



Commonwealth Scholarships Guidelines (Research) 2010

Higher Education Support Act 2003

I, KIM CARR, Minister for Innovation, Industry, Science and Research, pursuant to section 238-10 of the *Higher Education Support Act 2003* ("the Act"), revoke the *Commonwealth Scholarships Guidelines (Research) 2008* dated, 11 November 2008 and all subsequent amendments insofar as they relate to the portfolio responsibilities specified in the Administrative Arrangements Orders dated 14 October 2010, in particular, section 46-10(b) of *the Act*, and make the attached *Commonwealth Scholarships Guidelines (Research) 2010* for the purposes of section 46-20 of *the Act*.

Dated 10 November 2010

KIM CARR

Senator the Hon Kim Carr

Minister for Innovation, Industry, Science and Research

Part 1 **Preliminary**

1 **Name of Guidelines**

These *Guidelines* may be cited as the *Commonwealth Scholarships Guidelines (Research) 2010*.

2 **Commencement**

These *Guidelines* commence on the day after they are registered.

3 **Authority**

These *Guidelines* are made under section 238-10 of the *Higher Education Support Act 2003* for the purposes of Part 2-4 of *the Act*, insofar as they relate to the portfolio responsibilities specified in the Administrative Arrangements Orders dated 14 October 2010.

4 **Revocation**

The *Commonwealth Scholarships Guidelines (Research) 2008*, dated 11 November 2008, and all subsequent amendments are revoked.

5 **Transitional Arrangements**

The revocation of the *Commonwealth Scholarships Guidelines (Research) 2008*, dated 11 November 2008, does not affect the validity of a payment or decision made under those guidelines.

A decision made under those guidelines is taken to continue to have effect as if it were made under these *Guidelines*.

CHAPTER 1 INTRODUCTION

1.1 PURPOSE

The purpose of these *Guidelines* is to provide for Commonwealth scholarships under section 46-20 of the *Higher Education Support Act 2003 (the Act)*.

1.5 INTERPRETATION

1.5.1 Unless the contrary intention appears, the terms used in these *Guidelines* have the same meaning as in *the Act*.

1.5.5 In these *Guidelines*, unless the contrary intention appears:

<i>the Act</i>	means the <i>Higher Education Support Act 2003</i>
<i>APA</i>	means an Australian Postgraduate Award as outlined at Chapter 2 of these <i>Guidelines</i>
<i>AusAID</i>	means the Australian Agency for International Development managed within the Australian Department of Foreign Affairs and Trade
<i>CTS</i>	means the Commercialisation Training Scheme
<i>DEEWR</i>	means the Australian Government Department of Education, Employment and Workplace Relations
<i>DIAC</i>	means the Australian Government Department of Immigration and Citizenship
<i>DIISR</i>	means the Australian Government Department of Innovation, Industry, Science and Research
<i>Domestic student</i>	has the same meaning as defined in <i>the Act</i>
<i>Full-time student load</i>	in respect of a scholarship, is at least 75% of an equivalent full-time student load (EFTSL) in the scholarship period for which the scholarship is being paid
<i>Grant Year</i>	means the year in respect of which the grant is made, and of which <i>DIISR</i> has notified the relevant <i>HEP</i>
<i>Guidelines</i>	means these <i>Commonwealth Scholarships Guidelines (Research) 2010</i>
<i>HDR</i>	means a higher degree by research which is a <i>Research Doctorate</i> or <i>Research Masters</i> course for which at least two-thirds of the student load for the course is required as research work
<i>HEP</i>	means a higher education provider as specified in section 16-15 of <i>the Act</i> (<i>Table A Providers</i>) or section 16-20 of <i>the Act</i> (<i>Table B Providers</i>)

<i>HERDC</i>	is the Higher Education Research Data Collection which is managed by <i>DIISR</i>
<i>HESDC</i>	is the Higher Education Student Data Collection which is managed by <i>DEEWR</i>
<i>International student</i>	means an overseas student as defined in <i>the Act</i> and who is an <i>IPRS</i> holder commencing from 1 January 2011
<i>IPRS</i>	means an International Postgraduate Research Scholarship, as outlined at Chapter 3 of these <i>Guidelines</i>
<i>Research Doctorate</i>	has the meaning as described in the Australian Qualifications Framework
<i>Research Masters</i>	has the meaning as described in the Australian Qualifications Framework
<i>SR</i>	is the stipend rate for a full-time student for the relevant current year as specified in paragraph 2.20.1(1) of these <i>Guidelines</i>
<i>suspension</i>	in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments
<i>the Minister</i>	means the Minister for Innovation, Industry, Science and Research

1.5.10 Any reference to a part, division or section of *the Act* is a reference to that part, division or section as in force from time to time.

1.5.15 Terms used in these *Guidelines* that are in italics have the meaning stated in paragraph 1.5.5 of these *Guidelines*.

1.10 GRANT FUNDING APPROPRIATION AND PAYMENTS

1.10.1 The funding for the Commonwealth scholarships (research) grants are appropriated on a financial year basis but calculated and paid on a calendar year basis.

CHAPTER 3 INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIPS

3.1 PROGRAM OBJECTIVES

3.1.1 Description of Scholarship

- (1) The *IPRS* scheme was established to maintain and develop international research linkages and specifically aims to:
 - (a) attract top quality international postgraduate students to areas of research strength in the Australian higher education sector; and
 - (b) support Australia's research effort.

3.1.5 Class of Commonwealth Scholarship

IPRS are postgraduate research scholarships, in accordance with paragraph 46-10(b) of *the Act*.

3.5 GRANTS

3.5.1 Total Grant Amounts and Indexation

Grants made through the *IPRS* scheme are indexed in accordance with Part 5-6 of *the Act*.

The **Total Grant Amount** will be the amount available to *DIISR* for *IPRS* for the *Grant Year*.

3.5.5 How Grant Amounts are to be Determined

- (1) *HEPs* allocation of notional *IPRS* places for a *Grant Year* will be determined according to the total notional *IPRS* places available for the *Grant Year* multiplied by each *HEPs* share of the *IPRS* performance index which includes all eligible *HEPs*, subject to provisions under paragraph 3.5.8, and is calculated according to paragraph 3.5.5(2).
- (2) The *IPRS* performance index

The *IPRS* performance index is a list of the relative performances of a group of *HEPs* defined for a particular purpose.

The relative performances are expressed as a percentage of the sum of all performances within the defined group. Each *HEPs* percentage is known as a "share".

A share is the sum of three performance components after each has been multiplied by a proportioning factor:

- *HDR* student completions performance has a proportioning factor of 0.5;
- Research income performance has a proportioning factor of 0.4;
- Research publications performance has a proportioning factor of 0.1.

HDR student completions performance

HDR student completions performance for a *HEP* is equal to a *HEPs* weighted completions divided by total weighted completions of a defined group of *HEPs*.

Weighted completions equals the sum of all categories of completions after each has been multiplied by the specified weighting factor:

- *Research Doctorate* has a weighting factor of 2;
- *Research Masters* has a weighting factor of 1.

Each category of data is the average of the most recent two years for which data is available and is sourced from the *HESDC*.

Research income performance

Research income performance for a *HEP* is equal to a *HEPs* weighted research income divided by total weighted research income of a defined group of *HEPs*.

Weighted research income equals the sum of all categories of research income after each has been multiplied by the specified weighting factor:

- Australian competitive grants income has a weighting factor of 1;
- Other public sector research income has a weighting factor of 1;
- Industry and other research income has a weighting factor of 1;
- Cooperative Research Centres research income has a weighting factor of 1.

Each category of data is the average of the most recent two years for which data is available and is sourced from the *HERDC*.

Research publications performance

Research publications performance for a *HEP* is equal to a *HEPs* weighted research publications divided by total weighted research publications of a defined group of *HEPs*.

Weighted research publications equals the sum of all categories of research publications after each has been multiplied by the specified weighting factor:

- Books have a weighting factor of 5;
- Book chapters have a weighting factor of 1;
- Journal articles have a weighting factor of 1;
- Conference papers have a weighting factor of 1.

Each category of data is the average of the most recent two years for which data is available and is sourced from the *HERDC*.

- (3) Where the formula results in less than one but more than zero new *IPRS* for a *HEP*, a default of one *IPRS* is awarded to that *HEP*.
- (4) For all other *HEPs*, their allocation of new *IPRS* is rounded down to the next whole number. The difference between a *HEPs* rounded and unrounded number of new *IPRS* places is the remainder. The sum of all remainders is the unallocated number of new *IPRS* places for the *Grant Year*.

- (5) Each *HEPs* remainder is ranked in descending order based on its remainder's closeness to one. One place is assigned to each *HEP* according to its ranking until all unallocated new places are exhausted.
- (6) The amount of *IPRS* grant to be paid to a *HEP* for any *Grant Year* is equal to:

$$(A + B + C + D) \times E / F$$
 where:
 A = number of notional *IPRS* allocated to the *HEP* for the *Grant Year* multiplied by 0.925
 B = number of notional *IPRS* allocated to the *HEP* for the year prior to the *Grant Year* multiplied by 0.925
 C = number of notional *IPRS* allocated to the *HEP* for the year two years prior to that year multiplied by 0.775
 D = number of notional *IPRS* allocated to the *HEP* for the year three years prior to that year multiplied by 0.65
 E = the Total Grant Amount as specified in paragraph 3.5.1
 F = sum of (A+B+C+D) for all *HEPs*.
- (7) For the purpose of the definitions of "B", "C", and "D" in paragraph (6), the number of new *IPRS* allocated to the *HEP* for each of the three previous years is the number approved by *the Minister* for those years.

3.5.8 Conditions of Eligibility for *IPRS* Grants

- (1) Before the end of the year immediately preceding any particular *Grant Year*, *DIISR* will contact all *HEPs* to seek written confirmation of their intention to comply with the requirements set out in these *Guidelines* for the *IPRS* for the *Grant Year*. The process for seeking confirmation and its timing will be determined by *DIISR* and provided annually to *HEPs*.
- (2) A *HEP* may be excluded from the allocation of a notional *IPRS* place for the *Grant Year* if in the opinion of *DIISR*; the *HEP* is unable to meet the objectives of the *IPRS* scheme.
- (3) For the purpose of calculating the *IPRS* performance index, data from an excluded *HEP* will not be included.

3.10 STUDENT ELIGIBILITY REQUIREMENTS

3.10.1 Basic Eligibility Requirements

- (1) To be eligible for an *IPRS*, a student must:
- be an overseas student as defined in *the Act*; and
 - meet international student visa requirements as specified by the *DIAC*, including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Australian Government Department of Health and Ageing; and

- (c) be commencing full-time enrolment for the first time in a *HDR* at a *HEP* in Australia that is an eligible scholarship provider under section 46-15 of *the Act*; and
 - (d) be undertaking study in a subject area identified by the *HEP* as one of its areas of research concentration; and
 - (e) not hold a research qualification regarded by the *HEP* to be equivalent to an Australian *Research Doctorate* or, if undertaking a *Research Masters*, not hold a research qualification regarded by the *HEP* to be equivalent to or higher than an Australian *Research Masters*; and
 - (f) not have held an *AusAID* scholarship within the two years prior to commencing the *IPRS*; and
 - (g) not be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian Government makes a substantial contribution.
- (2) For the sake of clarity, paragraph 3.10(1)(c) does not preclude students from undertaking a component of their course of study outside Australia. Notwithstanding paragraph 3.10(1)(c), students who:
- (a) commenced their *HDR* in the previous year but who, due to the timing of their applications and subsequent enrolment, were unable to apply for an *IPRS* in that year; or
 - (b) commenced a *HDR* and terminated that enrolment within six months of commencement,
- are to be considered to meet the criterion in paragraph 3.10(1)(c).
- (3) *International students* holding a student visa must comply with the conditions of their visa.

3.15 APPLICATION, SELECTION AND OFFER PROCESS AND POLICIES

A *HEP* is responsible for the *IPRS* application, selection and offer processes and must make information about the processes, policies and conditions of scholarship readily and publicly available.

3.15.1 Applications

- (1) *HEPs* must conduct a competitive application process for awarding *IPRS*.
- (2) Applications for *IPRS* must be submitted in the form approved by the date determined by the *HEP*.
- (3) *HEPs* must include the following statement on the application form, immediately prior to the applicant's signature block: "Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)".

3.15.5 Selection Policy

A *HEP* must maintain an *IPRS* selection policy which is publicly available and which accords with these *Guidelines* and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act*. The *HEP* must select students for an *IPRS* in accordance with the policy.

3.15.10 Offer Process

- (1) Subject to paragraph 3.15.10(3), a *HEP* must offer as many *IPRS* as it can support through its *IPRS* grant, taking into account:
 - (a) any rollover of grant amounts made in accordance with section 46-35 of *the Act*, and
 - (b) liabilities arising from extensions and *suspensions* of *IPRS* approved by the *HEP*, and accepting students transferring from another *HEP* as specified in paragraph 3.25.10.
- (2) The *HEP* is responsible for managing any liabilities arising under paragraph 3.15.10(1)(b) and *DIISR* will not reimburse any over-expenditure on that account.
- (3) A *HEP* may only offer an *IPRS* as a result of:
 - (a) an application lodged as part of a competitive application process; or
 - (b) the *HEP* agreeing to continue an *IPRS* for a student who is already in receipt of an *IPRS* and:
 - (i) is transferring from another *HEP* under paragraph 3.25.10 of these *Guidelines*; or
 - (ii) is converting their degree under paragraph 3.25.15 of these *Guidelines*; or
 - (iii) has completed a *Research Masters* and is immediately proceeding to a *Research Doctorate* in a related field.
- (4) A *HEP* must offer a scholarship to a student in writing and advise the student in writing of the benefits to which they are entitled and the conditions of the scholarship. Where a *HEP* does not include the cost of any other compulsory fees in the cost of the course of study, the letter of offer must state that the prospective student will be responsible for the payment of these compulsory fees, unless the *HEP* chooses to cover those fees for the student.

3.20 PAYMENTS TO STUDENTS

A *HEP* must use *IPRS* grant amounts only on the making of *IPRS* payments in respect of students awarded an *IPRS*.

3.20.1 Value of Scholarship

- (1) The maximum value of an *IPRS* in a year is equal to:
 - (a) the estimated annual course cost, as determined by the *HEP* in accordance with Chapter 8 of the Higher Education Provider Guidelines (Fees in respect of overseas students) managed by *DEEWR*, for the *HDR* being undertaken by the student; plus
 - (b) the cost of a standard Overseas Student Health Cover policy approved by the Australian Government Department of Health and Ageing and which covers the student and their spouse and dependants (if any) for the period of the *IPRS*.

3.20.5 Non-commencements and Withdrawals

- (1) A *HEP* may apply its usual policies concerning:
 - (a) the non-refundability of course costs for students who withdraw after commencing study; and
 - (b) administrative charges for students who do not commence their study after having received an offer of place.

- (2) A *HEP* may use *IPRS* grant amounts to:
 - (a) discharge course costs, where the course fee is not refundable to a withdrawing student; or
 - (b) pay administrative charges for a student who does not commence their study after receiving an offer of a place.

3.20.10 Duration of an *IPRS*

- (1) The duration of an *IPRS* is three years for *Research Doctorate* and two years for *Research Masters*.

- (2) The duration of an *IPRS* will be reduced by any periods of study undertaken:
 - (a) towards the course of study prior to the commencement of the *IPRS*; and
 - (b) during *suspension* of the *IPRS*.

3.20.15 Extension of an *IPRS*

A *HEP* may approve an extension to the duration of an *IPRS*, subject to paragraphs 3.15.10(1)(b), 3.25.10(4) and 3.25.20(1)(b).

3.25 CONDITIONS OF SCHOLARSHIP

3.25.1 Ongoing Eligibility

A *HEP* must monitor the ongoing eligibility of a student to ensure that the student continues to meet the eligibility requirements for an *IPRS* as set out in paragraph 3.10 of these *Guidelines*.

3.25.5 Suspension of an *IPRS*

A student may apply to the *HEP* for a *suspension* of their *IPRS*. The approval of *suspensions* will be at the discretion of the *HEP*.

3.25.10 Transfer to another *HEP*

- (1) If a student in receipt of an *IPRS* transfers to another *HEP*, the scholarship may be transferred with the student in exceptional circumstances only.

- (2) Students may continue to receive an *IPRS* only if the former *HEP* supports the student's transfer and the new *HEP* agrees to continue the *IPRS*.

- (3) The new *HEP* must ensure that it receives information from the former *HEP* on any *IPRS* duration consumed by the student.

- (4) Change of *HEP* does not constitute sufficient grounds for a subsequent extension of the *IPRS*.

3.25.15 Conversion of Degrees

- (1) Students may convert from a *Research Masters* degree to a *Research Doctorate* degree or from a *Research Doctorate* degree to a *Research Masters* degree and continue to receive their *IPRS*.
- (2) The maximum duration of a converted *IPRS* becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

3.25.20 Change of Research Area

- (1) A *HEP* may approve a student's request to change from the research area indicated in the original placement or *IPRS* offer, providing:
 - (a) the new research area is one of the *HEP*'s areas of research concentration; and
 - (b) there will be no extension to the duration of the *IPRS* arising from the change of research area beyond the period of the original placement or *IPRS* offer, including any previously approved extensions. The only exception is where the change of research area results from circumstances relating to the research which are outside the control of the student and the *HEP*.

3.25.25 Work

- (1) A student with a student visa who is receiving an *IPRS* may undertake work unrelated to their course requirements:
 - (a) consistent with the conditions of the student visa; and
 - (b) obtaining the approval of their *HEP* prior to undertaking such work.
- (2) A *HEP* may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study program. A *HEP* may approve work subject to conditions determined by the *HEP*. This paragraph 3.25.25(1) does not apply in relation to work that is specified as a course requirement.
- (3) Work commitments cannot be accepted as grounds for an extension of the duration of the *IPRS*.

3.25.30 Termination of an *IPRS*

- (1) A *HEP* must terminate an *IPRS*:
 - (a) if the student ceases to meet the eligibility criteria specified in paragraph 3.10 of these *Guidelines* other than during a period in which the *IPRS* has been *suspended*; or
 - (b) once the maximum duration of the *IPRS* has been reached; or
 - (c) on completion of the course of study; or
 - (d) if the *HEP* determines that:
 - (i) the course of study is not being carried out with competence and diligence; or
 - (ii) the student has failed to maintain satisfactory academic progress; or

- (iii) the student has committed serious misconduct including, but not limited to the provision of false or misleading information in terms of paragraph 3.25.35.

3.25.35 Provision of False or Misleading Information

- (1) If a *HEP* knows or has reason to believe that a student in receipt of an *IPRS* has provided false or misleading information to the *HEP* in relation to the *IPRS*, the *HEP* must immediately:
 - (a) re-assess the student's entitlement to the *IPRS*; and
 - (b) notify *DIISR* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *DIISR*.

3.30 MISCELLANEOUS

3.30.1 Supervision and Facilities

- (1) **A *HEP* must:**
 - (a) ensure that adequate facilities and appropriate supervision are available for each student undertaking a *HDR*; and
 - (b) establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a *HDR*.