

STARTUP HELP Procedure

Section 1 - Purpose and Scope

(1) This Procedure outlines UNE's requirements for the administration of the [Higher Education Support \(STARTUP-HELP\) Guidelines 2023](#) for the Graduate Certificate in AI Innovation.

(2) Places in the Graduate Certificate in AI Innovation are not subsidised by the Commonwealth Government. Students admitted to the course are liable to pay the full course fee upfront, but eligible students may access STARTUP-HELP assistance to pay their course fees. The eligibility of students to apply for STARTUP-HELP is undertaken in accordance with this procedure prior to UNE issuing an offer of admission to students.

(3) This procedure applies to all UNE staff involved in the administration of the Graduate Certificate in AI Innovation and students applying for or receiving STARTUP-HELP assistance.

Eligibility

(4) Students must meet the citizenship or residency requirements as per the [Higher Education Support Act 2003](#) and the requirements outlines on the Australian Government's [STARTUP-HELP loan](#) information page.

(5) Eligible students include those enrolled in their final year of an undergraduate course (AQF Level 7), enrolled in a postgraduate course (AQF Level 8 or higher), or have graduated with a Bachelor's degree (or higher) within the last 36 months.

(6) Students must be enrolled in the UNE Graduate Certificate in AI Innovation by the census date.

(7) A student may only access STARTUP-HELP for one accelerator program course at a time and a maximum of two times during their studies.

Selection

(8) Offers of admission into the Graduate Certificate in AI innovation is in accordance with the [Admission, Credit and Enrolment Policy](#) and course specific criteria published in the UNE Course Handbook.

(9) The number of available STARTUP-HELP places is limited to the maximum number of places allocated to UNE by the Commonwealth Government.

(10) Applications for STARTUP-HELP are assessed by UNE in the order in which they are received, and offers of enrolment are made to STARTUP-HELP eligible students in the order in which applications are assessed as eligible.

(11) Applications are encouraged from underrepresented groups, including First Nations Australians, individuals with disabilities, and women in technology. The Course Coordinator may exercise discretion in the application of the requirements of clause 10, and give preference to applicants from underrepresented groups. In exercising this discretion, the Course Coordinator must ensure consideration of the potential benefits that arise from preferencing the participation of underrepresented groups, and the rationale for this decision must be recorded in the relevant student record.

Receiving STARTUP-HELP Assistance

(12) To receive STARTUP-HELP, students must:

- a. complete the STARTUP-HELP Electronic Commonwealth Assistance Form (eCAF) before the census date;
- b. provide a valid Tax File Number (TFN) and Unique Student identifier (USI); and
- c. demonstrate academic suitability for the program, including a commitment to the practical application of AI innovation.

Withdrawal and Repayment

(13) Students who withdraw from the course on or before the census date will not incur a STARTUP-HELP debt.

(14) If withdrawal occurs after the census date, students may apply for a remission of the debt under certain special circumstances in line with UNE's remissions process.

Intellectual Property

(15) The ownership of intellectual property created by students through a STARTUP-HELP funded place in the Graduate Certificate in AI Innovation is managed through the UNE [Knowledge Assets and Intellectual Property Policy](#).

Section 2 - Authority and Compliance

Authority

(16) The Deputy Vice-Chancellor, pursuant to Section 65 of the Admission, Credit and Enrolment Policy, makes this procedure.

Compliance

(17) University Representatives must observe this procedure.

(18) This policy operates as and from the Effective Date.

(19) To provide for exceptional circumstances arising from application of this procedure, the Deputy Vice-Chancellor, on the recommendation of an Executive Dean or Executive Principal, may relax any provision of this procedure.

Section 3 - Definitions Specific to this Procedure

(20) Acceleration Program Course - A course meeting the requirements of the Higher Education Support (STARTUP-HELP) Guidelines 2023, approved by UNE as part of the Startup Year initiative.

(21) STARTUP-HELP Assistance - A loan provided by the Australian Government to eligible students for paying tuition fees in UNE-approved accelerator program courses.

Status and Details

Status	Current
Effective Date	26th August 2024
Review Date	26th August 2025
Approval Authority	Deputy Vice-Chancellor
Approval Date	23rd August 2024
Expiry Date	Not applicable
Unit Head	Simon Evans Deputy Vice-Chancellor dvc@une.edu.au
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Glossary Terms and Definitions

"Bachelor" - Is the main higher education degree course at undergraduate level most commonly of three or four years and may include combined or double Bachelor degrees, graduate entry degrees, and the Bachelor with Honours degree.

"Postgraduate" - Relates to a course or a student in that course leading to the award of Graduate Certificate, Graduate Diploma, Master or Doctor.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Admission" - The process of assessment of an application leading to entitlement to enrol as a student in a course leading to an award of the University.

"Census Date" - Means a date within each trimester specified in the Principal Dates on which a student's enrolment in a unit is officially recorded and reported and the final date by which tuition fees or the student contribution is incurred or any other fee or charge that is applicable.

"Undergraduate" - Relates to a course or a student enrolled in that course leading to an award of Diploma, Advanced Diploma, Associate Degree or a Bachelor.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.