

Vice-Chancellor's Higher Degree by Research Training Scholarship Guidelines

Section 1 - Audience

- (1) These guidelines apply to University of Newcastle (University) academics and Higher Degree by Research (HDR) applicants intending to participate in the Vice-Chancellor's HDR Training Scholarship scheme.

Section 2 – Definitions

- **ACP** means Academic Career Preparation pathway, an academic training stream undertaken in conjunction with a UON PhD program. Admission to the pathway is limited to candidates who have been awarded, through competitive process, a Vice Chancellor's Higher Degree by Research Training Scholarship.

- **GPA** is the Grade Point Average calculated over a set of courses or specified number of courses at a particular level as per the Grade Point Average (GPA) Calculation Guideline.

- **HDR** means Higher Degree by Research Program for example, a Doctor of Philosophy (PhD) or Master of Philosophy (MPhil).

- **PhD** is a Doctor of Philosophy degree, referred to as a Doctoral Degree (Research) by the Australian Qualifications Framework.

- **University** means the University of Newcastle or UON.

Section 3 - Executive Summary

- (2) The Vice-Chancellor offers a limited number of these prestigious scholarships to selected applicants, who have demonstrated a proven capacity for research, academic merit and potential to develop the requisite skills to make an ongoing impact in their academic careers.
- (3) The ACP pathway associated with this scholarship scheme provides candidates with the opportunity for an academic training experience beyond the research experience. Scholarship recipients will gain a range of experiences working closely alongside their academic mentor as an integral part of the University's multifaceted and holistic approach to learning and teaching. This enables candidates to develop a portfolio of academic experiences, including core competencies in university teaching. Specifically, depending on subject expertise, the ACP pathway will include opportunities to engage in,:
 - a. learning and practice based opportunities in conducting tutorials;

- b. lab demonstrations;
 - c. learning and assessment design, and;
 - d. the use of transformative technologies.
- (4) Scholarship recipients will be required to complete twelve academic training modules of the ACP pathway. During the second and third years of their PhD program, candidates will be required to complete 50 hours of teaching activity. Teaching allocations are to be arranged by the Head of School or Head of discipline in consultation with the candidate's supervisor. The course / teaching allocation will be designed to provide the candidate with an appropriate portfolio of teaching experiences in order to develop their academic expertise. Upon commencement in the program, candidates' progress in the ACP pathway will be assessed on an annual basis.
- (5) These guidelines provide comprehensive information regarding the nomination, selection and award process of the Vice-Chancellor's HDR Training Scholarships.
- (6) These guidelines support the University's commitment to recruiting and funding HDR through the provision of living allowance and tuition fee scholarships, and facilitating an enriched learning experience through additional educational training. This includes a concerted effort to retain and further develop high-achieving UON Honours students into HDR programs.
- (7) The program aligns with the NeW Education Framework to support the next generation of educators in transforming the learning experience.

Section 4 – Eligibility

- (8) Nominations will only be considered for prospective PhD candidates. Current UON HDR candidates or candidates wishing to transfer their research program from another institution are ineligible to apply for this scholarship scheme.
- (9) Nominees must satisfy the fundamental admission assessment criteria:
- a. Applicants must meet the [admissions criteria](#) for entry into the PhD program
 - b. Applicants must meet the [University's English Language Proficiency Policy](#) at the application closing date - 1 September 2019.
 - c. International applicants must satisfactorily meet the Genuine Temporary Entrant Assessment and Autonomous Sanctions requirements.
- (10) Any supervisor can only be the Principal Supervisor for one Vice-Chancellor's HDR Training Scholarship recipient.
- (11) If an academic's nominee was successful in a previous round of scholarships, that academic will not be eligible to submit a nomination in any subsequent round.

Section 5 – Nomination Process

- (12) Nominations must only be submitted by an UON academic on behalf of nominees, noting that the UON academic is to be appointed and remain as the nominee's Principal Supervisor should their nominee be awarded a scholarship under this scheme.
- (13) Each UON academic is limited to one nomination per Vice-Chancellor's HDR Training Scholarship Round.
- (14) Nominations must be made using a completed [Vice-Chancellor's HDR Training Nomination Form](#), including the Statement of Intent.
- (15) Any additional documentation submitted will not be distributed to the Faculty Selection Committees for consideration.
- (16) UON academics' nominations must be submitted to VC-HDR-Scholarships@newcastle.edu.au by no later than AEST 11.59pm, 1 September 2019.
- (17) The nominee must also submit their formal [online application for admission and scholarship](#) by no later than AEST 11.59pm 1 September 2019.

Section 6 – Shortlisting Process

- (18) All eligible nominations will be distributed to the relevant Faculty Selection Committee by 6 September 2019.
- (19) In accordance with the [Vice-Chancellor's HDR Training Scholarships Terms of Reference](#) the Faculty Selection Committees will determine a shortlist of nominations.
- (20) UON Graduate Research will inform Faculty Selection Committees of the maximum numbers of nominations they are permitted to shortlist.
- (21) Applicants who have received a First Class Honours from UON within the last two years will be prioritised in the shortlisting and selection process.
- (22) Faculty Selection Committees will determine ACP component scores for each shortlisted nominee consistent with the advised criteria.
- (23) Faculty Selection Committees are required to provide their signed Selection Committee Report by no later than 19 September 2019.
- (24) UON Graduate Research will notify nominees regarding the outcome of their application by no later than 24 September 2019.

Section 7 – Scholarship Score Components

- (25) The Scholarship Score Components will be applied to all eligible applications.
- (26) The scoring mechanism is split into two different cohorts separately for domestic and international applicants:

CURRENT (international and domestic)	Max. points	OTHER (international and domestic)	Max. points
UON First Class Honours*			
GPA converted to a score	12	GPA converted to a score	6
Publications	3	Publications	6
Prior Research Experience	2	Prior Research Experience	2
Prior Research Training	4	Prior Research Training	4
Faculty Awarded Academic Career Preparation component	10	Academic Career Preparation component	10
Maximum Total Score	31	Maximum Total Score	28

*Note – Applicants who have received First Class Honours degree from UON within the last two years will be prioritised in the shortlisting and selection process.

- (27) Scores are scaled to a common metric in order to enable direct comparison between current and other applicants.

A current candidate is defined as an applicant who is either:

- a. currently undertaking their first Higher Education program and will complete their program of study within the same year of the relevant Closing Date. or
- b. has completed their first Higher Education qualification within ‘two years’ of the relevant Closing Date;

Any additional full-time enrolment in an AQF 7 (or above) will not be counted as part of the ‘two year’ period (i.e. from completion of their first Higher Education qualification within two years of the relevant Closing Date).

Applicants who provide evidence to claim disadvantage on the grounds of ill health, pregnancy, carer responsibilities or other legitimate reason at the discretion of the Dean of Graduate Research will also be ranked as a current candidate to recognise the limited opportunity they have had to gain further experience or qualifications.

All remaining applicants are ranked as ‘other’.

Grade Point Average (GPA) Calculations

- (28) The GPA used for scholarship assessment will be based on the applicant’s most recent qualification which equates to a minimum AQF level 7. UON Graduate Research scales the score with reference to the University’s scoring system or the country where the qualification was attained so that each applicant is given a GPA out of 7. Where an applicant’s highest qualification

does not equate to, at a minimum, a level 7 qualification as defined by the AQF, the applicant will be awarded a set GPA score of 0 out of 7.

- (29) The GPA score is then converted to a score out of 12 (Current cohort) or 6 (Other cohort) as detailed above.

Publications

- (30) Research outputs will contribute towards the scholarship score, up to a maximum of 3 points (Current cohort) or 6 points (Other cohort).
- (31) The scoring below refers to when the language of publication is in English. If the language of publication is other than English then half of the points detailed below will be awarded.

Publication Type	Score
<p>Refereed/peer reviewed journal article, book, book chapter, academic conference proceedings, research exhibition (with written exhibition guide), creative work.</p> <p>Must be published or accepted for publication (in press) with verifiable evidence.</p> <p>Manuscripts under preparation or under review will not be scored.</p>	2 points each
<p>Academic Conference presentation, non-refereed research report.</p> <p>*Current applicants: Maximum number of presentations/reports in this category is 2 (1.0 points). Other applicants: Maximum number of presentations/reports in this category is 4 (2.0 points).</p>	0.5 points each*

Prior Research Experience

- (32) Relevant research work experience acquired outside of prior qualifications will be credited 0.5 points per six month full time equivalent period. The maximum points that can be attained through prior research experience is 2.0.
- (33) Examples of such experience might include a research assistant position or research based employment. CVs must include evidence describing their role – for example providing a position description or statement of service and not just job title to enable scoring.

Prior Research Training

- (34) Independent research completed as part of prior qualifications can contribute to scholarship points up to a maximum of 4 points. The cumulative EFTSL is used for scoring purposes. To be eligible, the research training must involve independent research work such as a project, dissertation or thesis (can include group based projects) as detailed on transcripts. Research methods courses or similar do not count toward research training points. Points will not be

awarded to qualifications that are not equivalent to, at a minimum, a level 7 qualification, as defined by the Australian Qualifications Framework.

Training	Score
0.5 to 1.0 EFTSL	4 points
0.2 to 0.49 EFTSL	2 points

Academic Career Preparation component

- (35) The ACP component score determined by Faculty Selection Committees at the shortlisting stage will be included in the overall scholarship score for each applicant.

Section 8 – Selection Process

- (36) Shortlisted applications will be ranked for each Faculty based on the combined score of the scholarship scoring components and the ACP component, noting that shortlisted applicants who have completed an Honours degree at UON and achieved First Class Honours within the last two years will be prioritised in the relevant Faculty ranking list.
- (37) The Vice-Chancellor's HDR Training Scholarship Selection Committee, comprising of the Pro Vice-Chancellor (Research and Innovation), Pro Vice-Chancellor (Learning and Teaching) and Dean of Graduate Research will review the ranking lists for each Faculty and recommend the allocation of the remaining Vice-Chancellor's HDR Training Scholarships.
- (38) The Vice-Chancellor's HDR Training Scholarship Selection Committee's recommendations will be presented to the Vice-Chancellor for approval.
- (39) Outcomes will be issued to shortlisted applicants no later than 31 October 2019.

Section 9 – Scholarship Award & Conditions

- (40) Successful applicants must commence their PhD program no later than 30 June 2020.
- (41) Scholarship recipients are required to undertake their studies 'on campus', however candidates may study at other locations for periods of less than one semester to undertake activities such as fieldwork.
- (42) Scholarship recipients are required to remain enrolled full time in their research degree, unless approval is granted by the Dean of Graduate Research to enrol part time due to specific carer requirements or medical conditions.
- (43) Scholarship recipients must not undertake paid employment of more than eight hours per week, Monday to Friday, 9:00 am to 5:00 pm.
- (44) Scholarship recipients are required to make satisfactory progress in the Academic Career Preparation (ACP) pathway.

- (45) The conditions outlined in the University's [HDR Scholarship Policy](#) will apply to these scholarships.
- (46) The Scholarship will consist of a 3.5 years Stipend (equivalent to the Research Training Program Stipend base rate), up to 4 years Tuition Fees, and in accordance with HDR Scholarship Policy, and where appropriate a \$1,500 relocation allowance and single Overseas Student Health Cover.
- (47) Successful completion of the ACP pathway will be formally recognised by the Vice-Chancellor and acknowledged on the candidate's Australian Higher Education Graduation Statement.

Section 10 – Timeline

Round Two

Latest date for supervisor nomination to VC-HDR-Scholarships@newcastle.edu.au	1 September 2019
Latest date for nominee to submit formal online application	1 September 2019
All nominations distributed to Faculty Selection Committees	6 September 2019
Latest date for Faculty Selection Committees to provide shortlist	19 September 2019
Latest date nominees notified of outcome of nomination	24 September 2019
Latest date for Scholarship Ranking meeting	28 October 2019
Latest date outcomes issued to applicants	31 October 2019
Latest commencement date for scholarship recipients	30 June 2020

Section 11 – Confidentiality

- (48) The deliberations and decisions of faculties, committees and/or delegated officers relating to allocation, selection and award of scholarships are confidential.

Section 12 - Appeals

- (49) Unsuccessful applicants for research scholarships may lodge an appeal against the outcome. Appeals will only be considered on issues of administrative process, not against academic evaluations of the faculty or any committee in relation to the scoring process.

- (50) The appeal must be in writing, include a concise statement of the reasons for the appeal, and be lodged with the Deputy Vice-Chancellor (Research and Innovation) (DVCRI@newcastle.edu.au), within 25 working days of the date of the letter advising the outcome of the application for the scholarship.
- (51) The Deputy Vice-Chancellor (Research and Innovation) and/or nominee(s) will review the administrative processes taken and will take into account the applicant's reasons for the appeal, the information contained in the original application for a scholarship, and the Vice-Chancellor's HDR Training Scholarship Guidelines.
- (52) The Deputy Vice-Chancellor (Research and Innovation) will determine the outcome of the appeal as either:
- a. the administrative procedures for scholarship selection were applied correctly, and the application is unsuccessful;
 - b. the administrative procedures for scholarship selection were not applied correctly, but the variation in the ranking of the application was not sufficient for the applicant to be awarded a scholarship, and the application is unsuccessful; or
 - c. the administrative procedures for scholarship selection were not applied correctly, and a scholarship will be awarded.

Status and Details

Status	Current
Effective Date	1 August 2019
Approval Authority	Deputy Vice-Chancellor (Research & Innovation)
Approval Date	2019
Expiry Date	30 June 2020
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