INTRODUCTION

The Higher Degree by Research Scholarships to be awarded are: Australian Postgraduate Awards (APA), University Postgraduate Research Scholarships (UPRS) and International Postgraduate Research Scholarships (IPRS). APA and IPRS are funded by Australian Government, while the University funds the UPRS.

The University is required to rank applicants in order of academic merit taking into account the eligibility criteria applying to each award program. The University establishes its own ranking policy and procedures that comply with the Australian Government APA and IPRS funding rules and with the relevant University strategies. In most cases, the application for HDR scholarship is submitted alongside an application for admission to an HDR program.

COMPLIANCE

This is a compliance requirement under the:

- Higher Education Standards Framework (Threshold Standards); and
- National Code of Practice for Providers of Education and Training to Overseas Students

INTENT

The intention of this document is to ensure applications for Australian Postgraduate Awards (APA); University Postgraduate Research Scholarships (UPRS); and International Postgraduate Research Scholarships (IPRS) are considered in an appropriate manner. This document conforms to Commonwealth funding rules for APA and IPRS scholarships. The sections of this document referring to APA and IPRS are based on the Commonwealth funding rules for these awards and are designed to complement the University Responsible Conduct of Research Policy by detailing the procedures by which these types of scholarships are applied for and awarded.

RELEVANT DEFINITIONS

In the context of this document

APA means Australian Postgraduate Award. This scholarship provides up to 3 year stipend support for eligible Higher Degree by Research Students;

Faculty HDR Panel means a panel convened by the Pro Vice-Chancellor or delegate for the purposes of confirmation of candidature, recommendation of candidature, recommendation of scholarships and evaluation of examiner’s reports for Higher Degrees by Research. The Panel has a minimum of three academic members of staff and is composed on a case by case basis, taking into consideration the reason for convening the panel, the criteria for membership and any actual or perceived conflicts of interest;

FOML means Final Order of Merit List as determined by the Research and Research Training Committee;
HDR means Higher Degree by Research and includes PhD candidates, Masters by Research candidates and Research Professional Doctorate candidates;

IPRS means International Postgraduate Research Scholarship. This scholarship provides tuition fees and overseas health cover for eligible international HDR students;

ORI means the University’s Office of Research and Innovation;

POML means Provisional Order of Merit List; and

UPRS means University Postgraduate Research Scholarships. This scholarship provides a stipend for eligible HDR students.

PROCEDURES

Advertising

The Office of Research and Innovation initiates an annual marketing campaign targeting potential HDR candidates in coordination with the Office of Marketing and Planning. The campaign begins each August/September to allow time for potential candidates to apply for admission and scholarships prior to the relevant application closing dates each year and for admission semester 1 the following year (Census date 31 March).

Application

The applicant downloads the appropriate forms from the University Research web pages and completes the relevant sections. In most cases, the Application for HDR Scholarship Form is submitted alongside an Application for Admission to an HDR.

The following forms are required:

Domestic Applicants:

- HDR-01: Application for Admission Form;
- HDR-02: Application for HDR Scholarship Form;
- An applicant, who is an Australian Permanent Resident, must also submit a certified copy of the relevant pages of their passport as proof of residency status.

International Applicants:

- International Student Application for Research Studies (includes application for IPRS)

In addition, ALL Applicants need to submit:

- HDR-03: Research Project Outline;
- HDR-04: Referee Report Form (2 reports required, see below);
- HDR-05: Honours Equivalence Checklist;
- Certified copies of previous educational qualifications (Under Graduate and Post Graduate transcripts, including details of the relevant grading systems).

Applications are to be submitted as follows:

- Domestic applications to the University Office of Research and Innovation; and
• International applications to the University Office of International Services

Closing dates for scholarship applications are as follows:

• IPRS and International Applications for UPRS: 30 September each year;
• APA and UPRS: 31 October each year

Applicants send copies of the Referee Report Form (HDR-04) to TWO academic referees, with a request to complete the form and return it directly to the CDU Office of Research and Innovation.

Referees complete the Referee Report Form (HDR-04) and forward it to the Office of Research and Innovation by the relevant closing date.

Note: Referee reports are confidential.

All applications for scholarships are checked for completeness prior to the closing date. The Office of International Services passes on completed International Applications to Office of Research and Innovation. Applicants who have not provided all of the necessary items will be sent one request to provide the required documentation.

Unless exceptional circumstances exist, applications that are still incomplete by the relevant closing date will not be considered for a scholarship.

Overseas applicants for a UPRS will be required to demonstrate ability to pay their tuition fees. A Faculty, Centre or external body (for example, a Cooperative Research Centre) may offer a Scholarship to cover the applicant’s tuition fees, or may make a guarantee that the applicant’s fees will be paid. A written guarantee of a tuition fee-paying scholarship for the relevant duration will satisfy this eligibility requirement.

Assessment

The Office of Research and Innovation assesses an applicant’s eligibility and calculates a ranking score using an established formula for each eligible applicant according to the procedures in the document HDR - Scholarship Eligibility and Ranking Procedures.

Where it is not possible to apply the formula without consultation with the relevant faculty, the Office of Research and Innovation will liaise with the faculty to identify a suitable ranking score.

The Office of Research and Innovation prepares a provisional order of merit list (POML) with ranked scores and forwards it to the faculties with all eligible scholarship applications approximately one week after the relevant closing date. The Office of Research and Innovation will liaise with faculties throughout the scholarship ranking procedure, including attending faculty ranking meetings by invitation.

Each Faculty will be provided with:

• Instructions for completing the scoring form;
• A copy of this document and the HDR - Scholarship Eligibility and Ranking Procedures;
• A copy of the HDR - Candidate Recruitment, Admission and Enrolment Procedures;
• A copy of the Provisional Order of Merit List for all ranked applicants;
• An alphabetical list of all unranked applications; and
• An alphabetical list of applicants for each Faculty.
Faculties will have two weeks to consider all applications for scholarship for their faculty. Faculties have six major areas of responsibility in the ranking procedure, as outlined in the HDR - Scholarship Eligibility and Ranking Procedures.

The Faculty HDR Panel follows the HDR - Candidate Recruitment, Admission and Enrolment Procedures, endorses the ranked score calculations and POML and may suggest variations to the POML. Each scoring form must be signed off by the relevant Pro Vice-Chancellor. Applications and all other documentation are collected by the Office of Research and Innovation.

The Office of Research and Innovation revises Preliminary Order of Merit Lists taking into account suggested variations from faculties and presents this to the next meeting of the Research and Research Training Committee.

**Award and Offer**

The final order of merit list (FOML) for each type of scholarship is determined after consideration by the Research and Research Training Committee of:

- The Provisional Order of Merit List; and
- Faculty recommendations and justifications for variation to the rank scores of individual applicants.

An APA or UPRS will automatically be offered to any applicant to whom the offer of IPRS is made.

Offers of APA, UPRS and IPRS are made immediately following the meeting of the Research Committee at which the final order of merit list is determined. The offer of a scholarship is made by the Office of Research and Innovation, working down the final order of merit lists.

Applicants offered a scholarship are asked to accept or decline the offers within 10 working days, with the exception of offers to applicants overseas, who are given up to 28 days.

To avoid delay in finalising offers, the deadline for a response will be strictly adhered to. Applicants accepting an offer of scholarship will be required to sign the HDR – Scholarships: Conditions of Award Procedures declaration.

The second round of offers commences immediately upon receipt of notice that an offer has been declined, or expiry of the offer period. It is expected that all second round offers will be made by the end of February each year.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

HDR-01: Application for Admission Form

HDR-02: Application for HDR Scholarship Form

HDR-03: Research Project Outline

HDR-04: Referee Report Form

HDR-05: Honours Equivalence Checklist
HDR - Candidate Recruitment, Admission and Enrolment Procedures

HDR - Scholarship Eligibility and Ranking Procedures

HDR – Scholarships- Conditions of Award Procedures

Responsible Conduct of Research Policy

External
# Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>10 Mar 2005</td>
<td>Academic Board</td>
<td>Creation of original document and upload to CDU website.</td>
</tr>
<tr>
<td>1.01</td>
<td>1 Nov 2005</td>
<td>Deputy Vice-Chancellor, Research</td>
<td>Changing application dates</td>
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<tr>
<td>1.02</td>
<td>6 Nov 2006</td>
<td>Deputy Vice Chancellor, Research</td>
<td>Change dates from 2005 to 2007 where necessary and update Appendix 1 – Eligibility for APA, UPRS and IPRS HDR Scholarships in line with Australian Government rules.</td>
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<tr>
<td>2.00</td>
<td>7 Dec 2007</td>
<td>Academic Board</td>
<td>Added ‘Honours Equivalence’ document as Appendix 4</td>
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| 2.01    | 2 Mar 2010    | Governance | • Change process into new process format.  
• Change Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect title change.  
• Change Research Office to Office of Research and Innovation to reflect title change. |
| 3.00    | 30 Aug 2010   | Academic Board | • Included streamlining changes approved by VCAG in Jan 2010  
• Process wording streamlined. |
| 3.01    | 29 Dec 2010   | Governance | • Convert process document to procedure template.  
• Amend Executive Dean to Pro Vice-Chancellor to reflect title change.  
• Amend Research committee to Research and Research Training Committee to reflect title change. |
| 3.02    | 25 Nov 2011   | Academic Board | • Amend Award and Offer section to include the offer of an APA to IPRS recipients  
• Amend due dates for applications to include International applications for UPRS  
• Enhanced descriptors in Definitions  
• Amended Office of Marketing and Communications to Office of Marketing and planning in line with current title change |
| 3.03    | 13 Aug 2013   | Governance | • Assigned document number  
• Updated hyperlinks  
• Converted document to current template |
| 3.04    | 11 Aug 2017   | Governance | • Conversion to new Governance template due to new University branding  
• Updated hyperlinks |