INTRODUCTION

Fee waiver scholarships cover course fees and vary in value from course to course.

To be eligible, the candidate must qualify for entry to a Masters by Research, or a PhD.

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

RELEVANT DEFINITIONS

In the context of this document

PROCEDURES

Application Phase

The Research Office provides Student Services with application packs for Research degrees. The Research Office also advises Student Services staff of the availability of the application forms on the University website. Application packs contain:

- Application for admission form;
- Scholarship application form; and
- Two referee report forms

HDR Applicants should contacts the University to request a scholarship (and admission) pack. Fees waiver scholarships are not available to International applicants.

Student Services or the Research Office will mail out application packs and/or advise that they are available to download from the University’s website.

HDR Applicants must returns completed application including:

- Completed and signed Application for admission form;
- Certified photocopies or a printout of supporting documents including all units/subjects with grades for qualifying degrees;
- Research proposal; and
- Completed Scholarship application form.
Two referee reports with completed academic assessment reports must be forwarded to the Research Office by the referees.

The Research Office checks applications for completeness, collates all referee reports, certifies and returns original academic transcripts where necessary. The Research Office follows up any missing items. Applicants who have not provided all of the necessary items will be sent one request to provide the required documentation.

**Assessment Phase**

The Research Office will forward applications to HOS at Faculty/IAS for assessment. HOS determines the academic eligibility of applicants for admission and identifies the resources required, including supervision, and confirms that sufficient resources are available.

DVC(R) checks conditions of each applicant:

- Applicant is a domestic student;
- Research Proposal falls within the areas of research strength at CDU;
- If CDU has any Fees Waiver Scholarships available for offer; and
- Faculty/IAS confirmation of resources and academic eligibility

If conditions are appropriate the DVC(R) awards a Fees Waiver scholarship.

**Award & Offer Phase**

Research Office sends out offers of Fees Waiver HDR Scholarship in line with DVC(R) determinations.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

**External**

---

**Document History and Version Control**

|-----------------|-------------|--------------|----------|

Governance Document once printed is considered an uncontrolled document. Only documents in the University Governance Document Library online are considered to be the most current version.
<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>20 May 2005</td>
<td>Academic Board</td>
<td>Creation of original document and upload to CDU website.</td>
</tr>
<tr>
<td>1.01</td>
<td>18 Aug 2013</td>
<td>Governance</td>
<td>• Assigned document number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Added DH+VC table</td>
</tr>
<tr>
<td>1.02</td>
<td>15 Dec 2017</td>
<td>Governance</td>
<td>• Conversion to new Governance template due to new University branding, including removal of flowcharts and process tables</td>
</tr>
</tbody>
</table>