

## Higher Degree Research Scholarship Policy

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<b>TRIM document</b>	2018/0000166
<b>Description</b>	<p>This policy sets out the University's requirements and processes for the application, assessment and award of higher degree research (HDR) scholarships including the Australian Government Research Training Program (hereafter referred to as the Research Training Program (RTP)) Stipend and International Fee Offset Scholarships, the University-funded Griffith University Postgraduate Research Scholarship (GUPRS), Griffith University International Postgraduate Research Scholarship (GUIPRS) and other centrally-, Academic Group- or Element-funded scholarships.</p> <p>Scholarships awarded by external agencies fall outside the scope of this policy.</p>

### Related documents

- [Australian Government Research Training Program \(RTP\) International Fee Offset Scholarship Conditions of Award](#)
- [Australian Government Research Training Program \(RTP\) Stipend Conditions of Award](#)
- [Bachelors Honours Degree \(AQF Level 8\) Policy](#)
- [Code of Practice for the Supervision of Higher Degree Research Candidates](#)
- [Griffith Graduate Research School Website](#)
- [Griffith University Indigenous Australian Postgraduate Research Scholarship \(GUIAPRS\) Conditions of Award](#)
- [Griffith University International Postgraduate Research Scholarship \(GUIPRS\) Conditions of Award](#)
- [Griffith University Postgraduate Research Scholarship \(GUPRS\) Conditions of Award](#)
- [Higher Degree Research Policy](#)
- [Higher Education Support Act 2003 - Commonwealth Scholarships Guidelines \(Research\) 2017](#)
- [Minimum Standards of Resources, Facilities and Other Support](#)
- [Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)
- [Schedule of Responsibilities and Authorisation for Research Training Matters](#)
- [Statement Regarding Integrity of Student Admissions, Scholarships and Prizes Processes and Decision Making at the University](#)
- [Student Review and Appeals Policy](#)

[\[Scope\]](#) [\[Definitions\]](#) [\[Principles\]](#) [\[Scholarship Eligibility Requirements\]](#) [\[Scholarship Applications\]](#) [\[Framework for Selection of Scholarship Awardees\]](#) [\[Procedure for Awarding Scholarships \(Out of Round\) – GUPRS, GUIPRS and Other University Centrally-Funded Scholarships\]](#) [\[Conditional Offers\]](#) [\[Remote Candidature\]](#) [\[Approval of a Part-time HDR Scholarship\]](#) [\[Transfers\]](#) [\[Offer of Griffith University Element- or Group-Funded Scholarships\]](#) [\[Supervision and Infrastructure Support\]](#) [\[Review and appeals\]](#) [\[Schedule One: Equivalent Attainment to an Australian Bachelor Degree with Class 1 Honours\]](#)

## 1. SCOPE

- 1.1 This policy provides a framework for the administration and allocation of higher degree research (HDR) scholarships for which the University has primary responsibility. The scholarship schemes within the scope of this policy include but are not limited to:
    - 1.1.1 The Research Training Program (RTP) Stipend;
    - 1.1.2 The Research Training Program (RTP) International Fee Offset Scholarship;
    - 1.1.3 The Griffith University Postgraduate Research Scholarship (GUPRS);
    - 1.1.4 The Griffith University International Postgraduate Research Scholarship (GUIPRS); and
    - 1.1.5 Other Griffith University centrally-funded or Group- or Element-funded scholarships.
  - 1.2 This policy does not apply to:
    - 1.2.1 The provision of the Research Training Program (RTP) Domestic Fee Offset. Requirements for the provision of this fee offset are referred to in the *Higher Degree Research Policy* and set out in the [Australian Government Research Training Program \(RTP\) Domestic Fee Offset Guidelines](#);
    - 1.2.2 Scholarships and prizes for undergraduate and postgraduate coursework students;
    - 1.2.3 Externally-funded HDR scholarships where only payments are administered by the University;
    - 1.2.4 Scholarships and prizes wholly administered by organisations external to the University.
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## 2. DEFINITIONS

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

**AQF** qualification is a completed university accredited program of learning that leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.

**Components of a qualification** refer to units of academic work or courses, the completion of which leads to an AQF qualification.

**Continuing candidate** is a HDR doctoral candidate who, for the purposes of scholarship consideration under the Continuing Student Scholarship Scheme, is currently enrolled in a HDR program at Griffith University and has completed a minimum of 12 months (equivalent full-time) doctoral candidature, and no more than two years (equivalent full-time) candidature and has had candidature confirmed.

**Coursework** is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component. The inclusion of coursework in a program is also referred to as the *Coursework Component* or *Structured Learning*.

**Discipline** refers to a defined branch of study or learning consistent with the field of education classification in the Australian Standard Classification of Education (ASCED). The ASCED includes 12 broad fields of education with each classification further divided into narrow and detailed fields of education. Some discipline qualifications are designed to deepen knowledge, skills and application and different discipline qualifications are designed to broaden knowledge, skills and application through further learning.

**Domestic candidate** refers to a student who is an Australian citizen; or an Australian permanent resident or holder of an Australian Permanent Humanitarian visa; or a New Zealand citizen.

**Definition of research, as referenced in the Excellence in Research for Australia (ERA) Submission Guidelines:** the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

**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.

**International candidate** refers to a student who is NOT an Australian citizen; or an Australian permanent resident or holder of an Australian Permanent Humanitarian visa; or a New Zealand citizen.

**Learning outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**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 a 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.

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### 3. PRINCIPLES

3.1 The policy adopts the following principles as starting points -

3.1.1 The University understands the purpose of HDR scholarships as being to:

3.1.1.1 recognise and reward academic achievement and research potential, relative to opportunity;

3.1.1.2 attract and retain those candidates most likely to succeed in their HDR programs;

3.1.1.3 provide financial support consistent with the requirements of the *Higher Education Support Act 2003 – Commonwealth Scholarship Guidelines (Research) 2017*;

- 3.1.1.4 support HDR enrolments in areas of research and research training strength;  
and
  - 3.1.1.5 support the University's strategic priorities.
  - 3.1.2 The award of Commonwealth-funded Research Training Program (RTP) Stipends and International Fee Offset awards will be in accordance with the *Higher Education Support Act 2003 – Commonwealth Scholarship Guidelines (Research) 2017*.
  - 3.1.3 Parity between the Commonwealth and Griffith-funded scholarships will be maintained wherever possible, but particularly in relation to the selection criteria for awarding scholarships.
  - 3.1.4 Scholarship offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.
  - 3.1.5 A scholarship will not be offered if there is no applicant of sufficient merit.
  - 3.1.6 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.
  - 3.1.7 Scholarship recipients will be assessed formally for continued eligibility of their award through the progress reporting process and assessment of candidature milestones.
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#### **4. SCHOLARSHIP ELIGIBILITY REQUIREMENTS**

- 4.1 Applicants for a HDR scholarship must meet the eligibility requirements (including English Language Proficiency requirements<sup>1</sup>) of the HDR program to which they have applied or are currently enrolled. Applicants will also be required to meet additional prescribed eligibility requirements (as set out in the specific conditions of award for each scholarship scheme) to be considered for selection for a specific scholarship.
  - 4.2 In some cases there may be variations to the eligibility requirements or to the procedure for selection and award. In such cases, these will be detailed in the scholarship conditions of award, for example, the Continuing Student Scholarship Scheme and the Griffith University Indigenous Australian Postgraduate Research Scholarship (GUIAPRS).
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#### **5. SCHOLARSHIP APPLICATIONS**

- 5.1 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*.

##### **Application Requirements**

- 5.2 Applications for HDR scholarships must be submitted in the required form and by the date determined by Griffith University.
- 5.3 New applicants may not apply to more than one Element.

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<sup>1</sup>In specific circumstances, in the context of out of round scholarship consideration, the English Language Proficiency requirement may be deferred, see Section 7.2.

## **Application Assessment Process**

- 5.4 Applications for HDR scholarship will be initially processed within the Griffith Graduate Research School. Applications will then be forwarded to the proposed host Element for academic staff to assess the applications for eligibility for entry into the HDR program to which they have applied (in the case of candidates who have not yet commenced in the program). All applications are then assessed by the Dean (Research) of the host Academic Group and the Dean, Griffith Graduate Research School. 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 against the framework set out in Section 6 below.

## **Approach to predicted qualifications in the scholarship application assessment process**

- 5.5 The Board of Graduate Research has determined that applications may be assessed on the basis of a predicted qualification (e.g. a Masters or Honours). Predicted results provided by the academic referees will form the basis for the case for provisional scholarship consideration for these applicants.

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## **6. FRAMEWORK FOR SELECTION OF SCHOLARSHIP AWARDEES**

- 6.1 The HDR Scholarship Ranking Committee is responsible for managing the process for awarding HDR scholarships included in the scope of this Policy.
- 6.2 Selection of applicants for the award of a HDR scholarship will involve consideration of applicants' academic merit, research potential and the quality of the research training environment in which their research project will be undertaken, taking into account the University's strategic priorities.

### **Criteria for Scholarship Consideration (Stage One)**

- 6.3 Applicants for the award of a HDR scholarship will be considered at the point of application assessment against a number of criteria. 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):
- 6.3.1 The applicant has completed a Bachelor Degree with Class 1 Honours or is regarded by Griffith University as having an equivalent level of attainment in accordance with Schedule One of this Policy;
- 6.3.2 Enrolment is based, or will be based at a Griffith University campus (on-campus enrolment; refer to Section 9 of this Policy for further information regarding this criterion);
- 6.3.3 Enrolment in the HDR program will be on a full-time basis, or part-time for those with formal approval for receipt of a part-time award (refer to Section 10 of this Policy for further information regarding this criterion);
- 6.3.4 The applicant has not completed a degree at the same or higher level as the HDR program to which he/she is applying for entry;
- 6.3.5 If seeking recognition for prior candidature in the HDR program, the applicant has not completed more than 12 months (equivalent full-time) of candidature at Griffith University or another institution, except in the case of RTP Stipend or RTP International Fee Offset Scholarship recipients from other institutions seeking to transfer their candidature and scholarship award to Griffith University (refer to Section 11 of this Policy for further information on transfer of scholarship);

- 6.3.6 The applicant has not previously held the same scholarship for which they are applying (or equivalent prior APA or IPRS) unless it was terminated within six months of the scholarship's payments commencing or the applicant is applying to transfer the scholarship (refer to Section 11 of this Policy for further information regarding transfer of scholarship);
- 6.3.7 The applicant has not held a Commonwealth Government Australia Award scholarship in the two years prior to the point of commencing the award, unless approval for this course of action has been granted by the appropriate branch of the Commonwealth Department of Foreign Affairs and Trade: and
- 6.3.8 With effect from 3 October 2017, applicants may only apply a maximum of two times in a five year period for consideration in the scholarship ranking and selection process. See Criteria for Scholarship Ranking (Stage Two) below.

### **Criteria for Scholarship Ranking (Stage Two)**

- 6.4 Applications assessed as possessing sufficient merit against the criteria set out above in Section 6.3 will be ranked into an order-of-merit (OOM) by the host Element and Academic Group. Academic Group scholarship ranking is then reviewed and scholarships provisionally allocated by the University's Scholarship Ranking Committee, as a sub-committee of the Board of Graduate Research.
- 6.5 The final list of scholarship recipients is reviewed and approved by the Senior Deputy Vice Chancellor.
- 6.6 Applications are assessed at every level throughout the scholarship ranking process against the following criteria:
  - 6.6.1 academic merit, with strongest emphasis on the results attained in the qualification with the substantial research component but also taking into account the grades of other qualifications, as applicable;
  - 6.6.2 research background, including:
    - 6.6.2.1 the quality of the research outputs included in the application (that meet the standard set out in Schedule One of this Policy), as well as the applicant's contribution to these outputs; and
    - 6.6.2.2 the level and duration of sustained research experience (as per the requirements set out Schedule One of this Policy) and evidence of how the research activity undertaken bears upon, and enhances, the applicant's research capability with regard to the proposed research;
  - 6.6.3 the international standing of the institution at which the qualification with the substantial research component was completed;
  - 6.6.4 supervisory arrangements: the fit between the applicant, the proposed research topic and the supervisory team;
  - 6.6.5 the quality of the research training environment in which the research project will be undertaken; and
  - 6.6.6 the alignment of the proposed research project with areas of research strength and/or collaboration with industry and other research end-users.

### **Strategic Scholarships**

- 6.7 The University reserves the right to make offers of Griffith University scholarships on strategic grounds. The requirements will normally be those as set out in section 6.2 and 6.3. Where scholarships are awarded on strategic grounds section 7.2.4 may also apply in relation to the English language Proficiency requirements for eligibility to the HDR program.

## Group- and Element-funded scholarships

- 6.8 Elements and Groups are encouraged to fund additional GUPRS-equivalent scholarships from their own funds. In the case of Element- or Group-funded scholarships, additional ranking criteria may be applied, with these criteria included in the scholarship details to be advertised to potential applicants. Refer also to Section 12.
- 6.9 A GUIPRS is normally awarded to international applicants as a package with a GUPRS, or Group- or Element-funded scholarship equivalent to a GUPRS.

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## 7. PROCEDURE FOR AWARDING SCHOLARSHIPS VIA A STANDING COMMITTEE OF THE UNIVERSITY SCHOLARSHIP RANKING COMMITTEE – GUPRS, GUIPRS AND OTHER UNIVERSITY CENTRALLY-FUNDED SCHOLARSHIPS

- 7.1 The University reserves the right to make offers of Griffith University scholarships on strategic grounds where candidates are deemed meritorious of the scholarship. Scholarships may be awarded to meet strategic objectives (refer 7.2 below), to support currently enrolled candidates to complete their research (refer 7.3 below), or as part of other centrally-funded scholarship schemes (refer 7.4 below). Scholarships may be awarded to applicants whose qualifications and research experience/outputs (if applicable) are deemed equivalent to a Bachelor Degree with Class IIA Honours) where specified below and/or as specified in the scholarship conditions of award.

### 7.2 Strategic Scholarships

The award of strategic scholarships aims to recruit high calibre applicants and to achieve the strategic objectives of the University. Applicants whose qualifications and research experience/outputs (if applicable) are, or are deemed equivalent, to a Bachelor Degree with Class 1 Honours may be considered as competitive for award of a GUIPRS and/or GUPRS. Where a GUIPRS is requested as a package with a Group-, Element- or other-funded scholarship, applicants with a Bachelor Degree Class IIA Honours, or equivalent, may be considered as competitive for the award of scholarship. Where possible, strategic scholarships will be awarded via the application and selection process as set out in section 5 and section 6 of this policy. Where this is not possible, the procedure for awarding scholarships to new applicants will be:

- 7.2.1 In the first instance, all applications are assessed for eligibility to be admitted to a Griffith University HDR program in accordance with the *Higher Degree Research Policy*. In specific circumstances, the English Language Proficiency requirement may be deferred, as set out in Section 7.2.4 below.
- 7.2.2 The Dean (Research) will put forward an application to the Dean, Griffith Graduate Research School for consideration of a GUIPRS and/or GUPRS scholarship. The case will include the strategic objective for award of a scholarship and explanation why award of scholarship needs to be considered by a Standing Committee of the Griffith University Ranking Committee. In the case of consideration for award of a GUIPRS, support of the Group Pro Vice Chancellor will be provided. Requests for award of a GUIPRS only will be considered where the applicant is in receipt of an Element, Group, or other-funded living allowance scholarship. In such cases, the Senior Deputy Vice Chancellor may determine that the Overseas Student Health Cover component of the scholarship is to be paid by the Element or Group. Where a GUIPRS is requested as a package with an Element, Group or other-funded scholarship, Section 12 of this *Policy* shall apply.
- 7.2.3 A recommendation will be made to the Senior Deputy Vice Chancellor by a Standing Committee of the Griffith University Ranking Committee (committee to be comprised of Dean, Griffith Graduate Research School as Chair and two Deans (Research) or their nominee).

- 7.2.4 The Standing Committee may recommend that, 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 (see section 4 of this *Policy*) 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.
- 7.2.5 The recommendation of the Standing Committee will be reviewed by the Senior Deputy Vice Chancellor. The Senior Deputy Vice Chancellor is the final approving authority for the award of scholarships.

### 7.3 Completion and other Short-Term Scholarships

Short-term, tuition scholarships (GUIPRS) may be awarded to support continuing students to complete their research.

- 7.3.1 Short-term GUIPRS scholarships will be awarded to continuing candidates in receipt of the Completion Assistance Postgraduate Research Scholarship (CAPRS)
- 7.3.2 In exceptional circumstances, CAPRS applications may be considered outside of advertised CAPRS rounds. In such instances, the procedure for selection and award as detailed in 7.2.2 to 7.2.5 will apply.
- 7.3.3 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 6.3.5) will not apply. The procedure to be followed is as follows:

The Dean (Research) will put forward a request to the Dean, Griffith Graduate Research School for consideration of a short-term tuition scholarship, with the support of the Group Pro Vice Chancellor. The request will include:

- advice on thesis progress, including likelihood of completion by the maximum thesis submission date; and
- the candidate's completion plan; and
- a recommendation from the candidate's principal supervisor(s); and
- evidence of the Element- (or other-) funded living allowance scholarship held.

The Dean, Griffith Graduate Research School will make a recommendation to the Senior Deputy Vice Chancellor. The Senior Deputy Vice Chancellor is the final approving authority for the award of a short-term GUIPRS.

### 7.4 Other Scholarship Schemes

Policies may be adopted that provide for a limited number of centrally-funded scholarships to be set aside to achieve specific objectives including initiatives outlined in the Griffith Research Plan. Scholarships may also be set aside to support agreements with international or other partners. The eligibility requirements and procedure for selection and award will be detailed in the scholarship conditions of award. Normally, the procedure for selection and award as detailed in 7.2.3 and 7.2.4 above will apply.

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## 8. CONDITIONAL OFFERS

- 8.1 Applicants will be required to meet any and all conditions and provide outstanding documentation with their 'Acceptance of Offer' or by the dates specified in their letter of offer, or an offer of scholarship may be withdrawn.

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## **9. REMOTE CANDIDATURE**

- 9.1 Scholarship holders are required to have an on-campus enrolment. In exceptional circumstances, a case for a scholarship to be awarded to a domestic candidate located predominantly away from the University (remote candidature) may be approved by the Dean, Griffith Graduate Research School on the recommendation of a Dean (Research). Such cases would need to demonstrate that the candidate had a high likelihood of success as evidenced by qualifications and research experience, and a well-defined commitment to participate in the research culture of the University. An international candidate who is located predominantly away from the University (remote candidature) will not be awarded a HDR scholarship.

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## **10. APPROVAL OF A PART-TIME HDR SCHOLARSHIP**

- 10.1 Applications to hold a part-time HDR scholarship require the approval of the Dean, Griffith Graduate Research School. Scholarship applicants with significant caring commitments or with a medical condition precluding full-time study may be permitted to apply for the award part-time. Part-time awards are not available to applicants seeking to work full-time or on a substantial part-time basis. Holders of a part-time award may convert to full-time at any stage. 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.
- 10.2 Stipends for part-time HDR scholarships are not tax-exempt. Part-time stipend scholarship recipients will receive the stipend at 50% of the full-time stipend rate up to the maximum tenure (pro rata).

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## **11. TRANSFERS**

- 11.1 RTP Stipend or RTP International Fee Offset Scholarship 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 Sections 5 and 6 of this Policy. 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. Where an application for a transfer is received outside of advertised scholarship rounds, a Dean (Research) may make a recommendation in accordance with the principles of this policy and offer funding until the applicant can be ranked in an advertised University HDR scholarship round or the applicant may be considered for an out of round scholarship as per Section 7.2 of this policy.

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## **12. OFFER OF GRIFFITH UNIVERSITY ELEMENT, GROUP OR OTHER-FUNDED SCHOLARSHIPS**

- 12.1 Where Element, Group or other-funded scholarships are offered on a competitive basis outside the University's advertised scholarship rounds, Elements/Groups will be required to develop written eligibility and appropriate ranking criteria, and form a selection committee comprising a minimum of three members for assessing applications and making recommendations. Normally, it is expected that successful applicants will have completed a Bachelor Degree with Class 1 Honours or be regarded by Griffith University as having an equivalent level of attainment in accordance with Schedule One of this Policy. However, at their discretion, Elements/Groups may offer scholarships to applicants who meet the eligibility criteria for admission to the HDR program for which they are applying. The relevant Group Dean (Research) 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.

- 12.2 A GUIPRS (out of round) may be awarded as a package with an Element/Group/Other-funded scholarship that is equivalent to a GUPRS. In such cases, applicants who hold a Bachelor Degree with Class IIA Honours, or are deemed equivalent, may be considered competitive for award of a GUIPRS. The Chair of the Element/Group selection committee and the Dean, Griffith Graduate Research School will make a recommendation to the Senior Deputy Vice Chancellor for the award of a GUIPRS. The recommendation will include support of the Group Pro Vice Chancellor. The Senior Deputy Vice Chancellor is the final approving authority for the award of out of round GUIPRS. In such cases, the Senior Deputy Vice Chancellor may determine that the Overseas Student Health Cover component of the scholarship is to be paid by the Element/Group.
- 12.3 Top up scholarships can be applied to RTP Stipends and GUPRS 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 according to the list of ranked applicants.
- 12.4 Short-term scholarships may be awarded by the Element or Group to support continuing candidates to complete their research.
- 12.5 Half scholarships may be offered at half the GUPRS stipend rate. Awardees of half scholarships are covered by the same conditions of award as awardees of full scholarships.

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### 13. SUPERVISION AND INFRASTRUCTURE SUPPORT

- 13.1 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*.
- 13.2 All HDR candidates are entitled to support towards the infrastructure required for their project as set out in the *Minimum Standards of Resources, Facilities and Other Support*.

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### 14. REVIEW AND APPEALS

#### 14.1 Griffith University Centrally-Funded and Commonwealth-Funded Scholarships

The decision by the University made in respect of an application for scholarship, either in round or out of round, is final and not reviewable, as per the University's *Student Review and Appeals Policy*.

A scholarship may be terminated based on grounds as detailed in the Scholarship Conditions of Award. A candidate who is dissatisfied with a decision to terminate the scholarship may request a review of the decision in accordance with the *Student Review and Appeals Policy*. Candidates requesting a review of the decision should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and lodge their request within 10 working days of notification of the decision for forwarding to the Senior Deputy Vice Chancellor for the decision to be reviewed.

The Senior Deputy Vice Chancellor's decision is final.

#### 14.2 Element- or Group-Funded Scholarships

The decision by the University made in respect of an application for scholarship, either in round or out of round, is final and not reviewable, as per the University's *Student Review and Appeals Policy*.

A scholarship may be terminated based on grounds as detailed in the Scholarship Conditions of Award. A candidate who is dissatisfied with a decision to terminate the scholarship may request a review of the decision in accordance with the *Student Review and Appeals Policy*. Candidates requesting a review of the decision should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and lodge their request within 10 working days of notification of the decision for forwarding to the Dean, Griffith Graduate Research School for the decision to be reviewed.

The Dean, Griffith Graduate Research School's decision is final.

## SCHEDULE ONE: Equivalent Attainment to an Australian Bachelor Degree with Class 1 Honours

### HONOURS AND EQUIVALENT QUALIFICATIONS

#### A. Degree of Bachelor with Class 1 Honours

- A.1 The Honours program must have included an adequate amount of research in the program content to enable an applicant to be eligible for entry to a HDR program on the basis of this qualification. A research component of at least 40 credit points, or equivalent percentage of a program, as per Griffith University's credit point structure has been adopted by the Board of Graduate Research as adequate research content. This research component may include a research methodology course equivalent to 10 credit points. As a guide, 40 credit points of research equates to at least one full-time equivalent semester of research.
- A.2 The research must have resulted in the completion of a major piece of supervised but essentially independent research and writing, culminating in a thesis that has been formally examined. The research component may include a comparable project based on or manifested in rigorous theoretical, creative, empirical, and/or design enquiry that included completion of an exegesis.

#### B. Grounds for Class 1 Honours Equivalence on the Basis of Qualifications

The Board of Graduate Research has made the following determinations –

##### B.1 Masters Degrees (AQF Level 9)

Masters Degrees (Research), Masters Degrees (Coursework) and Masters Degrees (Extended) are qualifications through which the University may determine that an applicant has demonstrated an equivalent level of academic attainment to a Bachelor Degree with Class 1 Honours. The Board of Graduate Research has determined that a Masters Degree (AQF Level 9) qualification with an adequate research component is equivalent to Class 1 Honours with evidence of outstanding performance in the program. The principles for determining what constitutes outstanding performance in a Masters Degree qualification for the purpose of Class 1 Honours equivalence are:

- The qualification must have included an adequate amount of research in the program content as per the requirements set out in Section A.1 above;
- The research component of the program must culminate in a formally examined thesis as per Section A.2 above;
- **Masters Degree with a 100% research component:** outstanding performance is evidenced through the thesis examiners' reports. If examiner reports are not available, refer to Section B.3.4 below for the procedure for assessing the thesis component.
- **Masters Degree with less than a 100% research component:** outstanding performance is evidenced through results for the research component which must be at Distinction level or higher (grade of 6 on a 7 point scale) as well as the overall level of achievement for the program which must be at least Distinction level (overall GPA of 6 on a 7 point scale). In a case where the thesis component is ungraded, outstanding performance in this component is evidenced through the thesis examiners' reports. If examiner reports are not available, refer to Section B.3.4 below for the procedure for assessing the thesis component.

##### B.2 Incomplete Doctoral (AQF Level 10) Studies

A case for Class 1 Honours equivalency will not be accepted on the basis of incomplete Doctoral (AQF Level 10) candidature alone. A current doctoral candidate, who has previously been determined by the University as not eligible for scholarship consideration, must provide evidence of additional research outputs as per Section C.3 below in order to make a case for Class 1 Honours equivalency.

##### B.3 Other Qualifications Where a Case can be Made for Class 1 Honours Equivalency

Where the argument for Class 1 Honours equivalency is based on a qualification other than a Bachelor Degree with Class 1 Honours or Masters Degree (as outlined in Sections A.1, A.2 and B.1), the case should be based on documented information about the structure and research content of the program and the applicant's performance in the research and coursework component of the program. The Board of Graduate Research recommends Groups use the following procedures to assess the case for equivalence to an Australian Bachelor Honours Degree as per the AQF specifications:

- B.3.1 For overseas qualifications that are different to the qualifications outlined in Sections A.1, A.2 and B.1, consult the National Office of Overseas Skills Recognition (NOOSR) Guidelines to determine if the qualification is comparable in broad terms.
- B.3.2 Review the academic transcript (including grading table) to determine grades for coursework and research components. The research component must be at Distinction level or higher (grade of 6 on a 7 point scale) and the overall level of achievement for the program must be at least Distinction level (overall GPA of 6 on a 7 point scale).
- B.3.3 If the research component is ungraded, an applicant's performance will need to be evidenced by the reports of the thesis examiners.
- B.3.4 If the research component is ungraded and examiners reports are not available, a copy of the thesis may be examined by an assessor who is independent of the proposed supervisory panel and in accordance with the honours examination criteria appropriate to the discipline. Reports from this process will be accepted for the purpose of determining scholarship eligibility.
- B.3.5 If an applicant holds a Bachelor degree with Class 1 Honours in a professional area (for example, law, medicine or engineering) that does not contain an adequate amount of research, further justification should be provided where the applicant intends to pursue a program of study in the same discipline in which the Honours degree was awarded. Applicants seeking admission on this basis will need to demonstrate to the University learning and skills that are equivalent to an Australian Bachelor Honours Degree as per the AQF specifications (see Section C.1 below for specific learning outcomes of the Bachelor Honours Degree).

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## OTHER GROUNDS FOR CLASS 1 HONOURS EQUIVALENCE

C. The University may assess applicants as possessing a level of attainment equivalent to a Bachelor Degree with Class 1 Honours if they hold a combination of qualifications and research experience and/or research outputs determined to be equivalent.

C.1 Applicants seeking to utilise their research experience or research outputs in a case for Class 1 Honours equivalence will need to demonstrate to the University learning and skills that are equivalent to the AQF-specified learning outcomes expected for a Degree of Bachelor with Class 1 Honours. These include:

- cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence;
- cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas;
- cognitive skills to exercise critical thinking and judgement in developing new understanding;
- technical skills to design and use research in a project;
- communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.

### C.2 Research Experience

In a case where the argument is based in part on research experience:

- C.2.1 tertiary qualifications will be assessed according to the procedure outlined in Section B above.
- C.2.2 it is expected that the research experience is relevant to the proposed research topic and has been undertaken in the ten years immediately prior to application. Value will be placed on the recency and relevancy of the experience to the proposed field of research.
- C.2.3 documentary evidence must be provided on the applicant's Curriculum Vitae addressing how the research work or activity undertaken meets the expectation of achievement at the level of a Bachelor Degree with Class 1 Honours by detailing:
  - C.2.2.1 the type of research activity;
  - C.2.2.2 the level and quality of the work;
  - C.2.2.3 the duration (to be included as evidence, research experience must have been sustained over a period of six months or more);
  - C.2.2.4 the recency of relevant work; and
  - C.2.2.5 evidence of how the learning outcomes detailed in Section C.1 above have been demonstrated through the activity or work undertaken.

### C.3 Research Outputs

In a case where the argument is based in part on publications or other research outputs -

- C.3.1 tertiary qualifications will be assessed according to the procedure outlined in Section B above.
- C.3.2 research outputs must meet the standards outlined in the table below in order to be included as evidence towards equivalency to a Bachelors degree with Class 1 Honours. It is expected that outputs meet the Australian Government's definition of research<sup>2</sup> and be relevant to the proposed area of study.
- C.3.3 applicants must provide documentary evidence for all outputs to be included as evidence of equivalency. It is expected that for jointly-authored outputs, applicants will clarify their individual contributions through a written authorship statement.
- C.3.4 It is expected that outputs are relevant to the proposed research topic and have been published in the ten years immediately prior to application. Value will be placed on the recency and relevancy of the output to the proposed field of research.
- C.3.5 a publication must be accepted by the journal/publisher prior to the point of application in order to be considered as evidence towards equivalence to Bachelor degree with Class 1 Honours.

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<sup>2</sup> As set out in the Excellence in Research for Australia (ERA) Submission Guidelines, research is defined as 'the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.' ERA 2015 Submission Guidelines can be accessed at: [http://www.arc.gov.au/sites/default/files/filedepot/Public/ERA/ERA%202015/ERA\\_2015\\_Submission\\_Guidelines.pdf](http://www.arc.gov.au/sites/default/files/filedepot/Public/ERA/ERA%202015/ERA_2015_Submission_Guidelines.pdf)

<b>Publication/Research Output</b>	<b>Standard Required</b>
<p>Journal article -</p> <p>The applicant's contribution to the publication will be taken into account when determining the value of the publication towards a case for equivalence to a Bachelor Degree with Class 1 Honours. The value of the contribution is to be determined by discipline specific practices e.g. first author of one, or second author of two refereed publications.</p>	<p>Meets the ERA Submission Guidelines definition of research<sup>2</sup>, is published in a scholarly journal of international standard, is peer reviewed and has an ISSN (International Standard Serial Number).</p> <p>Confirmation that the journal is 'Refereed' on the Ulrich's database, or a similar register, is required as evidence of peer review.</p>
<p>Conference paper -</p> <p>The applicant's contribution to the publication will be taken into account when determining the value of the publication towards a case for equivalence to a Bachelor Degree with Class 1 Honours. The value of the contribution is to be determined by discipline specific practices eg. first author of one, or second author of two refereed conference papers.</p>	<p>Meets the ERA Submission Guidelines definition of research<sup>2</sup>, is published in full (e.g. conference proceedings), is peer reviewed, and has been presented at conferences, workshops or seminars of national or international significance available to the wider audience.</p> <p>Proof of peer review can be in the form of a statement in proceedings that full papers are refereed, or a statement from the conference organiser/editor.</p>
<p>Book or book chapter-</p> <p>Must be written by a single author or by joint authors who share responsibility for the whole book or book chapter.</p>	<p>Meets the ERA Submission Guidelines definition of research<sup>2</sup>, be a work of scholarship, has an ISBN (International Standard Book Number) and is peer reviewed.</p>
<p>Creative work or performance</p>	<p>Meets the ERA Submissions Guidelines definition of research<sup>2</sup>, and has been published or made publically available.</p> <p>A research statement is to be included that identifies the research component of the creative work, detailing the research background, contribution and significance.</p>
<p>Research Grant</p>	<p>Competitive external grant where applicant is first-named investigator or can demonstrate significant role in grant application development.</p>