



Australian Government

Defence



# DCSP –Defence Cooperation Scholarship Program Candidate Briefing Pack

Submitted by  
Palladium (ABN 83 054 575 567)

**DCSP** | DEFENCE COOPERATION  
SCHOLARSHIP PROGRAM

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## CONTENTS

<b>1. Overview - Defence Cooperation Scholarship Program</b>	<b>4</b>
<b>2. Key contacts</b>	<b>5</b>
<b>3. Roles and responsibilities</b>	<b>6</b>
International Education and Training, Department of Defence	6
Defence Post	6
Palladium	6
<b>4. Scholarship conditions and entitlements</b>	<b>7</b>
Overview	7
<b>5. Steps to your scholarship</b>	<b>9</b>
<b>6. Step one - Registration process</b>	<b>10</b>
<b>7. Step One - University application process</b>	<b>13</b>
<b>8. Academic programs</b>	<b>14</b>
Broad subject areas	14
Duration of academic programs	17
<b>9. Required documentation checklist</b>	<b>19</b>
<b>10. Documentation description</b>	<b>20</b>
Passport	20
English Language Proficiency (IELTS-Academic Test Report Form)	20
Academic documents	20
CV	21
Work Experience Certificate	21
Statement of Motivation	21
University application forms	21
Letter of Offer	21
Defence Letter of Support	21
Other	22



## 1. OVERVIEW - DEFENCE COOPERATION SCHOLARSHIP PROGRAM

The Australian Government's Department of Defence is committed to a safe and secure region, a vision we share with our Indo Pacific partners. Defence supports this objective through a range of activities including education and training opportunities.

The Defence Cooperation Scholarship Program (DCSP) funds scholars to undertake a postgraduate coursework program at an Australian university for up to 2 academic years. The key objectives of DCSP are to:

- provide future military and civilian leaders with the opportunity to develop their knowledge and skills to meet their potential
- build a network of relationships among future leaders which will enhance understanding of each other's security interests
- directly support the development of regional defence capabilities.


DCSP is offered to countries in Asia and the Pacific with approximately 60 scholarships offered each year. This *Candidate Briefing Pack* is a reference guide to assist you throughout the registration and application process.



## 2. KEY CONTACTS

### Palladium

The Department of Defence has contracted Palladium to administer some operational aspects of the program.

 [dcsp@thepalladiumgroup.com](mailto:dcsp@thepalladiumgroup.com)

 +61 8 7120 8449

+61 417 646 855



### DCSP Website



[www.defencescholarships.com.au](http://www.defencescholarships.com.au)

Username: defence

Password: **Defence#2025:DCSP**

### DCSP Scholar Registration site

<https://dcsp2025.defencescholarships.com.au>



### 3. ROLES AND RESPONSIBILITIES

#### International Education and Training, Department of Defence

The International Education and Training (IET) team manages DCSP. The IET team is part of the International Policy and Pacific Divisions in the Department of Defence. The International Policy and Pacific Divisions fund your scholarship and make decisions about your scholarship in consultation with your parent service.

#### Defence Post

Defence Post is based in the Defence section of the Australian Embassy or High Commission in your country. Defence Post assists DCSP by:

- liaising with your country's defence personnel to obtain DCSP nominations
- supporting visa application submissions
- supporting pre-departure briefing delivery
- organising all travel arrangements to Australia for successful scholarship recipients and their eligible dependants.

#### Palladium

The Department of Defence has contracted Palladium to provide administration support services to DCSP candidates including

- coordinating your English language training and testing
- providing academic counselling and advice about university programs and applications
- coordinating, processing and submitting your university applications
- liaising with universities to obtain Letters of Offer and finalise your admission
- supporting you throughout your scholarship in Australia through the [Palladium support team](#)
- arranging return travel at the end of your scholarship.

## 4. SCHOLARSHIP CONDITIONS AND ENTITLEMENTS

### Overview

The scholarship conditions and entitlements funded by the Department of Defence are outlined below. Defence reserves the right to change any of the entitlements at any time, changes will be advised and implemented accordingly. Details of current scholarship entitlements are also listed on the [DCSP website](#). Please refer to Menu / The Program / Scholarship Entitlements.

<b>Home Country</b>	<ul style="list-style-type: none"> <li>• English language training (number of hours may vary across countries)</li> <li>• IELTS-Academic testing</li> <li>• Document translation charges related to your university admission</li> <li>• Visa applications for you and eligible family members (legal spouse and officially recognised children under the age of 18)</li> <li>• Travel to Australia for you and your eligible family members</li> </ul>
<b>In Australia</b>	<ul style="list-style-type: none"> <li>• Stipend - fortnightly payment as contribution to living costs</li> <li>• Family Support Allowance - one-off payment</li> <li>• Student Support Allowance - two payments per year at the commencement of each semester</li> <li>• University tuition fees - covering the minimum number of subjects required to complete your degree</li> <li>• Overseas Student Health Cover (OSHC) for you and any eligible dependents</li> <li>• Temporary accommodation (14 nights) at a location near your university</li> <li>• Access to a bond loan equivalent to 6 weeks rent upon submitting all required documentation</li> <li>• Return flights and excess baggage entitlements for you and your eligible family members at the end of your scholarship</li> </ul>
<b>Visa applications / medicals</b>	<ul style="list-style-type: none"> <li>• Costs associated with lodging visa applications for scholarship recipients (including visa medicals and biometric testing) will be reimbursed by the Defence Post in your country on submission of receipts</li> <li>• As part of the visa application process, you must undergo testing for Blood Borne Viruses as part of your visa medical examination and may be required to be tested again after you arrive in Australia</li> <li>• You are expected to be fully medically and dentally fit. International personnel who have been diagnosed with, or have tested positive for Human Immunodeficiency Virus, Hepatitis B Virus or Hepatitis C Virus, will be considered unfit for scholarship</li> </ul>

### Dependants

- Return flights, excess baggage entitlements, support for visa applications and OSHC for family members is limited to your legally recognised spouse and children under the age of 18 years
- If any of your children turn 18 after your scholarship commences, arrangements will vary according to the date of commencement of the scholarship and the date that your child turns 18. More detailed information is available from the [Palladium support team](#) upon request

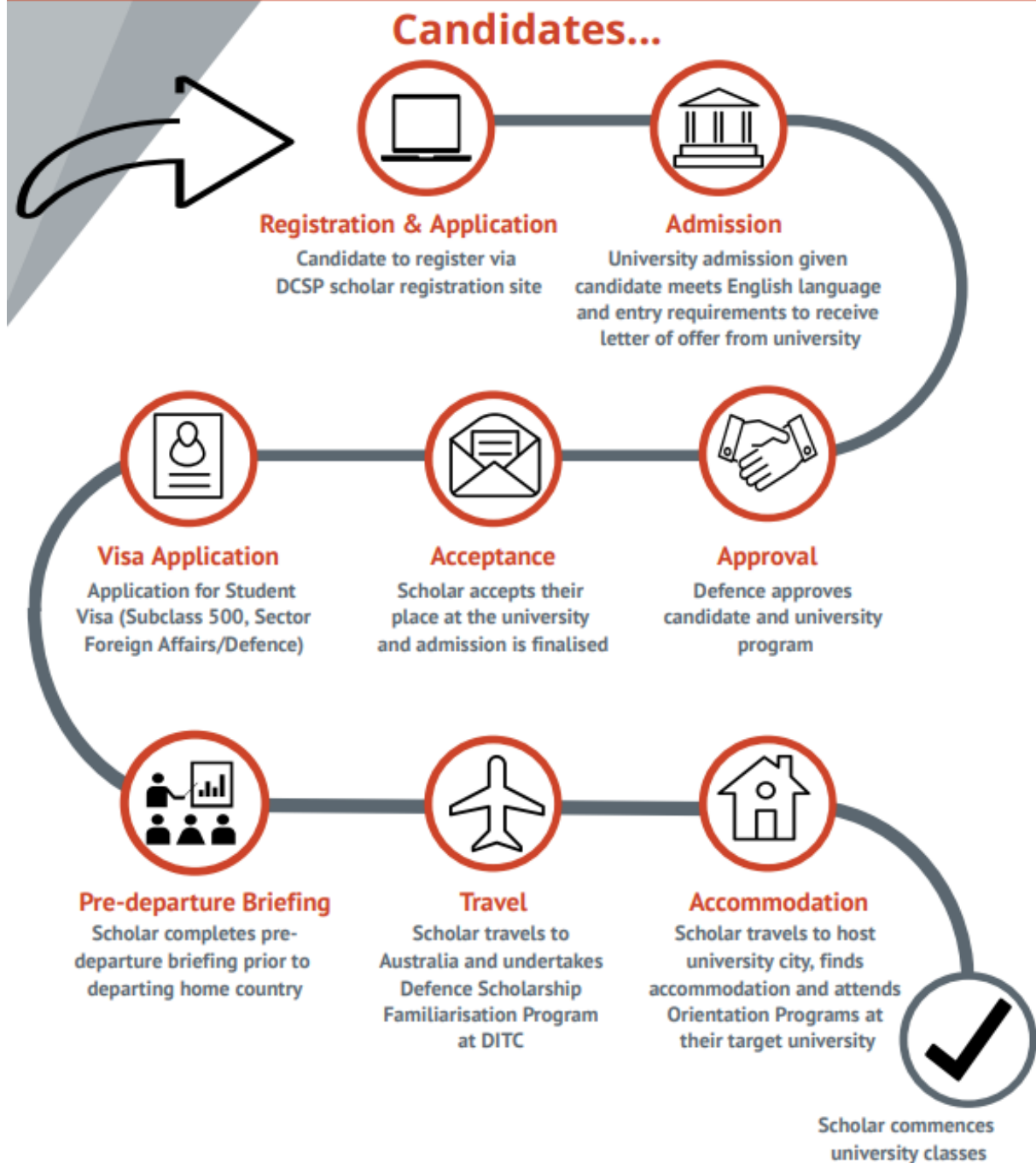
### Note

The cost of living in capital cities should be a consideration when choosing a University location. More detail can be found by visiting the [DCSP Website/Accommodation](#)



## 5. STEPS TO YOUR SCHOLARSHIP

# 9 Steps to your Scholarship



## 6. STEP ONE - REGISTRATION PROCESS

# Registration Process



1.

### Register Your Details

Register your details in the DCSP scholar registration site

2.

### Request Temporary Password

Enter your email address then select 'Request Temporary Password'



3.

### Create Permanent Password

Login using your temporary password, then create a permanent password

4.

### Enter Personal Information & Upload Documentation

Enter personal information in each tab and upload required documentation as per documentation checklist



5.

### Submit Your Registration

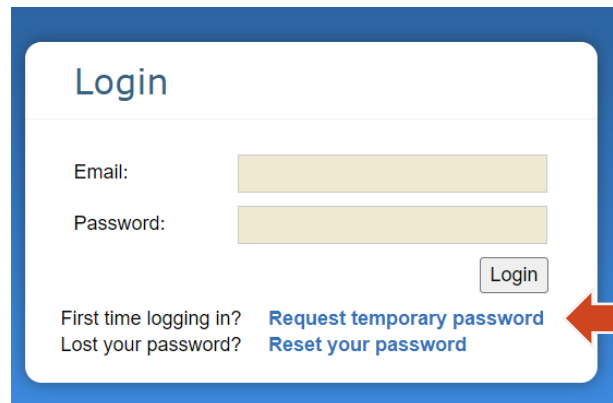
Once your personal information is entered and your documents uploaded submit your registration

## Step 1: Register your details

Click on the following link to access the [DCSP Scholar Registration Site](#) to begin your registration.

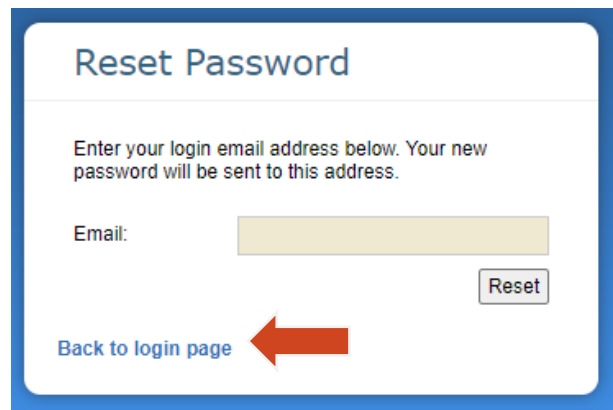
## Step 2: Request temporary password

- Enter your email address
- Select 'Request temporary password'
- Your temporary password will be emailed to your nominated email address (check your junk/spam folder) – *This may take up to 10 minutes to receive*



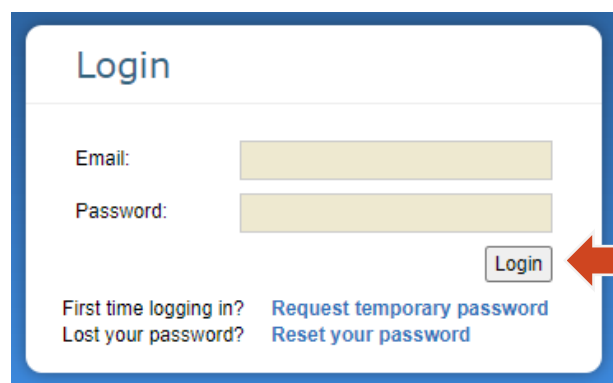
The screenshot shows the 'Login' page. It has a title 'Login' at the top. Below the title are two input fields: 'Email:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. At the bottom left, there are two links: 'First time logging in?' and 'Lost your password?'. To the right of these links are two blue links: 'Request temporary password' and 'Reset your password'. A red arrow points to the 'Request temporary password' link.

- You will be then prompted to reset your password.
- Do not reset your password – select 'Back to login page'



The screenshot shows the 'Reset Password' page. It has a title 'Reset Password' at the top. Below the title is a message: 'Enter your login email address below. Your new password will be sent to this address.' Below the message is an 'Email:' input field. To the right of the input field is a 'Reset' button. At the bottom left, there is a blue link 'Back to login page'. A red arrow points to the 'Back to login page' link.

- Once on the login page, re-enter your email address and your temporary password
- Select 'Login'



The screenshot shows the 'Login' page. It has a title 'Login' at the top. Below the title are two input fields: 'Email:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. At the bottom left, there are two links: 'First time logging in?' and 'Lost your password?'. To the right of these links are two blue links: 'Request temporary password' and 'Reset your password'. A red arrow points to the 'Login' button.

### Step 3: Create permanent password

Once you have successfully logged in with your temporary password, create your own permanent password.

### Step 4: Enter personal information and upload documentation

Complete all mandatory fields in each tab of the [DCSP Scholar Registration Site](#). Please ensure you provide all requested information including your full name, gender, date of birth, email address, address and mobile number in your home country, all university qualifications (e.g. bachelor's and master's degrees if applicable) and your parent service.

#### Important notes:

- Emergency contact details - your emergency contact cannot be a person who will accompany you to Australia.
- Eligible dependent details (if applicable) - enter your legal spouse and children's full names and dates of birth. Only complete if you are planning to bring your family with you to Australia during your scholarship. ***Please note only your spouse and legal children under the age of 18 are considered eligible dependents.***

Upload all required documents including your:

- passport details page
- IELTS Test Report Form (if you have a current valid form)
- academic documents
- CV
- Work Experience Certificate
- Statement of Motivation

Details on documentation requirements is provided in [Documentation description](#).

### Step 5: Submit your registration

Once you have entered your information and uploaded your documents select 'Submit Registration'. The [Palladium support team](#) will review your registration, undertake a preliminary assessment of your documentation and contact you regarding your university application.

#### Note

If you are applying for more than one broad subject area (e.g. international relations and Information Technology) you will need to prepare a separate Statement of Motivation for each subject area.

## 7. STEP ONE - UNIVERSITY APPLICATION PROCESS

# Application Process

### University Admission



You will be provided with academic advice to help you select the most appropriate program(s)



You can apply for a maximum of 3 programs, unless you have been nominated for a specific program



A list of programs can be found on the DCSP website:  
[www.defencescholarships.com.au](http://www.defencescholarships.com.au)



The Palladium Support Team will provide you with the appropriate university application forms



Provide ALL necessary documentation as per the application requirements and instructions given to you by the Palladium Support Team



Visit the Defence Post (or Palladium's local office, if available) to finalise details and certify original documents - you will be advised if this is required



If your application is successful, you will receive a Letter of Offer from the university



Please consult with the Palladium Support Team or your Defence Post for the Visa application and information on any additional documentation that may be required. Defence staff in the Australian Embassy or High Commission will be able to facilitate your visa application

### English Language Proficiency



You must provide evidence of your English language proficiency before an unconditional Letter of Offer will be issued by the university



The Palladium Support Team will coordinate IELTS (Academic) training and testing in your country, as required



For most university programs, you will be required to achieve a score of 6.5 overall with no less than 6.0 in each band



For further information about the IELTS test, please visit:  
[www.ielts.org](http://www.ielts.org)



After you have achieved the required English level, the Palladium Support Team will advise the university, and your admission can progress to the next stage

Once all of the above steps have been completed, and you have been awarded a scholarship, you can...



Apply for your Visa: Class TU, Subclass 500, Sector Foreign Affairs or Defence



## 8. ACADEMIC PROGRAMS

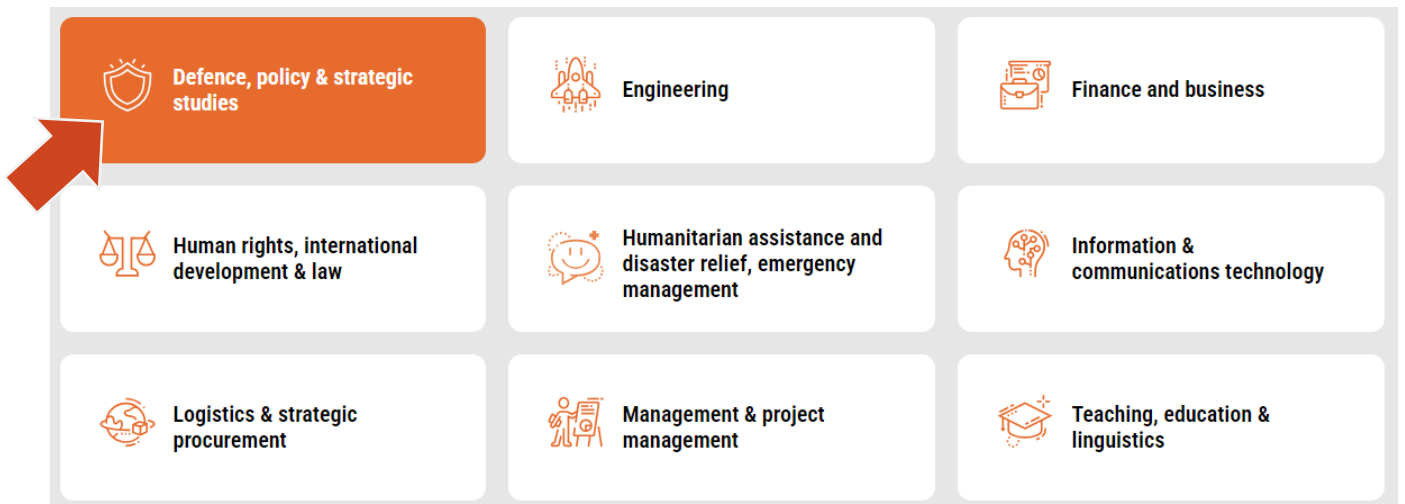
### Broad subject areas

Information about the range of academic programs available can be located on the [Study in Australia](#) page on the [DCSP website](#). This information is categorised under nine broad subject areas as per the screenshot below.



Further information is provided under each of the broad subject areas including a list of academic programs related to the subject area by university. This is a helpful guide to show what programs previous DCSP students have studied and what programs are offered by each university.

Please see below an example screenshot for the 'Defence, policy and strategic studies' broad subject area.



## Defence, policy & strategic studies

Scholarship recipients are funded to undertake a postgraduate coursework program at an Australian university. Defence's preference is for a program of one academic year in duration. However, please refer to [Academic Program Duration](#) for more information.

Below are some programs available if you are interested in studying (or have been nominated for) areas related to Defence, Maritime Policy, Public Policy and/or Strategic Studies. The below list is current as of May 2024 and subject to change.

<b>Australian National University (Australian Capital Territory)</b>	<ul style="list-style-type: none"> <li>• Master of International Relations</li> <li>• Master of National Security Policy</li> <li>• Master of Public Administration</li> <li>• Master of Public Policy (specialisation in Global Development Policy and International Policy)</li> <li>• Master of Strategic Studies</li> </ul>
<b>Macquarie University (New South Wales)</b>	<ul style="list-style-type: none"> <li>• Master of Counter Terrorism</li> <li>• Master of Criminology</li> <li>• Master of Intelligence</li> <li>• Master of Security and Strategic Studies</li> </ul>
<b>University of Sydney (New South Wales)</b>	<ul style="list-style-type: none"> <li>• Master of International Relations</li> <li>• Master of International Security</li> <li>• Master of Public Policy</li> <li>• Master of Social Justice(specialisations in Human Rights, Peace and Conflict Studies, or Development Studies)</li> </ul>
<b>University of New South Wales (New South Wales)</b>	<ul style="list-style-type: none"> <li>• Master of International Relations</li> <li>• Master of Public Policy and Governance</li> </ul>
<b>University of Wollongong (New South Wales)</b>	<ul style="list-style-type: none"> <li>• Master of Maritime Policy</li> </ul>
<b>Griffith University (Queensland)</b>	<ul style="list-style-type: none"> <li>• Master of Aviation Management</li> <li>• Master of Cyber Security</li> <li>• Master of International Relations</li> </ul>
<b>University of Queensland (Queensland)</b>	<ul style="list-style-type: none"> <li>• Master of Governance and Public Policy</li> <li>• Master of Peace and Conflict Studies</li> <li>• Master of International Relations</li> </ul>

<b>Flinders University (South Australia)</b>	<ul style="list-style-type: none"> <li>• Master of International Relations</li> <li>• Master of Public Policy</li> <li>• Master of Public Administration</li> </ul>
<b>University of Melbourne (Victoria)</b>	<ul style="list-style-type: none"> <li>• Master of International Relations</li> <li>• Master of Public Policy and Management</li> </ul>
<b>Monash University (Victoria)</b>	<ul style="list-style-type: none"> <li>• Master of Public Policy</li> </ul>
<b>La Trobe University (Victoria)</b>	<ul style="list-style-type: none"> <li>• Master of Cybersecurity</li> <li>• Master of International Relations</li> </ul>
<b>University of Western Australia (Western Australia)</b>	<ul style="list-style-type: none"> <li>• Master of Public Policy</li> <li>• Master of Ocean Leadership</li> </ul>

The [Palladium support team](#) will verify your preferences to ensure your intended program / field of study is consistent with your nomination, and will provide you with advice specific to your circumstances.

### Note

There may not always be flexibility regarding the programs to which you can apply. Defence and/or your parent service may have targeted some positions for a specific program or field of study.

## Duration of academic programs

The standard duration for all master's degrees is up to a maximum of 2 years as per the regulations set by the Australian Qualifications Framework.

The duration of your academic program will be determined according to your individual circumstances and will consider your previous university studies and detailed employment history. You may be eligible for advanced standing (a reduction in overall program duration to 1.5 years or 1 year).

Scholarships are offered for a specified period of 1, 1.5 or 2 academic years as determined by Defence in coordination with your parent service and Defence Post. You will be notified of the duration of your scholarship prior to your arrival in Australia. Defence's preference is for a duration of 1 year to maximise the number of new scholarships that can be awarded in any given year.

The [Palladium support team](#) will determine whether your previous qualifications are equivalent to an Australian bachelor's (or honors) degree. Universities will then need to determine if your qualifications meet their academic entry requirements. Most programs will have additional entry criteria determined by each individual university including:

- minimum levels of achievement (GPA, average etc.)
- specific subject pre-requisites (particularly for technical programs)
- English language requirements
- performance in GMAT or equivalent
- relevant work experience
- Referee Reports
- Other as set by the university.

The more similar your bachelor's degree is to the postgraduate course you are applying for, the greater likelihood of being granted prior learning status reducing the overall program duration.

For more information please refer to the [Academic Program Duration](#) section under the Study in Australia page on the [DCSP website](#).

For many programs, your relevant work experience may also reduce the overall program duration. For this reason, Curriculum Vitae (CV), Work Experience Certificates and Statement of Motivation are a crucial part of the application process. Formal references may also be necessary depending on the requirement of each university and/or academic program.

The [Palladium support team](#) will provide more detailed information according to your situation once you have submitted your online registration and provided all required supporting documentation.



### Note

Candidates are not permitted to contact universities directly. All correspondence regarding your university applications should be directed to the [Palladium support team](#).



## 9. REQUIRED DOCUMENTATION CHECKLIST

Documents required to meet Australian university and visa application requirements are listed below. Any documents not in English must be officially translated and certified. The [Palladium support team](#) can provide you with contact information for an approved translator if required. You will be advised if documents are to be certified and arrangements will be made by your Defence Post to support this. Detailed descriptions of each document are provided below.

Documentation Checklist 		
 <b>What documents are needed for each application?</b>	University application	Visa application
	Passport	<input checked="" type="checkbox"/>
IELTS (Academic) Test Report Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Academic documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Vitae	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Experience Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement of Motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
University application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letter of Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Defence Letter of Support (from Post)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 10. DOCUMENTATION DESCRIPTION

### Passport

Provide a colour copy of the personal details page of your passport and any dependant who will be accompanying you to Australia. Please ensure names are entered exactly as shown in the passports.

Your passport does not have to be the same passport on which you will be travelling to Australia.

Your passport must have an expiry date at least 6 months after the likely end of your scholarship.

### English Language Proficiency (IELTS-Academic Test Report Form)

If you have a valid IELTS Test Form, please upload your form. IELTS tests are valid for a period of two years.

If you do not have a valid IELTS Test form, the university will issue you with a conditional offer until you have provided evidence of English language proficiency. After you have sat the IELTS test, the official Test Report Form should be forwarded to the [Palladium support team](#) as soon as it is available (usually within 14 days after paper-based test date and 4 days after computer-based tests). Universities will accept both paper-based tests and computer-based tests.

### Academic documents

#### *Secondary and tertiary education*

Upload your secondary education examination certificate/s and any university degrees including your:

- testamur (your official degree certificate)
- full academic transcripts from each semester of your previous university studies
- grading system if not listed on your transcript (you can request this from your school / university).

The detailed academic transcript must be in colour and include all subjects undertaken, grades for each subject, dates and program duration. It is essential you provide documentation for each qualification (secondary school, undergraduate and postgraduate) including completed, incomplete or in progress, so the team can assess whether your qualifications are equivalent to Australian qualifications. If you are currently undertaking a qualification, it is extremely important you provide your latest academic transcript.

#### *Other training*

Please also include copies of certificates and course descriptions for all other training courses you have undertaken, even if it does not appear to be relevant to the field of study for which you are applying. It is preferred these are uploaded as a single attachment.

#### *English translation*

You need to provide an English translation of your academic transcripts, certificates and testamurs by an accredited translator. The [Palladium support team](#) can identify an accredited translator if required, you are not permitted to translate such documents yourself. For any documents not in English, please clearly label the attachment so it is easily identifiable.

## CV

**Please complete the CV template attached to your email.**

This is a detailed summary of your current and previous employment history, academic background and any other relevant skills or experience. This will be used by the university to assess your eligibility, so please ensure you provide adequate detail.

## Work Experience Certificate

**Please complete the Work Experience Certificate template attached to your email.**

This must be on the official letterhead of your parent service or your Ministry / Department of Defence and should contain a detailed summary of your current and previous employment history, as well as significant information about your current duties. It must be physically signed by your superior officer or the appropriate person in your personnel department and each page must be initialled (note electronic signatures are not acceptable).

## Statement of Motivation

The Statement of Motivation should be written in essay format, no more than 2 pages in length and include:

- the subject area or program you are interested in studying (e.g. international relations, telecommunications, engineering, maritime policy)
- the reasons you are interested in this area
- a summary of your academic background and relevant work experience
- the skills and areas of development you hope to pursue by undertaking a master's course in Australia
- what you hope to achieve
- how the master's degree will benefit your parent force and home country
- how the master's degree will benefit your future career.

## University application forms

After you have completed your registration and your documents have undergone preliminary assessment, you will be emailed the relevant university application form from the [Palladium support team](#) to be completed and signed.

## Letter of Offer

If you meet the entry requirements for your chosen program, you will be issued with a *Letter of Offer*. Your full *Letter of Offer* (i.e. without any academic or English condition) must be included with your visa application. You must provide the signed university acceptance agreement included in the Letter of Offer to the [Palladium support team](#).

## Defence Letter of Support

Defence Post will provide you with an official Letter of Support once your scholarship has been confirmed and university admission finalised. This must be included with your visa application.

## Other

As the visa and university requirements differ across countries, additional documents may be requested. The [Palladium support team](#), or your Defence Post will advise you of any other requirements.

We look forward to supporting you on your path to becoming a DCSP scholar. Any enquiries regarding your application can be directed to the [Palladium support team](#).

