



## Graduate Research Scholarships for 2022

### Scholarship Ranking Process, Criteria and Instructions

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

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

HDR support: [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au)

Graduate Research School Scholarships:  
[researchschols@uwa.edu.au](mailto:researchschols@uwa.edu.au)

6488 8148/6488 1584

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# 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 include Australian Government Research Training Program Stipends (RTPs), UWA International Fee Scholarships (UIFS), full and co-funded 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 criteria are applied consistently across schools to enable cross-university assessment and equitable consideration of applicants for competitive scholarships;
- c) that the same broad criteria are applied outside main scholarship rounds (for example for co-funded applications and allocation of SIRFs);
- d) 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;
- e) 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

The 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, 'in allocating RTP stipends the University may give priority to students who are enrolling internally, students who are enrolling in an HDR for the first time, or students who have not previously completed a degree either at the same level as, or at a higher level than, the degree for which candidature is sought.' This means that preference in recommendations for award of HDR scholarships may be given to commencing students (those who have not already enrolled in a HDR program at UWA) and applicants who are not already receiving full scholarship support.

Each school will be given a notional quota of scholarships calculated by a formula to be agreed and communicated to schools each year. Allocations for 2022 are based on each school'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). In future years completion times and other factors may be taken into account.

For 2022 Domestic RTP/UPA Stipends are initially allocated to schools under the quota system for the main scholarship round, and a central 'pool' is retained for allocation outside the quotas. A strategic pool is used for successful grant winners who have been promised HDR stipends (Forrest PhD awardees and other elite programs). The method of allocation of international stipend and fee scholarships depends on numbers in

any given year. A school may choose to allocate all their scholarships through the domestic round or advertise projects and seek to fill the scholarship at any time until **Friday 29 April 2022**. All applicants outside of the main round will be reviewed and approved by a sub-committee of the HDR Scholarships Committee as outlined in 2.2. Any unallocated quota scholarships will be returned to the central pool at the end of this deadline.

### 1.3 The Higher Degree Research Scholarship Committee

The Higher Degree Research (HDR) Scholarships Committee is a sub-committee of the Board of the Graduate Research School. It meets as required, and particularly around key central scholarship allocation periods. The Committee reviews school ranked lists, approves allocations to schools and from a central allocation, confirming scholarship offers and ensuring appropriate use of University and government scholarship funding to enable the strategic goals of the University to be met. The Committee is the Awarding Body for all UWA HDR Scholarships and its members act in the interests of the University as whole.

#### 1.3.1 Role of the HDR Scholarships Committee

The role of the HDR Scholarships Committee with respect to scholarship ranking and award is to:

- monitor academic standards for the award of postgraduate research scholarships and ensure that all awards are allocated in accordance with University legislation and policy and the principles of merit, equity and open competition;
- deal exclusively with all matters relating to the award of postgraduate research scholarships within the Deed of Gift and all postgraduate awards funded by Government and other external agencies; and
- recommend to the Board of the Graduate Research School, Academic Board or the schools, as appropriate, any necessary action to ensure that appropriate standards and policies relating to any of the above are maintained.

#### 1.3.2 Membership

In 2021, the committee comprises:

- (a) the Dean of Graduate Research School as Chair;
- (b) Up to three members appointed by and from the membership of the Board of the Graduate Research School;
- (c) the Head of School or nominee from each school;
- (d) Nominee of the President of the Postgraduate Students' Association;
- (e) the Associate Director, Graduate Research School;
- (f) the Graduate Scholarships Team Leader is a standing invitee and acts as EO to meetings of the committee.

## 2 Ranking and scoring processes

### 2.1 Selection criteria

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

- a) academic achievement and capabilities as evidenced by their academic record and evidence from interviews;
- 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; and
- c) related academic esteem indicators.

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) applied for a scholarship to undertake a doctorate, previously completed a Research Doctorate or equivalent;
- b) applied for a scholarship to undertake a masters 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 process is 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) the central HDR Scholarships Committee reviews school 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.

The key principles informing this process are outlined in 1.1.

Some scholarships, including the prestigious Hackett Scholarships, Jean Rogerson Scholarships and Robert and Maude Gledden 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 or 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. Students in receipt of co-funded scholarships cannot apply to transfer to fully funded UPAs/RTP stipends.

### 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).

(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 school 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 of 79.7.

### 3.2 Research preparation

All applicants must have already completed, or expect to complete a degree at Bachelor level and provide evidence of scholarly work in at least one of the forms prescribed in the University Policy on Adequate Research Preparation (Policy no. UP 11/25), detailed on this UWA [web-page](#). Applicants offered conditional entry to MPhil on the basis of a non-standard HDR application are unlikely to be competitive for UPA/RTP or co-funded scholarships.

### 3.3 English language competency

All applicants for a higher research degree, including Australian applicants, must satisfy the requirements for English language competence set out on the relevant UWA [web-page](#).

### 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; and

- completion of UWA Honours, following an undergraduate or coursework degree at this or another university.

#### 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 (non-research units) 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 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 who have completed research degrees which have an ungraded pass;
- 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; 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.

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). The purpose of such reviews is to confirm equivalence with a first-class honours mark but **not** to re-mark the thesis. The reviewer will deem the thesis as 80 (H1 equivalent), 82 (excellent performance – for which evidence must be provided) or 85 (exceptional performance – for which evidence must be provided).

Suggested interview questions:

1. Why do you want to work with X supervisors in X school/research group?
2. Explain your proposed research and what specific problems you aim to solve/address. How does this fit with the work of your proposed supervisors?
3. Describe your experimental/methodological/theoretical/analytical experience in relation to the research questions you are posing. What are your key research strengths and what will you need to develop?
4. A final question(s) that tests the applicant's knowledge of the wider subject area in the discipline (the questions may be the same to all applicants and considered essential discipline knowledge).

#### 4.3 Deemed marks for non-standard applicants

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 below:

- for First Class deemed equivalence, either HD (80), HD + (82) (to be used where there is evidence of excellent performance) or HD++ (85) (to be used where there is evidence of exceptional performance); and
- for Second Class deemed equivalence either D- (70) or D+ (75).

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.

Applicants who have completed a Master of Philosophy or equivalent may be deemed by the school to have achieved First Class equivalence (HD + (82) or HD++ (85)). Evidence of excellent/exceptional performance is required and may include exam reports, referee reports and a letter of support from the University.

##### 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.

School representatives on the scholarship committee must confirm that each non-standard applicant's research output (thesis and/or scholarly publications) has been deemed appropriately. 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 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; if not this must be clearly outlined (with justification) in iAthena comments.

#### 4.4 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 the 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'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 priority support. CARP points will not be awarded for additional degrees, interview questions, current PhD candidature or university prizes. In the case of applicants who publish as part of their current employment (e.g. as academics) CARP should not be awarded for both research publications and experience.

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

- Research publications within past 5 years - [maximum of 2 points and relative to opportunity]: 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, as well as B1 book chapters. To count towards CARP points, publications and conference papers must be in a field relevant to the proposed research.

Guidelines:

- 1 Point (per 1<sup>st</sup> authored paper, in a Q1 Journal)
- 0.5 Points (per 1<sup>st</sup> authored paper in other peer-reviewed journals)
- 0.25 Points (per co-authored paper in a Q1 Journal)

- 0.1 Points (per co-authored paper in other peer reviewed journals)
- 0.5 points (Chapter in peer reviewed Book, sole or primary author. Must meet ERA requirements for B1).
- Conference Publication (E1 – first/sole author) (Local seminars and conferences do not receive credit)
  - 0.25 Points (National)
  - 0.5 Points (International)

- Relevant research experience within past 5 years - [maximum of 2 points]:

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 or work done as part of their course of study. This research experience needs to be fully documented, e.g. references from employers indicating research results/outcomes and the experience needs to be clearly relevant to the proposed research project.

Guidelines:

- 2 Points (Relevant research experience of 3 years full time equivalent or more)
- 1.5 Points (Relevant research experience of between 2 and 3 years full time equivalent)
- 1 Point (Relevant research experience of 1 between 1 and 2 years full time equivalent)
- 0.5 Point (Relevant research experience of between 6 months to 1 year full time equivalent)

- 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.

Guidelines:

- 1 Point – Patents or Internationally competitive award for prior, research-related academic performance in the area of the proposed research
- 0.5 Points - Nationally competitive awards for prior, research-related academic performance in the area of the proposed research

- Institutional esteem - [maximum of 1 point]:

The applicant completed their qualifying degree at a top 100 institution, the most highly-ranked institution in the country or an institution where their discipline is ranked in the top 50; ie: Academic Ranking of World Universities (ARWU).

Guidelines:

- 1 Point (Top 100 Institution - World/Top 50 Discipline - World)
- 0.5 Points (Top ranked national institution)

In determining the CARP score, the school 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. Objective journal rankings may be used in comparing candidates' research training experience.

#### 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 completed their qualifying degree at a top 100 institution, the most highly-ranked institution in the country or an institution where their discipline is ranked in the top 50; ie: Academic Ranking of World Universities (ARWU).5.2 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 timely completion.

iAthena will calculate an Indicative Ranking Score on the basis of the unweighted mean (simple average) of the Thesis Mark and the Coursework WAM (or equivalent prescribed scores for non-standard applicants) and the CARP.

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 scores, the relative scores should be adjusted to ensure that all applicants are separated in the ranking scheme, even if it is only by 0.1.

### 5.3 Zero school ranking scores

If the School cannot rank the application or the applicant is not recommended for a scholarship a ranking Score of zero should be entered. An explanation should be provided. 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.

### 5.4 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. Rankings cannot be saved without data in this field. This information is used by the Scholarships Committee in the central ranking process.

## 6 General Instructions for Schools

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 email [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au) if you do not have your current iAthena login details.

### 6.1 Logging in to iAthena

#### 6.1.2 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.

### 6.2 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 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 and Graduate Research School comments.
- The ‘Application View’ allows Schools to view the entire application.

## 6.3 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.

## 6.4 Logging off, Password, Feedback and Help

### 6.4.1 Logging off

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

### 6.4.2 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.

### 6.4.3 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.

## 7 Ranking instructions for Schools

### 7.1 Navigating, reporting errors, saving and sorting

#### 7.1.1 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.

### 7.1.2 Reporting errors and anomalies

Please inform the Graduate Research School immediately of any errors or anomalies. Please email [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au) immediately if the school recommends that an application be forwarded to a different school for ranking.

### 7.1.3 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.

### 7.1.4 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.

## 7.2 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; 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.

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 Graduate Research School

### 7.3 Details of data to be entered for school ranking

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

#### 7.3.1 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.

#### 7.3.2 Honours thesis mark or equivalent

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

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

#### 7.3.3 Honours Coursework Weighted Average Mark or equivalent

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

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

#### 7.3.4 Percentage value of thesis (See Section 4.1.2)

#### 7.3.5 Candidate Aptitude and Research Potential (CARP) (See Section 5)

#### 7.3.6 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 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.

### 7.3.7 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](http://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.

### 7.3.8 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 will scan in any late reports as they arrive up until the deadline for referee reports for the particular round.

## 8 School ranking scores

### 8.1.1 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 central 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 Central Scholarship Ranking Meeting, 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 Central Scholarship 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 Central Scholarship Ranking Committee to increase the School Ranking Score above the Indicative Ranking Score and changes must be noted in the School Ranking comments.

### 8.1.2 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

### 8.1.3 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 HDR 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 HDR Scholarships Committee. Recommendations for all full and top up scholarships should be clearly noted in the School comments.

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

### 8.1.4 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.

### 8.1.5 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. 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 Paperwork to be returned to Higher Degree Research support staff

### 9.1 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](http://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 emailed to the Higher Degree Research Support staff: [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au)

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

The school must submit a SIRF Proposal Form for each international student being recommended for a Co-funded UPA or Ad Hoc Scholarship 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 emailed to the Higher Degree Research Support staff: [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au)

## 9.3 Co-funded University Postgraduate Awards (UPAs)

The school must submit a Co-funded University Postgraduate Award Proposal Form for each student being recommended for a Co-funded UPA.

All completed co-funded UPA Proposal Forms should be emailed to the Higher Degree Research Support staff: [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au)

## 10 Paperwork to be returned to the Graduate Research School

- Signed School Ranking List

Each school is requested to email a copy of its final ranking list to [researchschols@uwa.edu.au](mailto:researchschols@uwa.edu.au) with each page dated and certified as correct by the Head of School prior to the school ranking deadline. The signature on the spreadsheet is confirmation that the ranked list has been approved by the School.

## 11 Contacts for assistance

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

Higher Degree Research Support Team: [applications-grs@uwa.edu.au](mailto:applications-grs@uwa.edu.au)

Scholarships Team:

Ms Jorja Cenin Team Leader, Postgraduate Research Scholarships Phone: 6488 8148 <a href="mailto:jorja.cenin@uwa.edu.au">jorja.cenin@uwa.edu.au</a>
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Mrs Connie Lomma Administrative Officer Scholarships Phone: 6488 1584
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connie.lomma@uwa.edu.au