



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Guideline:

Application and
Assessment Processes for
Higher Degree by
Research Scholarships

Effective: 1 January 2019

Audience: Students and Staff

Policy Category: Academic
Policy Sub-category: Research

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Broome

Sydney

Contents

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|---|--|---|
| 1 | PURPOSE | 3 |
| 2 | RELATED DOCUMENTS | 3 |
| 3 | SELECTION CRITERIA | 3 |
| 4 | APPLICATION PROCESS | 4 |
| 5 | ASSESSMENT CRITERIA AND SCORING MATRIX | 4 |
| 6 | INFORMATION REQUIREMENTS – RESEARCH OUTCOMES | 6 |
| 7 | DEFINITIONS | 8 |

1 PURPOSE

- 1.1 Each year the University of Notre Dame Australia awards a limited number of scholarships to Students to undertake a Higher Degree by Research.
- 1.2 This document sets out the application and assessment processes, including selection criteria, in respect to scholarships supported and awarded by the University.
- 1.3 This Guideline does not apply to scholarships funded or awarded by external parties or determined through separate funding or research agreement between an external party and the University.

2 RELATED DOCUMENTS

This Guideline should be read in conjunction with the following:

- 2.1 [Policy: Research Training Program \(RTP\)](#)
- 2.2 [Policy: International Fee Remission Research Scholarship \(IFRRS\)](#)
- 2.3 [Procedure: Conditions: Research Training Program \(RTP\) Scholarships](#)
- 2.4 [The University of Notre Dame Australia Strategic Plan 2018-2021](#)
- 2.5 *Form: Higher Degree by Research Scholarship Application Form*

3 SELECTION CRITERIA

- 3.1 Higher Degree by Research Scholarships are awarded based on the selection criteria in 3.2 and subject to clause 3.3.
- 3.2 Selection is based on the applicant providing demonstrated evidence of the following criteria:
 - 3.2.1 past research or scholarly achievements which demonstrate the applicant's ability or potential ability to undertake a Research Degree project to a high standard;
 - 3.2.2 the research project's quality, feasibility, and potential for community engagement and impact;
 - 3.2.3 the research project's alignment with the university's research priorities;
 - 3.2.4 the research project's links with industry; and
 - 3.2.5 the supervisory team's experience in producing quality research outputs.
- 3.3 Higher Degree by Research Scholarships will only be awarded to research projects which are in full alignment with the University's Objects. To that end:
 - 3.3.1 If a research project does not align with the Objects, no scholarship will be awarded, irrespective of the satisfaction of the criteria outlined in clause 3.2, and irrespective of any score or ranking determined in accordance with clause 5; and
 - 3.3.2 The University may, at its sole discretion, determine that an applicant with a research project which is of particular significance to, and in furtherance of, the University's Objects will be granted a scholarship. This is irrespective of any score or ranking determined in accordance with clause 5, and notwithstanding that this may affect the

ranking of other applications and research projects.

4 APPLICATION PROCESS

- 4.1** There are two processes that may be used to submit stipend and/or fee remission applications:
- 4.1.1 A project is developed by a supervisory team, who apply for a stipend without an existing applicant. These applications will be assessed against sections 5.6-5.12 of the matrix in this Guideline. If successful, the team then advertises for applicants, who are assessed against sections 5.3- 5.5 of the matrix; or
- 4.1.2 A project is developed by a prospective student in conjunction with a supervisory team. These applications are assessed against the full matrix in section 5. Prospective students must contact the relevant School in advance of submitting an application in order to determine an appropriate supervisory team.
- 4.2** Applications should be submitted using the published *Higher Degree by Research Scholarship Application Form*.

5 ASSESSMENT CRITERIA AND SCORING MATRIX

Scholarship applications are assessed by the Research Degrees and Scholarships Committee (RDSC) and ranked according to the total score based on the following scoring matrix. Recommendations to award scholarships are made to the PVC, Research for approval.

Preference will normally be given to applicants for a Doctoral-level degree over Masters-level degree applicants, and to research projects aligned with the University's Research Focus Areas outlined in the *University's Strategic Plan 2018-2021*.

| 5.1 Student's Academic Excellence And Research Capacity (Only highest award applicable) | /10 Max |
|--|--------------------|
| Bachelor's, First Class Honours | 10 |
| Bachelor's, Second Class Honours, Division 1 | 8 |
| Master's by Research | 10 |
| Master's by Coursework, high distinction average | 9 |
| Master's by Coursework, distinction average | 8 |
| Bachelor's, high distinction average | 6 |
| Bachelor's, distinction average | 5 |

| 5.2 Student's Prizes, Scholarships And Publications (Cumulative) | /10 Max |
|---|--------------------|
| International scholarship, prize or award | 5 |
| National scholarship, prize or award | 3 |
| Institutional level scholarship, prize or award | 2 |
| A1 Book – Authored Research | 5 |
| A4 Book – Revision/New Edition with substantial new research | 3 |
| B1 Chapter in Edited Book - research | 1 |
| C1 Journal Article – Refereed Article in a scholarly Journal | 1 |

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| E1 Conference Publication – Full Paper – Refereed | 1 |
| Q1, Q4 Creative works, textual and other (must contain research component) | 5 |
| R1, R2 Creative Live Performance, play and other (must contain research component) | 1 |
| S1, S2, S3 Recorded/Rendered Work, audio/visual, performance and other (as above) | 5 |
| T1, T2 Creative Curated Work or Event, Exhibition, Festival (as above) | 1 |

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| 5.3 Student’s Professional Experience (Cumulative) | /10 Max |
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| The application of knowledge in original ways to problems of acknowledged importance | 1 |
| New expressions of knowledge or creative insight | 1 |
| Disseminating knowledge to a professional or academic community | 1 |
| Experience with industry engagement | 1 |
| Experience with research projects | 1 |
| Involvement in research commercialisation | 1 |
| Service on committees or panels, in relation to research/professional activity | 1 |
| Contributions of a scholarly kind to the affairs of a professional organisation, learned society or community group | 1 |
| Authorship, direction or execution of performances, productions, exhibitions, or designs appropriate to the discipline or medium concerned and not included under (I) above | 1 |
| Fellowship or membership of prestigious learned professional organisations by advanced study, examination and/or professional practice | 1 |
| Experience with collaborative projects | 1 |
| Participation in formulating or assessing funded research proposals | 1 |
| Invitations to act in an expert capacity | 1 |
| Editorial contributions to scholarly journals and other professional publications | 1 |
| Contribution to professional practice, acknowledged by appropriate peer recognition | 1 |
| Successful involvement in consultancy work in terms of its contribution to the advancement of knowledge and/or its applications, and of professional practice | 1 |
| Invitations to address scholarly or professional meetings and conferences/conventions etc. | 1 |
| Evidence of leadership (the ability to guide, inspire and influence others in the attainment of organisational and/or professional goals) | 1 |

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| 5.4 Quality and Feasibility of Research Project | /10 |
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|------------------------|-----|
| Quality of proposal | 1-5 |
| Feasibility of project | 1-5 |

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| 5.5 Project’s Potential Community Engagement and Impact | /10 |
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| Potential for community engagement | 1-5 |
| Potential for community impact | 1-5 |

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| 5.6 Alignment with Research Priorities | /10 |
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| Alignment with research priorities | 1-10 |
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| 5.7 Links to Industry | /10 Max |
| Industry contribution to project funding | 10 |
| Supervision by industry partner | 3 |
| Industry body as end user of research findings | 3 |
| I1 Patents held by supervisors or student | 2 |
| L1 Public Sector Report (must be a research report for an external body) | 1 |
| L2 Industry Report (must be a research report for an external body) | 1 |
| L3 Not-for-profit Report (must be a research report for an external body) | 1 |
| L4 Other Report (must be a research report for an external body) | 1 |
| 5.8 Supervisory Team's HDR Completions | /10 |
| PhD completions (per completion) | 2 |
| Masters completions (per completion) | 1 |
| 5.9 Supervisory Team's Grant History | /10 |
| External grant submissions (per submission) | 1 |
| External grant awards (per award) | 5 |
| 5.10 Supervisory Team's Reportable Publications (Per Reportable Publication) | /10 Max |
| A1 Book – Authored Research Book | 5 |
| A4 Book – Revision/New Edition with substantial new research | 3 |
| B1 Chapter in Edited Book - research | 1 |
| C1 Journal Article – Refereed Article in a scholarly Journal | 1 |
| E1 Conference Publication – Full Paper – Refereed | 1 |
| Q1, Q4 Creative works, textual and other (must contain research component) | 5 |
| R1, R2 Creative Live Performance, play and other (must contain research component) | 1 |
| S1, S2, S3 Recorded/Rendered Work, audio/visual, performance and other (as above) | 5 |
| T1, T2 Creative Curated Work or Event, Exhibition, Festival (as above) | 1 |

6 INFORMATION REQUIREMENTS – RESEARCH OUTCOMES

6.1 Scholarly Publications

Scholarly publications must contain original research or substantial original analysis and have been published by a reputable publisher. The following information should be provided for each publication:

- 6.1.1 Publication Proof: There must be proof that the research has been published (i.e. a URL directly to the online version of the article or a copy of the front page of the published work), or proof that the research has been accepted for publication (e.g. acceptance letter from the editor showing the list of author/s of the accepted publication). For conference abstracts/papers, provide a copy of the conference

program showing the name of the presenter and a copy of abstract/paper if it has been published by the conference organiser (or a URL directly to these items if they are publicly available online). A hard copy of the publication need not be submitted with the application if a URL has been provided as publication proof.

- 6.1.2 Author/s: must be listed in the order that appears on the publication.
- 6.1.3 Title of Article: Name of journal article, book chapter, conference paper, or conference abstract.
- 6.1.4 Title of Publication: Name of journal, book, or conference proceedings.
- 6.1.5 Year/Volume/Issue: The issue and volume of a journal article, or the volume and edition of a book where applicable.
- 6.1.6 Page Numbers
- 6.1.7 ISSN/ISBN: Journals have an 8-digit ISSN number, books have a 10- or 13-digit ISBN number.
- 6.1.8 Publisher and Place of Publication: The name of the publisher and place of publication.

6.2 Supervisory Team Higher Degree By Research (HDR) Completions

For each HDR completion, the following information should be included:

- 6.2.1 Degree type
- 6.2.2 Institution
- 6.2.3 Name of student
- 6.2.4 Thesis title
- 6.2.5 Year of completion
- 6.2.6 Supervisory role (e.g., Principal/co/clinical supervisor)
- 6.2.7 Supervisory capacity percentage

6.3 Grant History

For each item listed relating to grant history, the following information should be included:

- 6.3.1 IRMA identification number
- 6.3.2 Grant scheme
- 6.3.3 Project title
- 6.3.4 Chief Investigator
- 6.3.5 Period of Funding
- 6.3.6 Amount of Funding

6.4 Professional Experience

For each item listed in the Professional Experience section of the Assessment Scoring Matrix

that an applicant is seeking a score on, the applicant must provide evidence, as appropriate to their discipline or fields of practice. Professional experience evidence may include, but is not limited to:

- 6.4.1 Details of their discipline or field of practice
- 6.4.2 Job title and description of duties performed
- 6.4.3 Level of the work
- 6.4.4 Period of employment

7 DEFINITIONS

For the purpose of this Guideline, the definitions in the Policy: Research Training Program (RTP) Scholarships applies. In addition, the following definition applies:

Higher Degree by Research has the same meaning as *Research Degree* in the Regulations: Research Degree.

| Version | Date of approval | Approved by | Amendment |
|---------|------------------|---|---|
| 1 | 5 April 2017 | Research Committee | New Guideline |
| 2 | 12 December 2018 | Vice Chancellor, following Academic Council endorsement 6 August 2018 | Refinement of Scoring criteria, emphasis on team-based applications, and updated format of Guideline. |