

# HDR Scholarships, Prizes and Awards Policy

## Section 1 - Overview and Scope

(1) The HDR Scholarships, Prizes and Awards Policy outlines eligibility requirements for the Commonwealth Government's Research Training Program Scholarships and UNE's HDR scholarships, prizes and awards.

(2) This Policy is for the governance of UNE HDR scholarships, prizes and awards and is for the use of applicants, enrolled HDR Candidates, HDR supervisors, research administrators and UNE Representatives.

(3) Within this Policy:

- a. Part A - outlines the principles of this policy;
- b. Part B - covers the eligibility requirements for Research Training Program Scholarships;
- c. Part C - covers the eligibility requirements for UNE scholarships, prizes and awards; and
- d. Part D - covers the eligibility requirements for the Chancellor's Medal.

## Section 2 - Policy

### Part A - Policy Principles

(4) HDR scholarships support suitably qualified candidates to undertake research training programs at UNE.

(5) HDR scholarships are used to support the research excellence, research capacity, and the equity and diversity goals of the University.

(6) The purpose of a HDR scholarship is to provide financial support to the recipient so they can enrol at UNE to carry out their research for their higher degree by research.

(7) Scholarship providers must conduct a competitive process for selecting scholarship recipients that is equitable and fair.

(8) Applicants must meet the conditions and application requirements for HDR admission, which can be found in the HDR Admission and Enrolment Policy.

### Part B - Research Training Program (RTP) Scholarships

(9) To be eligible for any RTP Scholarship at UNE, HDR Candidates must:

- a. be an overseas or domestic student enrolled in an accredited HDR course of study at UNE; and/or
- b. be an overseas HDR Candidate enrolled in an accredited HDR course who meets the HDR Candidate visa requirements as specified by the Australian Government.

(10) To be eligible for an RTP stipend a HDR Candidate must not be receiving income from another source to support that HDR Candidate's general living costs while undertaking their course of study if that income is greater than 75% of

that HDR Candidate's RTP Stipend rate. Income unrelated to the HDR Candidate's course of study or income received for the HDR Candidate's course of study but not for the purposes of supporting general living costs is not to be taken into account.

(11) The following Research Training Program support is available:

- a. RTP Fee Offsets pay for the tuition fees of an HDR Candidate that would otherwise have been paid by the HDR Candidate.
- b. RTP Stipends are provided to support the general living costs of HDR Candidates through an annual stipend.

(12) To be eligible for an RTP Fee Offset Scholarship, a HDR Candidate must:

- a. be an overseas or domestic HDR Candidate enrolled in an accredited HDR course at UNE; and
- b. not be receiving an equivalent award or scholarship from the Commonwealth Government of Australia designed to offset HDR fees.

(13) RTP Allowances provide ancillary support for HDR Candidates. Available RTP Allowances can be found on the Graduate Research School RTP Scholarships webpage.

(14) The Commonwealth Government imposes a 10% limit on the amount of RTP funding that can be used to support overseas HDR Candidates.

## **RTP Stipend Rates**

(15) RTP Stipend rates will be in accordance with the range indexed by the Commonwealth Government. UNE will offer the base-rate at a minimum.

(16) The UNE RTP Stipend will be paid in fortnightly instalments into an Australian bank account in the HDR Candidate's name.

## **RTP Period/s of Support**

(17) RTP Stipend support periods are:

- a. a maximum of 4 years for a Doctoral course FTE; and
- b. a maximum of 2 years for Research Masters course FTE.

(18) RTP Fee Offset support periods are:

- a. a maximum of 4 years for Doctoral course FTE; and
- b. a maximum of 2 years for a Research Masters course FTE.

## **RTP Scholarships Application Process**

(19) Scholarship information, including the dates of RTP Scholarship rounds and application forms can be found on the [HDR Scholarships](#), Prizes and Awards webpage.

(20) Selection for RTP Stipend will be awarded to domestic and overseas applicants as a result of a competitive selection process. Selection is based on academic merit and research performance as demonstrated by:

- a. academic qualifications and awards;
- b. research experience - any postgraduate research experience over the last five years, and any other research experience;

- c. employment history (where relevant);
- d. publications;
- e. non-traditional research outputs;
- f. statement of support from Principal Supervisor;
- g. academic referee reports;
- h. English language requirements; and
- i. strategic alignment of research proposal with UNE research priorities.

## **RTP Scholarship Offer Process**

(21) HDR Candidates are notified of the outcome of their RTP Scholarship applications within eight weeks of the closing date.

(22) Information about Research Supervision at UNE and facilities provided can be found on the Graduate Research School Website and in the following:

- a. [Minimum Facilities Guideline](#)
- b. HDR Supervision Policy

## **General Provisions of RTP Scholarship/s**

(23) The University requires HDR Candidates to work full-time, that is 38 hours per week, on their research. Any paid work outside of this must be disclosed and approved by the Principal Supervisor and Head of School.

(24) HDR Candidates in receipt of RTP Scholarship/s (stipend and fee offset) may be permitted to vary their candidature with appropriate approvals. Further information can be found in the HDR Candidature Management Policy and Procedures and the terms and conditions within the scholarship offer letter. Provisions for changes in the nature of a RTP Scholarship may include, but are not limited to:

- a. changes to the enrolling School, which may or may not affect the Field of Education;
- b. transfers between higher education institutions;
- c. transferring between full-time and part-time;
- d. transferring between Research Masters and Research Doctorates;

## **Termination of RTP Scholarship/s**

(25) RTP Scholarship/s may be terminated on one or more of the following grounds:

- a. if the HDR Candidate ceases to meet the eligibility criteria specified in clause 9(a-b) above;
- b. on completion of the course of study.
- c. if UNE determines that the HDR Candidate has not complied with a requirement specified in its RTP Scholarship policy, terms and conditions of scholarship offer letter and all other relevant UNE policies.

(26) Information about grievance procedures for HDR Candidates can be found on the Graduate Research School webpage.

(27) HDR candidates are encouraged to undertake industry placements, research internships, professional practice activities or other similar enrichment activities during their HDR candidature. To be included in HDR candidature, where funded by an RTP scholarship, these activities must be beneficial to the development of the HDR research and/or HDR researcher.

(28) RTP Fee Offset scholarship holders may have their scholarship extended by the duration of the placement, or professional practice activity up to the equivalent period of time.

(29) HDR Candidates must acknowledge Australian Government support in any research related publication/s in accordance with the terms and conditions of their scholarship offer letter.

## **Part C - UNE Scholarships, Prizes and Awards**

(30) The University of New England may offer financial support outside the Research Training Program (RTP) provisions. Part C of this policy refers to all financial support outside of RTP provisions.

### **Eligibility**

(31) All applicants must be enrolled in a HDR course, or have submitted a candidature application for a HDR course unless otherwise specified.

(32) Additional eligibility will be specified on the scholarship/prize/award terms and conditions. This information can be found on the HDR Scholarships, Prizes and Awards webpage.

### **Application and Offer Process**

(33) HDR Candidates must apply during the specified scholarship/prize/award opening and closing dates.

(34) HDR Candidates will normally be notified of the outcome of their applications within eight weeks of the closing date.

### **Period of Support**

(35) The period of scholarship/prize/award will be specified in the advertisement and in the terms and conditions of the scholarship/prize/award offer letter.

### **Termination**

(36) Scholarships, Prizes or Awards may be terminated on one or more of the following:

- a. if the HDR Candidate ceases to meet the eligibility criteria as specified in specific terms and conditions of their scholarship, prize or award;
- b. on completion of the HDR course of study;
- c. if UNE determines that the HDR Candidate has not complied with a requirement specified in this policy, the terms and conditions of the scholarship/prize/award offer letter and all relevant UNE Policies.

## **Part D - Chancellor's Doctoral Research Medal**

(37) Chancellor's Doctoral Research Medals will be given for doctoral research that is of exceptional merit and at the forefront of the field.

### **Eligibility**

(38) Candidates, eligible for shortlisting, have met the following:

- a. the degree has been conferred since the previous awarding of Medals; and
- b. at least two thesis examiners have recommended a Medal.

## Criteria

(39) The Graduate Research Committee will decide on the Medals to be awarded each year. Considerations in determining the quality of the theses are recommendations and supporting statements from the thesis examiners regarding:

- a. international standing of the research work;
- b. impact of the research both actual and potential;
- c. refereed publications or other research outputs from the doctoral work, for example patents, exhibitions, performances and other creative works;
- d. awards or other recognition of the research quality.

(40) The evidence to be used will include examiners reports and the nominating examiners' statements.

## Graduation Ceremony

(41) Chancellor's Doctoral Research Medals are awarded at the next available Graduation Ceremony.

## Appeals

(42) Chancellor's Doctoral Research Medals are a discretionary award by the University for outstanding academic merit. There is no appeal against decisions that confer or do not confer a Medal. Review of the decision-making process may be provided by the [NSW Ombudsman](#).

# Section 3 - Authority & Compliance

## Authority

(43) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the [University of New England Act 1993 \(NSW\)](#), makes this University policy.

(44) The Deputy Vice-Chancellor Research (DVCR) is authorised to make procedures and processes for the effective implementation and operation of this policy, and to publish as associated documents any tool that will assist with compliance.

(45) Policy Administrator for this policy is the Director Governance and University Secretary, who is authorised to make minor administrative updates to this policy.

## Compliance

(46) Applicants, enrolled HDR Candidates, HDR supervisors, research administrators and UNE Representatives must observe this policy in relation to HDR UNE Scholarship, Prizes and Awards. Non-compliance may be a breach of the Code of Conduct and may be addressed under the disciplinary provisions of the relevant Enterprise Agreement.

(47) This Policy operates as and from the Effective Date. Previous policy on HDR Scholarships, Prizes and Awards and related documents are replaced and have no further operation from the Effective Date of this new Policy.

(48) Notwithstanding the other provisions of this University policy, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Policy where the Vice-Chancellor and Chief Executive Officer determines the application of the Policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.



## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	7th December 2023
<b>Review Date</b>	7th December 2025
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## Glossary Terms and Definitions

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"Principal Supervisor"** - Means the UNE staff member or adjunct or honorary staff member who has principal responsibility for the research candidature of a HDR Student.