

HDR Scholarship Procedure

1.0 Purpose

2.0 Scope

3.0 Procedure

[3.1 General process for scholarship selection and award](#) | [3.2 Application eligibility requirements](#) | [3.3 Process for strategic scholarships and other Griffith University centrally funded scholarships](#) | [3.4 Conditional Offers](#) | [3.5 Transfers](#) | [3.6 Part-time HDR Scholarships](#) | [3.7 Remote Candidature](#) | [3.8 Supervision and Infrastructure Support](#) | [3.9 Review and Appeals](#) |

4.0 Definitions

1.0 Purpose

This procedure sets out the requirements and processes associated with the award and management of higher degree research (HDR) scholarships at Griffith University.

2.0 Scope

This procedure applies to all higher degree by research (HDR) candidates who are applying for, or are in receipt of, an HDR scholarship.

The scope of this procedure **includes but is not limited to** the following scholarship schemes:

- Research Training Program (RTP) Stipend;
- Research Training Program (RTP) International Fee Offset Scholarship;
- Griffith University Postgraduate Research Scholarship (GUPRS);
- Griffith University International Postgraduate Research Scholarship (GUIPRS);
- Other Griffith University centrally-funded scholarships, including:
 - Strategic scholarships;
 - Co-funded scholarships;
 - Completion tuition scholarships
- Other Group- or Element-funded scholarships.

This procedure **does not** apply to the:

- Provision of the Research Training Program (RTP) Domestic Fee Offset, as set out on the [Research Training Program page](#);
- Scholarships and prizes for undergraduate and postgraduate coursework students;
- Externally-funded scholarships or prizes:
 - wholly administered by organisations external to the University; or
 - where only payments are administered by the University;

3.0 Procedure:

Griffith University conducts a competitive application process for awarding HDR scholarships that accords with the *Higher Education Support Act 2003* – [Commonwealth Scholarship Guidelines \(Research\) 2017](#) and the fairness requirements in Subdivision 19-D of the *Higher Education Support Act 2003*. The award of scholarships must align with the *Student Scholarships, Prizes and Awards Policy*, and will:

- recognise and reward academic achievement and research potential, relative to opportunity;
- attract and retain those candidates most likely to succeed in their HDR programs;
- support the University's strategic priorities.

The process for the award and management of scholarships must:

- provide [confidentiality](#) and [privacy](#);
- ensure [equity, transparency, integrity, and impartiality](#);
- manage [conflict of interest](#);
- provide [appropriate record keeping](#); and
- comply with stated selection, assessment, and eligibility criteria and, any legislative and regulatory requirements.

Whilst the provision of funding through the RTP is governed by the *Commonwealth Scholarship Guidelines (Research) 2017*, it is at the discretion of the University to determine how many scholarships it will support, the HDR programs that will receive support and the process by which this support is managed, as set out on the [Research Training Program](#) page.

Parity between the Commonwealth and Griffith-funded scholarships will be maintained wherever possible, but particularly in relation to the selection criteria for awarding scholarships.

Each scholarship will have a set of conditions that will be provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship.

Scholarship recipients will be assessed formally for continued eligibility of their award through the progress reporting process and assessment of candidature milestones.

3.1 General Process for scholarship selection and award

- 3.1.1 The HDR Scholarship Committee, as a subcommittee of the Board of Graduate Research, is responsible for considering applications, awarding HDR scholarships and reviewing scholarship conditions of award under this Procedure. The committee will meet to approve scholarship award at a scheduled Continuous Scholarship Round, Scholarship Committee Meeting. The Chair will act as the final arbiter of decision making.
- 3.1.2 The Chair of the HDR Scholarship Committee may act executively on behalf of the Committee in performing the above functions. Where the Chair acts executively to approve scholarship award, the assessment of applicants against the Criteria for Scholarship Ranking (Stage 2), as outlined in section 3.2.7 will not apply. Executive decision will normally only apply to the award of other centrally funded scholarships, including strategic scholarships, as outlined in section 3.3. The Chair's executive decisions are reported to the next meeting of the Scholarship Committee.
- 3.1.3 A Standing Committee of the HDR Scholarship Committee, comprised of the Dean, Griffith Graduate Research School as Chair and two Deans (Research) will approve

scholarship award as required for other centrally funded schemes, or to award scholarships out of round (OOR). OOR award consideration will only apply where the Dean, Griffith Graduate Research School accepts a case put forward by the Dean (Research) on the quality of the applicant, the need, and the strategic importance for consideration OOR. In the case of OOR consideration, the Standing Committee will exclude the Dean (Research) who put forward the case for consideration.

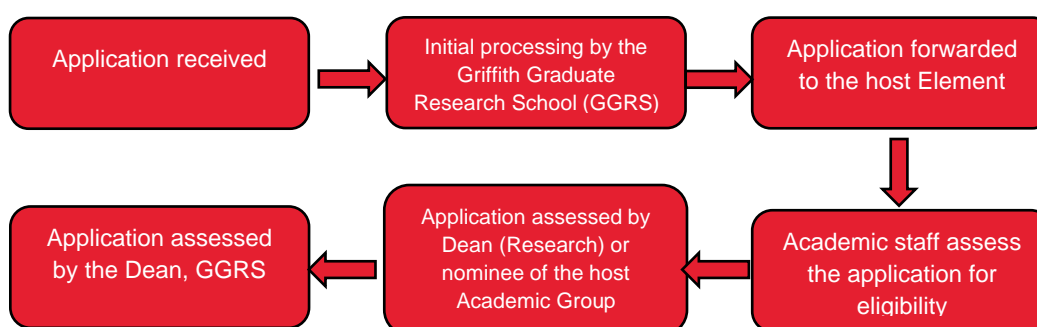
- 3.1.4 The selection of applicants for scholarship award will involve consideration of an applicants' academic merit, research potential and the quality of the research training environment in which their research project is proposed to be undertaken, taking into account the University's strategic priorities.

3.2 Application eligibility and assessment requirements

- 3.2.1 To be considered for an HDR scholarship, applicants must meet:
- the minimum admission requirements (including English Language Proficiency requirements¹) of the HDR program (refer to the *Higher Degree Research Policy*); and
 - any additional prescribed eligibility requirements that are set out in the scholarship conditions of award.
- 3.2.2 Applicants should check the specific scholarship conditions of award they are applying for, to ensure that they comply with current eligibility requirements. In some cases there will be variations to the eligibility requirements, such as the Griffith University Indigenous Australian Postgraduate Research Scholarship.
- 3.2.3 Applications may be assessed on the basis of predicted grades in the applicant's qualifying degree, where predicted results are provided by the academic referees.
- 3.2.4 Applications for HDR scholarships must be submitted on the required form and by the date determined by Griffith University.

3.2.5 Application Assessment Process

The process diagram below illustrates key stages in the application assessment process:



¹ In specific circumstances, the English Language Proficiency requirement may be deferred, see Strategic Scholarships at 3.3.1 below.

- Applicants that are assessed as eligible for entry into the HDR program for which scholarship support is available will also be considered for the award of scholarship using the general process set out in section 3.2.6 below.
- Guidance for academic decision-makers for the assessment of applications for admission is set out on the [Guidelines for the assessment of applications for HDR admission and scholarship](#) webpage (staff access).

3.2.6 Criteria for Scholarship Consideration (Stage One)

The following criteria apply to applications for the **RTP Stipend, RTP International Fee Offset Scholarship, Griffith University Postgraduate Research Scholarship (GUPRS)** and the **Griffith University International Postgraduate Research Scholarship (GUIPRS)**²:

- a. Holds a Bachelor Degree (AQF 8) with a First Class Honours (Class I) or is regarded by Griffith University as having an equivalent level of attainment, as specified on the [Equivalent qualifications for HDR program admission](#) webpage;
- b. Enrolment in the program will be based at a Griffith University campus, or have formal approval to receive a scholarship as a remote candidate (refer to Section 3.8 below for further information on remote candidature);
- c. Enrolment in the program will be on a full-time basis, or part-time for those with formal approval to receive a part-time award (refer to Section 3.7 below for further information on part-time HDR scholarships);
- d. Have not completed a degree at the same or higher level as the HDR program to which the applicant is applying for entry;
- e. If seeking recognition for prior candidature in the HDR program, have not completed more than 12 months (equivalent full-time) of candidature at Griffith University or another Australian or overseas institution, except in the case of RTP Stipend or RTP International Fee Offset Scholarship (or equivalent) recipients from other institutions seeking to transfer their candidature and scholarship award to Griffith University (refer to Section 3.6 below for further information on transfers of scholarship);
- f. Have not previously held the same or an equivalent scholarship for which they are applying unless it was terminated within six months of the scholarship's payments commencing; it was held for a degree at a lower level to which the applicant is applying; or the applicant is applying to transfer the scholarship (refer to Section 3.6 below for further information on transfers of scholarship);
- g. Have not held a Commonwealth Government Australia Award scholarship in the two years prior to the point of commencing the award, unless approval for this

² A GUIPRS is normally awarded to international applicants as a package with a GUPRS.

course of action has been granted by the appropriate branch of the Commonwealth Department of Foreign Affairs and Trade: and

- h. An applicant may only apply twice in a five-year period for consideration in the scholarship ranking and selection process. See section 3.2.7: Criteria for Scholarship Ranking (Stage Two).

3.2.7 Criteria for Scholarship Ranking (Stage Two)

Applications assessed as possessing sufficient merit against the criteria in Stage One will be ranked into an order-of-merit (OOM) by the host Element and Academic Group. To assist with the ranking of applicants, the HDR Scholarship Scoring Scheme is applied to applicants. The Scheme allocates points to each applicant in three categories: Calibre of Applicant (Part A – Academic Merit and Part B – Research Background), Supervisory Arrangements, and Quality of the Research Training Environment. The Academic Group scholarship ranking is then reviewed, and scholarships allocated by the University's HDR Scholarship Committee (as outlined in section 3.1).

Applications are assessed against the following criteria:

- a. academic merit, assessed against the results attained in the qualifying degree but also taking into account the grades of other qualifications, or evidenced equivalence of research excellence capability as applicable;
- b. research background as per the requirements set out in the *Schedule: Equivalent qualifications for HDR program admission*, including:
 - the quality of, and candidate's contribution to, the research outputs included in the application,(refer to the Schedule for guidance on requirements); and
 - the level and duration of sustained research experience, that meet the requirements as set out in the Schedule; and evidence of how that prior experience demonstrates and enhances the applicant's research capability with regard to the proposed research;
- c. the international standing of the institution at which the qualification with the substantial research component was completed;
- d. the fit between the applicant, the proposed research topic and the supervisory team;
- e. the quality of the research training environment in which the research project will be undertaken; and
- f. the alignment of the proposed research project with areas of research strength, priority and/or collaboration with industry and other research end-users.

3.3 Process for selection and award of other Griffith University centrally funded scholarships

The University reserves the right to offer a limited number of centrally-funded scholarships to support strategic objectives, research relationships, co-funding relationships and currently enrolled candidates.

The criteria for scholarship consideration (Stage one) as set out in section 3.2.6 will normally apply, unless specified below or as specified in the scholarship conditions of award.

3.3.1 Strategic scholarships

- The University awards strategic scholarships with the aim of recruiting high calibre applicants and achieving the strategic objectives of the University. Scholarships may be set aside to:

- a. support strategic initiatives (also referred to as ring-fenced scholarships).
 - b. support agreements with industry partners, international partners, large national or international research partnered programs, or other external research partners (also referred to as ring-fenced scholarships, including ring-fenced Griffith Industry PhD scholarships).
 - c. support other centrally funded scholarship schemes, as detailed in the specific scholarship conditions of award, such as schemes to support diversity and inclusion targets.
- Strategic scholarships will be awarded via the general process set out in section 3.1, including the option to award as set out in section 3.1.2.
 - Applicants who hold a Bachelor Degree with Class 1 Honours, or are deemed equivalent, may be considered for a ring-fenced scholarship.
 - The applicant eligibility criteria for strategic centrally funded scholarship schemes will be specified in the scholarship conditions of award.
 - If an applicant is able to provide evidence of a place in an appropriate program offered through the Griffith English Language Institute (GELI), in addition to evidence of funding sufficient to cover the cost of the required English course, the English Language Proficiency requirement for eligibility to the HDR program may be deferred. In such instances, evidence of meeting the English Language Proficiency requirement through the completion of the GELI program will be made a condition of the offer of scholarship.
 - Where the strategic scholarship is to be co-funded, the criteria outlined in section 3.3.2 will also apply.

3.3.2 Co-funded scholarships

3.3.2.1 **Partial Stipend:** Scholarships may be offered at half or partial the GUPRS stipend rate, as a package with an externally funded scholarship. In such cases, the following applies:

- a half (50%) or greater than half (>50%) partial stipend scholarship may be awarded to applicants who hold a Bachelor Degree with Class 1 Honours, or are deemed equivalent.
- a less than half (<50%) partial stipend scholarship may be awarded to applicants who hold a Bachelor Degree with Class IIA Honours, or are deemed equivalent,
- the combined rate of the packaged externally funded and partial GUPRS scholarship is equivalent to a full GUPRS.
- the Dean (Research) will make a recommendation to the Dean, Griffith Graduate Research School for the award of a packaged partial scholarship.
- Scholarships will be awarded via the general process set out in section 3.1 .
- Awardees are covered by the same conditions of award as awardees of full scholarships.

3.3.2.2 **Top-up scholarships:** Top up scholarships may be offered as a package with a strategic scholarship (refer section 3.3.1) or with an externally funded scholarship. In such cases, the following applies:

- applicants who hold a Bachelor Degree with Class I Honours or higher, or are deemed equivalent, may be considered (applicants who hold a Bachelor Degree

with Class IIA Honours or equivalent may be considered, at the discretion of the Dean, Griffith Graduate Research School).

- the top up does not exceed 75% of the base stipend rate.
- the Dean (Research) will make a recommendation to the Dean, Griffith Graduate Research School for the award of a packaged top-up scholarship.
- Scholarships will be awarded via the general process set out in section 3.1 above.

3.3.2.3 Tuition: A GUIPRS may be awarded as a package with an Element, Group, or other Griffith University or externally funded scholarship that is equivalent to a GUIPRS. In such cases, the following applies:

- applicants who hold a Bachelor Degree with Class IIA Honours or higher, or are deemed equivalent, may be considered competitive for award of a GUIPRS.
- the Dean (Research) will make a recommendation to the Dean, Griffith Graduate Research School for the award of a packaged GUIPRS.
- Scholarships will be awarded via the general process set out in section 3.1 above.
- In awarding the scholarship, it may be determined that the Overseas Student Health Cover component of the GUIPRS scholarship is to be paid by the Element/Group.
- A short term GUIPRS scholarship may also be awarded as a package with other short term funding, refer to completion scholarships, section 3.3.3.

3.3.3 Completion Tuition Scholarships

- Short-term, tuition scholarships (GUIPRS) may be awarded to support continuing candidates to complete their research.
- Short-term GUIPRS scholarships will be awarded to continuing candidates in receipt of the Completion Assistance Postgraduate Research Scholarship (CAPRS).
- For non-CAPRS awardees, short-term tuition scholarships (GUIPRS) may be awarded to candidates who are in receipt of an Element, Group or other-funded living allowance scholarship. In such cases:
- tenure restrictions affecting eligibility for the award of GUIPRS (refer to 3.2.6 at (e)) will not apply.
- The Dean (Research) will put forward a request to the Dean, Griffith Graduate Research School for consideration of a short-term tuition scholarship. The request will include:
 - advice on thesis progress, including likelihood of completion by the maximum thesis submission date;
 - the candidate's completion plan;
 - a recommendation from the candidate's principal supervisor(s); and
 - evidence of the Element (or other) funded living allowance scholarship held.

Scholarships will be awarded via the process set out in section 3.1.2.

3.4 Process for selection and award of other Group or Element-funded scholarships

- 3.4.1 Elements and Groups are encouraged to fund additional GUPRS-equivalent scholarships from their own funds.
- 3.4.2 Element, Group or other-funded scholarships may be offered on a competitive basis outside the University's advertised scholarship rounds.
- 3.4.3 Short-term scholarships may also be awarded by an Element or Group to support continuing candidates to complete their research.
- 3.4.4 Normally, it is expected that successful applicants will meet the criteria for scholarship consideration as set out in section 3.2.3.
- 3.4.5 Elements/Groups may, at their discretion, offer scholarships to applicants who meet eligibility and appropriate ranking criteria developed by the Elements/Groups and appropriate to the HDR program. These criteria are to be included in scholarship details advertised to potential applicants.
- 3.4.6 Elements/Groups will form a selection committee, comprising a minimum of three members (with consideration to gender representation), for assessing applications and making recommendations. The relevant Group Dean (Research) or nominee will Chair and will approve offers on the recommendations of the selection committee. Offers to successful applicants and advice to unsuccessful applicants will be made by the Griffith Graduate Research School.
- 3.4.7 Element or Group funded top up scholarships can be applied to RTP and GUPRS stipends at a value determined by the Element/Group. The top up cannot exceed 75% of the base stipend rate. The Dean (Research) determines the award of top up scholarships.
- 3.4.8 Short-term Element or Group funded scholarships may be awarded by the Element or Group to support continuing candidates to complete their research as outlined in section 3.3.3.
- 3.4.9 A GUIPRS may be awarded as a package with an Element/Group funded scholarship, refer to Co-funded Scholarships section 3.3.2.

3.5 Conditional Offers

- 3.5.1 Applicants must show evidence of meeting all conditions specified in their conditional offer and provide documentation with their 'Acceptance of Offer' or by the dates specified in their letter of offer.
- 3.5.2 If an applicant fails to meet either of the requirements listed above, the offer may be withdrawn.

3.6 Transfers to Griffith University from another Australian institution

- 3.6.1 RTP Stipend or RTP International Fee Offset Scholarship (or equivalent) recipients from other institutions seeking to transfer their candidature and scholarship award to Griffith University will be subject to the selection process and criteria set out in Section 3.2 of this Procedure.
- 3.6.2 Where an applicant is seeking to transfer, the applicant must have at least 12 months (equivalent full-time) of scholarship tenure remaining (not including the six-month extension) at the point of commencing the award at Griffith University.
- 3.6.3 Where an application for a transfer is aligned to a supervisor's transfer to Griffith University, the provision outlined in 3.6.2 may not apply. Further, a Dean (Research) may make a recommendation in accordance with the principles of this procedure and request that the applicant be considered for an out of round scholarship as outlined in section 3.1.

3.7 Part-time HDR Scholarships

- 3.7.1 The Dean, Griffith Graduate Research School may approve an application for part-time scholarship award at 50% the full-time stipend rate up to the maximum scholarship tenure (pro rata).
- 3.7.2 Scholarship applicants with significant caring commitments or with a medical condition or disability limiting their capacity to undertake full-time enrolment are permitted to apply for the award of a part-time scholarship.
- 3.7.3 Aboriginal or Torres Strait Islander applicants, whose circumstances limit their capacity to undertake full-time enrolment, may also be considered for the award of a part-time scholarship.
- 3.7.4 Scholarship applicants will not be considered for the award of a part-time scholarship on the basis of employment limiting their capacity to undertake full-time enrolment.
- 3.7.5 Holders of a part-time award may convert to full-time enrolment and scholarship award at any stage, subject to seeking approval for full-time enrolment. The University may also require part-time scholarship recipients to convert to full-time if the reasons for which the part-time award was granted no longer apply.

3.8 Remote candidature

- 3.8.1 Scholarship holders are required to maintain an on-campus enrolment.
- 3.8.2 In exceptional circumstances, the Dean, Griffith Graduate Research School, on the recommendation of a Dean (Research), may approve an application for a scholarship to be awarded to a domestic candidate located predominantly away from the University (remote candidature).
- 3.8.3 An application would need to demonstrate that the candidate had a high likelihood of success as evidenced by qualifications and research experience.
- 3.8.4 An international candidate who is located predominantly away from the University (remote candidature) will not be awarded a HDR scholarship.

3.9 Supervision and infrastructure support

- 3.9.1 All HDR candidates, including those in receipt of a HDR scholarship, will be entitled to supervisory arrangements as detailed in the Higher Degree Research Policy, with responsibilities of parties involved in the supervisory relationship set out in the University's Code of Practice for the Supervision of HDR Candidates.
- 3.9.2 All HDR candidates are entitled to support towards the infrastructure for their project as set out in the [Minimum Standards of Resources, Facilities and Other Support](#).

3.10 Review and appeals

- 3.10.1 A University decision about an application for scholarship award, either in round or out of round, is final and not reviewable, as per the University's Student Review and Appeals Policy.
- 3.10.2 A scholarship may be terminated on the grounds specified in the Scholarship Conditions of Award.
- 3.10.3 A candidate who is dissatisfied with a decision to terminate a scholarship may request a review of the decision as set out in the Student Review and Appeals Policy.

4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Australian Qualifications Framework (AQF) is the national policy for regulating qualifications in Australia. It prescribes the criteria for each qualification type.

AQF Level is the term used in the Australian Qualifications Framework (AQF) to demonstrate the relative complexity and/or depth of achievements and the autonomy required of graduates of AQF qualifications to demonstrate that achievement e.g. AQF Level 1 has the lowest complexity and AQF Level 10 has the highest complexity.

Griffith University International Postgraduate Research Scholarships (GUIPRS) are funded by Griffith University to assist international HDR candidates with program tuition fees that would otherwise be payable by the candidate.

Griffith University Postgraduate Research Scholarships (GUPRS) are funded by Griffith University to assist HDR candidates with general living costs.

Higher Degree by Research (HDR) refers to a Research Masters or Research Doctorate where a:

- Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study;
- Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

Research Training Program (RTP) is funded by the Commonwealth Government and provides block grants, on a calendar year basis, to Higher Education Providers (HEPs) to support the research training of domestic and international HDR candidates. The allocation and management of RTP funding is in accordance with the *Higher Education Support Act 2003 – Commonwealth Scholarship Guidelines (Research) 2017*. It is at the discretion of the University to determine how many scholarships it will support, the HDR programs that will receive support and the process by which this support is managed. Support provided may include fee offsets, stipends and allowances to assist HDR candidates with the ancillary costs of an HDR program.

Research Training Program (RTP) Stipend is a type of RTP Scholarship funded by the Commonwealth Government to assist HDR candidates with general living costs.

Research Training Program (RTP) International Fee Offset Scholarship is a type of RTP Scholarship funded by the Commonwealth Government to assist international HDR candidates with program tuition fees that would otherwise be payable by the candidate.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	HDR Scholarship Procedure
Document number	2023/0000459
Purpose	This procedure sets out the requirements and processes associated with the award and management of higher degree research (HDR) scholarships at Griffith University.
Audience	Staff
Category	Academic
Subcategory	Research
Approval date	26 July 2023 (04/2023 Board of Graduate Research meeting)
Effective date	22 August 2023
Review date	2026
Policy advisor	HDR Scholarship Coordinator, Griffith Graduate Research School
Approving authority	Deputy Vice Chancellor (Research)

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Australian Qualifications Framework 2nd Edition 2013 Commonwealth Scholarship Guidelines (Research) 2017
Policy	Student Scholarships, Prizes and Awards Policy HDR Policy Code of Practice for the Supervision of HDR Candidates
Procedures	HDR Admission Procedure
Local protocols	Schedule: Equivalent qualifications for HDR program admission
Forms	N/A