



Domestic and UWA International Graduates Postgraduate Research Scholarships Round For 2021

iAthena Scholarship Ranking Instructions

This document can also be downloaded from the Graduate Research School website –
<http://www.postgraduate.uwa.edu.au/staff/forms/#scholarships>

Updated 10/09/20

iAthena Login: <https://iathena.grs.uwa.edu.au/SM>

Higher Degree Research Support Teams:

FABLE: hdr-fable@uwa.edu.au

6488 2937

EMS: hdr-ems@uwa.edu.au

6488 3060 / 6488 7208

HMS: hdr-hms@uwa.edu.au

6488 2740 / 6457 3519

SCIENCE: hdr-science@uwa.edu.au

6488 7741 / 6488 7930

Graduate Research School:

researchschols@uwa.edu.au

6488 4740/6488 8148 /6488 3738/6488 1584

Contents

1	Summary of Ranking Criteria and Principles	1
1.1	Introduction	1
1.2	Allocation of scholarships.....	1
2	Ranking and scoring processes.....	2
2.1	Selection criteria	2
2.2	Overview.....	2
2.3	School scoring and ranking criteria.....	3
2.4	Scholarship ranking formula	3
3	Eligibility	4
3.1	Minimum scores	4
3.2	Academic Eligibility and Adequate Research Preparation	4
3.3	English language competency.....	4
3.4	Prior HDR candidature at UWA	5
3.5	Residency	5
4	Definitions and general information	5
4.1	Standard applicants.....	5
4.2	Non-standard applicants.....	6
4.3	Deemed marks for non-standard applicants	6
4.4	Scoring for applicants who have completed UWA Higher Degree Research Preliminary units.....	7
4.5	Delayed results.....	8
5	Candidate Aptitude and Research Potential (CARP).....	8
5.1	General Criteria for Candidate Aptitude and Research Potential (CARP)	8
5.2	Faculty specific criteria for Candidate Aptitude and Research Potential Points.....	10
6	Scholarships available in the Domestic/UWA International Graduates Round for 2021.....	14
6.1	Research Training Program (RTP) Stipends (for domestic students only) and University Postgraduate Awards (UPAs).....	14
6.2	UWA International Fee Scholarships (UIFS) and Scholarships for International Research Fees (SIRFs) (for UWA International graduates only)	14
6.3	Prestigious scholarships and scholarships with specific eligibility criteria.....	14
7	Domestic/UWA International Graduates Round for 2021 Ranking and Selection Timetable	15
8	General Instructions for Schools and Faculties.....	16
8.1	Logging in to iAthena	16
8.2	Online iAthena Manual and Scholarship Ranking Process and Criteria.....	16
8.3	Round Selection, Application View and Assessment View	16
8.4	Printing, Excel export and PDF functions.....	17
8.5	Logging off, Password, Feedback and Help	17
9	Ranking instructions for Schools	18
9.1	Navigating, reporting errors, saving and sorting.....	18
9.2	Entering and editing data	19
9.3	Details of data to be entered for school ranking.....	19
9.3.6	Checking education history	20
9.3.7	Academic transcripts for ranking UWA applicants	20
9.4	School ranking scores.....	21
9.5	Changing data that have already been submitted	22

9.6	Paperwork to be returned to Higher Degree Research support staff.....	22
10	Instructions for Faculties	23
10.1	Composition of Faculty Ranking Committees	23
10.2	Navigating for Faculty ranking	23
10.3	Interleaving the School ranking lists.....	24
10.4	Faculty comments.....	25
10.5	Faculty recommendations for prestigious scholarships and other scholarships with specific eligibility criteria	25
10.6	Submitting Faculty ranking data into iAthena.....	25
10.7	Changing data that have already been submitted	25
10.8	Paperwork to be returned to the Graduate Research School	26
11	Contacts for assistance	27

1 Summary of Ranking Criteria and Principles

1.1 Introduction

The following principles and criteria apply to ranking and managing graduate research scholarship applications at UWA. Scholarships for include Australian Government Research Training Program Stipends (RTPs), UWA International Fee Scholarships (UIFS), University Postgraduate Awards (UPAs), and full and top-up scholarships funded from bequests and other sources.

Key principles include:

- a) that selection of awardees is based on a framework that enables a comparative and competitive process
- b) that ranking decisions made at one stage will not be overturned at a later stage without consultation and a record being made of the decision;
- c) that ranking criteria are applied consistently across schools and faculties to enable cross-faculty assessment and equitable consideration of applicants for competitive scholarships;
- d) that the same criteria are applied outside main scholarship rounds (for example for co-funded applications and allocation of SIRFs);
- e) that even if a candidate meets the selection criteria for a scholarship, a scholarship is awarded only if, in the opinion of the selection committee, there is a candidate of sufficient merit;
- f) that ranking decisions, while they may involve significant administrative support during the ranking process, remain an academic decision made by authorised academic committees.

1.2 Allocation of scholarships

[University Policy on the Establishment and Award of Scholarships](#) (UP11/43), confirms that the university is committed to maximising scholarship opportunities for its students and optimising the distribution of scholarships.

The [University Policy on Australian Government Research Training Program Scholarships](#) (UP17/4), sets out the principles governing the framework for management, allocation and administration of the Australian Government Research Training Program Scholarships. As noted in 1.4.5 of this policy, preference in recommendations for award of HDR scholarships may be given to commencing students and applicants who are not already receiving full scholarship support.

Each faculty will be given a notional quota of domestic scholarships calculated by a formula to be agreed and communicated to faculties each year. Allocations for 2021 are based on each faculty's share of weighted Higher Degree by Research (HDR) Completions over the previous three years (PhD and master completions are weighted 2:1 respectively. Other weightings used by Government are not considered).

Domestic RTP/UPA Stipends are initially allocated to faculties under the quota system, with the possibility that a central 'pool' be retained for allocation to highly-qualified applicants outside the quotas. The method of allocation of international stipend and fee scholarships depends on numbers in any given year. If a faculty does not have enough qualified applicants to fill its quota unused quota scholarships will return to the central pool for allocation by the HDR Scholarships Committee.

2 Ranking and scoring processes

2.1 Selection criteria

Scholarships are awarded by the HDR Scholarships Committee, on the recommendation of schools and faculties, to eligible applicants on the basis of:

- a) academic achievement and capabilities as evidenced by their academic record and/or assessment tasks as set by the school/faculty, approved by the HDR Scholarship Committee and published;
- b) research potential, which is based on prior research output including publications and other research outputs and relevant non-degree research experience consistent with the University Policy on Adequate Research Preparation, and supported by academic referee reports, as applicable;
- c) related academic esteem indicators; and
- d) faculty strategic priorities.

In the competitive selection process, priority may be given to students who are enrolling internally, enrolling in a HDR for the first time, and students who have not:

- a) for a scholarship to undertake a doctorate, previously completed a Research Doctorate or equivalent;
- b) for a scholarship to undertake a master degree, already completed a Research Masters degree or equivalent;
- c) previously held an Australian Postgraduate Award, Australian Postgraduate Award (Industry) Australian Government-funded Postgraduate Research Award (excluding an IPRS) or an Australian Government Research Training Program award previously unless it was terminated within six months of the commencement of benefits;
- d) previously been awarded, or currently be in receipt of, a full scholarship stipend allocated for at least 2 years; a UWA Scholarship for International Research Fees (SIRF) or other scholarship designed to offset international HDR fees.

2.2 Overview

This is a multi-stage process, underpinned by principles of integrity in decision making, using verifiable evidence in scoring and transparency, in which:

- a) each school ranks its applications into a single list using standard criteria;
- b) each faculty integrates the ranked lists of its schools into a single list using the same criteria, where possible preserving the rankings determined by each school; and
- c) the central HDR Scholarships Committee reviews Faculty ranked lists, discusses and makes determinations on complex cases and anomalies, confirms scholarship offers and ensures appropriate use of University and government scholarship funding to enable the strategic goals of the University to be met.

Stage (a) may be a discrete or blended process with stage (b); however, it is expected that each faculty oversees and evaluates the ranking of all its schools.

The key principles informing this process are outlined in 1.1 above.

Some scholarships, including the prestigious Hackett Scholarships, Jean Rogerson Scholarships, Robert and Maude Gledden Scholarships and the Dean's Excellence in FABLE PhD Scholarships, can only be awarded to applicants who have obtained a First Class grade or Higher Distinction in their qualifying degree or equivalent performance achieved through substantial research experience.

UPAs and other scholarships may be awarded to applicants with an Upper Second Class grade or Distinction in their qualifying degree equivalent performance achieved through substantial research experience. Applicants with less than an Upper Second Class grade or Distinction in their qualifying degree are not normally eligible.

Co-funded or other scholarships awarded out of round are assessed by a small group of members of the HDR Scholarships Committee in consultation with the Chair, using the same principles outlined in 1.1 but with the additional consideration of the individual fit of the nominated applicant for the specific project.

2.3 School scoring and ranking criteria

Both standard and non-standard domestic and international applications will be ranked using a numerical method based on three primary elements:

- a) Thesis Mark in qualifying degree;
- b) Coursework Weighted Average Mark (WAM) for qualifying degree: for honours the coursework WAM applies to all coursework marks in the honours year only; the coursework WAM for other standard qualifying degrees is the average of all the coursework marks in the degree; and
- c) Candidate Aptitude and Research Potential (publications, relevant research experience, prestigious awards, patents and grants and alignment with faculty strategic priorities).

(a) and (b) pertain specifically to the most recently completed qualifying course.

Once all the scores have been entered, iAthena will use them to calculate an Indicative Ranking Score automatically, and this score determines the applicant's preliminary placement in the school's ranked list.

2.4 Scholarship ranking formula

The Scholarship Ranking Score is derived from the unweighted mean (simple average) of the Thesis Mark and the Coursework WAM in the qualifying degree (or equivalent prescribed scores for non-standard applicants). Where there is a notable discrepancy between the thesis and coursework WAM the applicant may be considered as non-standard. Up to 6 Candidate Aptitude and Research Potential (CARP) points may be added for research experience, research output and other academic and research-related achievements and alignment with faculty priorities.

3 Eligibility

3.1 Minimum scores

Applicants with a thesis plus coursework WAM average mark of below 75% are not eligible for these scholarships, but they may be considered for other scholarships with specific eligibility criteria, and/or enrolment without scholarships, if recommended by the school.

Please note that centrally-funded RTP/UPA scholarships, including Co-funded UPAs, will only be awarded to applicants with final iAthena Scholarship Ranking Scores above a score to be determined by the HDR Scholarships Committee for each round.

3.2 Academic Eligibility and Adequate Research Preparation

All applicants must have completed, or expect to complete a degree at Bachelor level and provide evidence of scholarly work in at least one of the following forms, as prescribed in the University Policy on: Adequate Research Preparation <http://governance.uwa.edu.au/policy/UP11/25>:

- a supervised research dissertation project completed as a program undertaken after a three year, or during a four year bachelor's degree course, carrying the equivalent credit of at least 25 per cent of an annual full-time load and awarded an assessed result at or above distinction level;
- The Board of the Graduate Research School may deem a three-year Bachelor degree including a supervised dissertation of at least 25 per cent of an annual full-time load awarded with first class Honours from a highly-ranked university as meeting this criterion;
- scholarly papers as sole or primary author, appearing in recognised academic journals or in volumes published by recognised academic publishers;
- published research reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify the applicant as sole or primary author;
- a portfolio of published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates the applicant's development of a scholarly approach to creative work as research investigation.

3.3 English language competency

All applicants for a research higher degree, including Australian applicants, must satisfy the requirements for English language Competence set down by the Board of the Graduate Research School. All English test results must normally have been obtained within the past two years. Applicants who do not meet the minimum requirements by the prescribed deadline for English test results in each round, are not eligible for scholarships in that round.

Graduates from UWA do not have to satisfy a test of English to enter further courses at UWA. However, graduates from other Universities, Australian or international, are not automatically assumed to have demonstrated English Language Competency despite that they may have studied some or all of the courses in English. Each application is considered individually. In most cases formal English test

results are required. Applicants who wish to seek exemption from undertaking a test must request this explicitly.

Details of the minimum [English competency requirements](#) are on the UWA website.

3.4 Prior HDR candidature at UWA

The standard tenure of scholarships is two years for a Masters and three years for PhD. A student who has already completed part of the degree for which a scholarship is granted will have the maximum period of tenure reduced accordingly. UWA-funded scholarships are not awarded to applicants who would have less than a year of scholarship tenure remaining (not counting possible extension)

3.5 Residency

All HDR scholarship holders are normally expected to enrol as internal students and live close enough to the University to enable frequent and systematic use of University facilities, including use of physical resources, formal research training and frequent contact with supervisors.

4 Definitions and general information

4.1 Standard applicants

Standard applicants are those who have completed qualifying degrees for Higher Degree by Research enrolment in the last seven years, within Australia or New Zealand. For the standard scoring formula to be used it is not necessary for the thesis to have been completed in the final year, as long as actual coursework and thesis marks are available.

Actual marks should be entered for all standard applicants with degrees completed within the last seven years. Examples of 'standard' qualifications are Australian and New Zealand undergraduate and postgraduate degrees with a thesis component weighted at least 25% of a full year load, and for which marks are available at the time of scholarship ranking. These include, but are not limited to:

- four year Honours degrees;
- professional practice Masters degrees with a thesis component;
- Graduate Diplomas;
- Masters by Research;
- Masters by Thesis and Coursework;
- Masters by Coursework and Dissertation;
- completion of UWA Honours, following an undergraduate or coursework degree at this or another university; and
- completion of a minimum of 48 points in a UWA Higher Degree by Research Preliminary course, including a thesis component of at least 24 points.

4.1.1 Coursework Weighted Average Mark for standard applicants

This is the Weighted Average Mark (WAM) for the Honours year coursework (non-research) units undertaken, or for the whole course for all other qualifying degrees, for standard applicants who have completed undergraduate and postgraduate degrees.

If the thesis comprises 100% of a full year of the qualifying degree, with no coursework units, the thesis mark should be entered in both the thesis mark and the coursework boxes.

4.1.2 Percentage value of thesis

Applicants are asked to specify the percentage value of the thesis component of the Honours year or other qualifying degree. The thesis is required to carry the equivalent credit of at least 25% of an annual full-time load to meet the research preparation requirements for HDR enrolment. The academic transcript must be checked before entering the percentage value of the thesis.

Information about the percentage value of the thesis entered by the school will assist in merging school and faculty lists but is not included in the school ranking score. For the unit that includes the thesis component, its value should be entered as a percentage of the Honours year or the percentage a full year's load in all other qualifying degrees, where this is available. For example, for a student who has completed a 24 point Research unit and four other 6-point units, this value is 50%, representing half of the year program. If this information is not available this box should be left blank.

4.2 Non-standard applicants

Non-standard applicants are:

- applicants who have completed qualifying degrees outside Australia or New Zealand;
- applicants who have completed qualifying degrees more than seven years ago;
- applicants with qualifications which cannot be equated to an Australian Honours or Masters degree, including applicants whose research preparation is wholly on the basis of publications or other research output;
- applicants who have completed fewer than 48 points of a UWA Higher Degree by Research Preliminary course; and
- applicants for whom actual marks are not available at the time of scholarship ranking.

Before deeming is applied, the applicant should have been interviewed by a panel with broad discipline expertise, including members other than the proposed supervisors. Interview questions should be developed in advance, criterion-referenced and as far as possible consistent between schools. A rubric for grading the interview should be developed in advance. Details of the interview questions and rubric should be provided to the HDR Scholarships Committee.

In addition, the thesis or other research output should be reviewed by someone without a conflict of interest with the applicant or supervisors (i.e. outside the prospective supervisory team).

4.3 Deemed marks for non-standard applicants

The prescribed UWA equivalent scores for non-standard applicants are determined by the deemed grade which is set out in the University Policy on [Courses - Coursework Dissertation \(Policy no. UP 15/6\)](#) and includes an assessment of both WAM and thesis equivalent grades. Schools are required to enter the UWA-equivalent Scholarship Ranking Score as both the Thesis Mark and the Coursework Weighted Average Mark for all non-standard applicants. Deeming should operate transparently; panel assessments post interview should be clearly articulated and documented. The prescribed non-standard scores should follow the marking bands laid out in the coursework dissertation policy:

- for First Class deemed equivalence, either HD (80) or HD+ (85) and HD ++ (90) (the latter to be used where there is evidence of exceptional performance); and
- for Second Class deemed equivalence either D- (70-74) or D+ (75-79).

Current PhD students who have achieved formal Confirmation of PhD candidature with a quantifiable research output may be deemed by the school to have achieved First Class equivalence with the reasons for the First Class deeming supplied – for example, successful publication in a high-quality journal, external recognition, etc. These applicants may be scored as non-standard applicants with the prescribed non-standard First Class score as above.

4.3.1 Deeming grading equivalence for non-standard applicants

The University may deem grade equivalence when it is satisfied that an applicant has demonstrated academic capability and ability to undertake supervised individual research at the level required for the award of Upper Second Class or First Class Honours or Masters at this University, in accordance with the University Policy on Adequate Research Preparation.

Graduate Research Coordinators or School representatives on the scholarship committee must confirm that each non-standard applicant's research output (thesis and/or scholarly publications) has been read and evaluated by a qualified academic staff member independent to the proposed supervisors to ratify marks or grades awarded by another university where relevant, or use UWA criteria to assess equivalence. NB, ratification of marks awarded by another university is not the same as re-marking. Marks or grades awarded by another university are not to be deemed equivalent to higher marks or grades at UWA.

Relativity of achievement to opportunity should always be considered in ranking applicants, and schools and faculties should take care to explain the basis for ranking decisions (e.g. the ranking of an excellent recently-graduated Honours graduate with no papers over a Masters applicant with papers in lesser journals, or someone who has published over a period of years). Candidate Aptitude and Research Potential (CARP) points can only be added for research experience, output and achievements obtained within the last five years.

Careful consideration is needed before deeming First Class or Upper Second equivalence for applicants who do not have either an Honours or a Masters but who have a different qualification, such as a Postgraduate Diploma, or substantial research experience. While some Postgraduate Diploma courses may be equivalent to the requirements of an Honours/Masters programme, sometimes the research component is minimal. Schools should refer to the University Policy on Adequate Research Preparation.

Similarly, care must be taken when deeming a First Class or Higher Distinction grade for applicants with multiple qualifying degrees, but where one of the degrees is graded Lower Second or less than Distinction. The most recent qualifying degree with a research component should be used.

4.4 Scoring for applicants who have completed UWA Higher Degree Research Preliminary units

Applicants who have completed a minimum of 48 points (including advanced standing for units undertaken at UWA) in a UWA Higher Degree Preliminary (HDR Prelim) course, including a thesis

component of at least 24 points, should be scored as standard applicants if actual thesis and coursework marks are available at the time of scholarship ranking.

Applicants who have undertaken less than 48 points in a UWA HDR Prelim, or for whom actual marks for all units are not available, must be scored as non-standard.

The Upper Second or First Class equivalence deeming must take into account the applicant's overall past academic performance, including the actual Weighted Coursework Average Mark in the final year of the most recent degree, if available. The deeming of Upper Second or First Class equivalence should be based on the applicant's overall academic performance in degrees obtained within the last seven years, not solely on a single thesis mark obtained in the HDR Prelim.

4.5 Delayed results

Official results for non-standard applicants are sometimes not available until after ranking has started, but results may be available through direct contact with UWA course coordinators or academics in other universities. It is the responsibility of Graduate Research Coordinators or School scholarships ranking representatives to obtain accurate and up-to-date information on applicants whose results are being assessed in other universities.

Ranking should be based on current qualifications confirmed at the present time. Scholarships will not normally be reserved subject to results submitted later. However, applicants whose results are not yet available, for example because their Masters is currently under examination, may be assessed on the basis of previous qualifications, if relevant.

5 Candidate Aptitude and Research Potential (CARP)

5.1 General Criteria for Candidate Aptitude and Research Potential (CARP)

The CARP is the school and faculty's assessment of the applicant's aptitude and research potential as evidenced by relevant and recent research experience, research output and other research-related achievements, as well as the potential of the proposed research to align with areas of Faculty priority support. CARP points will not be awarded for additional degrees, current PhD candidature or university prizes.

The Candidate Aptitude and Research Potential score is a maximum of 6 points for various categories as outlined below.

Each category carries a maximum number of points as indicated to the maximum total of 6. Half points can be awarded.

- **Research publications within past 5 years - [maximum of 2 points]:**

For sole or primary authorship of, or significant intellectual contribution to, publications in peer-reviewed journals or published monographs. E1 peer-reviewed conference papers can also be assessed in this category. To count towards CARP points, publications and conference papers must be in a field relevant to the proposed research.

- **Relevant research experience within past 5 years - [maximum of 1 point]:**

For relevant research experience through employment with an appropriate level of autonomy plus output that may include junior authorship. Points cannot be allocated for non-research-related work experience.

- **Competitive prizes, patents and grants within past 5 years - [maximum of 1 point]:**

For competitive international and national prizes, such as those awarded by Learned Societies; patents, and international/national competitive travel or research grants. Points cannot be awarded for university prizes or any minor prizes.

- **Institutional esteem - [maximum of 1 point]:**

The applicant is a graduate of top 100 institution, top 50 discipline at an institution; ie: Quacquarelli Symonds (QS) World University Rankings, Times Higher Education (THE) World University Rankings or Academic Ranking of World Universities (ARWU), or the applicant attended the most highly-ranked institution in their country.

- **Faculty strategic priorities - [maximum of 2 points]**

The applicant's research area and/or attributes support the faculty's strategic goals and priorities for HDR enrolments as outlined by the Faculty for that year and published, or funding body themed priorities. This category can include considerations of equity and diversity in relation to Faculty targets.

In determining the CARP score, the school or faculty may use information from a variety of sources such as the referees' reports, previous research candidature, documented research experience, list of refereed publications and so on.

Assessments should take into account the relative opportunities of different applicants. Thus it will not necessarily be the case that a student with a Masters degree (with or without published work) in addition to an Honours degree should be automatically assessed as having greater potential than a recently graduated Honours student. If Research Potential points are added, the question to be asked is whether or not the additional opportunities have allowed the applicant to demonstrate greater potential than was evident from their qualifying degree. To avoid double counting, points cannot be given for activity already incorporated into the deeming or for an activity that has been used to satisfy eligibility for candidature.

5.1.1 Research publications

Applicants are asked to list and scan the abstract or first page of any papers published, papers in press or finally accepted for publication in refereed journals over the last five years. If applicants are not the sole or primary author, they also need to upload a brief statement from the publication's first, corresponding, or supervising author, outlining the applicant's contribution to the paper.

Schools must include comments on the quality of the publications and the applicant's contribution to the work, as part of the justification of the rank order of applicants.

5.1.2 Relevant research experience

Applicants are asked to upload a Curriculum Vitae (CV) summarising their educational qualifications (including all incomplete degrees) and employment history, including relevant research-related

employment. The exception is current UWA students, who do not need to attach a CV unless they wish to have research-related experience taken into account in their scholarship application.

Applicants enter details of any research-related employment and they are asked to upload reference letters from employers detailing the research undertaken and results achieved during the period of employment.

5.1.3 Competitive prizes, patents and grants

Applicants who have won competitive international and national prizes; patents, and international/national competitive travel or research grants are asked to provide a list. Points cannot be awarded for university prizes or any minor prizes.

5.1.4 Institutional esteem

The applicant is a graduate of top 100 institution, top 50 discipline at an institution (QS World University Rankings, Times Higher Education World University Rankings (THE) or ARWU), or the applicant attended the most highly-ranked institution in their country.

5.1.5 Faculty strategic priorities

The applicant's research area and/or attributes support the faculty's strategic goals and priorities for HDR enrolments as outlined by the faculty for that year and published, or funding body themed priorities. This category can include considerations of equity and diversity in relation to faculty targets.

5.2 Faculty specific criteria for Candidate Aptitude and Research Potential Points

5.2.1 Faculty of Arts, Business, Law and Education (FABLE) CARP Points

- **Research publications within past 5 years – [maximum of 2 points]:**
 - i. Peer reviewed book or major creative work. Must meet ERA requirements for A1 or F1. (2 points)
 - ii. Chapter in peer reviewed book, sole or primary author. Must meet ERA requirements for B1. (0.5 points)
 - iii. Journal publications or standard creative works, sole or primary author. Must meet ERA requirements for C1 or any F2. (0.5 points):
 - if evidence is provided of a publication in an SI top 20% journal (0.5 points)
 - if evidence is provided of an H-index above 5 (0.5 points)
 - iv. Conference publication (E1):
 - National (0.25 points)
 - International (0.5 points)
 - (Local seminars and conferences do not receive credit).
- **Relevant research experience within past 5 years - [maximum of 1 point]:**
 - i. Up to 1 year (0.25 points)
 - ii. Up to 2 years (0.5 point)
 - iii. Up to 4 years (0.75 points)

iv. Greater than 4 years (1 point).

Note: Calculation is based on full-time equivalence. Research experience needs to be demonstrably relevant to the proposed research project.

- **Competitive prizes, patents and grants within past 5 years - [maximum of 1 point]:**
 - i. nationally competitive awards for prior, research-related academic performance in the area of the proposed research (0.5 points)
 - ii. Internationally competitive award for prior, research-related academic performance in the area of the proposed research (1 point).
- **Institutional esteem:**
 - i. No points are awarded by FABLE in this category.
- **FABLE Faculty strategic priorities - [maximum of 2 points]:**
 - i. The applicant's research area supports the Faculty's *strategic goals and priorities
 - ii. The strength of the research group and supervision team.
*The research centres, groups and entities within FABLE include dedicated teams working on social impact, Western Australian history, rock art conservation and management, Muslim studies, urban design, and more.

5.2.2 Faculty of Engineering and Mathematical Sciences (EMS) CARP Points

- **Research publications within past 5 years - [maximum of 2 points]:**
 - i. Journals (0.5 point per publication)
*Journal must meet UWA requirements for journal publication points in Socrates, ie: C1 (WoS Q1-Q3)
 - ii. Conferences (0.3 point per publication)
*Paper must meet UWA requirements for conference publication points in Socrates, ie: E1 (publications, not the presentations)
 - iii. Evidence of significant contribution for other than first or sole author must be provided, eg: statement from first author or senior (supervising CI) author that outlines contribution or role of each author.
 - iv. Publication points will be weighted according to length of time since graduation (years 1 & 2 no weight, years 3 - 5 divided by 2)
- **Relevant research experience within past 5 years - [maximum of 1 point]:**
 - i. Experience must be relevant with an appropriate level of autonomy plus output
 - ii. Evidence required, eg: reference from employer stating duties performed, or research output
 - iii. 0.5 point for 6 months to <1 year; 1 point for 1 year or above.
- **Competitive prizes, patents and grants within past 5 years - [maximum of 1 point]:**
 - i. 0.5 point per prize or patent (primary or sole authorship)
 - ii. Prestigious international or national prize or award only
 - iii. University prizes and erasmus mundus not included.
- **Institutional esteem - [maximum of 1 point]:**
 - i. Graduate of top 100 institution or top 50 discipline at an institution (QS, THE or ARWU)
 - ii. The applicant attended the most highly-ranked institution in their country.

- **EMS Faculty strategic priorities [No points are awarded by EMS in this category in the International Round. A maximum of 2 points may be awarded in the Domestic Round]:**
 - i. Up to 2 points may be awarded for strategic purposes in order to address gender imbalance of HDR scholarship recipients in the Faculty (Domestic round only).

5.2.3 Faculty of Health and Medical Sciences (HMS) CARP Points

- **Research publications within past 5 years – [maximum of 2 points]:**
 - i. First authored paper in top 20% of field (1 point)
 - ii. Other publications, including E1 peer-reviewed conference papers in a field relevant to the proposed research (0.5 points).
- **Relevant research experience within past 5 years - [maximum of 1 point]:**
 - i. 1 point for 2 years or more
 - ii. 0.5 point for less than 2 years.
- **Competitive prizes, patents and grants within past 5 years - [maximum of 1 point]:**
 - i. 1 point for national and international grants and awards
 - ii. 0.5 point for other grants and awards as recognised by the HMS Scholarships Committee.
- **Institutional esteem - [maximum of 1 point]:**
 - i. 1 point for graduate of top 100 institution or top 50 discipline at an institution
 - ii. 0.5 point for graduate of the most highly-ranked institution in their country.
- **HMS Faculty strategic priorities – [maximum of 2 points]:**
 - i. Professional and/or accredited qualifications relevant to HMS Schools (Medicine, Biomed, Dentistry, Allied Health or Population Health)
 - ii. Aboriginal or Torres Strait Islander
 - iii. Alignment with Faculty Strategic Plan / Priorities (inc. NHMRC or MRFF priority area so aligned)
 - iv. Fostering Multidisciplinary research collaboration
 - v. Equity & Diversity
 - vi. Past completion record of supervisory team.

5.2.4 Faculty of Science (SCIENCE) CARP Points

- **Research publications within past 5 years – [maximum of 2 points]:**
 - i. Publications awarded at a rate of 1 point per publication. Journal must meet UWA requirements for journal publication (e.g. C1 or E1) and be in a relevant field to the proposed research. The quality of publications must be noted on the assessment page (e.g. ISI, impact factor, journal ranking, i.e. Quartile).
 - ii. C1 publications in lower ranked journals (e.g. Q2-Q3) as primary author can be awarded 0.5 points per publication.
 - iii. Quality C1 publications (e.g. Top 20%, Q1) where the applicant is a co-author and supported by the primary author statement establishing significant contribution can be awarded 0.5 points per publication.

- **Relevant research experience within past 5 years - [maximum of 1 point]:**
 - i. Acknowledge full-time relevant research experience in academia or industry. This research experience needs to be fully documented, eg. references from employers indicating research results/outcomes and the experience needs to be clearly relevant to the proposed research project. Work counted must be undertaken post degree and for more than 6 months.
 - Up to 1 year – 0.5 points
 - Greater than 1 year – 1 point.
- **Competitive prizes, patents and grants within past 5 years - [maximum of 1 point]:**
 - i. 0.5 points for every prestigious National or International Award
 - ii. 0.5 points for patent or plant breeders' rights

Minor prizes or university prizes are excluded.
- **Institutional esteem - [maximum of 1 point]:**
 - i. Applicant graduated from top 100 institution and/or top 50 discipline as indicated by ARWU, QS World University Rankings or the Times Higher Education World University Rankings, awarded 1 point,
 - ii. Applicant graduated from the most highly ranked institution in their country, awarded 1 point.
- **SCIENCE Faculty strategic priorities – [maximum of 2 points]:**
 - i. Applicant's research area and/or attributes support the Faculty's current *strategic priorities for HDR enrolments as published, or funding body themed priorities, and/or to support equity and diversity priorities,

*The current Science faculty strategic research themes are:

 - Feeding the World
 - Thriving in harsh environments
 - Challenging climate change
 - Zero waste agriculture
 - Thriving in the Indian Ocean Rim
 - Resourcing the future
 - Sustainable minerals and energy
 - Sustainable environments and biodiversity
 - Healthy People in a Healthy Place
 - Maximising human potential
 - Fighting fatigue
 - Isolation and separation both physical and social.
 - ii. Points do not have to be awarded,
 - iii. Consideration needs to be given to the quality of the applicant and the value of HDR enrolments to Science's research activity, output and reputation,
 - iv. Examples of strategic investment include but are not limited to:
 - supporting nationally competitive funded research including new DECRA or Future Fellowship awardees; and
 - seeking improvements in reputation via the ERA.

6 Scholarships available in the Domestic/UWA International Graduates Round for 2021

6.1 Research Training Program (RTP) Stipends (for domestic students only) and University Postgraduate Awards (UPAs)

Research Training Program (RTP) Domestic Stipends, funded by the Australian Government, and University Postgraduate Awards (UPAs), funded by UWA, provide financial support for students to enrol in postgraduate research degrees. The RTP Stipend and UPA provide a full-time stipend of \$30,000 per annum.

6.2 UWA International Fee Scholarships (UIFS) and Scholarships for International Research Fees (SIRFs) (for UWA International graduates only)

UIFS and SIRFs cover the cost of the International Tuition Fees and visa length Overseas Student Health Cover (OSHC). Offers to international applicants for HDR candidature and scholarships can only be issued if the applicant has been awarded a centrally-funded UWA International Fee Scholarship (UIFS) or a Scholarship for International Research Fees (SIRF) with a matching living allowance. SIRF Proposal forms must be submitted with the Supervision and School Assessment forms for all recommended international applicants, for whom living allowance funding is available.

6.3 Prestigious scholarships and scholarships with specific eligibility criteria

- Hackett Postgraduate Research Scholarships: for commencing domestic applicants in any discipline. \$40,000pa stipend, with \$5000 overseas travel allowance
- Jean Rogerson Postgraduate Scholarship: for commencing domestic applicants in any discipline. \$38,000pa stipend.
- Forrest Research Foundation Scholarships: for commencing domestic and international PhD applicants at the five Western Australian universities. UWA Forrest Scholars receive a scholarship package comprising a Research Training Program (RTP), or equivalent stipend valued at \$30,000pa; an accommodation allowance valued at \$21,069pa (in 2020); and a relocation and research travel allowance of \$13,000. Overseas Student Health Cover and tuition fees are covered for international applicants.
- Dean's Excellence in FABLE PhD Scholarship: for commencing international and domestic students. \$33,000pa stipend.
- Robert and Maude Gledden Postgraduate Scholarships: for commencing domestic applicants for research in applied science, more particularly relating to surveying, engineering, mining or cognate subjects. \$38,000pa stipend and \$5000 overseas travel allowance). Applicants must submit a 100 word statement explaining the relevance of their proposed research to the terms of the Gledden Trust.
- Bruce and Betty Green Postgraduate Research Scholarship: for commencing domestic students, for research in Mathematics or Science. \$38,000pa stipend.

- Richard Walter Gibbon Medical Research Scholarship (domestic applicants only). For commencing domestic applicants, for research into Parkinson’s disease or Cancer. \$38,000pa stipend and \$2,500pa research/conference allowance.

The following scholarships have specific eligibility criteria.

Scholarships for research in agriculture, biological and molecular sciences:

- Charles and Annie Neumann PhD Fellowship in Agriculture
- Keiran McNamara World Heritage PhD Top-Up Scholarship

Other scholarships – various disciplines:

- Biozone PhD Scholarships – for interdisciplinary laboratory research
- Abbie Basson Sarcoma Research Top-Up Scholarship
- Minerals Research Institute of Western Australia (MRIWA) Postgraduate Scholarships (Odwyn Jones Scholarship and MRIWA Womens Scholarship)
- Destination Australia Research Scholarships (based at UWA Albany Centre)
- Theresa Symons Philosophy Top-Up Scholarship (domestic applicants only)
- William & Marlene Schrader Scholarships (Biomedical Engineering) (domestic applicants only)

Travel Scholarships – various disciplines:

- Graduate Women WA Women in Science and Mathematics Scholarship
Available to a commencing female domestic student.
- The University Club of Western Australia Research Travel Scholarship (1 available)
Available to a commencing domestic applicant in any discipline
- UWA and Graduate Women WA Research Scholarship (1 available)
Available to a commencing female domestic applicant in any discipline
- Breast Cancer Research Travel Scholarship

A full list of scholarships available in this round, is located within the iAthena application portal. New scholarship opportunities may be added during the round. The list includes a hyperlink to the UWA Scholarships database, where further details on each scholarship can be sourced.

7 Domestic/UWA International Graduates Round for 2021 Ranking and Selection Timetable

Tuesday 1 September 2020	Applications open	Students
from Monday 7 September	Schools may start to score and rank submitted applications in iAthena.	GRCs/HDR Support
Friday 30 October	Closing date for online scholarship applications	Students
Friday 6 November	Deadline for scholarship application confirmation forms, supporting documents not already uploaded into iAthena, and English test results	Students / GRS Scholarships

Friday 20 November	Deadline for referee reports	Referees
Friday 27 November	Deadline for submission of Faculty rankings to the Graduate Research School via iAthena, and Supervision/School Assessment forms to be submitted to HDR Support Staff. Signed faculty ranking lists must be emailed to the Graduate Research School – researchschols@uwa.edu.au.	ADRs / HDR Support
Wednesday 9 December	HDR Scholarships Committee determines the final ranked order of merit list and scholarship offers.	Committee
From Monday 14 December	The Graduate Research School will email offers and notification to unsuccessful applicants.	GRS Scholarships

8 General Instructions for Schools and Faculties

Please note that Apple does not support Internet Explorer, so if you are using a Macintosh you should use another browser for iAthena, such as Safari, Firefox or Chrome.

Please contact the relevant Higher Degree Research Support Team if you do not have your current iAthena login details.

8.1 Logging in to iAthena

8.1.2 iAthena login for schools

To log in to iAthena go to the secure website:

<https://iathena.grs.uwa.edu.au/SM/> and enter your school username and password.

8.1.3 iAthena login for faculties

When you are notified that the schools have submitted their ranking lists, go to:

<https://iathena.grs.uwa.edu.au/SM/> and enter your faculty username and password. You will then see a screen with specific information for your faculty.

8.2 Online iAthena Manual and Scholarship Ranking Process and Criteria

This document is available online by clicking the <iAthena Ranking Instructions> link in the menu.

Please also refer to the “Scholarship Ranking Process and Criteria for 2021” on the Graduate Research School website: <http://www.postgraduate.uwa.edu.au/students/forms#scholarships>

8.3 Round Selection, Application View and Assessment View

It is important to ensure that the correct Round is selected. A drop-down menu at the top of the page allows schools and faculties to move between the various Rounds of applications. The current Round,

'Domestic/UWA International Graduates Round for 2021' must be selected to ensure that the correct applicants are listed.

To view details for an individual applicant, the <Edit> button on the far right hand side must be selected. Two views are available for each applicant:

- The 'Assessment View' contains summary information including the name, UWA student number or application number, degree and specific scholarships applied for, details of prior candidature, and comments. At the bottom, room is provided for School, Faculty and Graduate Research School comments.
- The 'Application View' allows Schools and Faculties to view the entire application.

8.4 Printing, Excel export and PDF functions

You may print most pages visible in iAthena by using your browser print button. Please note that when printing an application direct from iAthena your page orientation should be set to Landscape rather than Portrait. To print the full list, click on the <Print List> button. To export the list to Excel click on the <CSV Export> button

A function is also provided to convert an entire application into a PDF document. Click on the <Get a PDF version of complete application> button to convert the entire application, including attachments, into a PDF. Please note that some files can be quite large where applicants have uploaded large numbers of documents such as articles or research proposals.

8.5 Logging off, Password, Feedback and Help

8.5.1 Logging off

You can log off by clicking the <Logout of iAthena> link in the menu.

8.5.2 Changing your password

You can change your password by clicking the <Change Password> link in the menu. This will take you to the Change Password screen where you will enter your current password, the new password and then a repeat of the new password. Pressing the <Change> button will then change the password.

8.5.3 Providing feedback and getting help

If you would like to send feedback on the system or would like to ask for help please contact the relevant Higher Degree Research Support Team.

9 Ranking instructions for Schools

9.1 Navigating, reporting errors, saving and sorting

9.1.1 Navigating for school ranking

Once you have logged in, the first page that you will see is a list of all the applicants for your school. You can use this list to navigate to an individual applicant's Assessment View and Application View by clicking on the <Edit> button for that applicant. This will bring you to the Assessment View page for that applicant. This page contains the applicant's name, course applied for and student number (where applicable). This is the page used by schools to enter data used to rank applications and also to add comments to justify the assessment made.

You will need to enter data for each applicant on this page. To assist schools, data entered by applicants will automatically be filled in to some sections of the form but this data can be overridden if deemed incorrect or irrelevant.

To view the whole application, including referee reports, click on <Application View> at the top of each of the applicant's Assessment View page. To see scanned documents within each application simply click on the relevant hyperlinks. A function is also provided to convert an entire application in to a PDF document. Click on the <Get a PDF version of complete application> button to convert the entire application, including attachments, into a PDF.

You can navigate back to the Assessment View page by clicking the link at the top of the page.

Most schools and faculties will be able to check iAthena rankings from previous international and domestic rounds by selecting the dropdown Round option at the top of the Ranking screen. If your iAthena username and password has changed for this round and you can't view previous rounds, you may need to open another window and log in to iAthena using the old login. Please contact the Graduate Research School if you need assistance.

9.1.2 Reporting errors and anomalies

Please inform the Graduate Research School immediately of any errors or anomalies. Please also contact the Graduate Research School immediately if the school recommends that an application be forwarded to a different school for ranking.

9.1.3 Saving

A <Save> button is at the top of the Assessment View page. It is recommended that you periodically click the <Save> button to ensure your data is not lost. Please note that you must enter some text in the <School Comments> box in order to save your ranking data. If you are not ready to finalise the School Comments, you can enter draft comments, which can be updated later.

9.1.4 Sorting

When you first open iAthena the scores for each applicant will be 0 and the list will be sorted alphabetically by family name. As you enter data into the Assessment View pages, the list will automatically update and sort by School Ranking Score (see Section 9.4).

You can re-sort your list of applicants by clicking in the appropriate column header (eg to sort applicants alphabetically by Indicative Score, click on the <Indicative Score> column heading. You can reverse the order of the list by clicking again.

9.2 Entering and editing data

For each applicant the Assessment View page will contain the applicant's: name; UWA student ID if applicable; degree applied for; faculty; school and prior UWA HDR candidature if applicable. These data will have been uploaded automatically from the on-line application form. You can view the whole application by clicking on the <Application View> link. Further, some data will automatically be entered on the Assessment View page based on information provided by applicants in their application form. This data can be changed or removed if appropriate. Please remember that you must enter some text in the <School Comments> box in order to save your ranking data.

Enter the data for each application according to the instructions in Section 9.3. As you are entering and editing data, periodically click on the <Save> button to save your changes, and do this as you complete the Assessment View page for each applicant.

Please enter iAthena data for all applicants, including those whom the school does not recommend for a scholarship. The iAthena application is an application for HDR candidature, and the school's assessment can be used to recommend applicants for full-fee enrolment.

Please do NOT click the <Submit> button until the whole school ranking is complete and you are ready to submit the data to the Faculty.

9.3 Details of data to be entered for school ranking

For each applicant, you are asked to fill in and/or verify the following information:

9.3.1 Honours Grade

For standard applicants with degrees completed within the last seven years, this is the grade received for Honours, eg Honours 1, 2A, 2B etc.

Please note that the <Honours grade> box is intended for Honours qualifications that are based on research, or for a deemed Honours grade based on research output (see below and Section 4.3)

For non-standard applicants, Honours equivalence can be deemed on the basis of assessment of academic qualifications and research output, for example Master by Research, or formal Confirmation of Candidature in a current PhD. In this case, please enter an explanation into the <School Comments> box and update the <Honours grade> box, selecting the appropriate "Deemed" option in the pull-down menu.

9.3.2 Honours thesis mark or equivalent

9.3.2.1 Honours thesis mark or equivalent for standard applicants

Please provide the percentage mark for the unit which included the Honours thesis or equivalent for standard applicants, who have completed undergraduate and postgraduate degrees with a thesis component weighted at least 25% of a full year, within the last seven years. (see Section 4.1)

*If an applicant has completed less than 48 points in the HDR Prelim, the application should be scored as a non-standard. (see Section 4.4) If the thesis comprises 100% of a full year of the qualifying degree, with no coursework units, the Honours Thesis Mark (or equivalent) should be entered in both the Honours Thesis Mark and the Honours Coursework boxes.

If there is no thesis mark, the application is non-standard.

9.3.2.2 Equivalent Honours thesis mark for non-standard applicants (See Section 4.3)

9.3.3 Honours Coursework Weighted Average Mark or equivalent

9.3.3.1 Honours Coursework Weighted Average Mark for standard applicants (See Section 4.1.1)

9.3.3.2 Honours Coursework Weighted Average Mark for non-standard applicants (See Section 4.3)

9.3.3.3 Scoring for applicants who have completed UWA Higher Degree Research Preliminary units (See Section 4.4)

9.3.4 Percentage value of thesis (See Section 4.1.2)

9.3.5 Candidate Aptitude and Research Potential (CARP) (See Section 5)

9.3.6 Checking education history

Applicants are required to provide a full list of all of their previous and current tertiary studies, including incomplete and completed qualifications. Applicants who are either currently enrolled in, or who have withdrawn from, a Higher Degree by Research in Australia or overseas, must upload a detailed statement explaining the circumstances of the withdrawal or request for transfer to UWA. Applicants who do not disclose their complete academic history, including details of previous or current HDR enrolment, will be deemed ineligible for scholarships and removed from the school/faculty ranking.

Please check the details of each applicant's Education History and their Curriculum Vitae carefully, and make sure that all relevant information about the reasons for withdrawal from a previous or current HDR is included in the <School Comments> box.

9.3.7 Academic transcripts for ranking UWA applicants

Academic transcripts for UWA applicants are available through staffConnect. You can obtain them by going to staffConnect at www.simssupport.uwa.edu.au. After logging in, select the <Academic Record> link, then enter the student's Person ID and click on the <Search> button.

9.3.8 Missing referee reports

Some applications may be missing one or both Referee Reports. The Graduate Research Co-ordinator/HDR Support staff are asked to ensure that copies of any Referee Reports are scanned into the iAthena applications. HDR support staff and Scholarships staff in the Graduate Research School will scan in any late reports as they arrive, until 20 November 2020.

9.4 School ranking scores

9.4.1 Indicative ranking score and final School ranking score

The School Ranking Score is intended to be a relative measure of the school's confidence in each applicant's likelihood of completion. The School Ranking Score is the basis on which applicants will be interleaved in the faculty ranking list.

iAthena will calculate an Indicative Ranking Score on the basis of the unweighted mean (simple average) of the Honours Thesis Mark and the Honours Coursework Weighted Average Mark (or equivalent prescribed scores for non-standard applicants) and the Candidate Aptitude and Research Potential (CARP). The school should enter the same score in the <School Ranking Score> box.

Schools should not leave two or more applicants with the same ranking score, because in that case they will simply be ordered alphabetically. If two applicants have identical School Ranking Scores, please adjust the relative scores to ensure that all applicants are separated in the ranking scheme, even if it is only by 0.1. The adjustment should be noted in the <School Comments> box.

By default, the final Scholarship Ranking Score is the same as the Indicative Ranking Score. The Scholarship Ranking Score can be changed at the Faculty Ranking Committee only, on the basis of written justification by the Head of School or delegate. Schools may change the Indicative Ranking Score or the final School Ranking Score prior to the Faculty Ranking Committee meeting in order to separate applications with identical scores but not for any other reason. The Head of School or delegate must provide justification and evidence to the Faculty Ranking Committee to increase the School Ranking Score above the Indicative Ranking Score and changes must be noted in the Faculty Ranking Comments.

9.4.2 Zero School ranking scores

If the School cannot rank the application or the applicant is not recommended for a scholarship a School Ranking Score of zero should be entered. Please tick the 'Can't Be Ranked' box and explain in the <School Comments> box why the application has not been ranked. For example: "The School has not ranked this application because the research area is not relevant to the school, supervision is not available, the applicant does not have adequate research preparation or is not eligible for enrolment etc"

A full explanation of the reasons for the zero ranking score will assist the HDR Scholarships Committee to distinguish between applications that are not supported by one school, but may be ranked by another school; and those applications that are not recommended or not eligible

9.4.3 School comments and justification of School ranking score

Comments from the Head of School (or delegate) must be provided to justify the ranking score for all applicants. Please note that Rankings cannot be saved without data in this field. This information is

used by the faculty and the Scholarships Committee in the interleaving and central ranking process. The Head of School (or delegate) must include evidence and justification for all recommended increases to School Ranking Scores in the School Comments box, for assessment by the faculty ranking committee.

There is a limit of 4000 characters for this box. Please ensure that your comments are as concise as possible.

9.4.4 Saving School ranking scores

Once the School Ranking Score and School Comments have been entered please click the <Save> button at either the top or the bottom of the screen to save the School Ranking for each applicant.

9.4.5 Submitting School rankings to the Faculty

When you have completed and saved the school ranking list and are ready to submit the data to the Faculty, click on the <Submit> button on the School iAthena homepage. You will see that a new column appears, called Submission State. Each row will contain an  button, which is coloured green, meaning that the data have been submitted to the faculty. The Head of School should then notify the Associate Dean Research of the Faculty that the School has submitted its ranking list.

9.5 Changing data that have already been submitted

If you need to change the School Ranking Score of an applicant or enter new information after data have been submitted, there is a function to manage changes. However, changing data after submission presents problems for data management, and we request that such changes are kept to a bare minimum, and avoided if possible.

You may Edit a submitted Applicant Summary Page as usual. iAthena will generate an email to the Graduate Research School and there will also be an alert on the Faculty screen. The Submission state button  changes from green to orange. When you change data, please always include a note in the <School Comments> box to explain the change.

9.6 Paperwork to be returned to Higher Degree Research support staff

9.6.1 Supervision and School Assessment Forms for all new HDR applicants (not required for current UWA HDR students)

For each new applicant who will be offered candidature, with or without a scholarship, the school must complete and sign a Supervisor/s and School Assessment Form (SSAF). This form must be completed for all applicants whose candidature is endorsed by the school, even if they are not recommended for a scholarship, as it authorises the Graduate Research School to offer candidature to the applicant. The school must provide the name of the recommended supervisors and confirmation that adequate resources will be available to support each research project proposed. All SSAFs must be signed by the Head of School or Graduate Research Coordinator and the nominated supervisors.

A signed SSAF is the authority for the Graduate Research School to offer candidature to the applicant. Candidature and scholarship will not be offered without it.

The SSAF is available from the Graduate Research School web site at:

www.postgraduate.uwa.edu.au/staff/forms

Please complete and sign a SSAF for each applicant whom you recommend to be offered Higher Degree by Research candidature, with or without a scholarship.

All completed SSAFs for scholarship applicants should be scanned and emailed to the Higher Degree Research Support staff:

- Faculty of Arts, Business, Law and Education: hdr-fable@uwa.edu.au
- Faculty of Engineering & Mathematical Sciences: hdr-ems@uwa.edu.au
- Faculty of Health & Medical Sciences: hdr-hms@uwa.edu.au
- Faculty of Science: hdr-science@uwa.edu.au

If forms are emailed, there is no need to also submit hardcopies via internal mail.

9.6.2 Scholarship for International Research Fees (SIRF) Proposal form for international applicants

The school and faculty must submit a SIRF Proposal Form for each UWA international graduate who is recommended for an international living allowance scholarship. SIRFs cover the cost of the International Tuition Fees and standard Single student visa length Overseas Student Health Cover (OSHC).

All completed SIRF Proposal Forms should be scanned and emailed to the Higher Degree Research Support staff.

10 Instructions for Faculties

10.1 Composition of Faculty Ranking Committees

Each Faculty is requested to convene a committee for interleaving school ranking lists. The HDR Scholarships Committee recommends that Faculty Ranking Committees are chaired by the Associate Deans of Research and include each Graduate Research Coordinator/Head of School or nominee. It is also suggested that Heads of Discipline Group be included, where appropriate, to ensure a wider range of expertise on ranking committees.

10.2 Navigating for Faculty ranking

When you are notified that the schools have submitted their ranking lists, go to:

<https://iathena.grs.uwa.edu.au/SM> and enter your Faculty username and password. You will then see a screen with specific information for your faculty.

After you have logged in you will see two tables of data. The first table gives summary data for each school in the faculty: minimum, maximum and mean ranking scores and the number of applications. This allows the faculty to compare the summary data of schools.

The second table gives details of each applicant, and is initially sorted by ranking score. You can sort this list by other fields (eg student name) by clicking in the appropriate header box.

The numerical fields in both these tables will show 0 until the schools have entered their data.

In each row there is an  and an  button.  refers to the status of school data : if this button is grey, the school is still working on the data and has not yet submitted (see Section 9.4.5); green means that the school has submitted its data; orange means that the school has submitted its data but that the data have been changed since submission (see Section 9.5).

 refers to the status of faculty data. If this button is grey, the faculty is still working on the data and has not yet submitted (see Section 10.6); green means that the faculty has submitted its data; orange means that the faculty has submitted its data but that the data have been changed since submission (see Section 10.7).

10.3 Interleaving the School ranking lists

When all the schools have submitted their data, all the applicants for your faculty will automatically be sorted (provisionally interleaved) according to their relative School Ranking Scores (see Section 9.4 for details as to how these have been derived).

Faculties are asked to then either endorse or manipulate this provisional interleaving. A key principle is that a faculty may not overturn the ranking decisions of any school. However, a faculty may amend the scores of a school without overturning its ranked order, and may scale the results of one or more schools against the others if necessary (see Section 10.3.2 Scaling School Scores).

Please examine the scoring data for the schools against the applications to determine whether it will be necessary to amend the provisional faculty ranking. The first point to check is whether two or more applicants have identical scores. If this is the case, the faculty should adjust the relative scores (see below) to ensure that all applicants are separated in the ranking scheme, even if it is only by 0.1. Applicants with identical scores will otherwise be sorted alphabetically.

Next, check the academic parity of the scores. Questions to ask include the following: (1) Have applicants from different schools who have equivalent background, qualifications and evidence of research potential been assigned similar scores by the schools? (2) Do applicants from different schools who have been assigned similar scores have equivalent background, qualifications and evidence of research potential? (3) Is the faculty satisfied that the relative rankings of applicants from different schools, as they appear in the provisional list, are a fair reflection of their relative merit?

If the answer to any of these questions is “no”, then the faculty should amend the list. There are three ways of doing this: (i) amending individual scores within a school rank, (ii) scaling school scores and (iii) negotiating with schools to re-scale. The method for each of these is described below.

10.3.1 Amending individual scores within a School rank

The faculty may choose to amend the school ranking scores of individuals, if it deems this appropriate on the available evidence. However, please note that the faculty may not overturn the order of ranking within a school list without consultation and agreement.

To amend the school ranking score of an individual applicant, click on <Edit> in the relevant row in the ranked list. You may then amend the ranking score of the applicant within the boundaries set by the ranking of the school. For each amendment of the score of an individual, please also enter an explanation in the <Faculty Comments> box. When you have completed your edit, click <Save>.

10.3.2 Scaling School scores

The faculty may decide to raise or lower the ranked lists of schools with respect to each other, if it deems this appropriate on the available evidence. To scale the scores of a school against the others in the faculty, please enter the school code (as it appears in the List) in the <School> box. In the <Scale> box, enter the amount by which the scores of that school should be increased (eg 5) or decreased (eg -5) against the scores of the other schools in the faculty. Click on <Scale>. The ranked list will re-sort according to the new scale scores. Please enter a rationale for all scaling decisions in the <Faculty Comments> box. When you have completed your edit, click <Save>.

10.3.3 Negotiating with schools to re-rank

A faculty may wish to request a school to amend its ranking if, on the available evidence it is convinced that the school is in error, or there is new evidence that would justify a school ranking being overturned.

The Associate Dean Research should contact the Head of School (or delegate) and seek agreement to the changes. Any changes in the school ranking must be entered by the school, and resubmitted to the faculty (see Sections 9.4.5 and 9.5).

10.4 Faculty comments

Faculty Comments must be entered to justify the faculty ranking scores for all applicants. Please include an explanation of any changes to the School Ranking Score (if applicable) in the Faculty Comments box provided on the Assessment Screen.

10.5 Faculty recommendations for prestigious scholarships and other scholarships with specific eligibility criteria

Faculties are asked to include recommendations in the Faculty Comments for prestigious full and top-up scholarships.

10.6 Submitting Faculty ranking data into iAthena

When you have completed and saved the faculty ranking and are ready to submit the data to the Graduate Research School, click on the <Submit> button next to the Summary Table.

10.7 Changing data that have already been submitted

If you need to change the faculty ranking order or enter new information after data have been submitted, there is a function to manage changes. However, changing data after submission presents problems for data management, and we request that such changes are kept to a bare minimum, and avoided if possible.

When a faculty makes a change after it has submitted its data, the submission State button for each candidate changes from green to orange . iAthena will generate an email to the Graduate Research School. When you change data, please always include a note in the <Faculty Comments> box to explain the change.

10.8 Paperwork to be returned to the Graduate Research School

- Signed Final Faculty Ranking List

Each faculty is requested to email a copy of its final ranking list to researchschols@uwa.edu.au with each page dated and certified as correct by the Associate Dean Research of the faculty or nominee with delegated authority. The Associate Dean's or nominee's signature on the spreadsheet is confirmation that the ranked list has been approved by the Faculty Ranking Committee. The signed list must be emailed to the Graduate Research School by Friday 27 November 2020.

11 Contacts for assistance

Please direct all enquiries to Graduate Research School (GRS):

Higher Degree Research Support Teams:

Faculty of Arts, Business, Law and Education hdr-fable@uwa.edu.au Phone: 6488 2937	Faculty of Engineering & Mathematical Sciences hdr-ems@uwa.edu.au Phone: 6488 3060 / 6488 7208
Faculty of Health & Medical Sciences hdr-hms@uwa.edu.au Phone: 0417 180 564/6457 2650	Faculty of Science hdr-science@uwa.edu.au Phone: 6488 7741 / 6488 7930

Scholarships Teams:

Ms Heather Williams Manager, Graduate Research Scholarships Phone: 6488 4740 heather.williams@uwa.edu.au	Ms Jorja Cenin International Graduate Research Scholarship Adviser Phone: 6488 8148 jorja.cenin@uwa.edu.au
Mrs Christine Burnett Graduate Scholarships Officer Phone: 6488 3738 christine.burnett@uwa.edu.au	Mrs Connie Lomma Administrative Officer Scholarships Phone: 6488 1584 connie.lomma@uwa.edu.au