Guidelines for Ranking
Higher Degree Research (HDR) Scholarships

PURPOSE

These guidelines are used to assist with the assessment of HDR scholarship applications received by the Graduate Research School.

The Western Sydney University HDR Scholarship Ranking Panel will review, assess and endorse scholarship offers based on recommendations put forward by Schools and Institutes.

The Deputy Vice-Chancellor (Research, Enterprise and International) will approve all scholarship offers based on the recommendation of the Western Sydney University HDR Scholarship Ranking Panel.

HOW APPLICATIONS WILL BE ASSESSED

HDR scholarship applications are ranked using a scoring mechanism. Applications for scholarships are assessed on the basis of evidence of academic merit and performance; research output and/or relevant research experience; and demonstrated research skills. It is expected that only exceptional applicants will be recommended for a scholarship.

Each application will be scored by the Western Sydney University in accordance with these guidelines.

- Section 1 – Academic Qualifications and Performance
- Section 2 – Research Output and Experience
- Section 3 – Supervisor Eligibility
- Section 4 – Equity

Scholarship offers are subject to applicants meeting the admission criteria for the relevant Higher Research Degree and receiving approval from the relevant School or Institute.

Applicants must provide a letter of recommendation from a suitable academic supervisor to be eligible for a scholarship.

Applicants that do not follow the prescribed application process, do not apply or do not provide supporting documentation by the relevant closing date, provide insufficient evidence to support their application or are unable to meet the requirements described in this document will be excluded from the scholarship ranking process.

HDR SCHOLARSHIP METRIC – APPLICATION SCORING MECHANISM

- The Graduate Research School will assess and allocate scores against criteria based on the evidence provided by the applicant.
- The relevant School or Institute will be asked to review the score and make recommendations to the Scholarship Ranking Panel.
- Any recommendation to adjust a score must be accompanied by a comprehensive justification.

SECTION 1: ACADEMIC QUALIFICATIONS AND PERFORMANCE
MAXIMUM POINTS: 22

Qualifications must be conferred or pending conferral (e.g. awaiting graduation). If the applicant holds more than one postgraduate qualification, only the qualification with the highest ranking will be scored.	Points
Master of Philosophy / Masters (Honours) Minimum one-year degree that is at least 66% independent research.	22
Masters by Research Minimum two-year degree that is at least 50% (one year) independent research and 50% (one year) research training coursework. The purpose of the degree must be to provide research training. Points are awarded based on thesis year results only. 85% + 80% - 84% 75% - 79%	21 20 19

SECTION 2: RESEARCH OUTPUT AND EXPERIENCE
MAXIMUM POINTS: 8

Points may be allocated from one or more of the following categories. Research output must be refereed, and the quality of the publisher must be confirmed (i.e. commercial or academic vs. predatory or vanity press) by a reputable source such as Scopus, Ulrichsweb or Western Sydney University Library. <u>Publications in predatory journals will be excluded for assessment.</u> Applicants may provide evidence for up to a maximum of four (4) items of research output. If an applicant provides additional items, only the first four items will be scored. Applicants may provide evidence for up to a maximum of two (2) examples of research experience. If an applicant provides additional items, only the first two items will be scored.	Points
Published research books or monographs Authored research book or monograph (not a thesis) that is a substantial work offered for sale or distributed by a recognised commercial press or publisher.	5 per book
Published book chapters Authored book chapter that is a substantial work offered for sale or distributed by a recognised commercial press or publisher. Sole author, first author or senior author Contributing author	3 per chapter 2 per chapter

Refereed journal articles Original research journal articles that can be verified as published, or where evidence of acceptance has been provided by the applicant. Sole author, first author or senior author Contributing author	 3 per article 2 per article
Refereed conference proceedings Must be considered by ERA as assessable research output in the discipline. The presentation must be based on the submitted peer review of a paper and not the submission of an abstract. The presentation cannot relate to a referred journal article that has been allocated points.* *Does not apply to 'Master of Research / Bachelor (Honours) Releases'.*	1 per conference
Commercial patents Patents for specific products or processes that have been granted for the first time to the applicant.	1 per patent
Exhibited creative works A significant creative work or exhibition in a non-university gallery or museum, commercial or public. The work must be curated and accompanied by a published catalogue identifying the authorship and work. Creative work must represent independent new work that has not been the basis of an assessment item for a previous degree. Solo exhibition Group exhibition	 5 per work 2 per work
Published written or recorded creative works Significant fiction and non-fiction novels, poetry collections, plays, film scripts, scores of music, live music recordings, theatre performances, dance performances, films, multimedia productions, sound productions, and other recorded, published or packaged creative works for sale and commercial distribution. Creative work must represent independent new work that has not been the basis of an assessment item for a previous degree.	5 per work

SECTION 3: PROJECT PROPOSAL & SUPERVISORY ELIGIBILITY MAXIMUM POINTS: 5	
Evidence of supervisor experience and support Supervisors are required to prepare a 300-word statement in supported of the candidate and the proposed project which clearly articulates their preparedness and capacity for this research for submission to the School and RSC Scholarship Ranking Committee. • Provide both supervisors detail, Full name, Staff number and email. • Current membership on the HDR Supervisor Register.	Max. 5 points
SECTION 4: EQUITY ASSESSMENT MAXIMUM POINTS: 5	
The applicant may include a statement (maximum 250-words) that addresses a case to support the applicant belongs to an under-represented group or has experienced proportionally greater career interruptions. For example: • Primary carers with family responsibilities; • Aboriginal and Torres Strait Islanders; and/or • Disability.	Max. 5 points

EVIDENCE AND SUPPORTING DOCUMENTATION – FOR APPLICANTS

Applicants are required to provide the following evidence and/or documentation to support claims made in their application.

To ensure equity for all applicants, Western Sydney University will not allocate a score for an item or claim in an application if appropriate supporting documentation is not provided, and documentation will not be accepted after the relevant closing date.

Failure to provide evidence and supporting documentation may reduce the overall score of an applicant, and may have a detrimental impact on their scholarship outcome.

Documents must be certified according to Western Sydney University requirements:
https://www.westernsydney.edu.au/future/study/how-to-apply/certifying-documents.html

ACADEMIC QUALIFICATIONS AND PERFORMANCE	
Academic qualifications	Provide certified copies of full academic testamurs for qualifications completed outside of Western Sydney University.
Academic performance	Provide certified copies of full transcripts for qualifications completed outside of Western Sydney University.
RESEARCH OUTPUT AND EXPERIENCE	
Applicants must list their research output and experience, as well as provide evidence and supporting documentation following the instructions in the Research Scholarship Application Form. Evidence and supporting documentation must meet the following requirements.	
Published research books, monographs and book chapters	A full academic reference must be provided: title, author(s), year published, publisher, ISBN or ISSN. An online reference of the document (e.g. Scopus reference, Ulrichsweb reference, Western Sydney University Library reference, DOI, etc.) must be provided.
Refereed journal articles and papers	A full academic reference must be provided: title, author(s), year published, publisher, ISBN or ISSN. Online evidence that the journal article or paper is refereed (e.g. Scopus reference, Ulrichsweb reference, Western Sydney University Library reference, DOI, etc.) must be provided.

Refereed conference proceedings	A full academic reference must be provided: title, author(s), year published, publisher, ISBN or ISSN.
	Evidence of the conference: title, date, venue, location, other supporting information.
	Online evidence that the conference was refereed (such as refereeing procedures, composition of panel, etc.)
Commercial patents	A copy of the patent abstract, evidence that the patent has been granted, and an identifying code or patent number must be provided.
	An online reference to the patent (e.g. from the patent authority) must be provided.
Creative works	A full academic reference must be provided: title, author(s), year published, publisher, ISBN or ISSN.
	Evidence of the exhibition or distribution method: event title, date, venue, location, curator, other supporting information.
Research experience	A statement of service on the employer's letterhead stating the name of the employer, the period of employment, the title of the position, full-time or part-time workload, and duties and responsibilities. A statement about the level of research experience or training provided by the role is advantageous.

EVIDENCE AND SUPPORTING DOCUMENTATION – FOR SCHOOLS AND INSTITUTES

The Graduate Research School will assess academic qualifications and each item of research output and experience provided by the applicant (up to the maximum number of allowable items). Scores will be allocated based on the criteria in the guidelines above.

Schools and Institutes will receive the initial assessment and scores from the Graduate Research School and make recommendations to the Western Sydney University HDR Scholarship Ranking Panel. This may include justifications to adjust the scores allocated by the Graduate Research School.

EVIDENCE OF REFEREED OR PEER REVIEWED OUTPUT

The Graduate Research School will assess all research output using the following source:

- Western Sydney University Library: https://library.westernsydney.edu.au/

Applicants should check their own output (i.e. journal articles, book chapters, etc.) using reputable sources (e.g. Ulrichsweb, Scopus, etc.) prior to including them in their application, and they should as a minimum include online references to the output in the application form. If reasonable, applicants should include a PDF copy of the output or an acceptance letter from the publisher in their application.

If Western Sydney University cannot verify a claim made in an application using the above source, it may be excluded from the ranking process.