

Higher Degrees by Research Scholarships - Procedures



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Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

The Panel means the HDR Scholarship Selection Panel, selected by the Deputy Vice-Chancellor (Research and Innovation) or delegate to assess and rank applications for HDR Scholarships by order of merit.

HDR Scholarship means any financial support awarded by a competitive process to a student undertaking a higher degree by research (HDR). This includes both USC Research Scholarships and Research Training Program (RTP) Scholarships.

Competitive Process means a recruitment and selection process that encompasses an external advertisement period of a minimum to two weeks and a selection process as outlined in section 2.1

1. Purpose of procedures

These procedures are intended to implement the Scholarships, Bursaries and Prizes – Governing Policy and the Research Training Program Scholarships – Operational Policy, and also apply to other HDR Scholarships at the university.

2. Procedures

2.1 Application and Selection

2.1.1 The Deputy Vice-Chancellor (Research and Innovation) will set an application closing date. Complete applications received on or before the closing date will be considered. Late applications and or supporting documentation will not be considered.

2.1.2 Applicants address each of the eligibility and selection criteria by attaching supporting documentary evidence to their HDR Scholarship application form. Applicants are responsible for providing all relevant documentation in support of their application.

2.1.3 Eligible applications will be forwarded to the relevant School for academic assessment against the selection criteria. For information on the Eligibility and Selection criteria, refer to the relevant HDR Scholarship advertisement on the USC website.

2.1.4 A HDR Scholarships Selection Panel (the Panel) will be appointed by the Deputy Vice-Chancellor (Research and Innovation) or delegate to consider applications for all HDR Scholarships. The Panel will place each application that has been accepted by the School in order of merit according to their ranking as outlined in the Awarding HDR Scholarships - Guidelines, and will prepare an Order of Merit List for the Deputy Vice-Chancellor (Research and Innovation) or delegate to consider.

2.1.5 The Order of Merit list is ratified by the Deputy Vice-Chancellor (Research and Innovation) or delegate. Once an order of merit list has been ratified, changes will only be made in response to a decision regarding a review or appeal, as indicated in section 2.4, or when finalising provisional grades.

2.1.6 The Order of Merit list is confidential and distribution limited at the discretion of the Deputy Vice-Chancellor (Research and Innovation) or delegate. The Deputy Vice-Chancellor (Research and Innovation) or delegate, reserves the right to use discretion in the allocation of any scholarships including the number of scholarships offered each year within the limits of available funding.

2.1.7 The Graduate Research School will advise all applicants in writing of the outcome of their application for a HDR Scholarship as soon as possible after the decision.

2.1.8 Letters of offer will include specific scholarship inclusions and estimated combined annual value, and will be accompanied by the relevant Scholarship Conditions.

2.2 Acceptance

2.2.1 Successful applicants must return advice regarding their acceptance of the HDR Scholarship offer by the response to offer due date (normally within one month of offer). Applicants who do not respond by the due date forfeit their HDR Scholarship offer and an offer will be made to the next applicant on the Order of Merit list.

2.2.2 Successful applicants may request a single deferment of commencement. The application for deferral must be reviewed by the relevant Head of School and where applicable, International Office, to allow appropriate reconsideration of the availability of resources required for the program.

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Research and Innovation)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Research and Innovation)

DESIGNATED OFFICER

Dean, Graduate Research

FIRST APPROVED

28 November 2016

LAST AMENDED

17 June 2020

REVIEW DATE

28 November 2021

STATUS

Active

usc.edu.au/policy

2.3 Scholarship maintenance

2.3.1 Candidates in receipt of a HDR Scholarship at USC are governed by the Higher Degrees by Research – Academic Policy and associated Procedures.

2.3.2 HDR Scholarship holders must familiarise themselves with the Scholarship Conditions provided to them with their offer.

2.3.3 HDR Scholarship holders who fail to notify the University of a change to their circumstances which impacts their HDR Scholarship entitlements will be required to repay any subsequent overpayment, usually through suspension of payments until such an overpayment is balanced.

2.3.4 Candidates who are found to have provided misleading or inaccurate information to the University will be immediately re-assessed for their eligibility for a HDR Scholarship.

2.4 Review of Decision

2.4.1 An unsuccessful applicant, or a HDR Scholarship holder may seek a review of a decision relating to a HDR Scholarship.

(i) In the case of an unsuccessful applicant requesting a review of decision not to award a HDR Scholarship, such a request must be made in writing to the Dean, Graduate Research within 14 days of the date of the written advice that their application was unsuccessful.

(ii) In the case of a HDR Scholarship holder requesting a review of decision relating to their HDR Scholarship entitlements, such a request must be made in writing to the Dean, Graduate Research within 14 days of the date of written advice of the decision.

2.4.2 The Dean, Graduate Research will conduct a review of the decision and provide a report to the Deputy Vice-Chancellor (Research and Innovation).

2.4.3 The Deputy Vice-Chancellor (Research and Innovation) will notify the applicant or candidate in writing of the outcome of the review within 7 days of the review being finalised. Candidates will be advised on any appeal options, as per the Student Grievance Resolution – Governing Policy.

END

RELATED DOCUMENTS

[Higher Degrees by Research - Academic Policy](#)

[Research Training Program Scholarships - Operational Policy](#)

[Scholarships, Bursaries and Prizes - Governing Policy](#)

LINKED DOCUMENTS

[Research Training Program Scholarships - Operational Policy](#)

SUPERSEDED DOCUMENTS

[Selection of Candidates for Postgraduate Research Scholarships - Procedures](#)

RELATED LEGISLATION / STANDARDS

[Higher Education Support Act 2003 \(Cth\)](#)

[Commonwealth Scholarships Guidelines \(Research\) 2017](#)