

Guidelines for Co-funding arrangements for UPA Awards for 2021

1. Purpose of the UPA Co-funding scheme

The purpose of the UPA Co-Funding scheme is to increase the number of scholarship offers to high quality students, who would otherwise not be awarded scholarships due to central budget constraints and shortfalls in supervisors' grant funds. The Deputy Vice-Chancellor Research has confirmed that Co-Funded UPAs will not be approved to fund scholarships which can be fully funded from other sources, or to fund high value top-up scholarships.

2. Maximum Value of top-up scholarships for Co-Funded UPAs

External funding bodies may choose to provide extra funding above the 50% of the base UPA rate of \$30,000 per annum, and the extra stipend may be set up as a top-up stipend. The maximum value of a top-up scholarship to a Co-Funded UPA is \$10,000 per annum, providing the student with a total combined stipend of \$40,000 per annum. This is in line with the prestigious Hackett Postgraduate Research Scholarship. Co-Funded UPA Proposals will not be approved with top-up scholarships of more than \$10,000 per annum. If a student receiving a Co-Funded UPA later receives an additional funding source which would result in a top-ups of more than \$10,000 per annum, the UPA funding would be decreased proportionally so that the combined total stipend does not exceed \$40,000 per annum. If a supervisor/student accesses fund beyond this upper limit, then the commitment of \$14,900 per annum will cease, and the supervisor/external funding will be required to fully fund the primary scholarship as well as any top-up.

3. Funding Commitment for Co-Funded UPAs

The minimum funding commitment for all Co-Funded UPAs for 2021 includes 50% of the total stipend for up to 3.5 years for a PhD (\$30,000 per annum), plus a universal loading of \$100 per annum to contribute towards the cost of allowances. In other words, the 50% funding commitment for co-funded UPAs in 2021 will be a minimum of \$15,100 per annum, (total commitment for a PhD Scholarship: \$52,850). All funding arrangements for all split-funded UPAs, and any additional externally-funded top-up scholarship, must be confirmed before offer letters can be sent (see attached form).

4. Ranking and Selection Criteria for 2021 Co-Funded UPAs

In awarding Co-Funded UPAs, the HDR Scholarships Committee will apply the same ranking and selection criteria as used in the competitive scholarship rounds. Applicants must be assessed as having achieved Honours 1 (or equivalent) or at least high Honours 2A equivalence with additional demonstrated research potential. The minimum scholarship ranking score and benchmark for awarding centrally-funded scholarships for 2021, including Co-Funded UPAs and SIRFs is a **ranking score of at least 79.70, with a minimum thesis mark of 79.00.**

Conditional offers (on completion of qualifying degree or English) will not be provided under this scheme.

Co-funded UPAs awarded in this round are expected to be taken up by August 2021, with enrolment no later than **29 October 2021.**

5. Principles for the allocation of Co-Funded UPAs

Co-Funded UPAs are available for HDR courses in this order of hierarchy:

- (i) Doctor of Philosophy and other research-only doctorates
- (ii) Master of Philosophy and other two-year research masters

Due to limited funds for 2021, Co-Funded UPAs are not available for one year Masters and Masters by Thesis and Coursework courses.

Priority for co-funded UPAs will be given to students who:

- (i) Are not a currently enrolled HDR student at UWA;
- (ii) Have not previously completed a Research Doctorate or equivalent;
- (iii) Have not previously been awarded, or currently are in receipt of, a UWA scholarship stipend;
- (iv) Are domestic students or international students who are already in Perth and ready to enrol in the first half of 2021; and/or
- (v) Domestic or international students currently in other states in Australia, who will be able to relocate to Perth to take up the award in 2021.

6. Preference for Co-Funded UPA awards during COVID-19 border restrictions

Due to the ongoing impact of COVID-19 restrictions and border closures, in the competitive allocation of co-funded UPAs preference will be given to domestic or international students who are based in Perth and ready to enrol in by 29 October 2021. Domestic and international students currently in other states in Australia will also be given preference above those located off-shore; unless the off-shore candidate is ranked substantially higher in quality than the on-shore candidates, and with a project which can be commenced easily while off-shore (e.g. topic and/or if hosted with a collaborator at a partner university – e.g. joint PhD, MNU, proven long-standing collaborator).

7. Process for advertising and assessment of applicants for Co-Funded UPAs

Once funds have been established the supervisor/School must advertise the specific project so that a suitable applicant can be selected competitively and based on merit and alignment with School research priorities. Such projects can be advertised individually outside competitive rounds, but

- must be publicly advertised in a competitive round, or on the Scholarships website for at least 2 weeks;
- supervisors must confirm how they conducted a merit-based assessment of candidates through a competitive process (statement to be attached to the Co-funding Form);
- if the application process only yields one candidate of merit, the supervisor must provide a supporting statement about their capacities for the project in particular;
- out of round co-funding applications may be approved by the sub-committee, using the same criteria applied during main scholarship rounds;
- international applicants who are awarded a co-funded UPA will also be awarded a Scholarship for International Research Fees (SIRF) to cover international fees and Single Overseas Student Health Cover (A SIRF Proposal Form is not required).

8. Conditional approval to advertise externally-funded Co-Funded UPAs

Proposals for externally-funded Co-funded UPAs may also be submitted for conditional approval before a student has been identified. Official confirmation from the funding body for the co-funding commitment must be attached to the Proposal form. The scholarship must be advertised and a suitably qualified candidate recommended for the award, with a formal scholarship agreement, within 3 months of the conditional approval, or no later than **6 August 2021**, or the approval will lapse.

9. Checklist of supporting documents to be submitted with UPA Co-Funding proposal

- (i) Evidence of advertisement on the Scholarships website, including opening and closing dates.
- (ii) Statement from the supervisor confirming:
 - (a) the details of the competitive selection process (eg: interview, emails, phone calls, reference checks) and
 - (b) confirmation of the relevance of the applicant's suitability for the specific research project.
- (iii) Statement from the Graduate Research Coordinator, School Scholarship Ranking representative, or Head of School confirming the applicant's Indicative Scholarship Ranking Score using the iAthena Ranking Guidelines. The statement must include justification of the relative quality of the applicant compared to successful applicants in the School in the most recent round.

Proposal to establish a Co-funded University Postgraduate Award (UPA) for 2021

The minimum financial commitment for a co-funded UPA is \$15,100 per annum, including 50% of the stipend and a universal loading of \$100 per annum to contribute towards the cost of allowances. The total commitment for a 3.5 year PhD Scholarship is \$52,850.

The UPA Budget will cover 50% of the stipend for the duration of the award, and extra tenure due to paid sick leave (up to 12 weeks) and paid maternity leave (up to 12 weeks).

1. NOMINATION OF A STUDENT FOR A CO-FUNDED UPA SCHOLARSHIP

Student name: Student ID:

Proposed degree: PhD or Research Doctorate (up to 3.5 years living allowance, unless prior candidature)

Research Masters (up to 2 years living allowance, unless prior candidature)

Proposed school(s):

Names of all supervisors:

Proposed scholarship start date: end date:

Nomination of a student for a Scholarship for International Research Fees (SIRF) – *International students only*

2. SCHOOL PROPOSING TO CO-FUND THE UPA STIPEND

School contact (Coordinator of funding split):

Email: Contact Number:

3. CONDITIONS AND OBLIGATIONS OF SCHOLARSHIP

Is the 50% co-funding for this scholarship funded by a Research End User (REU)? YES NO
(e.g. industry partner, business, government or non-government organisation or a community organisation)

If YES, specify the REU name & attach funding details (see section 6):

Are there any specific conditions attached to this scholarship? YES (*specify below*) NO

Will the scholarship holder be under any obligation to the funding organisation? YES (*specify below*) NO

(**Note:** in order to qualify for tax exemption under the Income Tax Assessment Act the student must not be under any obligation to provide a service or be employed by the funding body in exchange for the scholarship).

<https://www.scholarships.uwa.edu.au/futurestudents/postgrad/tax>

4. INTELLECTUAL PROPERTY

Will this student's research be subject to an obligation to any party other than the student with respect to Intellectual Property that the student has produced or might produce during their HDR candidature? YES NO

Such obligations might include but are not limited to: confidentiality, consent of the funding body for submission of the thesis, need to seek permission to publish, requirement to publish, requirement to provide data/IP to external parties, or assignment of IP. Note that clauses which restrict the submission of the thesis unduly affect the student's rights and UWA's obligations to ensure the student can complete their candidature. Refer the agreement to legal for review and redrafting.

Will a specific contribution of funds, resources, facilities or apparatus administered by UWA, which is designated for the purpose of creating IP, be made available to the student? YES NO

If YES to either of the above, agreement must be reached with student as to the ownerships of any resulting IP and that agreement must be in writing. If that agreement is not attached, or the student is not a signatory to that agreement, the student's offer will be made subject to signing a [Student Deed Poll](#) prior to enrolment. Please discuss this requirement with the student.

5. SOURCE OF CO-FUNDING AND GRANT HOLDER SIGNATURES

Tick **ONE** funding source and provide required details.

External Funding - Established Research Grant [Fund Group 31 through 55]

Externally-funded grants or sponsored/collaborative research contracts may include requirements which affect students' rights. A copy of the original agreement must be submitted with this form. A variation of the original agreement may be needed once a student/scholarship is recommended if any any clauses restrict thesis submission or the IP rights of the student.

BU: PG: CI / Grant holder name: Signature:

Project grant title:

Project grant end date: (the grant end date must exceed the scholarship completion date)

External Funding - New Scholarship Agreement [new project grant to be set up by GRS Finance]

A written agreement/offer from the funding organisation providing the following information, must be attached:

- Name of funding organisation (and department if applicable) and name of person authorising the offer
- Amount and purpose of scholarship funding provided
- Duration of funding
- Any conditions attached to the scholarship
- Frequency of invoicing required (to be carried out by GRS Finance)

[For assistance with Research Scholarship Agreements, email: admin-riskandlegal@uwa.edu.au]

Business Unit (to hold new PG): Project Grant No: GRS TO ADVISE

Proposed Grant Manager: Project Grant Title: GRS TO ADVISE

PG Report Key: Budget Activity:

Funding Body Name & Section:

Funding Body Contact Name(s):

Email: Contact No.:

Invoicing Address:

Comments:

Operating Grant [Fund Group 10]

BU: PG: Grant holder: Signature:

Bequest or Donation Grant [Fund Group 70-72]

BU: PG: Grant holder /
PG manager: Signature:

Base stipend contribution level: \$15,100 per annum (including stipend and universal loading for allowances)

Top-up scholarship (specify annual amount) \$ per annum

6. SCHOOL SCHOLARSHIP CO-FUNDING AUTHORISATIONS

To be signed by the following staff or delegates: Head of School and SDC Finance Manager

By signing this authorisation the School confirms:

- 6.1 Co-funding from the nominated BU/PG is guaranteed for up to 3.5 years for a PhD Scholarship (to include a possible 6 month extension on three year funded period) at a minimum of 50% of UPA scholarship rate.
- 6.2 The funding body will pay a universal loading of \$100 per annum to cover allowances. The total co-funding commitment is \$15,100 pa.
- 6.3 Administration of externally provided funds will be through the Graduate Research School (including opening of new Project Grants and invoicing).
- 6.4 I/we agree to comply with the rules for the establishment of co-funded UPA Scholarships, as determined by the Higher Degree by Research Scholarships Committee.
- 6.5 Should the funds not be available at any time during the tenure of the award, the School will guarantee continuance of payment of 50% of the stipend and loading for the duration of the scholarship.
- 6.6 Funds for this scholarship have not been, and will not be, sought or obtained from the student; family members; friends or associates of the student.
- 6.7 The Head of School and sponsoring supervisor(s) declare that this funding cannot be withdrawn from the student if they continue to make good progress with their project and meet their milestones, even in the unlikely event that the sponsoring supervisor(s) no longer remain on the supervisory team.

Graduate Research Coordinator/Head of School

Print Name: Signature: Date:

SDC Finance Manager (or authorised delegate)

Print Name: Signature: Date:

Please return this form to applications-grs@uwa.edu.au with the details of the competitive selection process for this scholarship (see checklist in co-funding guidelines).

7. CHAIR, HDR SCHOLARSHIPS COMMITTEE (or delegate)

APPROVED

NOT APPROVED

MORE INFORMATION REQUIRED

Comments:

Print Name:

Signature:

Date:

CHECKLIST

(i) Evidence of Advertisement:

(ii) Statement from the supervisor confirming:

- (a) the details of the competitive selection process (eg: interview, emails, phone calls, reference checks) and,
 - (b) confirmation of the relevance of the applicant's suitability for the specific research project.
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(iii) Statement from the Graduate Research Coordinator, Chair of School Scholarship Ranking Committee, or Head of School confirming the applicant's Indicative Scholarship Ranking Score using the iAthena Ranking Guidelines. The statement must include justification of the relative quality of the applicant compared to successful applicants in the school in the most recent round.
