



Higher Degree by Research (HDR) Scholarship Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Scholarships and Financial Assistance Policy](#)

2. PROCEDURAL DETAILS

2.1. Scholarships Administration

- 2.1.1. The Graduate Research School will be notified of all scholarships offered by Curtin University for Higher Degrees by Research, to ensure scholarships are centrally advertised.
- 2.1.2. Where there is doubt about a specific type of scholarship administration, this will be determined on a case by case basis by the Graduate Research Centre staff member in consultation with the relevant areas.
- 2.1.3. A scholarship will have the eligibility, application and selection criteria clearly stated.
- 2.1.4. The Graduate Research School may, at its discretion, publicise other scholarships available to Curtin students from sources outside the University.
- 2.1.5. Information on individual scholarships will be accessible to all students on the Curtin website at <http://scholarships.curtin.edu.au>.
- 2.1.6. The Graduate Research School is responsible for post-award administration of all Higher Degree by Research stipend payments. Some scholarships make provisions for other allowances and these may be administered by the Graduate Research School or the enrolling area depending on the type of scholarship.
- 2.1.7. Exceptions to ongoing Higher Degree by Research scholarships administered by the Graduate Research School and will be approved by the Associate Deputy Vice-Chancellor Research Excellence.

2.2. Establishment of a Scholarship

- 2.2.1. The establishment of a new scholarship will be planned and transparent and involve consultation with relevant stakeholders. Refer to Schedule 1.
- 2.2.2. New scholarships may receive funding from a variety of sources including; government, central university funds, faculty or school funds, individuals, businesses or other external organisations.
- 2.2.3. Newly established scholarships may offer differing types of assistance for scholarship recipients.
- 2.2.4. If the funding is from a philanthropic source, the Director of Advancement will be notified of the scholarship.
- 2.2.5. Any scholarship initiated within a faculty of the University and funded by that faculty and school will be approved by the relevant Pro Vice-Chancellor.
- 2.2.6. The name of a scholarship and use of the sponsor/donor(s) name will be in accordance with the [Naming Rights Procedures](#).

2.3. Advertising a Scholarship

- 2.3.1. The University endeavours to advertise scholarships accurately in order to minimise the likelihood that scholarships are described in a way that could be interpreted as misleading or deceptive.
- 2.3.2. When appropriate, scholarship recipients may be asked to participate in media activities for the promotion of their scholarship and the University.

2.4. Application and Selection

- 2.4.1. The selection of recipients for a scholarship will be based on the selection criteria for the scholarship.
- 2.4.2. All applicants applying for an advertised scholarship will be notified of the outcome of their application.
- 2.4.3. Where a selection panel is convened, it will ideally have at least three (3) members, satisfy gender balance and endeavour to include people from diverse backgrounds. Membership of selection panels may vary and will be determined on a case-by-case basis depending on the source of funding and/or purpose of the scholarship.
- 2.4.4. The quorum for all scholarship selection panels is two (2) members. If the scholarship is University funded, quorum requires one of the two (2) members to be a Curtin staff member.
- 2.4.5. Where funding is deemed to be a charitable donation, the donor will not form any part of the selection panel.
- 2.4.6. Staff members will disclose any conflict of interest in accordance with the *Conflict of Interest Procedures*.
- 2.4.7. Higher Degree by Research scholarship recipients may be nominated by the enrolling area dependant on the source/s of funding.

2.5. Awarding a Scholarship

- 2.5.1. Students awarded a scholarship will be notified and provided with the relevant acceptance documents.
- 2.5.2. All acceptance documentation will be completed and returned to the Graduate Research School before acceptance of a scholarship is formalised.
- 2.5.3. Each scholarship will have terms and conditions of award clearly stated.
- 2.5.4. The terms and conditions of award will be provided to all successful scholarship recipients.
- 2.5.5. The Graduate Research School conditions will specify duration and other details for the scholarship and for categories of support.
- 2.5.6. The scholarship conditions will clearly state any specific commitment the scholarship recipient must make in order to take up the scholarship.
- 2.5.7. A recipient accepting an offer of a scholarship is required to sign the terms and conditions of award as confirmation of their agreement.
- 2.5.8. Scholarship award ceremonies may be organised for particular categories of scholarships.
- 2.5.9. The area administering the scholarship will liaise with the relevant areas of the University to ensure the appropriate organisation of the scholarship award ceremony.

2.6. Post-Award Administration

- 2.6.1. Scholarship monitoring is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.
- 2.6.2. Scholarship monitoring may include but is not limited to:
 - a. Academic progression monitoring (refer to [HDR Student Milestones Procedure](#));
 - b. Re-assessment of personal circumstances; and
 - c. Enrolment monitoring.
- 2.6.3. Annual stipends are payable to recipients on a fortnightly basis.
- 2.6.4. Payments may be made indirectly, in the form of a financial obligation paid on behalf of the student.
- 2.6.5. Scholarships may be cancelled/suspended in accordance with the conditions of award of the recipient's scholarship.
- 2.6.6. If a scholarship is approved for cancellation/suspension, the recipient will be notified in writing and provided the opportunity to appeal.

- 2.6.7. Any appeal will be submitted in writing to the Graduate Research School, Bentley Campus within ten (10) working days of notification of the scholarship cancellation.
- 2.6.8. The University may reclaim any stipend overpayment resultant of scholarship cancellation/suspension.

3. RESPONSIBILITIES

Responsibilities are set out as in section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all staff, University Associates and students involved with HDR scholarships.

These procedures do not apply to Emergency Student Loans (refer to the [Scholarships and Financial Assistance Manual](#)).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Applicant

Is a person who is applying for a scholarship offered through or by Curtin University.

Higher Degree by Research (HDR)

Is a postgraduate university degree involving a unique supervised research project inclusive of a Masters by Research or Philosophy, or a Doctoral degree.

Scholarship

Is support provided to a student, or on behalf of a student, to assist with expenses associated with study at Curtin.

Scholarship Monitoring

Is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.

Student

Means any person enrolled in a course/unit at the University.

6. SCHEDULES

Schedule 1 Higher Degree by Research Scholarship Establishment Process Flowchart

7. RELATED DOCUMENTS/LINKS/FORMS

[Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research](#)

[Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[Competition and Consumer Act 2010 \(Cth\)](#)

[Naming Rights Procedures](#)

[Higher Degree by Research \(HDR\) Milestones Procedures](#)

[Research Training Program \(RTP\) Scholarship Procedures](#)

[Complaints Procedures](#)

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Approval Authority	Deputy Vice-Chancellor, Research
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	14/11/2018	Deputy Vice-Chancellor, Research	EM1827	Unconditional

Schedule 1: Higher Degree by Research Scholarship Establishment Process Flowchart

