Advantage and Disadvantage (IRSAD);[1] and
- an eligible geographic classification of 'Major Cities of Australia' (Code: RA0), as per the ABS Australian Statistical Geographic Standard (ASGS) Remoteness Areas classification[2] or 'Greater Darwin' or 'Greater Hobart' under the ABS ASGS Greater Capital City Statistical Areas classification.[3]

The department has developed an interactive map to assist applicants to determine whether their proposed Hub location will be in an eligible area.

Applicants can access the map on the Suburban University Study Hubs – 2024 Application Round website.

Note: If the proposed Hub site/s do not fall within an eligible area as outlined above, applicants will not be able to progress through the application form.

New Hub locations

To ensure Suburban University Study Hubs are established in areas with the highest need, funding is only available for new Hubs. Existing facilities providing similar or equivalent services are ineligible to apply.

Applicants will be required to advise if the proposed Hub is currently delivering a similar or equivalent service or if they are in receipt of funding from the Australian Government or a State or Territory Government for a similar or equivalent service.

Hubs which are not currently operational and/or do not meet the similar or equivalent service criterion below may be classified as new.

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[1] Census of Population and Housing: Socio-Economic Indexes for Areas (SEIFA), Australia, 2016 (abs.gov.au)
[2] Remoteness Areas | Australian Bureau of Statistics (abs.gov.au)
[3] Greater Capital City Statistical Areas | Australian Bureau of Statistics (abs.gov.au)

A similar or equivalent service will include:
- some, or all, of the facilities described as infrastructure; **and**
- some, or all, of the services listed in administrative and academic skills support and/or student support services.

Facilities or Services	
Infrastructure	study spaces, break out areas, video conferencing, computer facilities, internet access
Administrative and academic skills support services	developing writing and research skills, managing administrative processes
Student support services	General wellbeing support, study advice, help accessing student services, supporting students with paid placements and Work Integrated Learning, careers advice

Consideration should be given to the extent to which your service or facilities provides for these aspects, and who is able to access your service.

If you are unsure, you may submit an application, which will be assessed for eligibility by the department. Select 'No' to this question to progress your application.

Note: If the proposed Hub site/s is existing and providing similar or equivalent services as outlined above, applicants will not be able to progress through the application form.

Body corporate

Applicant organisations must be, or be able to become, a body corporate to be eligible for funding under this Program. If an application is successful, approval of a grant is contingent on the applicant organisation successfully incorporating. Applicants will be required to provide evidence of eligibility/capability to become a body corporate at least seven days prior to the Conditions of Grant being issued.

Applicants will be required to outline the status of the applicant organisation in complying with the body corporate requirement and provide supporting evidence that the applicants organisation is either a body corporate or prospective body corporate.

Applicants should respond to this question by providing details of their organisation including:
- name of incorporated entity
- date of registration
- registration period
- issuing authority.

Where an applicant is in the process of applying for incorporation, provide details including:
- proposed name of entity
- submission date of application (if known)
- registration period (if known)

- issuing authority.

Supporting evidence may include:
- Certificate of Registration (with ACN)
- Certificate of Registration of Change of Name (with ACN)
- Extract of Company (with ACN)
- Certificate of Incorporation
- written authorisation on letterhead by the issuing authority, stating the Act under which it was established
- 'ABN lookup' statement.

Supporting evidence must show the date of registration and/or the registered period of incorporation.

All supporting evidence of incorporation should be uploaded at 'Part F: Supporting documents' of the application form.

A maximum response limit of 500 characters applies.

Fit and proper person

The 'fit and proper person' requirement focuses on the organisation's business and financial affairs and on its compliance with relevant regulatory schemes. The individual completing this requirement must be the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to do so on behalf of the proposed Suburban University Study Hub.

Before allocating funding under the Program, the Minister must be satisfied that the recipient organisation, and each person who makes or participates in making decisions that affect the whole or a substantial part of the organisation's affairs, is a 'fit and proper person', in accordance with section 3.5 of the Program Guidelines. In making this decision, the Minister and/or their Delegate will consider matters like those described in paragraph 6.2 of the *Higher Education Support (Fit and Proper Person) Instrument 2019.*[4]

Applicants must advise of any matters pertaining to:
- the organisation's solvency
- the provision of false or misleading statements or information to the minister
- the organisation's business dealings that impugn its honesty or integrity
- personal bankruptcy
- personal disqualifications from managing corporations
- personal involvement with a higher education or VET provider who has had conditions imposed or approval revoked.

Note: If an applicant answers 'yes' to any of the questions contained within the 'fit and proper person' section of the application, the department will be in contact for further information.

If applicants have any concerns or questions about any of the eligibility criteria for a proposed Suburban University Study Hub, please contact suburbanhubs@education.gov.au.

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[4] Federal Register of Legislation - Higher Education Support (Fit and Proper Person) Instrument 2019

Part C: Proposed Hub Details

Key assessment considerations	% of overall weighting
Community need	5%
Budget	20%
Part C Total	**25%**

Naming

The proposed Hub name should reflect the community and catchment area it services (for example, *Catchment* Suburban University Study Hub). To ensure open access for all tertiary students, the Hub name should not mention any specific education provider. The Program delegate (Assistant Secretary, Higher Education Access and Equity Branch) must also agree to the Hub name as part of the Conditions of Grant.

Note: if successful, the Hub name may be used in public media material, including any Ministerial announcements.

Expected student load

To ensure viability of the proposed Hub the department request an expected student load for each Hub.

- expected **peak** student load = the maximum number of students anticipated to be physically using the proposed Hub facilities at any one time.
- expected **total** student registrations = the total number of students anticipated to be registered to access the proposed Hub.

For this section consideration should be given to the community the Hub will service. Applicants should consider tertiary enrolment numbers, population size and other aspects of the community which may impact on expected student load.

Proposed site/s

In selecting an appropriate site to establish a Hub, consideration should be given to leveraging existing community and social infrastructure. When selecting a proposed location, applicants should also consider whether other services (for example, childcare and medical facilities) and public transport are near the site.

Applicants should consider their on-site staff and anticipated student load during peak periods to ensure the proposed building size and planned facilities are appropriate.

Applications which demonstrate evidence of readiness (e.g. consideration of potential site, their suitability, and indicative costs) will be favourably considered.

Applicants are required to provide the following:

- name of proposed site or building. If you are using an existing facility such as a TAFE campus, local community centre, or other, provide the name of that facility. If it is a new facility, provide NA in this field.
- street address of the proposed site.
- description (including building sizes/capacity, current facilities, etc). Consideration should be given to future expansion of any site.
- leasing arrangement. Please provide details surrounding lease period, fees (if any) and payment terms, e.g. monthly/annually and any restrictions or limitations imposed which may impact on the operations of a Hub. Applicants should also provide details where in-kind arrangements are in place including the terms of this arrangement.
- expected date of operation. It is projected that most Hubs will be operational in Semester 1, 2025.
- Does the proposed Hub include multiple or satellite sites, such as a hub-and-spoke model? If yes, applicants will be required to provide details of all proposed sites.

To strengthen the application the department recommends attaching photos and/or floor plans in 'Part F: Supporting documents'.

Applicants who are applying for multiple sites should consider if applying for each Hub separately would be more appropriate. When considering this option, applicants should determine if efficiencies in governance, staffing and general Hub operation can be made by operating as one, under a hub-and-spoke model.

The application form allows for up to three (3) sites to be listed. If the application request is for more than this, please contact suburbanhubs@education.gov.au, or include additional information in 'Part F: Supporting documents'.

Key Consideration: Community need (5%)

Capital works

The program **does not** fund large-scale capital works, and successful applicants cannot use funding to purchase property or land. Funding can contribute towards fit-out costs to upgrade existing infrastructure (capital works) to ensure the proposed site is fit for purpose in the first year of the Program (2024-2025). This may include:

- installation of interior walls
- secure swipe card access to support after-hours access
- painting
- floor coverings.

Applicants should include any evidence to support claims (such as quotations, floor plans, photos, etc.) in 'Part F: Supporting documents'.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Key Consideration: Appropriate budget (2.5%)

Funding requested

What is the total amount of funding (GST exclusive) being sought from the Suburban University Study Hubs Program?

Applicants should:

- include estimated total project costs (GST exclusive)
- include all ongoing operational and capital expenditure works (if relevant) cost between 2024-25 and 2026-27
- ensure the planned expenditure in 2024-25 reflects the anticipated operational period in that financial year.

*If the proposal includes multiple sites, include the total amount applicants are seeking across **all** sites.*

Key Consideration: Appropriate budget (2.5%)

Budget proposal

Applicants are required to provide a detailed Budget Proposal outlining expected income and expenditure for the proposed Hub from 2024-25 to 2026-27, using the Budget Proposal Excel template.

Table 1: The budget must clearly indicate the grant funding (excluding GST) sought from the Australian Government to deliver the Hub. Detailed expenditure for the total funding period 2024-25 to 2026-27 should be clear and realistic. The budget must be provided by financial year and cover the total funding period, reflecting the anticipated operational period.

Table 2: The budget must also identify other sources of income (if any), including any actual or anticipated funding through Hub partnerships and detail how that funding, together with program funding, would be used to establish and operate the Hub.

During the assessment period, the Assessment Panel may seek further clarification from applicants on their proposed budget. This may include asking applicants to submit a revised budget based on feedback from the panel.

Final funding amounts for successful applications will be determined by the Program Delegate following announcement of outcomes.

Applicants should note that the budget will be carefully reviewed and its value for money assessed by the Assessment Panel. This includes requests for capital works funding. As noted above, applicants should be aware that even if an application is successful, funding amounts are subject to negotiation, and the Program Delegate will determine the final amount of funding to be approved.

Accepted file types: Spreadsheet (CSV, XLS, XLSX, ODS). Other file types will not be uploaded.

If an incorrect document is uploaded, applicants can replace it by using the 'drag and drop' functionality, or by clicking in the grey area of the upload box and selecting the correct file.

Key Consideration: Appropriate budget (15%)

Part D: Addressing community needs

Key assessment considerations	% of overall weighting
Community need	35%
Part D Total	**35%**

This section requires applicants to demonstrate:

- the level of community need for a Suburban University Study Hub
- the proposed services to be offered to students
- a place-based, community-driven approach
- how these services will address tertiary education access and equity issues.

Tertiary education and community needs

Applicants should describe the current gaps in access and support for tertiary education within the community where the proposed Suburban University Study Hub will be established.

- Detail the existing tertiary campuses in the local area (higher education and vocational education and training (VET) providers), including scope of course offerings and distances from the proposed Hub.
- Outline any difficulties in accessing tertiary education experienced by the community in the proposed Hub's catchment area, e.g. public transport limitations, hours of access, other social barriers of which applicants are aware e.g. caring responsibilities, work responsibilities.
- Provide any other relevant data which highlights why the local area would benefit from a Hub, e.g. tertiary participation and attainment, employment and unemployment, underrepresented and disadvantaged populations. Applicants may wish to include relevant Australian Bureau of Statistics Census data for the proposed area. If applicants need assistance or guidance with data, please contact the department at SuburbanHubs@education.gov.au for assistance.
- Consider the future tertiary education needs of the community, e.g. predicted population growth, business and employment data and potential skills shortages which may influence the demand for tertiary skills and qualifications in the future.

Applicants may wish to provide a summary of evidence (max 30 one-sided A4 pages) to support claims at 'Part F: Supporting documents', such as:

- Quantitative data, graphs, and analysis
- Surveys, testimonials, and interviews
- Details of current education services and facilities and their utilisation
- Location of current tertiary education services and facilities in the community
- networks or relationships with current TAFE, VET, or university providers
- Research demonstrating current and future workforce needs in the region
- Current student enrolment data for VET or higher education in the region
- Information on jobs or career counselling provision or networking events or activities.

A maximum response limit of 10,000 characters (approx. 2,000 words) applies.

Key Consideration: Community need (15%)

Student support services

In this section, applicants are required to outline the proposed services the Suburban University Study Hub will offer to students.

Planned support services should align with specific gaps in support identified in the proposed location and must include specific support services tailored to underrepresented and disadvantaged students in the catchment.

Where a Hub will provide services requiring qualified professionals, applicants must provide a list of the skills/qualifications required, or relevant details of services that will be provided by external organisations or through partnerships arrangements.

Where a Hub will charge for incidental or consumable items, e.g. printing, the type and cost that will be charged should be clearly identified.

Applicants may wish to provide additional evidence to support claims at 'Part F: Supporting documents', such as:

- supporting research, reporting or literature
- quantitative data, graphs, and analysis.

Note: This above information relates to the sections, study facilities and equipment, academic skills support and other student support.

Key Consideration: Community need (15%)

Study facilities and equipment

Provide a details description of the planned facilities and equipment the Hub will provide to students.

Examples of facilities and equipment include:

- reliable internet access
- computing facilities: computers/laptops/docking stations, printers, scanners, and software required to support online learning
- private bookable spaces, teleconferencing and videoconferencing facilities
- secure after-hours access to facilities.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Academic skills support

Provide a detailed description of the planned academic skills and study support services the Hub will provide to students.

Examples of academic skills support include:

- administrative support
- general academic skills and training: literacy, numeracy, research and writing support
- organisation of academic support, e.g. assistance with meetings/visits from academics, lecturers or tutors
- exam invigilation
- library support or access.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Other student support services

Provide a detailed description of other planned support services the Hub will offer to students.

Examples of other student support services include:

- counselling and/or psychological assistance
- mentoring
- internship programs
- career counselling
- support with study-related placements and Work Integrated Learning
- local business and industry networking
- cultural training and support
- support for school leavers.

A maximum response limit of 5,000 characters (approx. 1,000 words) applies.

Access for all tertiary students

Describe what measures will be taken to ensure the proposed Hub focuses on encouraging and supporting access for students attending any Australian tertiary provider.

It is a requirement of funding that recipients ensure that the facilities and services provided using the grant primarily support Commonwealth-assisted students. These students should be able to register their student details with the Hub, use its facilities and access the support services.

Facilities and services may be provided to other students undertaking study (such as students enrolled within Vocational Education and Training [VET] providers) if there is spare capacity to do so.

Applicants should consider the provision of safe after-hours access to Hubs.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Key Consideration: Community need (5%)

Part E: Hub implementation

Key assessment considerations	% of overall weighting
Community involvement	15%
Readiness to operate	25%
Part E Total	**40%**

Governance arrangements

Applicants are to provide details of processes for managing Hub operations, finance, risk management, privacy and access to information and reporting.

Applicants are to respond to the following sections:

- operations: Applicants should consider how the governance structures influence decision-making, accountability, and organisational effectiveness. How will roles and responsibilities ensure transparency, manage conflicts of interest, and align operations with regulatory requirements and ethical standards.
- finance: Applicants should consider transparency in financial reporting, adherence to regulatory requirements, risk management practices, and establishment of clear decision-making processes. Additionally, applicants should assess the effectiveness of internal controls and mechanisms for accountability.
- risk management: Applicants should assess the clarity of roles and of responsibilities, ensure alignment with regulatory requirements, establish effective communication channels, implement robust risk assessment processes, and regularly review policies and procedures.
- privacy and access to information: Applicants should consider data access controls to ensure sensitive information is protected. Additionally, clear policies and procedures related to data handling should be apparent.
- reporting: Applicants should consider reporting timelines, adherence to regulations and standards, transparency, and reliability.
- other processes.

Applicants may wish to submit supporting documentation in 'Part F: Supporting documents' including:

- constitution, charter or other governing policies or arrangements
- governance framework which supports strategic goals, risk management, financial management, privacy, and sustainability.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Key Consideration: Readiness to operate (10%)

Applicants are asked to describe how the proposed Suburban University Study Hub will ensure strong community involvement to enable a place-based approach, which reflects the needs of the local community.

Applicants should consider:

- how they will actively involve the local community in the planning and decision-making process to ensure their needs and preferences are heard and addressed.
- feedback mechanisms to support community voice, ensuring that the Hub remains responsive to changing needs.
- long-term sustainability, ensuring the Hub's continued viability and relevance.

A maximum response limit of 2,500 characters (approx. 500 words) applies.

Key Consideration: Community involvement (5%)

Board/Committee Membership

Applicants must provide a list of proposed Board or Committee members. The Board or Committee must have strong community representation and comprise the relevant skills and experience needed to manage the proposed Suburban University Study Hub.

Details required for this section include:

- member's name
- organisation
- skills, knowledge and experience
- stakeholder representation, e.g. community group, education provider, local or state/territory government, student, business/industry, or other

Applicants will also be asked to describe any engagement the Board/Committee has had with education matters or issues in the community to date. Relevant activities may include volunteering at local schools, participation in community organisations focused on education advocacy, active membership of school boards, educational events or workshops, and advocating for educational initiatives.

Key Consideration: Community Involvement (5%)

Staffing requirements

Applicants must provide details of each proposed member of staff (including volunteers) required to support the ongoing operations of the Suburban University Study Hub.

Details required for this section include:

- job title
- employment type, e.g. paid/volunteer
- full-time equivalency (between 0-1)
- duties/responsibilities
- will the position be funded through the grant?
- qualifications, skills and experience required of the role
- employment status: has the position already commenced? If not, provide an anticipated start date.

Commonwealth grant funding is expected to typically include up to two full-time equivalent (FTE) staff per Hub. Where an applicant seeks more than two FTE, additional evidence should be provided.

Applicants should consider both the academic and professional expertise needed to support the Hub.

Key Consideration: Readiness to operate (5%)

Partnerships

Applicants are asked to outline any planned or existing partnerships with education providers, community groups, local or state/territory governments, and business/industry groups, and the benefits this will provide to students.

Partnerships will play an integral role in the overall success of the Suburban University Study Hub and applicants are encouraged to engage a wide range of partners, including education providers (tertiary and secondary), local organisations, business/industry, and local and state/territory governments.

Support may include free professional advice or consultation, donations, in-kind support, fee-sharing arrangements and other financial support such as peppercorn rent. Applicants should provide information on confirmed partnerships and planned activities to engage partners.

When considering partnership arrangements, applicants should consider whether the partnership aligns to their goals and values, offers services that complement the Hub's operations, and shares a commitment to the community it serves. It is also important to assess potential partners' reliability, reputation and willingness to collaborate effectively.

Details required for this section include:

- partner type, e.g. community group, education provider, local or state/territory government, student, business/industry, or other
- name of the organisation
- status of partnership, e.g. existing, or planned
- type of support, e.g. financial, or non-financial
- type of agreement, e.g. formal, or informal
- service and supports provided
- benefits to students.

Key Consideration: Community Involvement (5%)

Implementation timeline

Applicants will be required to outline the key milestones to implement the Suburban University Study Hub and proposed timings for operational delivery.

All key activities required from confirmation of funding to the Hub being operational should be included.

Where capital works are to be undertaken, include activities related to project management and building works.

An outline of any promotional activities planned to attract students and partnerships and raise the profile of the proposed Hub in the local area, including timeframes, should be considered.

Details required for this section include:

- key milestones
- description
- anticipated completion date (DD/MM/YYYY)
- progress.

Key Consideration: Readiness to operate (10%)

Part F: Supporting documents

A maximum of <u>30</u> one-sided A4 page limit applies.

All supporting documents should be combined into one file (either PDF or zipped folder) and uploaded to the Qualtrics application form. A maximum of 30 pages applies. Any additional pages provided will not be assessed by the assessment panel.

Applicants should provide additional evidence to support claims such as:

Part B: Program eligibility

- evidence of incorporation

Part C: Proposed site/s

- map with site clearly located
- photos
- floor plans and technical drawings and designs
- quotations

Part D: Addressing community needs

- location of current tertiary education services and facilities in the community and their distance to the proposed site/s
- summarised qualitative or quantitative data on the local area, e.g. local survey findings, current student enrolment and attainment data for higher education and VET services
- summary of research demonstrating current and future workforce needs in the local area

Part E: Hub implementation

- relevant information which provides an overview of policies and procedures to manage the establishment and operation of the Hub, e.g. risk management plan, organisational chart, insurance policies
- agreements or letters of recommendation that detail the commitment from the local community organisations, businesses, or volunteers to support the operation of the Suburban University Study Hub. *Note: letters of recommendation should only be provided by people who would be directly involved in supporting the proposed Hub, e.g. through volunteering, partnerships, etc.*

Applicants will be asked to provide a list of all supporting documents.

Part G: Financial risk management

All applicants must provide the department with information on the applying entity's credentials and financial viability.

Financial viability and credentials form

Applicants must satisfy the department that their organisation is financially viable to receive funding. The 'Financial and credentials information form' must be completed and returned with the application form to the department. The department will coordinate assessment of 'Financial and credentials information forms'.

Applicants can access the 'Financial and credentials information form' from the Qualtrics application form or by request at suburbanhubs@education.gov.au.

Any supporting documentation must be combined and uploaded to application form.

Subcontractor credentials form

Where an applicant is partnering with another organisation who will deliver some or all the services of the proposed Hub, the applicant may need to submit a 'Subcontractor credentials information form'.

An example of this would be an organisation utilising the facilities and resources of a TAFE or local council who are not applicants for the Hub.

Applicants must contact suburbanhubs@education.gov.au to determine if it is necessary to submit this additional form, which can then be downloaded from the Qualtrics application.

If the incorrect document is uploaded applicants can replace it with correct document using the 'drag and drop' functionality, or by clicking in the grey area of the upload box and selecting the correct file.

Assessment ratings and key considerations

Key assessment considerations

Suburban University Study Hub applications will be considered based on location of proposed Hubs and the quality of the application to service the relative needs of the community.

- community need: considering factors such as distance to existing campuses, higher education attainment rates and support for underrepresented and disadvantaged students (e.g. low SES, First Nations, and students with disability).
- community involvement: including community representation on governance models to ensure a genuine place-based approach to supporting local students (for example, through establishing a local Board or steering committee).
- readiness to operate a Hub, including proposed and established partnerships with tertiary education providers and local industry.
- an appropriate and sustainable budget with ongoing funding sources.

The Assessment Panel will consider each application against eligibility and key assessment considerations. A suitability rating will be applied based on whether applications:

- respond clearly to criteria with evidence that supports claims, and
- meet the overarching program objectives (see **'Program objectives'**).

The Assessment Panel will assess responses to each assessment criteria and provide a rating of either:

- Highly Suitable
- Suitable
- Unsuitable

When an application receives a suitability rating of 'Unsuitable' for any individual criteria, that application's final suitability rating is 'Unsuitable' regardless of the final score.

The Assessment Panel will also consider the geographic spread of both Regional and Suburban University Study Hubs when finalising their recommendations.

The following table summarises the key assessment considerations for the Suburban University Study Hubs Program funding round and the weighting against relevant sections of the application form.

Please note: *This section does not cover the eligibility checking (located in section B of the application form).*

The following weightings will be applied to the application form:

Section	Key Assessment Considerations	Community need	Community involvement	Readiness to operate	Budget	**Section TOTAL**
C	Proposed hub details	5%			20%	**25%**
D	Addressing community needs	35%				**35%**
E	Hub implementation		15%	25%		**40%**
	Key Considerations TOTAL	**40%**	**15%**	**25%**	**20%**	**100%**

Note: Percentages in table above are representative of weighting against overall score.

Ratings Matrix

Responses to each criterion will be given a score from 1 to 5, based on the following matrix:

Rating	Individual Criteria Score
Unsuitable	0 – 2
Suitable	3 – 4
Highly Suitable	5