Higher Degree by Research Scholarships Application and Assessment Procedures

1 Principles

1.1 Research scholarships will only be offered to applicants who have an offer of place to an appropriate HDR course or are currently undertaking an HDR course with the University.

1.2 Government funded scholarships managed by the University are allocated in accordance with Commonwealth Scholarship Guidelines (Research).

1.3 Priority allocation of RTP Stipend Scholarships will be given to domestic applicants holding a First Class Honours (H1) degree (awarded in the last 10 years).

1.4 RTP Fees Offset allocation is automatic for domestic HDR candidates, and is based on their admission to an approved HDR course.

1.5 RTP Fees Offsets are able to be offered to international HDR candidates whose application for scholarship has been assessed in a competitive assessment process (University level process only).

2 Application for scholarship (including RTP Fees Offset for international applicants)

2.1 Applicants must ensure that in applying for an HDR stipend scholarship, they have also submitted an application for admission to an HDR course (including all relevant supporting documentation).

2.2 Applications for HDR scholarships are accepted until close of business on the relevant due date. All applications must be complete at time of submission. Missing documents received after the closing date will not be considered.

2.3 To apply for an HDR Scholarship, applicants must complete and submit:

• Application for Research Degree Scholarship Form;

• Research Scholarship Publication or Other Research Output Details form (where applicable);

• Scholarship Applicant Relevant Research or Professional Experience Form (where applicable).

2.4 Current HDR candidates who are not receiving a scholarship may apply for a stipend scholarship, and must provide the above forms by the relevant closing dates, along with other documents that provide proof of progress in candidature (see http://www.canberra.edu.au/future-students/scholarships-and-financial-support/scholarships-and-fees).

2.5 Applications for scholarships are processed by the HDR Support team. They are assessed for completion and eligibility for entry into an Australian higher degree by research.

2.6 Applications that have passed this initial assessment are then forwarded to the appropriate faculties or research institutes for academic staff to assess.

3 Scholarship assessment for scholarships

3.1 Assessment for RTP Stipend Scholarships and centrally managed stipend scholarships is undertaken by Faculties and Research Institutes and the final allocation decision is made by the University Research Scholarship Committee as part of a University-level competitive assessment process.
3.2 Applications from international candidates for RTP Fees Offsets are also considered as part of this assessment process.

3.3 Domestic applicants are considered automatically for RTP Fees Offsets as part of their application for admission and not required to submit an application for the RTP Fees Offset.

4 Eligibility for stipend scholarship

4.1 For an applicant to be considered for an HDR stipend scholarship, the following criteria apply:
   - Has been offered a place or is currently enrolled in an HDR course
   - Must hold a First Class Honours degree or be assessed as Honours First Class Equivalent
   - Able to undertake study on a full-time basis (or part-time if the specific scholarship and/or visa allows)
   - Commencement date is within the scholarship year (e.g. scholarships offered for the year 2017 must be taken up during 2017 or are forfeited).
   - A stipend scholarship will not be awarded to a candidate who is in receipt of an equivalent award, scholarship or salary providing a benefit greater than 75% of the stipend rate (unless the conditions of award indicate otherwise). Income earned from sources unrelated to the course of study is not subject to this rule.
   - Eligibility requirements specific to some scholarships (e.g. must be studying in a particular discipline area) are detailed in the conditions of award for that scholarship.

5 Honours results

5.1 A stipend scholarship will only be offered to an applicant whose honours results are confirmed.

5.2 Applicants whose honours results are provisional or predicted at the time of scholarship ranking are able to be provided a conditional scholarship offer. Once honours results are confirmed, the offer reverts to an unconditional offer. If the applicant does not achieve honours first class results, the University will revoke the offer.

6 Ranking process within the Faculty/Research Institute

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

6.2 The score attributed to an applicant is based on previous qualifications and research experience, research publications and outputs, and other relevant awards, prizes or achievements.

6.3 In assessing First Class Honours applicants, the Faculty/Research Institute will consider the applicants undergraduate GPA and Honours result.

6.4 In assessing each application and determining Honours One Equivalence, and to ensure policy compliance, the Faculty/Research Institute 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.

6.5 In order to assess the quality of the research environment of the applicant’s host Faculty/Research Institute, the Faculty/Research Institute 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.

6.6 All Faculty/Research Institutes provide their lists and supporting documents to the University Research Scholarships Committee, through the HDR Support team, who collates the lists for discussion, determination and allocation.

7 University Research Scholarship Committee Ranking and Allocation

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

7.2 The Order of Merit list comprising all eligible applicants from each Faculty/Research Institute is reviewed. Applicants are re-ranked in order from highest to lowest.

7.3 The new Order of Merit list is ratified by the University Research Scholarships Committee.

7.4 The Order of Merit list is confidential and its distribution limited to members of the University Research Scholarships Committee.

8 Offers

8.1 After the final ranking list has been determined and approved by the University Research Scholarships Committee, the HDR Support team make offers to successful applicants. While the initial round of offers is made in a timely fashion, the timeframe of subsequent offers to candidates on the reserve list as determined by the University Research Scholarship Committee, are dependent upon the acceptance or rejection of the initial offers.

8.2 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. Students are able to defer for up to 6 months (Semester 2 start) and maintain their scholarship. However, students who defer their offer of course beyond the scholarship year (Semester 1 of the following year) will forfeit their scholarship. For example, a candidate who received an offer of admission and scholarship to commence in Semester 2, 2017, but decided to defer commencement in the course until Semester 1 2018, would forfeit the scholarship. This student could apply to be considered for the 2018 scholarship allocation.

8.3 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.

Questions relating to scholarship application or assessment can be directed to
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