



Foreign Arrangements Scheme Due Diligence Form

Use this form to help determine whether an international arrangement the University is considering must be notified under the Australian Government's Foreign Arrangements Scheme¹ through the Department of Foreign Affairs and Trade (DFAT) Portal. It should be completed as a part of any broader due diligence processes performed to assess a proposal for, or renewal of, a foreign arrangement.

This form should be read in conjunction with the DFAT [Fact Sheet 4 – Australian Public Universities](#).

Details of the arrangement

Title / purpose:

School / Faculty / Office

Contact person:

Name of Foreign Institution / Entity:

Country of origin / National Government:

1. Is the Institution a foreign government or a foreign government entity?

Yes

Unsure

- a. A foreign country
- b. A National government
- c. A Department or agency of a. or b.
- d. A State / Territory / Provincial government
- e. A Local government / Municipality / District or City Council / County / District
- f. A Government subdivision set out in d. and e.
- g. A Department or agency of d. e. or f.
- h. Established by a foreign country for a public purpose i.e.- other than a university
- i. A foreign university

¹ As a university established under WA legislation Notre Dame is subject to the requirements of *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*.

2. Is the institution a University which lacks institutional autonomy, i.e. a foreign government is in a position to exercise substantial control?

Do laws, governing documents or other official documents of the institution require any of the following?

Yes

Unsure

- a. More than 50% of university board appointees must be members of the political party that forms in-country government
- b. Education provided or research conducted must adhere to political principles / doctrines set by the in-country government or ruling political party
- c. Academic staff are required to adhere in their teaching, research, discussions, publication or public commentary to the political principles / doctrines set by the in-country government or ruling party

Briefly outline the basis for your responses to the questions above. Include web links or other supporting documentation (where possible)

If the answer to any of the above is 'Yes' or 'Unsure' then full details of the arrangement must be provided to the Legal Office *PRIOR* to formalising terms with the parties *AND* within 7 days of signing any agreement via the Foreign Arrangement Form

Recordkeeping

Regardless of whether the arrangement must be notified under the Foreign Arrangements Scheme or not, the completed Foreign Arrangements Scheme Due Diligence Form, and any related information, must be kept for record keeping / auditing purposes.

Due diligence completed by:

Name:

Faculty / School/ Office:

Date:

If notification is required:

Agreement (draft) registered with the University Secretary prior to signing on:

Signed agreement registered with the University Secretary on: