



HIGHER DEGREE BY RESEARCH (HDR) SCHOLARSHIP POLICY

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Relevant Legislation & External Documents:	Commonwealth Scholarships Guidelines (Research) 2017 Higher Education Support Act 2003		
Audience:	Public – accessible to anyone		

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1 Purpose of Policy

1. The purpose of this Policy is to set out information about HDR scholarship processes, policies and conditions at UOW, which are fair, transparent, and compliant with the requirements of CSGR.

2 Definitions

Word/Term	Definition (with examples if required)
AD-GR	Associate Dean Graduate Research
ADR	Associate Dean Research
CSGR	Commonwealth Scholarships Guidelines (Research) 2017
DET	Department of Education and Training
DIBP	Department of Immigration and Border Protection
DPTA	Domestic Postgraduate Tuition Award (DPTA) UOW funded scholarships that pay tuition fees of domestic students who have exceeded the time limit of 4.0 EFTSL for doctoral students or 2.0 EFTSL for MPhil students
DVC(R&I)	Deputy Vice-Chancellor (Research & Innovation)
EFTSL	Equivalent Full Time Student Load
FRC	Faculty Research Committee.
Full-time student load	In respect of a session of study, an EFTSL of 0.375 (75%) or greater,
GRS	Graduate Research School
HESA	Higher Education Support Act 2003
HDR	Higher Degree Research. HDR courses are: Master of Research, Master of Philosophy, Doctor of Philosophy, Professional Doctorates, Doctoral Degrees by Published Works, Higher Doctoral Degrees
IPTA	International Postgraduate Tuition Award (IPTA) – UOW funded scholarships that pay tuition fees of international students of undertaking a HDR course.
Matching and External Stipend Scholarship	A stipend scholarship awarded to students to undertake a HDR degree. Matching Scholarships are jointly funded by UOW and an external partner while external stipends are fully funded by an external partner.



RTP	Research Training Program
RTP Fee Offset	A type of scholarship which pays the tuition fee of a HDR student. Funded by the Australian Government.
RTP Stipend Scholarship	A type of RTP scholarship, funded by the Australian Government, and awarded to students to undertake a HDR degree.
RAP	Resource and Allocations Working Party. A subcommittee of the University Research Committee which oversees HDR scholarship and internal grant allocations at UOW.
Stipend	A type of scholarship to assist students with general living costs
UPA	University Postgraduate Award. A UOW-funded stipend scholarship awarded to students to undertake a HDR degree.

3 Application & Scope

1. This policy applies to all UOW staff members and HDR scholarship applicants at UOW.
2. All scholarship offers are conditional on candidates receiving an unconditional offer for the associated HDR degree.
3. This policy does not apply to offshore students including those at UOW Dubai.

4 Tuition Fee Scholarships

1. Tuition fee scholarships pay a student's tuition fees under one of the following categories:
 - a. the Australian Government funds RTP Fee Offset scholarships;
 - b. UOW funds DPTA and IPTA scholarships.
2. Completion or withdrawal from a degree, or termination of candidature will result in the cancellation of the tuition fee scholarship.

RTP Fee Offset

3. The RTP Fee Offset covers tuition fees for doctoral students for a period of up to 4 EFTSL of study, and for Masters of Philosophy/Masters of Research students for up to 2 EFTSL of study.
4. To be eligible for a RTP Fee Offset, a student must:
 - a. Be a student undertaking any HDR degree at UOW;
 - b. Not be receiving a scholarship for which course tuition is a component under any other scholarship scheme.
5. Eligible domestic HDR students are automatically awarded a RTP Fee Offset.
6. International HDR students who are awarded a RTP Stipend Scholarship are automatically awarded a RTP Fee Offset.



Domestic Postgraduate Tuition Award (DPTA)

7. The DPTA is available to domestic students who have exceeded the maximum study limits and satisfy the extenuating circumstances criteria outlined in the UOW Fees Policy.
8. To be eligible for a DPTA, a student must:
 - a. Be a domestic HDR student who is currently enrolled in a doctoral degree or MPhil and classified as overtime (>4.0 EFTSL for doctoral students; >2.0 EFTSL for MPhil students).
 - b. Meet all of the extenuating circumstance criteria as stipulated in the UOW Fees Policy.
9. Applications for DPTAs must be submitted by the student to the GRS by the advertised deadline prior to the commencement of each session.
10. The Dean of Graduate Research reviews individual applications and makes approvals based on extenuating circumstances criteria outlined in the UOW Fees Policy.

International Postgraduate Tuition Award (IPTA)

11. To be eligible to apply for an IPTA, a student must:
 - a. Be an international student undertaking a doctoral or MPhil degree at UOW;
 - b. Meet international student visa requirements as specified by the DIBP;
 - c. Not be receiving a scholarship under any other scheme for which course tuition is a component.
12. All international students who are awarded a stipend scholarship are also provided with a full course IPTA to cover their tuition up to 4.0/2.0 (for doctoral/MPhil degrees) EFTSL, if their scholarship does not cover course tuition. The awarding of an IPTA to international students without stipend support is the responsibility of the Dean of Graduate Research. The criteria for their approval are set out below.

Full Course IPTA – Tuition Only

13. The Dean of Graduate Research will use the following selection criteria and priorities when selecting international students for full course IPTAs without a stipend:
 - a. Applicants who hold the following UOW qualifications; Master of Philosophy, 1st class Honours degree; Master of Research with a WAM of 80 or above;
 - b. Applicants in priority discipline areas, or undertaking strategic important projects, as identified by the DVC(R&I);
 - c. Other criteria which may be used are those listed in Appendix 1

Additional Session IPTA

14. To be eligible to apply for an additional session IPTA a student must:
 - a. Demonstrate that they have already paid 3 EFTSL of tuition fees, for doctoral students, or 2 EFTSL of tuition fees for MPhil students.



- b. Provide evidence that they are near completion, including draft chapters and papers, supported and signed off by their Principal Supervisor and the ADR.
15. Normally only one additional session IPTA will be approved however in exceptional circumstances a second additional session IPTA may be approved.
16. The award of a sessional IPTA requires joint approval of the Associate Dean Graduate Research and the Dean of Graduate Research.
17. The award of a subsequent sessional IPTA (i.e. beyond 4.5 EFTSL) requires joint approval of the Dean of Graduate Research and the Deputy Vice-Chancellor Research and Innovation.

Financial Hardship IPTA

18. To be eligible to apply for an IPTA for financial hardship reasons, a student must provide full details of the financial circumstances which make them unable to pay fees, supported and signed off by their principal supervisor and the relevant ADR.

5 Stipend Scholarships

1. Stipend scholarships provide HDR students with a living allowance and can be awarded to both domestic and international students. Stipend scholarships fall under the following categories:
 - a. RTP stipends are funded by the Australian Government.
 - b. UOW funds UPA Stipends
 - c. Matching Stipends are jointly funded by UOW and external partners
 - d. External Stipends are fully funded by industry or other external sources.
2. Stipend scholarships are awarded at the base stipend rate, specified in the CSGR for that year.
3. Stipend scholarships are awarded for a duration of up to 3.5 EFTSL for doctoral students and 2 EFTSL for MPhil students.
4. The stipend for full-time scholarships is non-taxable, while the stipend for part-time students is taxable. The stipend rate paid reflects the enrolment status (full or part time) of the student.
5. Full-time stipend scholarship holders may undertake external work but it should not exceed eight hours a week during business hours, Monday to Friday, 8am to 6pm.
6. Note that there are no restrictions on external working arrangements for part-time stipend scholarship holders or for RTP Fee Offset holders.
7. To be eligible to apply for a Stipend Scholarship, a student must:
 - a. be enrolled in, or have an unconditional offer for, a MPhil or doctoral degree at UOW;
 - b. not be receiving income from another source to support that student's general living costs while undertaking the course of study if that income is greater than 75 % of the student's RTP Stipend rate. Income unrelated to the student's course of study or income received for the student's course of study but not for the purposes of supporting general living costs is not to be taken into account; and
 - c. meet DIBP visa requirements (International students).
8. In the main scholarship round which takes place in October each year, UOW accepts applications from all interested applicants by the advertised closing date.



9. Main Round stipend scholarships are allocated by members of the RAP based on applications ranked and recommended by the faculties.
10. The FRC (or a subcommittee) for each Faculty and AIIM will rank (with distinct ranks for each candidate) and shortlist suitably qualified applicants for both RTP and UPA scholarships in their discipline areas using the ranking criteria listed in Appendix 1.
11. The Dean of Graduate Research may request that domestic and international candidates are ranked separately, both at the FRC and for each Faculty at the RAP.
12. The RAP will meet in early December each year and consider the ranked applications from the faculties and allocate the scholarships on the basis of the faculty rankings and the criteria listed in this policy.
13. In order to attract/retain high quality HDR students Faculties/AIIM can request that the Dean of Graduate Research approve an early stipend scholarship offer be made. Each Faculty/AIIM may request up to two early offers per year, to be made between candidate application and the RAP Meeting.
14. The selection Criteria which will be used by the FRC and RAP are listed in Appendix 1. In addition, priority discipline areas and strategically important projects may be identified by the DVC(R&I).
15. Scholarship applicants are notified of the outcome by the GRS following the RAP meeting.

Matching and external stipend scholarships

16. Matching stipend scholarships applications are accepted in two rounds each year, to be held before the start of Autumn and Spring Sessions.
17. Applicants for matching stipend awards must apply by the advertised closing date. Their research supervisors must also submit documentation addressing the additional criteria (see 18.) by the closing date
18. External stipend scholarships applications are accepted at any time of the year, outside of the main scholarship round.
19. The number of matching awards each year will normally be 20% of the UPA pool. This percentage can be varied by the DVC (R&I).
20. The selection criteria for matching and external scholarships are those in Appendix 1 with the following additional criteria:
 - a. depth of relationship with external partner;
 - b. external supervision; and/or
 - c. opportunities for students to visit their external partners and/or participate in internships.
21. Matching and external scholarships are assessed by the Dean of Graduate Research and the Associate Dean Graduate Research and awarded by their mutual agreement.



6 Allowances

1. UOW does not provide allowances to fund ancillary costs for HDR students. Examples of such ancillary costs include Overseas Student Health Cover Policy, fees for international students, relocation costs to undertake HDR study or HDR thesis or academic publication costs.

7 Period of stipend support

1. Stipend scholarships are awarded for the duration set out in clause 5.3 of this policy.
2. The duration of all stipend scholarships will be reduced by any periods of study undertaken:
 - a. towards the degree at UOW prior to the commencement of the scholarship; or
 - b. towards the degree at another Higher Education Provider before transferring to UOW;
 - c. towards the degree during suspension of the scholarship (unless the study was undertaken as part of a Commonwealth Government financially supported international postgraduate research scholarship or award); or
 - d. previously while receiving a stipend scholarship at UOW.
3. The period of stipend support will be extended by relevant periods of leave approved by UOW (refer to Section 8).
4. If a student upgrades from a Master of Philosophy to a Doctoral degree then the period of stipend support will be increased to a total of 3.5 EFTSL. If a downgrade occurs, to a Master of Philosophy, from a doctoral degree, then the period of stipend support will be decreased to 2 EFTSL, or cease altogether, if more than 2 EFTSL of support is already consumed.
5. Any changes to the title of the student project, the supervisory team, the UOW School in which the student is based, or the Field of Education will not affect the period of stipend support.
6. Completion or withdrawal from the degree, or termination of candidature will result in the cancellation of the stipend scholarship.

8 Leave Entitlements

Suspension

1. Students may apply for a suspension of their scholarship for up to 12 months.
2. The minimum time frame for a suspension is one session.
3. Suspensions beyond 12 months will only be considered in exceptional circumstances which are beyond the student's control and must be approved by the Dean of Graduate Research.
4. Suspension beyond two years is not possible.
5. Any periods of suspension will not count towards the period of tuition fee or stipend support.

Recreation Leave

6. Stipend scholarship holders undertaking research programs are entitled to twenty (20) days paid recreation leave each year of the stipend scholarship and this may accrue over the tenure of the scholarship. This leave does not extend the duration of the scholarship.



7. This entitlement may be accrued over the life of the scholarship but will be forfeited when the scholarship is terminated.

Sick Leave

8. Stipend Scholarship holders may take up to ten (10) days paid sick leave a year within the tenure of their scholarship.
9. This entitlement may be accrued over the life of the scholarship but will be forfeited when the scholarship is terminated.
10. Stipend scholarship holders may also receive additional paid sick leave of up to a total of 60 days during their 3.5 year scholarship (or pro rata for shorter Scholarships) for medically substantiated periods of illness lasting longer than ten (10) days for which a medical certificate has been provided.
11. Additional paid sick leave may not be granted until the ten (10) days of paid sick leave (or the accumulation of the sick leave) has been exhausted.
12. Sick leave entitlements may also be used to cover scholarship or grant holders with family responsibilities caring for sick children or relatives.
13. Any periods of additional sick leave suspension do not count towards the period of stipend support.

Maternity / Parental Leave

14. Once stipend scholarship holders have completed 12 months of their scholarship, they are entitled to a maximum of 60 days maternity/parental leave during the tenure of their scholarship.
15. Scholarship holders who have not completed 12 months of their scholarship may access unpaid maternity/parental leave through the suspension provision.
16. Any periods of maternity leave will not count towards the period of stipend support.

9 Continuing HDR students

1. All HDR Students continuing their studies in 2017 from earlier years have been advised about their transition to the RTP.
2. All students have been transferred on terms no less beneficial than their previous arrangements.

10 Industry research activities

1. HDR students may undertake approved industry placements, research internships, professional practice activities or other similar enrichment activities, for up to six months duration, as part of their studies.
2. Students undertaking an industry research activity are not eligible to have their Stipend and/or tuition fee scholarship extended beyond the maximum period of support.
3. If a stipend is paid by the industry partner then Stipend scholarship students must suspend their award (see Section 8.1. to 8.5.) for the duration of the industry activity.
4. If no stipend is paid by the industry partner then stipend scholarship students can continue to receive their award during the industry research activity



11 Other relevant UOW Policies

1. The CSGR requires that UOW policy specifically identifies information and provisions on a range of HDR matters. This section describes where those matters are discussed within the suite of other UOW Policies.
2. HDR Award Rules: describes provisions for changes from full-time to part-time enrolment and vice-versa; converting from a research masters to a doctorate and vice-versa; the research proposal review, probation and termination of candidature/scholarships.
3. HDR Supervision and Resources Policy: outlines provisions in relation to supervision and research facilities at UOW together with appropriate supervisory practice.
4. HDR Student Academic Complaints Policy: outlines the academic complaints procedures for HDR students at UOW.



12 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	7 August 2009	University Council	First Version
2	7 December 2011	University Council	Update terms; add IPTA details and criteria; amend early offer details
3	16 June 2017	University Council	Update policy as per scheduled review and to incorporate new Commonwealth Scholarships Guidelines
4	28 August 2017	Deputy Vice-Chancellor (Research & Innovation)	Administrative amendment to Sections 5 and 6 to clarify that approval of matching scholarships requires joint approval from DOR and AD(GR).
5	3 November 2017	Deputy Vice-Chancellor (Research & Innovation)	Administrative amendments to clarify provisions in response to Department of Education and Training audit recommendations.
5	10 August 2018	UOW Council	Amendments arising from review of the allocation of HDR Scholarships.
6	4 November 2019	Deputy Vice-Chancellor (Research & Innovation)	Amendments arising from changes to the fee waiver arrangements.
7	1 January 2020 ON APPROVAL	Deputy Vice-Chancellor (Research & Innovation)	Administrative amendments to reflect rescission of General Course Rules replaced by Higher Degree Research (HDR) Award Rules
8	9 June 2020	Deputy Vice-Chancellor (Research & Innovation)	Administrative amendments to reflect change from Dean of Research to Dean of Graduate Research



13 Appendix 1 - Scholarship Ranking Criteria

FRC's and the RAP will use the criteria below to rank scholarship candidates.

Each Committee can use their judgement about the relative importance of each criterion in determining their final ranking. In addition, individual FRC's may develop their own guidelines to aid their ranking processes. These ranking guidelines should be consistent with the criteria listed in this Appendix.

1. QUALIFICATIONS

1.1 Qualifications

- UOW Hons/MRes/MPhil degrees
- High GPA, WAM and/or 1st class Honours degree
- Substantial research project/thesis of at least 25% of final year of study
- Relevance of subjects undertaken

2. RESEARCH

2.1 Research Proposal

- Well written and specific topic focus,
- Clear proposition and investigation method,
- Logical argument and familiarity with literature in the field,
- Fits well with expertise of proposed supervisor.

2.2 Industry Experience

- Experience as a research assistant
- Laboratory, field, professional or technical expertise
- Industry experience
- Other relevant work or professional experience
- Significant experience as a creative practitioner
- Relevance and quality of experience



2.3 Research output (in relation to opportunity)

Written publications must be in recognised journals, written in English and published by a recognised publisher, the quality of the outputs and the applicant's contribution should also be considered. Note that students with research pathway qualifications such as Honours or MRes may not have had the opportunity to publish.

- Research Outputs may include:
- Authored research book/monograph published by recognised publisher (national or international)
- Refereed book chapter in authored research publications
- Refereed journal articles
- Refereed conference proceedings
- Solo exhibition in major gallery
- Participation in group exhibition
- Written or recorded creative work such as novels, books of poetry, published plays or film scripts, musical scores, live music recordings, theatre or dance performances, films, multimedia productions and sound production, recorded, bound or packaged creative work for sale or commercial distribution.

3. REFEREES

3.1 Referee Reports

Higher weighting to be given to reports from those in a recent supervisory or lecturer role.