



Australian Government  
Department of Education

# Frequently Asked Questions

2024 (Cohort 5) Regional University Study Hubs Program



<b>Version</b>	5
<b>Last Updated</b>	11 October 2024
<b>New Questions</b>	78 - 87

## Table of Contents

Frequently Asked Questions .....	1
General information on the Regional University Study Hubs Program .....	6
1. What is a Regional University Study Hub? .....	6
2. What is the difference between a traditional university campus and Regional University Study Hub? .....	6
3. Do Regional University Study Hubs deliver courses locally? .....	6
4. What is the difference between a Regional University Centre, Country Universities Centre and a Regional University Study Hub? .....	7
5. How does the Suburban University Study Hubs program interact with Regional University Study Hubs? .....	7
6. What is the Regional University Study Hubs Network? .....	7
Eligibility .....	8
7. Who is eligible to apply for the Regional University Study Hubs Program? .....	8
8. What is a ‘community owned’ or ‘community-based’ organisation? .....	8
9. Why can only bodies corporate apply for funding under the program? .....	8
10. Can a partnership or consortium apply for funding under the program? .....	9
11. A group of community members are interested in pursuing and applying for this funding – are they eligible if they have not yet formed a registered organisation and/or have no financial records or history? .....	9
12. Can a local government (i.e., a regional council) apply for funding under the program? .....	9
13. Can existing Regional University Study Hubs apply? .....	9
14. What is a ‘new Hub only’ and what is meant by ‘similar or equivalent service’? Is my service eligible? .....	10
15. Can universities apply for the Regional University Study Hubs Program? .....	10
16. Why has eligibility been extended to universities for Cohort 5? .....	10
17. Is a trust eligible to apply for funding under the Regional University Study Hubs Program? .....	11
18. Can a proposed Regional University Study Hub span multiple locations? .....	11
19. Where can Regional University Study Hubs be located? .....	11
20. How do I determine the remoteness area classification of my proposed Regional University Study Hub? .....	11
21. When does the Regional University Study Hub have to be established? .....	12
22. What type of operating models does the Regional University Study Hubs Program support? .....	12

23. Does the assessment process consider driving distance between a proposed Regional University Study Hub and a university campus?.....	12
24. How will the Regional Needs Model support the application/assessment process?.....	12
25. Can the Department of Education provide me with relevant higher education student data to assist with my business case?.....	13
Forms and submissions.....	13
26. What must be included in my application? .....	13
27. Who can I contact if I have questions about the application process or submitting my application?.....	13
28. What is the closing date for applications? What if I miss the deadline, can I submit a late application?.....	13
Funding and payments.....	14
29. How much 2024 Regional University Study Hubs Program funding can I apply for? .....	14
30. What can Regional University Study Hubs Program funding be used for?.....	14
31. What kinds of infrastructure can funding be used for?.....	14
32. In addition to the Commonwealth grant funding, what types of funding agreements are Regional University Study Hubs expected to have with other organisations? Is there a requirement for organisations to match the grant funding? .....	15
33. I have applied for, or have received, funding for my Regional University Study Hub from another funding source (such as a government grant program or private industry). Can I still apply under the program?.....	15
34. If my application is successful, will I become eligible for Commonwealth Grant Scheme (CGS) support and/or Commonwealth Supported Places (CSPs)?.....	15
Application assessment and decisions.....	16
35. What is the assessment process? .....	16
36. How will the information in the Regional Needs Model affect assessment? Will the data and information impact on eligibility?.....	16
37. How will eligibility criteria be assessed?.....	17
38. How will assessment criteria be assessed?.....	17
39. When will I find out if my application was successful?.....	17
40. Are financial contributions provided by other parties a key factor in determining successful Regional University Study Hubs? .....	17
41. Will I get feedback if my application is unsuccessful? .....	17
42. Will the Department contact me with questions relating to my application? .....	17
Other Questions.....	18
43. What is ‘in-kind support’?.....	18
44. Are there restrictions on disciplines, fields of study and course levels Regional University Study Hubs can support? .....	18
45. What can students study at Regional University Study Hubs? .....	18

46. How do Regional University Study Hubs engage with other education providers (including secondary schools) in their region? .....	18
47. Are there ongoing program reporting requirements? .....	18
48. Will there be a set number of Regional University Study Hubs in each state or territory? .....	19
49. What else is the Australian Government doing to support the Regional University Study Hubs Program?.....	19
50. Are Regional University Study Hubs required to form partnerships with universities and other education providers? .....	20
51. What is a realistic timeframe for the establishment of university partnerships and what fee sharing arrangements can be expected?.....	20
52. Will there be future funding rounds to establish additional Regional University Study Hubs? .....	20
53. My organisation wants to apply for funding for more than one site. Should we submit a single application covering all sites, or a separate application for each site?.....	20
54. My existing organisation intends to set up a new body corporate to operate the Regional University Study Hub/s proposed in our application. Which organisation details should we use to complete the Financial and Credentials Information form? .....	21
55. How should university applicants complete the Financial and Credentials Information Form? .....	21
56. Is there a minimum space requirement for the proposed Hub site? .....	21
57. Are there any tools to assist in planning a prospective Hub’s student capacity? .....	21
58. Is preference given to applicants from areas with smaller populations compared to larger populations? .....	22
59. Is there a minimum number of partnerships to be in place with the application? Do they need to be formalised at the time of the application? .....	22
60. Is a TAFE eligible to apply for funding if it is a body corporate and forms an advisory board with the local community? .....	22
61. Will VET students have access to the Regional University Study Hub? Can these students be considered in the needs assessment in the application? .....	22
62. Regarding the ‘new hubs only’ requirement, would an existing small regional university (satellite) campus be eligible to apply? .....	22
63. For applicants seeking to establish a Hub on an existing university campus, how important is the separation in signage and branding of the new Hub from the existing university campus? .....	23
64. Do ACNC registered charities meet the eligibility criteria? .....	23
65. What happens at the end of the funding period? .....	23
66. Does grant funding cover the cost of vehicles for travel for Hub staff?.....	23
67. Have there been any hubs that have closed after funding due to issues such as low numbers, low engagement, etc? .....	23
68. What is the typical staffing setup at a Hub?.....	24



69. How do Hubs manage security and after-hours access? .....	24
70. How does weekend demand for the Hubs compare to weekday demand? How does day usage compare to after-hours usage? .....	24
71. Does the Overall Needs Score in the Regional Needs Model take into account existing university campuses and/or study hubs, or is this a generic calculation regardless of what related services and facilities are already in that region? .....	24
72. How many board members do Hubs usually have and how often do they meet? .....	24
73. Has consideration been given to childcare/creche services given the demographics of students supported by Hubs? .....	24
74. Can I call the Department of Education if I have a question related to this application round? .....	25
75. Can the Department of Education help me confirm the eligibility of my prospective Hub? .....	25
76. Can I see the Conditions of Grant? .....	25
77. A cash commitment has been secured towards leasing a space for our proposed Regional University Study Hub. Is this appropriate, and how should it be reflected in our application? .....	25
78. Can the department provide information on suitable locations for RUSHs as they relate to zoning and buildings? Would such a facility need to be zoned and approved for use as an education facility or commercial office space? <i>(new)</i> .....	25
79. Where can I list attachments to support my application? <i>(new)</i> .....	26
80. How should I prepare my forms and attachments for uploading to the application portal? <i>(new)</i> .....	26
81. I'm looking at the Regional Needs Model Dashboard but can't see my area listed as a Statistical Area 2 (SA2). Why is this and where can I find it? <i>(new)</i> .....	26
82. If we completed the Financial and Credentials Form for an application to the 2023 round do we need to complete it again? <i>(new)</i> .....	27
83. Can we add additional line items to the budget template? <i>(new)</i> .....	27
84. How does the Department monitor and measure the success of a Cohort 5 Regional University Study Hub, including university operated Hubs? <i>(new)</i> .....	27
85. Why does the Department request information on peak student load for the application? Does the Department model peak student load or utilise a funding model based on this requested student load? <i>(new)</i> .....	27
86. Does the Department anticipate a higher median annual operational expenditure funding given the need to support VET students in Cohort 5? <i>(new)</i> .....	27
87. What if arrangements for my proposed Hub site are not formalised and finalised by the time of submission? What should I provide? <i>(new)</i> .....	27

# General information on the Regional University Study Hubs Program

## 1. What is a Regional University Study Hub?

- A Regional University Study Hub (formerly Regional University Centre) is a facility in a regional or remote area where students enrolled at any Australian tertiary institution can access study spaces and support. Regional University Study Hubs provide:
  - i. Infrastructure such as computing facilities, break out areas, video conferencing and high-speed internet access.
  - ii. Administrative and academic skills support services such as developing writing and researching skills and managing administrative processes.
  - iii. Student support services including pastoral support, general study advice and assistance with accessing tertiary education student services.

## 2. What is the difference between a traditional university campus and Regional University Study Hub?

- The term 'traditional university campus' typically indicates co-located physical facilities (as appropriate to the location, disciplines / degrees taught and the students enrolled) including:
  - i. teaching facilities, including laboratories, studios, lecture theatres, and tutorial rooms;
  - ii. library facilities, student study and work spaces;
  - iii. research facilities and staff offices;
  - iv. leisure spaces;
  - v. and student accommodation.
- It also indicates that a full range of services is delivered at that location: lectures, tutorials, academic and student support services (including academic advisement), and administrative services. Traditional campuses are also generally limited to the one provider which operates that campus.
- Regional University Study Hubs are typically not education providers themselves. They provide a range of support to students that are studying at various tertiary education institutions, as described above (Question 1).
- Regional University Study Hubs are not intended to replicate the traditional university campus model, but to improve access to higher education for regional and remote students by providing facilities and flexible support for those that choose to study locally for part or all their degree.
- While universities are eligible (as part of a trial in this round) to apply to establish and operate a Regional University Study Hub, the hub must be operated as a distinct service/offering, which as well as being embedded in, and driven by, the local community, must provide support to all tertiary students, not just students from its own university.

## 3. Do Regional University Study Hubs deliver courses locally?

- Regional University Study Hubs are funded to provide a supporting role for students studying with any Australian tertiary institution.

- There are some existing Regional University Study Hubs that deliver courses locally in collaboration with university partners, however this is not typically supported by core operational funding provided by the program and requires sufficient local student numbers and strong university partnerships to be established.
- Additionally, Regional University Study Hubs may choose to offer professional learning or short courses to support their local community. The courses delivered at each Regional University Study Hub depend on community need.

#### 4. What is the difference between a Regional University Centre, Country Universities Centre and a Regional University Study Hub?

- Regional University Study Hubs were formerly known as Regional University Centres. Some publicly available information may still refer to the former program name, however there is no difference between a Regional University Study Hub and a Regional University Centre.
- Country Universities Centre (CUC) is a not-for-profit umbrella organisation that supports Regional University Study Hubs, including through the Network (see question 6 below), and has formal affiliation with a number of Regional University Study Hubs.

#### 5. How does the Suburban University Study Hubs program interact with Regional University Study Hubs?

- The Suburban University Study Hubs Program was announced in response to the Australian Universities Accord Interim Report. It is a new initiative which builds on the success of the Regional University Study Hubs program.
- The Application round to establish up to 14 Suburban Hubs closed on 29 July 2024, with successful applicants expected to be announced in October 2024.
- Eligibility for the Suburban Hubs program differs from the Regional Hubs, in that applicants must be in an area classed as either Major Cities of Australia (RA0) or Greater Hobart or Great Darwin and be in an area classified as Quintile 1 or Quintile 2 on the Socio-Economic Indexes for Areas (SEIFA), specifically the Index of Relative Socio-economic Advantage and Disadvantage (IRSAD).
- There is no requirement for Regional University Study Hubs to align with the SEIFA.
- Parts of Greater Hobart and Greater Darwin are also eligible areas under the Suburban University Study Hubs program, as these areas are likely to share some similarities with Major City classified locations (such as being much closer to a main university campus). This means these two areas may be eligible for both Suburban Hubs and Regional Hubs and applicants from these areas should consider which is most appropriate based on the circumstances of the proposed Hub.

#### 6. What is the Regional University Study Hubs Network?

- Established in April 2021, the Network is led by the Australian Centre for Student Equity and Success (ACSES) in collaboration with two Regional University Study Hub partners: Geraldton Universities Centre and Country Universities Centre.
- The Network aims to provide support to Regional University Study Hubs across Australia and foster collaboration through a community of practice. The activities of the Network are informed by program priorities and the needs of Regional University Study Hub staff, guided by the Network Advisory Committee, and funded by the Australian Government Department of Education (the department).



## Eligibility

### 7. Who is eligible to apply for the Regional University Study Hubs Program?

- Community-owned and/or community-based organisations are eligible to apply for Regional University Study Hubs Program funding.
- For this application round, as a trial, universities are eligible to apply, in addition to community-owned organisations.
- Applicants must meet all eligibility criteria. To be eligible, applicants must be a body corporate or be able to demonstrate that they are a prospective body corporate.
- The proposed Hub must be located in an Inner Regional (RA1), Outer Regional (RA2), Remote (RA3), or Very Remote (RA4) area as defined by the Australian Bureau of Statistics (ABS) *Australian Statistical Geography Standard (ASGS) Remoteness Areas*.
- Funding will only be provided for new Hubs. Existing facilities providing similar or equivalent services are ineligible for funding (see Question 14 and the Application Guide for further details).
- Applicants must demonstrate they are a 'fit and proper person'. The application will ask questions regarding the applicant's business and financial affairs to determine this.

### 8. What is a 'community owned' or 'community-based' organisation?

- Community owned organisations are established and operated for the wellbeing and benefit of others. An eligible community owned organisation will have a governing body that draws members from the local community in which it operates or from the local community that it serves. A governing body may include local government, tertiary and school representatives, key individuals with relevant expertise based in the region (e.g. legal, finance, governance), and local industry and business.
- Several factors are considered in determining whether an organisation is community owned. These include:
  - i. Does the governing body of the organisation draw most of its members from the local community?
  - ii. How are community members involved in the governance and decision making of the organisation?
  - iii. Is the organisation prevented from distributing its assets or profits to individual members, both while the organisation is operating and if it ceases to operate or is wound up?
- Applicants can make a self-assessment as to whether they are a community owned organisation based on the above factors and will need to provide appropriate documentation as evidence.
- Universities applying for funding to operate a hub must demonstrate they are 'community-based', meaning they are embedded in, and will work closely with and support the needs of, that community. University applicants for establishing and operating a hub will need to establish a separate board or committee, which includes a range of members from the local community.

### 9. Why can only bodies corporate apply for funding under the program?

- The Regional University Study Hubs program is a grants program established under Division 41 of the *Higher Education Support Act 2003* (HESA), for the purpose of supporting open



access to higher education across Australia. Under section 41-10 of the HESA, eligibility for grants for this purpose is limited to universities and other bodies corporate.

#### 10. Can a partnership or consortium apply for funding under the program?

- Applicants must be a body corporate and must be community owned/based. The nature and structure of the body corporate entity is not prescribed.
- Organisations working as a consortium are welcome to apply, as long as they either apply to form a new body corporate, or one of the organisations in the consortium is a body corporate and leads the application.
  - i. Note: the department can only enter Conditions of Grant with one entity – therefore if a consortium applies, it will need to select one organisation to be the grant recipient.

#### 11. A group of community members are interested in pursuing and applying for this funding – are they eligible if they have not yet formed a registered organisation and/or have no financial records or history?

- Applicants must provide sufficient evidence to satisfy the department that they are, or will be capable of becoming, a body corporate. Information on how to register a body corporate is available on the Australian Securities and Investments Commission (ASIC) website: [asic.gov.au/regulatory-resources/forms/forms-folder/202-application-for-registration-of-a-body-corporate-as-a-company/](https://asic.gov.au/regulatory-resources/forms/forms-folder/202-application-for-registration-of-a-body-corporate-as-a-company/).
- If a group is not yet incorporated, a declaration must be submitted with the application, indicating that the group understand it must become a body corporate to be eligible for funding. If the group become a successful applicant for funding, execution of the funding agreement is contingent on the group successfully incorporating.
- Financial history is not the only determinant of an applicant's ability to achieve financial viability and sustainability. Having a well-researched plan for establishing and operating a Regional University Study Hub that has involved relevant consultation and includes detailed expected income and expenditure is also relevant.
- There are a range of materials and tools online that may be helpful if you are planning to apply for funding to establish a new Regional University Study Hub, including: [www.business.gov.au/planning](https://www.business.gov.au/planning).

#### 12. Can a local government (i.e., a regional council) apply for funding under the program?

- A local government may apply if it is a body corporate. This will usually be set out in the Local Government Act of the State or Territory in which the local government is located. It is the responsibility of a local government to provide evidence that it is a body corporate.
- A local government that is not a body corporate is not eligible for funding under the program but may be able to establish a body corporate (such as a company or incorporated association) to apply for funding. A local government should seek its own financial, legal, and other advice before doing so.

#### 13. Can existing Regional University Study Hubs apply?

- Existing Regional University Study Hubs can apply for funding for **new offerings**, for example a satellite site or hub-spoke location.

- Existing Regional University Study Hubs cannot apply for grant funding in this round for a site or expenses already funded by the Regional University Study Hubs Program.
- In addition, existing facilities who are providing similar or equivalent services to a Regional University Study Hub (through other sources of income such as State Government funding) are **not** eligible to apply, unless they are applying to establish a new offering.
- All applicants must meet the eligibility requirements and will be assessed against the assessment criteria as detailed in the Application Guide.

#### 14. What is a 'new Hub only' and what is meant by 'similar or equivalent service'? Is my service eligible?

- Hubs which are not currently operational and/or do not meet the similar or equivalent service criterion below may be classified as new.
- With reference to the services list provided at *General Information: 1. What is a Regional University Study Hub?*, a similar or equivalent service will include:
  - i. some, or all, of the facilities described as infrastructure; and
  - ii. some, or all, of the services listed in administrative and academic skills support and/or student support services.
- Consideration should be given to the extent to which your service or facility provides for these aspects, and who is able to access your service.
- If unsure, an application may be submitted and assessed for eligibility by the department.

#### 15. Can universities apply for the Regional University Study Hubs Program?

- For this application round, as a trial, universities are eligible to apply for funding to operate a Regional University Study Hub.
- University applicants must outline how they will meet the following core components of the Regional University Study Hubs program:
  - i. that they are provider agnostic (i.e. will support any student regardless of their provider)
  - ii. that they are community-embedded and driven, to address the needs of the community they are in.
- Universities can also partner with a community-owned organisation as part of an application for a Regional University Study Hub, without needing to lead the application. Universities are encouraged to reach out to potential applicants to see how they can be involved in a Regional University Study Hub, to the mutual benefit of both parties.
- Partners that include in-kind and financial support as well as other models of collaboration between higher education institutions and Regional University Study Hubs are strongly encouraged.

#### 16. Why has eligibility been extended to universities for Cohort 5?

- Allowing universities to operate Hubs, as a trial, provides a new opportunity for innovation and collaboration between universities and communities in regional and remote Australia, to support greater participation in tertiary education.
- The Accord Final Report and the Regional Education Commissioner's 2023 Annual Report recommended consideration be given to allowing universities to operate Regional University Study Hubs.

- The key features of the Regional University Study Hubs Program will be maintained by requiring any Hubs operated by universities to be: 1) community-embedded and 2) open to/support provided to all tertiary students regardless of the provider they are enrolled with.
- Universities applying to operate a Hub must demonstrate they have, or plan to have, an advisory board or committee that includes a range of relevant community members, to ensure ongoing community engagement in the mission, purpose, partnerships and operations of the Hub.
- University involvement has always been an important element of the program, and universities are still strongly encouraged to partner with prospective and existing Hubs to support student participation and success.

### 17. Is a trust eligible to apply for funding under the Regional University Study Hubs Program?

- Only a body corporate is eligible to apply for funding.
- If the trustee of a trust is a body corporate, that trustee body corporate may apply for program funding.
- An individual who is a trustee of a trust is not eligible to apply.

### 18. Can a proposed Regional University Study Hub span multiple locations?

- A proposed Regional University Study Hub may include multiple sites or locations; however, it is recommended careful consideration be given to the capacity to deliver across more than one site, and the associated financial and administrative requirements. All funded sites must be in regional and/or remote Australia. All locations must be specified in your application.

### 19. Where can Regional University Study Hubs be located?

- Regional University Study Hubs must be in a regional or remote Australian location based on the Australian Bureau of Statistics (ABS) Australian Statistical Geography Standard (ASGS) Remoteness Areas classification.
- To be regional or remote, Regional University Study Hubs must be located in one of the following remoteness area classifications:
  - i. Inner Regional Australia (RA1)
  - ii. Outer Regional Australia (RA2)
  - iii. Remote Australia (RA3)
  - iv. Very Remote Australia (RA4)

### 20. How do I determine the remoteness area classification of my proposed Regional University Study Hub?

- The ASGS classification of proposed Regional University Study Hub locations can be determined using this online interactive map: [maps.abs.gov.au](https://maps.abs.gov.au).
  - i. In the **'Choose boundary type'** (the first drop down menu) field, please select **"2021 Remoteness Area (RA)"** under the **"ASGS Edition 3 ABS Structures"** heading.
  - ii. Search for your chosen location or address in the **'Find address or place'** search bar.

- iii. Click the map on your searched location. The tool will provide you with the resulting ASGS classification for your potential Regional University Study Hub location. Please enter those details in your Application Form.

## 21. When does the Regional University Study Hub have to be established?

- Successful Regional University Study Hubs are expected to have Conditions of Grant in place by early-2025.
- New Regional University Study Hubs should aim to be established and open in 2025 – by mid-2025.

## 22. What type of operating models does the Regional University Study Hubs Program support?

- The department welcomes applications from all community-owned organisations and/or universities, including those with proposed new operating models.
- It is recommended that you explore the Network website ([www.regionaluniversitystudyhubsnetwork.edu.au](http://www.regionaluniversitystudyhubsnetwork.edu.au)) and/or contact existing Regional University Study Hubs to develop a greater understanding of the models that currently exist.
- For the 2024 application round, hubs which will support the upskilling or reskilling of the local workforce will be favourably considered.

## 23. Does the assessment process consider driving distance between a proposed Regional University Study Hub and a university campus?

- Applications for Regional University Study Hubs will be assessed by the Assessment Panel against the criteria outlined in the Application Guide.
- While driving distance between a proposed Regional University Study Hub and a university campus or existing Regional University Study Hub is not an assessment criterion, a key objective of the program is to expand access to support for tertiary education. The Assessment Panel will consider distance from education facilities and relative geographic distribution of all Regional University Study Hubs as part of the assessment process.
- If a proposed Regional University Study Hub is near an existing site, the applicant should consider potential issues and opportunities and identify how these will be addressed. This may include opportunities to consider new and innovative models including, for example, a satellite or hub-and-spoke operation, or opportunities for collaboration.
- A map and list of the current Regional University Study Hubs can be found here: [www.education.gov.au/regional-university-study-hubs](http://www.education.gov.au/regional-university-study-hubs)

## 24. How will the Regional Needs Model support the application/assessment process?

- As part of previous grant rounds for Regional University Study Hubs in 2022 and 2023, the Regional Needs Model was used to complement the assessment process and assist the Assessment Panel when considering potential locations.
- The Model considers factors such as population, level of tertiary access, participation and attainment, proportion of disadvantaged students (including First Nations and low socioeconomic status) and transition to employment outcomes.
- The Regional Needs Model has been updated in 2024 with latest available data and will again be used to support the assessment process.

- For more information about the Regional Needs Model and to access the data related to a region, please visit the [Department of Education's website](#).

## 25. Can the Department of Education provide me with relevant higher education student data to assist with my business case?

- Higher Education data can be obtained from the department's website at: [www.education.gov.au/higher-education-statistics](http://www.education.gov.au/higher-education-statistics)
- The department can also supply you with higher education student data by postcode upon request. Please note that there is a cost associated with requesting this data. A data request form will need to be completed and emailed to the University Statistics Team at: [university-statistics@education.gov.au](mailto:university-statistics@education.gov.au)
- Data contained in the Regional Needs Model (in the form of dashboards) (outlined above) can be found on the [Department of Education's website](#).

## Forms and submissions

### 26. What must be included in my application?

- Applicants must complete the application form and submit all required documentation as outlined in the Application Guide.
- A list of required documentation, including the Application Guide, can be found [here](#).
- Please note there is a strict limit of 50 pages (total) for attachments to the application which must be adhered to – up to 30 pages of attachments for the application, and an additional up to 20 pages of attachments for the budget. Any additional documentation beyond the 50-page limit will not be considered as part of the application.

### 27. Who can I contact if I have questions about the application process or submitting my application?

- For assistance, please contact [regional@education.gov.au](mailto:regional@education.gov.au)
- Please note that this email address is monitored during business hours (Canberra time).

### 28. What is the closing date for applications? What if I miss the deadline, can I submit a late application?

- Applications will close at 5:00pm (AEDT) on 18 October 2024.
- Late submissions may be accepted at the sole and absolute discretion of the department and only in exceptional circumstances.

## Funding and payments

### 29. How much 2024 Regional University Study Hubs Program funding can I apply for?

- It is up to each applicant to determine the amount of funding they are seeking to establish a Regional University Study Hub.
- The Assessment Panel will carefully consider applications in respect to:
  - i. total program funding available and the total applied for
  - ii. the level of thought and planning in developing the proposed budget, and
  - iii. demonstrated value for money.
- The median Commonwealth grant funding provided to existing Regional University Study Hubs for annual operational costs is \$309,620. This amount excludes funding from other sources and should be used as a guide only.
- Funding amounts vary based on the local context, service offering (for example, a satellite Hub or a Regional University Study Hub connected with another local service) and contributions from other sources, including in-kind contributions.
- Total funding provided will be determined in consultation with the department as part of finalising Conditions of Grant with each applicant.
- Note: where appropriate, final funding amounts for each successful application will be subject to negotiation with the department. Successful applicants are not guaranteed the full funding amount as outlined in their application.

### 30. What can Regional University Study Hubs Program funding be used for?

- Funding can be used for costs associated with the establishment and ongoing operation of the Regional University Study Hub for the life of the Conditions of Grant.
  - i. In the establishment stage, funding could be used for capital works or to acquire electronic and physical resources. Capital works may include installation of interior walls, secure swipe card access to support after-hours use, painting, floor covering and purchase of ICT equipment. The program is not intended to fund large-scale capital works.
  - ii. In the ongoing operational phase, funding could be used to support human resources, learner resources and administrative expenses.
- Funding cannot be used to purchase property or land.
- Information on what funding can be used for will be detailed in Conditions of Grant with each Regional University Study Hub.

### 31. What kinds of infrastructure can funding be used for?

- Funding may be used to lease property and/or facilities, renovate or refurbish facilities and undertake internal fit outs (including installation of partitions and other furnishings).
  - Funding must not be used to purchase property or land.
- Applicants intending to undertake capital works (including internal fit outs) must complete the capital works section of the application form, including expected costs and any associated quotes.
- If you are uncertain whether activities you are planning to undertake with program funding are capital works, please contact [regional@education.gov.au](mailto:regional@education.gov.au).



32. In addition to the Commonwealth grant funding, what types of funding agreements are Regional University Study Hubs expected to have with other organisations? Is there a requirement for organisations to match the grant funding?

- The funding model and ability to establish partnerships varies depending on the local community and location of the Regional University Study Hub. There is no requirement for organisations to match grant funding.
- Partnerships that include in-kind and financial support as well as other models of collaboration are strongly encouraged and will be favourably considered.
- Commitments for future funding or in-kind contributions from other sources such as local and/or state government, industry or education partners are considered favourable for the additional support they provide the Regional University Study Hub and for demonstrating the commitment of other parties to its success.
- However, applicants **must not** already be operating a hub-like organisation/service through funding from the Australian Government, State or Territory Government or other sources of income. Funding for this round will be provided for **new Hubs only** (see Question 14).
- Applicants are required to set out how other sources of income will be used as part of their Budget Proposal.

33. I have applied for, or have received, funding for my Regional University Study Hub from another funding source (such as a government grant program or private industry). Can I still apply under the program?

- If your proposed Regional University Study Hub is already operating and providing services to students, you are **not** eligible to apply through this application round (refer Question 14).
- If you are receiving Australian Government, State, Territory, or local Government funding from a separate funding stream for capital resources only, or have a commitment from any of the above to contribute co-funding for a proposed Hub, then you are eligible to apply.
- You must identify other government grant or private industry funding in your application and include the funding status (i.e., pending or confirmed). If funding has been confirmed or received, you must supply evidence of that funding source and amount in the budget in your application.
- Please note: the Commonwealth grant funding request for the proposed Regional University Study Hub should consider funding from other sources, if such funding is anticipated.

34. If my application is successful, will I become eligible for Commonwealth Grant Scheme (CGS) support and/or Commonwealth Supported Places (CSPs)?

- Regional University Study Hubs are not eligible for direct CGS funding.
- Previously, the program included a small number of CSPs for Regional University Study Hubs to allocate to partner universities. In 2021, the Department undertook a research project focused on Regional University Study Hub partnerships and how best to support them, with a particular focus on hub-university partnerships and the role of CSPs.
- As a result of the key findings from this project, CSPs are no longer provided in connection with the Regional University Study Hubs program for new Hubs. Instead, a direct stream of partnerships funding will be available to support new Regional University Study Hubs. Further information regarding partnerships funding will be provided to successful applicants.

- Hubs are able to access partnerships funding once they are established, understand their student cohort and needs, and have developed initial relationships with prospective or existing partners to establish relevant in kind and/or financial support, in order to put forward proposed partnership activities.

## Application assessment and decisions

### 35. What is the assessment process?

- All eligible applications will be assessed against the assessment criteria outlined in the Application Guide.
- The department may request advice on applications from local councils, state and territory governments, other Australian Government agencies, other independent experts, and other external parties on a range of matters, including but not limited to:
  - i. the history of the applicant in delivering projects
  - ii. the financial viability of the proposal and applicant
  - iii. the extent to which the proposal aligns with or delivers priorities in state/territory/local community plans
  - iv. confirmation of funding contributions
  - v. impact of the proposal on the region, including the most appropriate location.
- The department will assess the applications for eligibility and suitability against the criteria outlined in the Application Guide.
- Some applicants may be requested to clarify or verify information contained in their application to support the Assessment Panel. This may be done in writing or through a brief discussion using Microsoft Teams.
- These clarifications are not an opportunity to expand on an application beyond what was included in the written submission. All relevant information applicants wish to be considered **must** be included in their submitted application documents.
  - i. Note: Being requested to participate in a discussion is not an indication an applicant has 'progressed.'
- The department will finalise the outcomes of the assessment and make recommendations to the Minister for Education, who will make the final decision on successful applications.

### 36. How will the information in the Regional Needs Model affect assessment? Will the data and information impact on eligibility?

- All applications for funding to establish a new Regional University Study Hub will be assessed based on the criteria outlined in the Application Guide, with the Regional Needs Model used to complement the assessment process.
- Applicants may wish to consider the data included in the Regional Needs Model as evidence of the level of need and readiness for a Regional University Study Hub in the proposed region. Applicants should also provide further information to support the level of need and readiness for a Regional University Study Hub that is not covered by the Regional Needs Model.
- It is important to note that the Regional Needs Model is just one factor that will be considered as part of the broader assessment process. The department invites applications from all regional and remote communities to be considered for funding in this round.

### 37. How will eligibility criteria be assessed?

- All eligibility criteria, as outlined in the Application Guide, must be met.
- Where an application does not meet the eligibility criteria, it will not be assessed further against the assessment criteria.

### 38. How will assessment criteria be assessed?

- The individual assessment criteria detailed in the Application Guide will be rated as either Highly Suitable, Suitable or Unsuitable.
- As part of the assessment process, the Assessment Panel may account for other considerations to ensure the objectives of the program and application round are met. This includes using the outputs from the Regional Needs Model to assess regions based on their level of need and readiness, considering priorities for the round, and could also include advice or consultation with others, such as examples outlined in Question 34.
- The Application Guide outlines the percentage weighting that applies to each assessment criteria (see page 18 of the Application Guide).
  - i. Note: The Application Guide outlines a priority for this round – applications for hubs which aim to upskill or reskill the local workforce. While it is not a requirement for applicants to meet this, this priority will be a consideration of the panel.

### 39. When will I find out if my application was successful?

- It is anticipated that successful recipients of Regional University Study Hubs funding will be announced in early 2025.
- The department will contact successful applicants to discuss next steps, including funding arrangements and Conditions of Grant.

### 40. Are financial contributions provided by other parties a key factor in determining successful Regional University Study Hubs?

- Financial contributions are a factor considered in assessing Regional University Study Hubs applications, however, applications will be assessed for suitability against all assessment criteria.

### 41. Will I get feedback if my application is unsuccessful?

- If you are unsuccessful, you may seek feedback on your application from the department. Please contact [regional@education.gov.au](mailto:regional@education.gov.au).

### 42. Will the Department contact me with questions relating to my application?

- The department may contact you to clarify or verify information contained in your application as part of the assessment process or to schedule a clarification discussion with the Assessment Panel (see Question 34).

## Other Questions

### 43. What is 'in-kind support'?

- In-kind support refers to goods, services and transactions which do not involve money. Examples of in-kind contributions could include, but are not limited to, donations of equipment, premises or floor space, subsidised rent, information technology services and office equipment.

### 44. Are there restrictions on disciplines, fields of study and course levels Regional University Study Hubs can support?

- Regional University Study Hubs must provide support to all students in their local area who wish to access the Regional University Study Hub and are undertaking studies at a registered Australian tertiary education provider.

### 45. What can students study at Regional University Study Hubs?

- Students are supported to study the tertiary course of their choice in any field by accessing a Regional University Study Hub. Students can enrol to study any course delivered through a registered Australian tertiary education provider.
  - i. A list of all registered higher education providers and courses is maintained by TEQSA and is available online at [www.teqsa.gov.au/national-register](http://www.teqsa.gov.au/national-register)
  - ii. A list of registered Vocational Education and Training (VET) providers and courses is available online at [training.gov.au](http://training.gov.au)
- Regional University Study Hubs may also support students temporarily located in their area who are undertaking placements, examinations, or other course-specific training.

### 46. How do Regional University Study Hubs engage with other education providers (including secondary schools) in their region?

- Regional University Study Hubs typically engage with other education providers such as public and private VET providers and secondary schools. This engagement provides opportunities for linkages and to build and support local aspiration.
- Each Regional University Study Hub develops their own plans and goals for engaging with secondary schools and other education providers in the area, depending on the needs of their region.
- Services and engagement in school-related activities provided by existing Regional University Study Hubs include visiting secondary schools to provide information about the Regional University Study Hub and higher education opportunities, offering homework programs, providing career advice/support to students and in some cases, with appropriate arrangements in place, allowing secondary students to study in their facilities.

### 47. Are there ongoing program reporting requirements?

- Yes, Regional University Study Hubs funding is subject to ongoing reporting requirements. Specific reporting requirements and agreed milestone reporting linked to payments will be detailed within Conditions of Grant for successful applicants.
- The types of information and data you will need to be able to provide to the department includes:

- i. Unique Student Identifier (USI) for each student registered with the Regional University Study Hub (subject to the requirements of Division 5 of the *Student Identifiers Act 2014*)
- ii. Equivalent Full time Student Load (EFTSL) data
- iii. Student characteristics
- iv. Staff numbers and qualifications
- v. Operational hours
- vi. Current and anticipated facilities
- vii. Risk plan and insurance arrangements
- viii. Detailed information on student support services and pastoral care
- ix. Education provider partnerships
- x. Business and industry partnerships (including local and state government)
- xi. Community organisation partnerships – including evidence of ongoing community engagement
- xii. Course details of the students supported through the Regional University Study Hub (Note: Regional University Study Hubs must support all students studying externally in their local area that wish to access the Regional University Study Hub regardless of any partnerships with tertiary education providers)
- xiii. General courses or training offered through the Regional University Study Hub and the number of students undertaking them
- xiv. Planned use of funding and ongoing actual expenditure and income
- xv. Project communications and marketing activities
- xvi. Ongoing project activities, milestones, and Key Performance Indicators (KPIs)

#### 48. Will there be a set number of Regional University Study Hubs in each state or territory?

- There is no set number of Regional University Study Hubs for each state and territory.
- Key objectives of the program are that Regional University Study Hubs will support a demonstrated gap in access and support for higher education in regional and remote Australia and will complement existing and/or planned university infrastructure and Regional University Study Hubs.

#### 49. What else is the Australian Government doing to support the Regional University Study Hubs Program?

- The department funds the Regional University Study Hubs Network, led by the Australian Centre for Student Equity and Success (ACSES) in collaboration with Geraldton Universities Centre and Country Universities Centre, to provide support and a community of practice for Regional University Study Hubs.
- The Network, in collaboration with the department, runs a biennial Regional University Study Hub Symposium, which provides an opportunity for Regional University Study Hubs to come together, share information and make connections.
- The department also undertakes regular communication activities through media and social media channels to promote the program, as well as collecting and analysing program data to build an evidence base in support of the program's effectiveness.

## 50. Are Regional University Study Hubs required to form partnerships with universities and other education providers?

- To provide appropriate support to regional and remote students, Regional University Study Hubs are strongly encouraged to develop partnerships with universities, as well as TAFEs and other tertiary education providers.
- These partnerships may be in the form of financial contributions (such as fee-sharing arrangements), in-kind support (such as provision of professional development or access to services) or other arrangements as negotiated.
- Successful applicants from this funding process will have access to support from the Network to help form appropriate relationships and develop beneficial outcomes from them.
- Universities applying to operate a Regional University Study Hub should provide evidence of partnerships with other education providers, to demonstrate how they will support students from a range of tertiary education providers.

## 51. What is a realistic timeframe for the establishment of university partnerships and what fee sharing arrangements can be expected?

- University partnerships vary between Regional University Study Hubs and their university partners. Regional University Study Hubs are responsible for establishing their own partnerships with universities, and as such the department cannot provide detailed information on the value of fee-sharing arrangements.
- It should be noted that partnership arrangements may involve in-kind support rather than, or in addition to, fee sharing. For instance, some university partners may provide Regional University Study Hubs with IT equipment for use by their students, or access to university staff on-site.
- New Regional University Study Hubs can often find the process of establishing new university partnerships to be a challenging process, especially during the establishment phase. As a result, evidence of partnerships, even in the early stages, will be favourably considered, but it is also expected partnerships will continue to develop significantly over time.

## 52. Will there be future funding rounds to establish additional Regional University Study Hubs?

- There are currently no plans for a further funding round to establish additional Regional University Study Hubs.
- The Australian Universities Accord Final Report recommended further expansion of the program be considered following evaluation of the program.

## 53. My organisation wants to apply for funding for more than one site. Should we submit a single application covering all sites, or a separate application for each site?

- Applications for funding may include multiple sites, however it is recommended that careful consideration is given to the capacity for organisations to deliver across more than one site. This includes considering the impact of associated financial and administrative arrangements.
- Applicants may use their discretion when determining how to structure their application. Depending on their organisational structure, applicants may choose to submit a single



application covering all locations, or a separate application for each site. Consideration should be given to the governance arrangements for each site and applicants should ensure the 'community-owned or community-based' requirement is met.

- All proposed sites must meet the eligibility requirements and will be assessed against the assessment criteria as detailed in the Application Guide. Applicants should clearly indicate how each proposed site will meet a demonstrated need for tertiary education support in the region.

#### 54. My existing organisation intends to set up a new body corporate to operate the Regional University Study Hub/s proposed in our application. Which organisation details should we use to complete the Financial and Credentials Information form?

- Where possible, the Financial and Credentials Information Form should be completed with the details of the body corporate that would be funded to operate the proposed Regional University Study Hub if successful. Where an applicant has not yet established a new body corporate, the Financial and Credentials Information Form must be completed using the financial details of an **existing organisation** which is connected to the Regional University Study Hub application (e.g., a local council who is leading the application).
- However, in filling out the 'Relevant persons' tab of the form, please include the details of people associated with the proposed new entity, where known.

#### 55. How should university applicants complete the Financial and Credentials Information Form?

- For university applicants, a Credentials Information Form takes the place of the Financial and Credential Information Form
- The form is to be completed with the details of people associated with the proposed Regional University Study Hub, including but not limited to university staff. This should include members of the community advisory board or committee, where known.
- As the Department of Education already conducts regular financial viability assessments of universities, these will be used as the financial viability check for university applicants.

#### 56. Is there a minimum space requirement for the proposed Hub site?

- Due to the widely varying requirements of different communities, there is no minimum space requirement for the proposed Hub site. We ask applicants to consider their peak student load and include this in the application to ensure the proposed space is adequate. Applicants should carefully consider whether the space is adequate to address the specific needs of local students and the community.

#### 57. Are there any tools to assist in planning a prospective Hub's student capacity?

- The Department of Education does not provide tools to assist in hub capacity planning. Applicants may wish to contact existing hubs for information about current student loads or affiliate/support organisations to support estimating student capacity.

**58. Is preference given to applicants from areas with smaller populations compared to larger populations?**

- Size is only one of a number of factors considered by the panel alongside the community's needs. The size of a community's population will not inherently have an influence on the panel's decision.
- A strong application would consider the design of a hub and how appropriate it is to the community, including consideration of the number of students who may benefit and the overall cost.

**59. Is there a minimum number of partnerships to be in place with the application? Do they need to be formalised at the time of the application?**

- There is no minimum number of partnerships of any type required as part of the application. However, consideration will be given to the number and types of partnerships identified in an application based on the local context, as part of the assessment process, noting strong partnerships are crucial to demonstrating the ongoing sustainability of a hub.
- While there is no requirement for formal partnerships to be in place at the time of application, applicants should demonstrate that there is some level of commitment from other parties to form partnerships.

**60. Is a TAFE eligible to apply for funding if it is a body corporate and forms an advisory board with the local community?**

- To apply for a Regional University Study Hub, eligibility is restricted to community-owned organisations and, as a trial for this round, universities. This does not extend to TAFEs to be able to directly apply for funding.
- However, TAFEs can be involved in an application by partnering with an eligible organisation, including using existing TAFE infrastructure to host a hub.
- Leveraging existing community infrastructure is encouraged, and there are a number of existing Regional University Study Hubs which are co-located on a TAFE campus.

**61. Will VET students have access to the Regional University Study Hub? Can these students be considered in the needs assessment in the application?**

- Regional University Study Hubs must support all tertiary (university and VET) students studying at any Australian provider who wish to access their facilities. VET students can be considered as part of the needs assessment in the application; however applicants should also note the primary aim of the program is to increase the higher education participation and outcomes of regional and remote students.
- Applicants should consider existing tertiary education provision in the area and how a hub will complement or fill gaps to support local student needs.

**62. Regarding the 'new hubs only' requirement, would an existing small regional university (satellite) campus be eligible to apply?**

- Universities can apply to use an existing, small regional university campus to host a Regional University Study Hub. The applicant must demonstrate that the Hub will provide a new offering, separate to the services currently being provided by the university.

- The Assessment Panel will assess each proposal on its merits using the assessment criteria in the Application Guide.
  - This includes the panel taking into consideration the stated objective of the program that Hubs complement, not replace existing or planned university investments, and consideration of the relative need of each community.

**63. For applicants seeking to establish a Hub on an existing university campus, how important is the separation in signage and branding of the new Hub from the existing university campus?**

- The Application Guide states that the name of the Hub must be provider neutral. Similarly, the branding and signage of the Hub must also be provider neutral, to ensure all students feel welcome to access the Hub.
- Through all communications and messaging, Hubs will need to make clear to students and the community that the Hub is open to all students, not just the students enrolled with the university the Hub is located at.

**64. Do ACNC registered charities meet the eligibility criteria?**

- An ACNC registered charity could be eligible if it is community-owned and a body corporate. Refer to questions 7 – 11.
- Organisations should seek independent advice if needed to determine their eligibility against the criteria in the Application Guide.

**65. What happens at the end of the funding period?**

- The funding period for this round is 2024-25 to 2027-28.
- All future decisions on funding are a matter for Government. Hubs are encouraged to secure additional funding streams to support their sustainability.

**66. Does grant funding cover the cost of vehicles for travel for Hub staff?**

- Grant funding does not cover Hubs purchasing a vehicle. There would need to be exceptional circumstances for this to be considered.
- An appropriate amount of funding based on the circumstances of the Hub may be allocated to reimbursing the cost of staff travel.
- In some circumstances, funding may be provided towards the leasing of a vehicle where Hubs can demonstrate a strong business case.
  - Examples include the need for staff to use special vehicles to traverse difficult terrain, or multi-site Hubs where staff are required to regularly travel between sites.

**67. Have there been any hubs that have closed after funding due to issues such as low numbers, low engagement, etc?**

- No - all Hubs funded under Regional University Study Hubs program continue to be operational.
- A key role of the Hubs is to undertake activities to promote higher education access and participation, such as outreach to secondary schools to nurture aspiration and support widening participation. Many existing Hubs have experienced greater demand for their services than initially projected.

## 68. What is the typical staffing setup at a Hub?

- Due to the diversity of Hubs and local context, Hubs have different staffing requirements. Hubs typically have:
  - A Hub Manager who works on a 0.8FTE to 1FTE basis.
  - Other roles determined according to the Hub's needs and context such as Hub Coordinator, Learning Support Officer/Learning Skills Advisor, Administration Support Officer, etc.
- Commonwealth grant funding will typically only provide for up to two FTE per Hub (refer Application Guide, section H).

## 69. How do Hubs manage security and after-hours access?

- Security and after-hours access is considered and managed by each individual Hub. This may include:
  - CCTV cameras on Hub sites.
  - Some Hubs also have duress alarms.
  - Students usually have an access card or fob key they can use to access Hubs after hours. Hubs have their own guidelines/procedures around access and use after hours.

## 70. How does weekend demand for the Hubs compare to weekday demand? How does day usage compare to after-hours usage?

- Usage patterns vary widely across Hubs.
  - After-hours usage of Hubs by students is generally popular as many students accessing Hubs are mature aged and/or study part time, with other commitments.

## 71. Does the Overall Needs Score in the Regional Needs Model take into account existing university campuses and/or study hubs, or is this a generic calculation regardless of what related services and facilities are already in that region?

- Yes, the Regional Needs Model takes into account access to existing tertiary provision in the region, including existing university campuses (based on their size and/or offerings), and also existing Regional University Study Hubs, in calculating the overall needs score for a region.

## 72. How many board members do Hubs usually have and how often do they meet?

- The number of board members and the regularity of their meetings vary depending on the Hubs' individual situation and needs.
- Hub boards typically have between 5 to 10 board members.

## 73. Has consideration been given to childcare/creche services given the demographics of students supported by Hubs?

- In selecting an appropriate site to establish a Hub, consideration should be given to relevant services and social infrastructure in close proximity, for example childcare. (Refer section K of the Application Guide.)
- Leveraging and co-locating with existing community infrastructure is encouraged.

#### 74. Can I call the Department of Education if I have a question related to this application round?

- To ensure fair and equitable access to information for all potential applicants to the current round, we are responding to questions in writing via email and updating this Frequently Asked Questions (FAQs) document. Please contact [regional@education.gov.au](mailto:regional@education.gov.au) if you have questions not covered in the Assessment Guide or this document.

#### 75. Can the Department of Education help me confirm the eligibility of my prospective Hub?

- The Department cannot advise individual applicants of the eligibility of their prospective Hubs during the application process.
  - Organisations should make a careful self-assessment as to whether they meet the eligibility criteria outlined in the Application Guide and can provide appropriate documentation as evidence.

#### 76. Can I see the Conditions of Grant?

- To assist applicants in understanding the requirements of delivering a Regional University Study Hub, a draft Conditions of Grant template is available on the [Department of Education's website](#).
- Please note that the Conditions of Grant template is intended as a guide only, is missing some conditions and will be subject to change.
- The Conditions of Grant document is the funding agreement which stipulates the ongoing conditions a Regional University Study Hub must meet in order to receive funding, along with outlining a final budget and setting clear dates for milestone reporting and associated payments. Some of these details are negotiated after the application process has concluded in collaboration with successful applicants.

#### 77. A cash commitment has been secured towards leasing a space for our proposed Regional University Study Hub. Is this appropriate, and how should it be reflected in our application?

- There are a variety of leasing/co-funding arrangements in place across existing Regional University Study Hubs, including private rental of commercial spaces. Some Hubs operate at sites owned by the local council and do not pay anything for their lease. Others have partnership arrangements with local TAFEs or other local organisations, through which they have peppercorn lease arrangements or reduced rent.
- In cases where the cost of the lease is subsidised or waived, applicants will need to clearly detail the value of the contribution in the application budget and should provide evidence of this support where possible.
- See also responses to questions 32 and 40.

#### 78. Can the department provide information on suitable locations for RUSHs as they relate to zoning and buildings? Would such a facility need to be zoned and approved for use as an education facility or commercial office space? *(new)*

- The Regional University Study Hubs program does not prescribe any specific zoning requirement for buildings or facilities that may be used to host a Regional University Study Hub. It is a matter for each individual applicant to ensure that any proposed site is/can be zoned appropriately according to the rules and regulations of the relevant jurisdiction.

- Applicants are encouraged to utilise existing infrastructure where possible, with a number of existing Regional Hubs being co-located with other facilities, such as council buildings, libraries and TAFEs.

#### 79. Where can I list attachments to support my application? *(new)*

- Applicants must list the titles of their attachments in the [application portal](#), under the section 'Supporting documents list'. When applicants submit their application through the portal, they will be able to complete the list when uploading attachments.
  - In the Application Guide under 3.6 'Attachment List,' applicants are instructed 'Please list attachments in the table provided in the **Application Form**.' Please note that this should read 'Please list attachments in the table provided in the **application portal**.'
- Applicants should ensure the title of the attachment exactly matches the title in the attachment list, to prevent any confusion.

#### 80. How should I prepare my forms and attachments for uploading to the application portal? *(new)*

- The portal provides the ability to upload the following:
  - A completed **Financial and Credentials Information Form** (or Credentials Information Form for university applicants) - in Excel format
  - **Supporting documents** for the Financial and Credentials Information Form – one file as PDF or zipped folder
  - A completed **Budget Proposal** - completed in the template, in Excel format
  - **Budget proposal supporting documents** – one file as a PDF or zipped folder, maximum 20 pages *(optional)*
  - Completed **Application Form** – in Doc or PDF format
  - **Other supporting documents** – one file as a PDF or zipped folder, maximum 30 pages *(optional)*
- Please note, only one file can be uploaded for each of the above. Where multiple documents need to be uploaded, please compress into a single file (such as a combined PDF or Zip folder).
- The maximum file size for uploads is 50MB. If needed, larger files should be compressed in a zipped folder.
- There is no required font or font size for the application, but applicants should ensure all text is easy to read and is appropriate to the application form.

#### 81. I'm looking at the Regional Needs Model Dashboard but can't see my area listed as a Statistical Area 2 (SA2). Why is this and where can I find it? *(new)*

- In some areas of higher population density, the model uses larger SA3 regions or custom regions rather than the smaller SA2 regions used for the majority of dashboards. This is to maintain as much comparability in geographic size as possible across all regions within the model.
- More information regarding the grouping of regions is outlined in pages 27-28 of the [Regional University Study Hubs Scoping Study Final Report](#).
- The SA2 would still be listed under the heading 'SA2 regions within broader SA3' on the bottom-left corner of the dashboard.



82. If we completed the Financial and Credentials Form for an application to the 2023 round do we need to complete it again? *(new)*
- All community-owned applicants to the current funding round need to complete the Financial and Credentials Information form, regardless of if they applied in a previous round, noting up to date financial information is required.
83. Can we add additional line items to the budget template? *(new)*
- Please use the existing line items where they are relevant.
  - Applicants may add additional line items where they are not already covered in the existing list. Please clearly name any added line items and provide comments as needed.
84. How does the Department monitor and measure the success of a Cohort 5 Regional University Study Hub, including university operated Hubs? *(new)*
- Like other Hubs, Cohort 5 will be measured against the objectives of the RUSH program as outlined in **2.4 Program Objectives** of the Application Guide.
  - Regular progress reporting, financial reporting and student data collection contribute to monitoring (including the meeting of program requirements) and measuring success. In addition, Cohort 5, including the trial of university operated Hubs, will be included in future program evaluation, and student survey analysis.
85. Why does the Department request information on peak student load for the application? Does the Department model peak student load or utilise a funding model based on this requested student load? *(new)*
- The department does not model peak student load. The purpose of requesting peak student load through the application process is to seek to ensure the proposed site for the Hub is appropriate (e.g. appropriate size space based on the expected numbers), and that applicants have given adequate consideration to this.
  - It is up to individual applicants to determine their expected peak student load. The department does not model funding for Hubs based on their anticipated student load.
86. Does the Department anticipate a higher median annual operational expenditure funding given the need to support VET students in Cohort 5? *(new)*
- The requirement for provision of support to both higher education and VET students is not new. This has long been part for the program and has been included in the application materials for previous funding rounds.
  - It is recognised that support for VET students across the program varies significantly depending on local context, such as VET support already available, noting the program aims to complement and not replace existing support. (Refer also FAQ 61.)
87. What if arrangements for my proposed Hub site are not formalised and finalised by the time of submission? What should I provide? *(new)*
- There is no expectation that Hub site arrangements are finalised at the time of application submission.
  - Applicants should provide details of the proposed Hub site and any evidence of an intention between parties to obtain a Hub site, eg. a signed letter of intention to enter into a lease.
    - The evidence should be as detailed as possible, including details such as the anticipated cost of the lease and conditions associated with it (if available).