

1. Purpose of guidelines

To transparently communicate to applicants how their application for a HDR Scholarship at USC will be assessed. Applicants are encouraged to refer to this document and to the relevant HDR Scholarship advertisement on the USC website when preparing their application. The HDR Scholarships Selection Panel will use these Guidelines to assess all applications for HDR Scholarships.

2. Eligibility criteria

Applications that do not meet the eligibility criteria will not be assessed by the HDR Scholarship Selection Panel.

2.1 All HDR scholarships

- Be accepted into a Higher Degrees by Research program at the University of the Sunshine Coast
- Not have an equivalent qualification to the one for which they are currently applying
- Have a First-Class Bachelor Honours Degree, or show equivalent level of achievement with other academic qualifications or professional research experience
- RTP Stipend recipients are expected to prioritise their study and enrol on a full-time basis. Part-time study will be considered on a case-by-case basis for exceptional circumstances such as medical reasons or carer's responsibilities. Part-time applicants may apply but will be required to change to full-time study load upon commencement of the scholarship, unless exceptional circumstances can be demonstrated.

2.2 Additional for Research Training Program Stipend Scholarships

- Must not be receiving income from another source to support that student's general living costs while undertaking their course of study if that income is greater than 75 per cent of that 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.

2.3 Additional for Topic-specific HDR scholarships

Some HDR scholarships will have additional eligibility criteria. These will be published in the advertisement on the USC website.

3. Selection criteria

3.1 All HDR scholarships

3.1.1 Undergraduate Degree

WHAT IS BEING ASSESSED?

- GRADE POINT AVERAGE
- DISCIPLINE OF STUDY

What is the purpose?

- To determine academic history of the applicant

What supporting documentation should be provided?

- Official academic transcripts (should state grade point average and must include a key to the grading system)

What information should be included on the Response to Selection Criteria Form?

- Cumulative/Final Grade Point Average
- Discipline of study

Other important information:

- Overseas qualifications will be assessed by the USC International Office for AQF equivalence
- If more than one undergraduate degree has been completed, applicants should clearly identify which degree should be assessed in their written response to the selection criteria
- Double degrees (i.e., undergraduate degrees completed at the same time) are assessed as one degree
- If an Honours year can be clearly identified, this is excluded and assessed as part of *Research Training Degree*
- Subjects/courses/classes that are not graded shall not be included in the calculations

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Research & Innovation)

RESPONSIBLE EXECUTIVE MEMBER

Dean, Graduate Research

DESIGNATED OFFICER

Dean, Graduate Research

LAST AMENDED

11 May 2021

REVIEW DATE

31 December 2021

STATUS

Active

3.1.2 Research Training Degree

WHAT IS BEING ASSESSED?	<ul style="list-style-type: none">· RESULTS OF RESEARCH TRAINING DEGREE· BACHELOR HONOURS DEGREE – FINAL GRADE AND CLASS· MASTERS DEGREE (RESEARCH) – GRADE POINT AVERAGE AND RESEARCH COMPONENT· EQUIVALENT LEVEL OF STUDY· DISCIPLINE OF STUDY
What is the purpose?	<ul style="list-style-type: none">· To determine the level of formal research training completed by the applicant
What supporting documentation should be provided?	<ul style="list-style-type: none">· Official academic transcripts· Completion certificates
What information should be included on the Response to Selection Criteria Form?	<ul style="list-style-type: none">· Cumulative/Final Grade Point Average· Class of Honours (if applicable)· Research component of the Masters (ex: 1/3)· Discipline of study· Research topic
Other important information:	<ul style="list-style-type: none">· Overseas qualifications will be assessed by the USC International Office for AQF equivalence.· An AQF Masters Degree (Research) is comprised of supervised study and research of which two thirds will be devoted to research, research training and independent study. Supporting documentation for equivalent degrees should clearly show how much of the degree was comprised of research.· Applicants in their final semester of a Bachelor Honours Degree or Masters Degree (Research) or equivalent may apply. The qualification will be assessed as completed to the highest standard. A Conditional Offer may be made with an Unconditional Offer being made once evidence is received of the successful completion of the degree to the required standard.

3.1.3 Research Publications

WHAT IS BEING ASSESSED?	<ul style="list-style-type: none">· NUMBER OF PUBLICATIONS· AUTHORSHIP OF PUBLICATIONS· RELEVANCE OF PUBLICATIONS· QUALITY OF PUBLICATIONS <p>INCLUDE HERE CREATIVE WORKS</p> <p>REPORTS ARE NOT ASSESSED HERE (BUT SEE <i>PROFESSIONAL RESEARCH EXPERIENCE</i>)</p>
What is the purpose?	<ul style="list-style-type: none">· To determine the applicant's experience in producing research outputs
What supporting documentation should be provided?	<ul style="list-style-type: none">· First page of publication
What information should be included on the Response to Selection Criteria Form?	<ul style="list-style-type: none">· Full citation and link· Number of Citations for each publication· Impact factor for each journal
Other important information:	<ul style="list-style-type: none">· Evidence must be provided in English· Publications must be <u>accepted for publication</u> prior to the HDR Scholarship Application submission· If the applicant does not provide enough information the publication will not be assessed· Types of publications are listed in Appendix A

3.1.4 Professional Research Experience

WHAT IS BEING ASSESSED

- TYPE OF RESEARCH TASKS UNDERTAKEN
- DISCIPLINE OR INDUSTRY OF EMPLOYMENT
- LENGTH OF EMPLOYMENT
- EVIDENCE OF RESEARCH OUTPUTS, INCLUDING TECHNICAL REPORTS

What is the purpose

- To determine if the applicant has participated in research training or activities outside of a Research Training Degree

What supporting documentation should be provided

- Curriculum Vitae
- List of referees with contact information
- Evidence of research outputs

What information should be included on the Response to Selection Criteria Form?

- Explain how professional research experience links to this degree/research project

Other important information

- Research outputs will be assessed under the Research Publications criterion, but will also serve to substantiate the Professional Research Experience criterion
- Technical Reports can be included to support Professional Research Experience

3.2 Additional for Research Training Program Stipend Scholarship and USC International Research Scholarships

3.2.1 Research Alignment

WHAT IS BEING ASSESSED

- RESEARCH TOPIC
- SUPERVISION PANEL

What is the purpose

- To determine if the Research Topic and Supervision Panel are aligned to an area of research concentration or strategic focus

What supporting documentation should be provided

- No additional documentation is required

What information should be included on the Response to Selection Criteria Form?

- Short description of the research topic and a list of the members of the supervision panel

Other important information

- USC's areas of research concentration are listed on the USC website

3.3 Additional for Topic-specific HDR scholarships

Some USC HDR scholarships will have additional selection criteria. These will be published in the advertisement on the USC website.

4. HDR Scholarship Application Dates

The Open and Close dates for the RTP Scholarship Round will be published on the USC website.

The Open and Close dates for all other USC Research Scholarships will be published in the relevant advertisement on the USC website.

Appendix A – Table of Types of Research Publications (from 2015 HERDC Specifications) *For reference only*

PUBLICATION CLASSIFICATION

A – Books

(2015 HERDC Specifications section 6.8.1)

A1 - Authored Research Book

A2 - Research Book Editor

B - Book Chapter

(2015 HERDC Specifications section 6.8.2)

C – Journal Articles (2015 HERDC Specifications section 6.8.3)

C1 – Refereed article in a scholarly journal

D – Conference Publication

(2015 HERDC Specifications section 6.8.4)

usc.edu.au/policy

D1 – Full written paper – refereed

E. Other Creative Works

E1 – Authored Research Novel

E2 – Exhibition of creative artefacts

E3 – Creative Work i.e. short story, poem, artefact

E4 – Professional Award

E4a - Commendation

E5 – Invited curation of an exhibition

E6 – Invited catalogue essay

E7 – Review of creative or research work

G. Technical Report

END

SUPERSEDED DOCUMENTS

Selection of Candidates for Postgraduate Research Scholarships – Guidelines (2018)

RELATED LEGISLATION / STANDARDS

Higher Education Support Act (2003)

Commonwealth Scholarship Guidelines (Research) 2017