



Research Scholarship Allocation

Principles, Guidelines, Roles and Responsibilities

Principles

1. The governing principles for awarding of postgraduate research scholarships, such as the Australian Postgraduate Award (APA,) the International Postgraduate Research Scholarship (IPRS) or other scholarships awarded by the University, are academic merit and research potential.
2. Government funded scholarships will only be allocated in accordance with Commonwealth Scholarship Guidelines.
3. Research Scholarships will only be offered to applicants who have an offer of place to a PhD or are currently undertaking a PhD.
4. Priority allocation of APAs will be given to those holding a First Class Honours (H1) degree (awarded in the last 10 years).
5. Those applicants without a First Class Honours degree will be assessed by the Faculty/RC for Honours 1 Equivalence (H1E).
6. Only those with H1 or H1E will be included in the Order of Merit list for scholarship award.
7. **Applicants should only be ranked by Faculties/RC if the resources and supervisory capacity required for the research project are available in the host Faculty/RC.**

Guidelines

Eligibility

For an applicant to be included in a scholarship round, the following criteria apply:

- Has been offered a PhD place or is currently enrolled in a PhD
- Must hold a First Class Honours degree or be assessed as Honours One Equivalent
- Able to undertake study on a fulltime basis
- Commencement date is within the scholarship year
- Has not previously held a Commonwealth funded scholarship
- EFTSL consumed is less than 2.5 (including previous study)
- IELTS is a minimum of 6.5, with a minimum of 6.0 in each band (or Faculty specific)

The closing date for applications is the 31 October of each year. If the 31st falls on a weekend, applications will be accepted on the following working day. Late applications will not be accepted.

Current students who are not receiving a scholarship may apply and be considered for a scholarship, having met eligibility criteria, but must submit a scholarship application by the appropriate closing date.

Honours results

A scholarship will only be offered to an applicant whose honours results are confirmed. Applicants whose results are provisional or predicted cannot be included in the ranking until final results are available. Faculties/RC should take this into account when setting dates for Honours assessment meetings in order to avoid putting their student at a disadvantage.

Faculty/RC Research Scholarship Ranking Committee Review and Ranking

Scholarships allocated as part of a scholarship round are awarded based on eligibility and ranked order of merit. For each round, the Faculty/RC determine its own Domestic and International Order of Merit list, ranked in order of score from highest to lowest.

In assessing First Class Honours applicants, the Faculty/RC will consider the applicants Undergraduate GPA and their Honours result.

In assessing each application and determining Honours One Equivalence, and to ensure policy compliance, the Faculty/RC Committee uses the evidence provided in the application and considers the following:

- Academic achievement through the applicants Undergraduate GPA, Honours score and Honours or Masters Examiners reports. Awards, Prizes and previous scholarships may also be taken into account.
- Research outputs through publication or creative works
- Research or Professional Experience, particularly considering skills developed relevant to the undertaking of a PhD.

In order to assess the quality of the research environment of the applicant's host Faculty/RC, the Faculty/RC Committee is asked to provide written evidence specifically related to the research environment and the supervisory panel through the completion of the *Assessment of Quality Research Environment Form*.

All Faculty/RCS provide their lists and supporting documents to the Research Scholarships Ranking Committee, through the Research Students Office who collates the lists for discussion, determination and allocation.

University Research Scholarship Ranking Committee Review and Allocation

The Committee reviews each applicant's *Assessment of Quality Research Environment* Form and considers the evidence provided by the Faculty/RC. In addition, documentation provided by the applicant and the Faculty/RC are discussed and considered prior to final ranking.

An Order of Merit list comprising all eligible applicants is produced. Applicants are ranked in order from highest to lowest. The list is over ranked by 25% (i.e. UC receives 16 APA's then 20 of those with eligible merit are ranked).

The Order of Merit list is ratified by the Research Scholarships Ranking Committee. **The Order of Merit list is confidential and its distribution limited to members of the Research Scholarships Ranking Committee.**

Offers

After the final ranking list has been approved by the Research Scholarships Ranking Committee, the confirmed list is used by the RStO to make offers to applicants. While the initial round of offers is made in a timely fashion, the timeframe of subsequent offers are dependent upon the acceptance or rejection of the initial offers.

Offers of scholarship must be accepted and the student enrolled in the course detailed on the offer letter within three months of the date of offer or the offer will be considered declined.

Applicants who are unsuccessful for a scholarship in a given round may apply to be considered for a future round. However, a new scholarship application must be submitted.

Current international scholarship holders (IPRS or Weeden Stipend) who gain permanent residency will automatically be transferred to a domestic scholarship (APA) without needing to reapply.

Roles and Responsibilities

Role and Responsibilities of the Research Students Office

1. Applications for PhD and Scholarships are accepted until close of business on the 31 October of each year. All applications must be complete at time of submission. Missing documents received after the closing date will not be considered.
2. The Research Students Office (RStO) checks applicants eligibility for a scholarship : e.g. fulltime, English Proficiency, commencement date, prior or current scholarship and previous candidature
3. RStO acknowledges domestic and international applications.
4. After confirmation from the Faculty/RC of an offer of place into a PhD, RStO loads applications for scholarships onto UC Space for committee representatives to access in preparation for Faculty/RC Research Scholarship Ranking Committee meeting.
5. RStO prepares *Order of Merit Summary Spreadsheet* and associated documents for the University Research Scholarships Ranking Committee.

6. RStO provides secretariat support to University Research Scholarships Ranking Committee meeting.
7. Following the ratification of the University Research Scholarships Ranking Committee, the RStO processes offers to successful applicants by mid December.
8. RStO is responsible for the management of APA, IPRS and Weeden Scholarship stipend.

Role and Responsibilities of the Faculty/RC

1. RStO loads applications for scholarship onto UC Space for Faculty/RC to access in preparation for Faculty/RC Research Scholarship Ranking Committee meeting.
2. The Faculty/RC convenes the committee meeting comprising of one representative from each discipline area, the HDR Convenor, the ADR and the Dean or their delegate.
3. The Faculty/RC Research Scholarship Ranking Committee undertake the following (See *Scholarship Flowchart*):
 - a. Provide a description and evidence for each H1 applicant using the *Assessment of Quality Research Environment Form* (one per applicant)
 - b. The H1E assessment using the *Guidelines for H1E Assessment*, and the *H1E Assessment Form* (one per applicant).
 - c. Provide a description and evidence for each H1E applicants using the *Assessment of Quality Research Environment Form* (one per applicant)
 - d. Complete the *H1E Faculty/RC Research Scholarship Order of Merit Summary Spreadsheet* – one for each of the following:
 - i. Domestic H1E
 - ii. International H1E

Note: H1 Spreadsheets prepared by RStO and sent to Faculty/RC
 - e. Dean/Director review and sign the merit spreadsheets (max 4 spreadsheets).
 - f. Return the following documents to the RStO
 - i. *Faculty/RC Research Scholarship Order of Merit Summary Spreadsheet* (max 4 spreadsheets including the H1 spreadsheets prepared by RStO) signed by the Dean or Director
 - ii. *H1E Assessment Form* (one per applicant)
 - iii. *Assessment of Quality Research Environment Form* (one per applicant)

Role and Responsibilities of the University Research Scholarship Ranking Committee

1. Considers the evidence provided by Faculty/RC through the *Assessment of Quality Research Environment Form*
2. Reviews the ranking of H1 Domestic and International applicants and H1E Domestic and International applicants
3. Approves final collation of the Order of Merit ranking list
4. Allocates the scholarships according to the Order of Merit ranking list
5. Ranks an extra 25% of allocations above a full allocation of scholarships

Timeline

Applications Close	31 October	
After confirmation from the Faculty/RC on an offer of place to a PhD, RStO loads eligible scholarships application to UC Space for Faculty/RC staff to access in preparation for Faculty/RC Selection Committee meeting	15 – 19 November	
Faculty/RC Research Scholarship Ranking Committee meeting	21 – 23 November	
Faculty/RC send Research Scholarship Order of Merit Summary Spreadsheet and supporting documents to RStO	By 28 November	
Research Scholarship Ranking spreadsheet and documents on UC Space	By 7 December	
Research Scholarship Ranking Meeting	Mid December	
Successful applicants notified immediately following meeting	Mid December	