

HDR Academic Leadership, Governance and Administrative Roles



Australian
National
University

Science, Teaching & Learning Centre
ANU College of Science & Medicine

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1. Introduction

The purpose of this Manual is to provide guidance to HDR Conveners, Delegated Authorities (Research) and Associate Directors (HDR) within the ANU College of Science & Medicine (CoSM). The manual is based on current University rules and policies as well as those within CoSM. The manual provides information about the management of, and support for, HDR students both from an academic and administrative perspective, as well as more specific information on the role of the HDR convener, Delegated Authority and Associate Director (HDR).

The structure of academic networks can be understood from the point of view of the HDR student. On enrolment the student is located in a department, school or center within CoSM; this area normally provides primary academic supervision, resources and support and is responsible for administration of the candidates research program. The Delegated Authority and Associate Dean have responsibilities for oversight of the program under the [Research Awards Rule](#). At the same time, the student is associated with an academic network covering a discipline or area of studies. The students within a discipline are not necessarily co-located. Each discipline has an Associate Director HDR and/or HDR convener.

2. Academic Roles associated with HDR programs

2.1 HDR conveners

The HDR convener does not have any formal university delegations, however the convener may in some cases be appointed as Delegated Authority for that area. The university role statement for the convener can be found at Appendix A. The convener is not necessarily School-based and undertakes discipline related activities, including inquiries from prospective students, organizing workshops, seminars and courses and pastoral care.

2.2 Associate Director (HDR)

Many Schools within CoSM also appoint an Associate Director (HDR) (AD(HDR)) (and in some cases this person is also the HDR convener). Essentially the AD(HDR) role is School or Centre based and often has the delegations associated with a Delegated Authority (DA).

The delegation profile for a DA can be found at:

<http://www.anu.edu.au/about/governance/frameworks-disclosures/delegations-framework>

2.3 Associate Dean (Higher Degree Research)

The Associate Dean (HDR) oversees the HDR programs within a College and is the college representative on the University HDR Committee. The role statement for the Associate Dean can be found at Appendix B.

2.4 Associate Dean Education

The Associate Dean Education is the college authority on all matters of education.

<http://www.anu.edu.au/about/governance/frameworks-disclosures/delegations-framework>

From January 2025 the CoSM Associate Dean Education will be the college authority on all matters of education for CoSM, and the CoSM Associate Dean HDR has delegation and responsibility for all matters relating to HDR candidature within the College. (However, both roles hold delegation for each other in cases of Conflict of Interest or Absence.)

2.5 Pro Vice-Chancellor Graduate Research

The role of the Pro Vice-Chancellor Graduate Research (PVC-GR) is to manage research training in the University, to take initiatives in relation to the development of graduate programs and to represent the University in these matters. The PVC-GR is responsible for formulating, monitoring and implementing University-wide policy on HDR matters, including recruitment, scholarships, and welfare.

2.6 Committees

All Associate Directors (HDR) and HDR Conveners are members of the CoSM HDR Committee. This committee meets quarterly and considers matters of policy and procedure related to HDR. The Terms of Reference for the Committee can be found at Appendix C.

3. HDR Governance

The CoSM HDR Governance Officer (hdr.cos@anu.edu.au) works closely with the CoSM Associate Dean HDR. The role provides staff directed policy, governance and compliance advice. The following activities are predominantly carried out by the HDR Governance Officer:

Services include:

- Compliance Reporting
- HDR Internships
- Coordination and management of the AG RTP Scholarship round ranking and allocations

- Support for the CoSM HDR & Scholarships Committees.
- Maintenance of the CoSM HDR related websites
- Career Development Framework
- Delegation Management for ADHDR / HDR Conveners, including eForms
- Dual/Cotutelle and Joint PhD Awards
- New and revised Scholarship Conditions of Award
- Prizes and Fellowships
- eForm issues and updates
- Training – School and College HDR Administrators
- Governance, and policy advice, and guidance
- Drafting new College process / protocols / manuals / guides

4. HDR Student Administration

Information on administrative processes for students can be found at:

<http://www.anu.edu.au/students/program-administration/program-management>
and <http://www.anu.edu.au/study/information-for/postgrad-research-students>

4.1 College Student Administration

HDR Student Administration within CoSM consist of the HDR Coordinators in the Schools, and Student Services Administrators in the College office (Bld 42).

HDR Coordinators – School based:

The HDR Coordinators are supervised within the Schools (usually by the School Manager) and are responsive to the HDR Convener, AD(HDR) and School Director.

The HDR Coordinators are the first point of contact for all staff and students with student administration queries within the school, and work in partnership with the College Student Services Team, HDR Governance Officer and the Central [Graduate Research Office](#) (GRO), as well as the local HDR convener and Associate Director (HDR).

Services include:

- Enquiries & Communication
- Enrolments
- Milestones and Candidature Management
- Examination management support
- Initial Pastoral Care and referral to support services as appropriate
- Summer Research Scholarships
- School-based HDR Social Events – including induction
- Payroll Costing Analysis (PCA) reporting – fortnightly

Student Services – College based:

The CoSM Student Services team provide support to the Schools for all staff and students with student administration queries. The team work closely with the HDR Governance Officer, Central Graduate Research Office (GRO), as well as the Associate Dean HDR.

Services include:

- Enquiries & Communication from the school coordinators
- Seeking Associate Dean HDR approval for
 - Autonomous sanctions endorsement
 - Case for English Language Equivalency (including 3 month review)
 - Discontinuation and Termination requests
 - External Chair / Primary Supervisor approvals
 - HDR Fee Waiver Requests and Extensions
 - Leave of Absence - >12mth (single request) or >2yrs in total
 - Program extensions - >4yrs
- Support for the coordination of the AGRTP Scholarships rounds.
- Summer Research Scholarships (SRS)
- College HDR Social Events – including the HDR Welcome events and 3MT competition

4.2 Graduate Research Office (GRO)

Within the Graduate Research Office, there are four teams that are responsible for admissions, scholarship, candidature management and examinations.

The **HDR Admissions team** are responsible for coordination and processing of offers of admission, including eCOE and Joint / Dual Award Program management.

The **HDR Scholarships team** are responsible for all scholarship matters, including processing offers of scholarship, payments, reimbursements and variations.

The **HDR Candidature team** are responsible for the management of the students candidature including enrolment, and variations (including leave of absence and change of intensity).

The **HDR Examinations team** are responsible for PhD and MPhil examinations.

The **Academic Standards and Quality Office** (ASQO, <http://drss.anu.edu.au/asqo/>) provides policy advice for all aspects of HDR admission and candidature.

The **Division of Student Recruitment and Admission** has a responsibility for HDR student recruitment and also responsibilities for the DFAT Australia Awards scholarship students (Formerly AusAid Scholarships).

4.3 Student Administration System (SAS)

The Student Administration System is the electronic system that contains individual student, course and program details. It is accessible to all Conveners by application (see <https://services.anu.edu.au/information-technology/software-systems/student-administration-system>), and provides data on all enrolled research students as well as all applicants.

4.4 Student Records

Student records are maintained electronically on the Electronic Records Management System (ERMS). Access is at <https://erms.anu.edu.au>.

5. Academic networks

Academic networks or areas of study are designed to bring related academic staff and HDR students together, and should provide discipline-specific support to HDR students (under the guidance of the HDR convener). They have an important role in recruitment of HDR students and for enhancing the HDR experience. The current academic networks located within CoSM are:

- Astronomy & Astrophysics
- Biomedical Science & Biochemistry
- Chemistry
- Earth Sciences
- Evolution, Ecology & Genetics
- Medical Sciences
- Physics
- Plant Sciences
- Psychology

The activities of the networks vary, as determined by the individual structure, composition and traditions of the field and its constituent areas.

5.1 Associate Director HDR / HDR convener

The Associate Director HDR and HDR convener of an academic network is appointed by the Associate Dean HDR on the recommendation of the School Director.

5.2 Accreditation of academic networks

Academic networks are approved by the College. Draft proposals for approval of a new academic network, or amendment of a network title, should first be endorsed by the

CoSM HDR Committee and include the following information:

- proposed title;
- rationale for the network, including:
 - differentiation from pre-existing networks;
 - consultations held with adjacent areas;
 - potential size (number of available supervisors and proposed student load);
 - proposed convener.

5.3 Orientation of New Conveners, Delegated Authorities and Associate Directors

On taking up appointment, the new convener/DA/Associate Director should receive a briefing and handover notes from the previous incumbent, along with access to relevant electronic and hardcopy documents. Appointments can also be made for a meeting with the Associate Dean (HDR), and with CoSM HDR Governance Officer, and / or School HDR coordinator to provide an orientation to these roles within CoSM.

5.4 Convener, Delegated Authority and Associate Director (HDR) Responsibilities

The roles of convener, Delegated Authority and Associate Director (HDR) may all be held by a single person or in larger research areas it is more likely that these roles and the associated workload is distributed by two or more academics who work closely together. In some cases the Director of the School will maintain the Delegated Authority role but work in association with the Associate Director (HDR) and convener for HDR matters. Some of the areas that must be addressed by these roles include:

- induction and orientation to the school and discipline (in collaboration with the School HDR Coordinator)
- preparation and distribution of promotional material and organization of recruitment activities;
- maintaining currency of web pages
- co-ordination of the assessment, ranking and submission of applications for scholarships and admission.
- monitoring of progress of the students within the discipline.
- pastoral care for students

- providing opportunities for professional development
- organization of workshops, seminars and courses for the HDR students
- Referral of students and/or situations to the College Associate Dean (HDR), Dean of Students, Counselling Centre or other University Services as appropriate and in accordance with University and College rules, policies and procedures.

5.5 Resources

To carry out their functions, conveners and Associate Directors (HDR) need resources for their activities that should be provided by the relevant Research Schools.

- recruitment (brochures, advertisements, recruitment trips, enhancing the web-site)
- activities (e.g., orientation/induction workshops, seminars)
- HDR staff training activities (e.g supervision workshops)
- social events for students
- support for the work of the convener and Associate Director (HDR) (stationery, relevant conference attendance)

6. Recruitment of HDR Students

HDR conveners are often involved in recruitment of HDR students. Each discipline has an e-mail address which should be closely monitored and enquiries answered in a timely fashion. Each School should develop efficient mechanisms to circulate enquiries to prospective supervisors and it often falls to the convener to undertake this role. It is thus important that the convener is familiar with the supervisory capacity within their discipline. The Researchers Database (<http://Researchers.anu.edu.au>) is also a valuable resource for prospective students.

The convener should ensure the discipline HDR web-pages are kept up to date, and maintain any School based HDR web-pages, and hard copy recruitment material. The CoSM Marketing and Communications Team (web.cos@anu.edu.au) can advise on the appropriate form and style of marketing material.

Scholarship sites such as <http://scholarshipdb.net> and <http://findaphd.com> can be used to advertise specific scholarships.

7. HDR Admissions and Scholarships

7.1 Admissions

The majority of research students apply for admission and scholarship together. However applicants, particularly those with an external scholarship, those who seek part-time enrolment or who are ineligible for scholarships, may be considered for admission only. In the case of students applying for external scholarships, an offer of admission from the University may be a prerequisite for the scholarship. Admission without a scholarship can be offered at any time during the year.

If the student is to be considered for an ANU scholarship as well as admission, it is possible to send the admission offer before the application for scholarship has been considered. However the applicant should be contacted and informed when the scholarship application will be assessed.

Applications for admission without scholarship are normally considered on the same criteria as those set out in Appendix D for scholarship applications. Once a potential supervisor and supporting department are identified, the convener forwards the application and recommendation for admission to the appropriate Delegated Authority through the relevant HDR coordinator. If admission is approved, an offer is sent to the applicant by the Graduate Research Office admissions team. It is essential that the convener, and Delegated Authority in association with the Director of the School or Head of Department are aware of and have addressed any issues with the supervisory capacity and sustainability of a particular arrangement before approving admission.

7.2 Fees

Domestic students (Australian and New Zealand citizens, and Australian Permanent Residents) do not pay tuition fees and the University is supported to train these students through the Research Training Program. For international students, international student fees (ISF) are charged: in specific circumstances these can be waived or sponsored.

<http://www.anu.edu.au/students/program-administration/costs-fees>

7.3 Scholarships

Scholarships are of two types: stipend and tuition fee scholarships.

Details on individual scholarships are set out at

<http://www.anu.edu.au/students/scholarships-support>

7.3.1 Tuition Fee Scholarships

The University allocates a limited number of **RTP Fee Offset Scholarships**, available for full-time international PhD students. Applications close on 31 August. The scholarships are awarded by a university-wide scholarships committee. RTP Fee Offset Scholarships are currently offered to all domestic students automatically and do not require an application process.

HDR Fee Remission Merit Scholarships are an arrangement under Ch 6 of the Higher Education Provider Guidelines. The Associate Dean HDR can waive tuition fees for individual students. The HDR Fee Remission Merit Scholarship is conditional on the applicant a) being considered through a merit based selection process, and on the provision of a stipend scholarship, or b) undertaking study in Australia as part of a formal exchange program.

7.3.2 Stipend Scholarships

Domestic students, and international students who are awarded an RTP Fee Offset, are eligible to be considered for an **RTP Stipend Scholarship**. These are funded by the Commonwealth Research Training Program and the ANU eligibility criteria state that awardees must hold an Australian H1 Honours degree or equivalent.

The ANU allocates a number of University Research Scholarships to CoSM that are awarded to PhD or MPhil research students on the same basis as RTP scholarships.

The Schools and Centers, fund from their own budgets a variable number of **ANU PhD Scholarships**, administered under University rules that set the stipend and benefits at RTP Stipend rates. ANU PhD scholarships are available to both domestic and international students.

HDR conveners or Associate Directors should be aware of the wide range of graduate scholarships offered by government, nongovernment and international organisations for which enrolled and prospective students can apply directly. Information on scholarships is available from the ANU scholarship site. <http://www.anu.edu.au/students/scholarships>

7.3.3 Scholarship Allocation

CoSM award their allocation of RTP Stipend Scholarships and URS through the CoSM Scholarships Committee. The current criteria for ranking of applications can be found at Appendix D.

Many Schools and Centers have their own scholarship committees that offer ANU scholarships or endowed scholarships under local rules and criteria. Most Schools and Centers conduct annual award rounds in conjunction with the RTP round; a few, depending on the availability of funds, hold a mid-year round or are more flexible in offering scholarships at any time during the year.

8 Monitoring of progress of students

8.1 Enrolment and Induction

New research students may enrol at any time within the deadline specified in the letter of offer setting out conditions of admission and/or scholarship. A student's program and scholarship start from the day of enrolment.

Once new research students are enrolled, local arrangements vary. However at a minimum the students should receive a local orientation and induction (Appendix E). There is also a university wide orientation and welcome event held twice per year.

8.2 Access to Resources

The University has a Guideline on [Minimum Allocation of Resources](#) for Full-Time Research Students, specifying minimum School/Department resources available to research students, as well as related review and grievance mechanisms. Each School and Centre should have guidelines for the specific resources available to students and how these are accessed (e.g project, fieldwork, travel funding, provision of office space, IT equipment).

8.3 Supervision and Academic Progress

Supervision policies and procedures are published online

(https://policies.anu.edu.au/pp1/document/ANUP_012812). The policies and procedures specify arrangements concerning the appointment, roles and responsibilities of supervisors and supervisory panel members, and their interaction with students. Supervisors, Heads of Departments and Delegated Authorities have primary responsibility roles, and conveners may have responsibilities conferred by their Head of Department in the approval of supervisory arrangements and in support for individual supervisors and students.

Conveners, Delegated Authorities and Associate Directors (HDR) must be familiar with the Policies as well as the Research Awards Rule. There are also a number of professional development workshops run by CHELT and through the [Office of the Pro Vice-Chancellor Graduate Research](#) which are of value in relation to supervision.

Conveners, Delegated Authorities and Associate Directors (HDR) are expected to acquire knowledge of the range of staff supervisory expertise and research interests available within their research field. In complex fields spanning several Schools or Centres and/or with links to other disciplines, Conveners need to keep current a list of staff available as supervisors.

Responsibility for monitoring the operation of student supervision lies formally with Heads of Department, Delegated Authorities and the Associate Dean (HDR). However, in cases of incompatibility between a student and supervisor, or between a student and Head of Department or Delegated Authority, the convener may also be called upon to provide pastoral care, advice or to mediate in situations. In difficult cases or complex situations, the Associate Dean (HDR) must also be informed or consulted. The Dean of Students is also available for confidential assistance to students and staff.

A student may seek to transfer to another Program, Department or School, often in the process of changing thesis topic and/or supervisor. If this is appropriate, an application for change of research program is endorsed by the new Head of Department, indicating willingness to accept responsibility for resource support and supervision, and is approved by the Delegated Authority. Transfer of scholarship in such circumstances is not guaranteed and will depend on the source of funding.

Annual reports provide occasions on which the Delegated Authority is responsible for commenting on academic progress. Annual reports by each student, with comments by the supervisor on behalf of the supervisory panel, are submitted online to the Delegated Authority. Further information or clarification of inconsistencies or problems raised may be requested. The Delegated Authority should notify the Associate Dean (HDR) of any serious problems that become evident through the online system.

8.4 Advice and Counselling

Supervision and access to resources are only two among several areas that can raise problems for students. Normally the supervisory panel provide the first line of advice and support, but students may also consult the convener or Associate Director (HDR). In principle, conveners are available for consultation by students on any problems that are affecting their progress on their research program or the experience as an ANU student.

In advising students, the conveners and Associate Directors (HDR) must develop familiarity with and refer to relevant Rules, Policies, Procedures, and Guidelines maintained online at <https://policies.anu.edu.au>. These include the Research Award Rules, Discipline Rules, Grievance Procedures for Students, Intellectual Property, Academic Misconduct Rules, Responsible Practices in Research, Allegations of Misconduct in Research and Conflict of Interest.

It is critical that the conveners and Associate Directors (HDR) are aware of the support services available for HDR students and refer students to these services and the Associate Dean (HDR) as appropriate. Situations regularly arise where University Rules and Policies need to be balanced against a duty of care to an individual student, or complex issues arise and utilising all the expertise and relevant authorities in these situations, as well as documenting the issue and resulting actions is essential.

8.5 International Students

International students have limitations on what they are able to do during a research program that are associated with Visa requirements (these affect, for example, taking periods of leave, part-time enrollment, part-time work), and the university is required to manage its education of international students under the [ESOS \(Education Services for Overseas Students\) Act](#).

[2000](#). All staff advising students must be aware of this and consult with student administration before providing advice for a student to vary their enrolment.

For applicants whose English-language competence proves to be a barrier to progress, English language resources are listed [here](#). Some areas of CoSM provide other support for international students, examples include an international student advisor or mentor, or an English-language assistance drop-in centre.

8.6 Externally Based Research Students

A number of HDR students enrolled in CoSM conduct all or part of their research at external institutions. In such cases it is usual that an external supervisor is appointed as co-supervisor along with a full-time member of ANU staff, who normally serves as Chair of the supervisory panel. This practice raises issues concerning not only supervisory arrangements, but also the monitoring of academic progress. Collaborative arrangements for supervision are normally established before students enrol, and conveners/Associate Directors (HDR) should ensure that such students are included in discipline activities as much as is feasible and also monitor external student's academic progress closely. Externally based research also raises issues of University attendance (at least one month/year) and intellectual property and these are dealt with in the relevant sections in the *Research Awards Rule* and policies.

9 Coursework and Professional Development for Research Students

Academic networks vary widely in their approach to coursework within the HDR program. Many have maintained a purely research-based degree, but some complete coursework as a progress requirement. Formal coursework must not exceed one third of the HDR program.

The STLC have developed a Career Development Framework that provides a structured approach to informal coursework and professional development activities. The activities detailed in the framework may be arranged at the discipline level or as participation in university-wide courses and workshops. The Academic Skills and Learning Centre (ASLC) and Researcher Development teams run courses and workshops that are advertised through <https://www.anu.edu.au/students/contacts/academic-skills> & <https://services.anu.edu.au/business-units/anu-researcher-development>. All these activities can be recorded within the framework so that HDR students can obtain credit skill points within specific tracks in order to receive a Certificate that can be provided to future

employers as evidence of career development and skill acquisition, in addition to their research qualification. By arrangement with the relevant course convener, students may audit a formal university course.

10 HDR Internships

Opportunities are available for HDR candidates to undertake an internship placement during their candidature. An internship can provide experience working within a host organisation, and can be directly or indirectly related to their research topic.

For further information please see the Science HDR Internship webpage:

<https://students.science.anu.edu.au/careers-opportunities/internship-program/science-health-medicine-hdr-internships>

Appendix A: HDR Convener Role Statement

https://policies.anu.edu.au/pp1/document/ANUP_000750

Appendix B: Associate Dean HDR Role Statement

https://policies.anu.edu.au/pp1/document/ANUP_000721

Appendix C: Terms of Reference

Higher Degree Research (HDR) Committee - College of Science & Medicine (CoSM)

The Higher Degree Research Committee is responsible for identifying and promoting the best practice in research degrees, and for the provision of information and advice to the Associate Dean HDR and College Executive on all matters relating to Governance, Research Training and management of HDR programs and candidates.

Terms of Reference

The role of the Committee is to:

- Advise the Associate Dean HDR and College Executive on all matters relating to the College Higher Degree Research programs and research training.
- Advise the Associate Dean HDR on guidelines on ranking of scholarship applicants from the CoSM HDR Scholarship Subcommittee.
- Foster excellence in research training programs by:
 - Oversight, co-ordination and approval of higher degree research offerings across the College;
 - Monitoring the quality and academic standards of research training, including through HDR course and program reviews;
 - Evaluating and reporting on matters including supervision, administration, physical infrastructure and facilities and information infrastructure.
- Evaluate recommendations on college guidelines for the development of research training in the context of the University and College strategic plans.
- Advise the Associate Dean HDR and College Executive on the structure and development of Higher Degree Research programs.
- Advise the Associate Dean HDR and College Executive on the capacity of fields of study and areas for distribution of HDR places.
- Advise the Associate Dean HDR and College Executive on mechanisms to recruit students to meet the College targets for HDR candidates, including the Summer Research Scholarship program.
- Monitor external developments relating to research training and provide advice to the Associate Dean HDR on appropriate responses.
- Regularly reviewing all College protocols, guidelines and processes related to Higher Degree Research, recommend revision to the Associate Dean HDR and oversee implementation.
- Advise the Associate Dean HDR and College Executive on other matters relating to Higher Degree Research issues, as they arise from time to time.

Membership

- CoSM Associate Dean HDR (Chair)
- CoSM School Associate Directors (HDR)
- CoSM HDR Convenors
- Manager College Student Services
- ANUSA CoSM Student representative

Secretariat

- STLC HDR Governance Officer

Meeting Frequency

- The Chair will convene and preside at a minimum of four meetings per year.
- Meetings will be scheduled to align with the University HDR Committee.
- Whenever a member is unable to attend, they may nominate a deputy to attend, the alternate will exercise all rights and privileges of the member.
- Secretariat and other support for the committee to be provided by the STLC HDR Governance Officer.

AGRTP ASSESSMENT PROTOCOL

COLLEGE ANU College of Health & Medicine, and ANU College of Science
CONTACT science.hdr.sa@anu.edu.au
DATE November 2022

Purpose

This protocol is to assist HDR Conveners in the College of Health and Medicine (CHM), and the College of Science (CoS), in assessing and ranking PhD applications received for the Australian Government Research Training Program (AGRTP) and University Research Scholarship rounds. The International Stipend Scholarships and Fee Offset Scholarships round will close on 31 August, and the Domestic Stipend Scholarships round will close on 31 October. The mid-year round (both Domestic and International candidates) will close on 15 April.

Types of PhD scholarships available

Domestic RTP Stipend Scholarship & International RTP Stipend Scholarship

Pays a stipend, 2023 rate is \$34,000¹; Domestic students awarded this stipend scholarship are automatically awarded a RTP Fee Offset Scholarship and do not pay tuition fees.

University Research Scholarship (URS)

Pays stipend, 2023 rate is \$34,000; for domestic or international students).

International RTP Fee Offset Scholarship

For international students only, pays tuition fees and Overseas Health Cover (OSHC); stipend paid by an International RTP Stipend Scholarship or URS.

HDR Fee Merit Scholarship = Also known as ANU Tuition Fee Scholarship

For international students only, pays tuition fees, and OSHC; stipend paid by a URS.

HDR Fee Remission Merit Scholarship = Also known as Fee Waiver.

The student is not charged any tuition fees, and the School forgoes the fee income. Tuition fees for 2022 are between \$47,940 to \$53,330p.a. These fees are published annually on Programs and Courses webpages. A fee waiver can only be awarded in conjunction with a merit-based stipend scholarship for living expenses and the policy in CHM/CoS is that the applicant must be at least H1 equivalent. An exception to these criteria may be approved under the Higher Education Provider Guidelines for students attending ANU as part of a formal exchange program e.g. where ANU is the host institution for a joint or dual PhD.

¹ The guidelines will be updated to reflect 2024 rate when available

Eligibility

Allocation of scholarships

From 2022 there were separate College HDR Scholarship Committee Ranking meetings held typically 3-4 weeks after the closing date of each round to rank the applications (the *Ranking Meeting*) for each College.

Due to the limited number of RTP Fee Offset Scholarships, International RTP Stipend Scholarships and URS available for international students, each Academic Network will be informed of the number of nominations allowed for consideration by the Committee. No limit is placed on the number of nominations for the domestic round.

Overview of the CHM / CoS procedure for allocating scholarships to applicants

Each College Ranking Meeting will allocate the RTP Stipend Scholarships to the combined pool of applicants from the Research Schools in the specific College, in descending order of Ranking Score (International Fee Offset and RTP Stipend Scholarships first, then URS).

Ranking Score, initially proposed by Academic Networks and confirmed or adjusted at the Ranking Meeting, is the average of two numbers, each out of 10:

- *Standardised Academic Score*. This is equivalent to the Grade Point Average (GPA) but converted to a 10 point scale, it is a measure of the applicant's overall performance in undergraduate coursework and (if any) Master's coursework;
- *Research Potential*, based initially on an applicant's most recent graded research writing, and then often boosted by *Bonus Points*.

The Ranking Meeting considers:

- a multi-page CHM or CoS *Ranking Spreadsheet*, which combines (in descending Ranking Score) all information on Ranking Spreadsheets submitted electronically by each School (details below);
- an electronic version of each application (see below for Folder contents).

Each Academic Network Ranking Spreadsheet and folders are prepared before the Ranking Meeting, jointly by its HDR Coordinator and HDR Convener. One possible division of tasks between them could be:

- the Coordinator prepares the applications electronically, which includes downloading from the Student Administration System (SAS), and uploading the application forms onto the site, calculating GPAs, obtaining and uploading referee reports and supervisor support statements; and then inserting each applicant's details into a draft School Ranking Spreadsheet;
- the Convener then checks each folder and corresponding spreadsheet entry, adjusts any numbers on the Ranking Spreadsheet (particularly Bonus Points) if necessary, and writes a corresponding *Candidate Summary (using template provided)* - (details below and example attached in Appendix A) for the applicant's file);
- the Coordinator then mail-merges the Ranking Spreadsheet with the template for the *Scholarship Recommendation Form* for addition to the electronic application, and sends the *Scholarship Recommendation Form, completed Candidate Summary template* and Ranking Spreadsheet (electronically) to the CHM/CoS Student Admin Office.
- the applications will be allocated to Academic Network conveners for review prior to the ranking meeting – each application being reviewed by at least two independent conveners.
- the Convener then attends the College Ranking Meeting, which discusses each applicant, on the CHM or CoS Ranking Spreadsheet, starting with the highest. The Convener needs to answer any queries raised about an applicant from their School, usually by reference to his/her Statement on the applicant, backed up if necessary by the applicant's file.

Documentation – Electronic Files

In order for an applicant to be assessed at the College Ranking Meeting, the following documentation must be supplied in a separate file for each applicant (please provide the information in the order outlined below):

- The *Scholarship Recommendation Form* should be completed and signed by the appropriate authorities for all H1 (or equivalent) applicants and put electronically onto the application file. The application with full documentation should be available to the Student Admin Office via the site by the required date.
- Statement from Convener, using the *Candidate Summary template* (example provided as Appendix A) which should include summaries of:
 - The academic record
 - Research Potential, with note of, and justification for, any Bonus Points (see below for details)
 - The academic standing of the referees and the quality of their reports
 - Evidence of English language competency
 - Ranking within the Academic Network's current applicants
 - H1 equivalency report, if applicable. This is a statement on why an applicant who does not have an H1 (= first-class Honours) degree is considered to have an equivalent qualification. For mature applicants with no recent degree results, this statement will report recent research and career achievements, and will play a key role in ranking.

NOTE: Supervisors can be asked to provide this information within their Statement of Support, in which case the Convener is not required to write a statement; but he/she will then need to give appropriate guidance to supervisors and confirm that he/she endorses the statement.
- Statement of supervisor support (normally on the supervisor recommendation template). *Note:* Supervisor support is not a commitment to finance the student if the RTP Fee Offset Scholarship / RTP Stipend Scholarship application is unsuccessful; however, it is a commitment that the student has a project and supervision, and will be offered admission.
- At least two referee reports (if one of the references is from a proposed supervisor, an additional referee reports needs to be provided)
- Research Proposal
- Transcripts of all degrees (undergraduate, Honours and/or Masters)
- Coordinator's spreadsheet with calculations of GPAs for these degrees
- CV, including details of any publications, awards, relevant work experience
- English language test if applicable (see ANU policy: <http://students.anu.edu.au/applications/english.php>)
- Application, and any other documents

Documentation - Ranking Spreadsheet

Starting from the template which lists all information needed, each Academic network must complete and return electronically its Ranking Spreadsheet to the SHM Student Admin Office before the Ranking Meeting.

The Convener must ensure that applications are complete: incomplete applications may result in an inability to rank the applicant or a loss of scholarship as the Committee cannot make an accurate assessment.

Eligibility

To be eligible for an RTP Scholarship, URS or HDR Tuition Fee Scholarship an applicant must be H1 or H1 equivalent. H1 equivalence is determined by evidence of an appropriate "thesis equivalent", which could include:

- A graded Master's thesis for a research project with an ANU weighting equivalence of at least 24 units (*i.e.* half the yearly full time study load) with a mark \geq ANU 80%.
- An ungraded thesis at AQF 9 of equivalent to at least 24 units (or 6mths duration full-time – e.g. an MPhil thesis). An incomplete MPhil cannot be considered H1 equivalent.
- A summative assessment of research and training where the honours follows an embedded rather than 3+1 model (e.g. some engineering degrees). [Note that for such embedded degrees, the degree must be awarded at H1 level].
- A significant contribution to a scholarly publication (international peer-reviewed) as evidenced by authorship.

- Distinguished record of professional achievement in the discipline relevant to the applicant's proposed research which includes evidence equivalent to a written thesis or piece of sustained research writing. Examples include:
 - completion of a specialist medical qualification or fellowship equivalent to those required by Australian specialist medical colleges,
 - Significant public policy contribution, including written reports.

Note that relevant work experience in the absence of a thesis, policy papers or scholarly publication is not considered evidence of H1 equivalence.

Applicants who have already commenced or previously completed a PhD are eligible to apply for scholarships, however already commenced or prior PhD studies may be taken into account when considering strategic factors during the ranking process.

Applicants that are unable to take up their scholarship by the date specified by the University are normally ineligible for consideration. In exceptional circumstances an extension of this deadline may be considered.

Ranking

- **Standardised Academic Score (SAS).** The Standardised Academic Score is a score (out of 10) that is based on the Grade Point Average (GPA) from previous degree(s).
- **Undergraduate GPA** (Calculate the GPA *excluding* courses taken in the first year of study and *excluding* non-academic courses. *If separate honours coursework and honours thesis/research project marks are available, the coursework marks should be included in the GPA calculation and the thesis/research project mark used to calculate Research Potential. If only a single honours result is available, this should only be used to calculate Research Potential and excluded from calculating the GPA.*)

The score is out of 7, and is derived by calculating the average of the course grades where:

Fail = 0
 Pass = 4
 Credit = 5
 Distinction = 6
 High Distinction = 7

As some other universities provide GPAs out of 4 or other numbers, a conversion table is provided to Coordinators/Conveners to convert scores to those used at ANU. All *academically relevant* courses taken from the second year of study onwards should be included i.e. do not include religion or sports courses. The units for each course or credit hours must be taken into account when calculating the GPA.

Note that the excel spreadsheet provided by the College calculates both a GPA on a 7 point and a 10 point scale so should be used for these calculations.

- **Masters GPA**

If the applicant has a graded postgraduate degree, this must be taken into account as it will modify the standardised academic score for the student. All coursework courses should be included in the calculation; do not include a research thesis course grade, as this will be included in the calculation for the Research Potential mark. The final GPA calculation should be a weighted average of the relevant undergraduate and postgraduate GPA's (i.e. a Bachelor's degree would contribute 2 * a 1 year Master's degree or the same as a 2 year Master's degree; 2 years full time study compared with 1 year or 2 years respectively).

Note that the excel spreadsheet provided by the College calculates the appropriate weighted average and should be used for these calculations.

- **Graduate Diploma or Graduate Certificate GPA**

The final weighted GPA calculation should include all degrees undertaken that are relevant to the research area. Graduate Diplomas are normally 1 year FTE, Graduate Certificates 0.6 months and should be weighted accordingly. (i.e. a Bachelor's degree would contribute 2 * a Graduate Diploma or 4 * a Graduate Certificate; 2 years full time study compared with 1 year or 6 months respectively).

Note that the excel spreadsheet provided by the College calculates the appropriate weighted average and should be used for these calculations.

Standardised Academic Score

The standardised academic score can be calculated from the GPA in one of two ways:

- 1) Use the 10 point GPA rather than the 7 point GPA for the final GPA calculation, in which case SAS = final GPA.
- 2) If there are no fail grades in the academic record then:
$$\text{SAS} = 2 * \text{GPA}_{7-4}$$

Note that if the academic record is not recent then it is discounted as described under Ranking Score below.

- **Research Potential**

- The Research Potential mark (calculated out of 10) is initially based on the candidate's most recent graded thesis mark (divided by 10, so that an 85% thesis mark converts to an initial Research Potential of 8.5), which will typically be an Honours or Master's thesis.
- If the thesis or thesis equivalent is ungraded, then the base research potential mark is 8.0 unless a higher ANU equivalent mark of 8.5 (excellent thesis, on par with top 25% cohort at ANU) or 9.0 (outstanding thesis, on par with top 5% cohort at ANU) is recommended and justified using one of the following assessment options .
 - For an ANU MPhil thesis, the examiners responses to the grading criteria and the content of their reports.
 - For other ungraded theses, a mark can be proposed following an assessment of the thesis using the College honours criteria by at least two independent academics Each assessor must provide a suitably detailed report addressing the honours marking criteria and justification of the mark they award.
- If the thesis is graded in an A⁺, A, A⁻ system (many NZ universities), the following conversion should be used: A⁺ = Base RP of 9.0; A = Base RP of 8.5; A⁻ = Base RP of 8.0.
- *Note that if the thesis has been marked on a different scale from an ANU thesis, for example the HD equivalent in the UK system is > 70%, then the thesis mark should be rescaled. Contact the College HDR coordinator if assistance is required.*

The Research Potential mark may be boosted by the following **Bonus Points** (up to a maximum of 1.0 bonus point).

- **Publications:**
 - Scholarly publications (add between 0.0 and 0.1 for each publication relevant to study, up to a maximum of 0.8).
 - **Bonus points for publications under this scheme are usually only applied for publications in international peer-reviewed outlets.** An exception may be justified if the research topic has only local relevance.
 - The quality of the publication and journal, and the contribution of the applicant should be considered in awarding bonus points and the expectation is that a bonus of 0.1 will only be applied where the applicant has made a major contribution to a high quality publication.
 - Where an applicant has co-authored papers and is not first or senior author, it is usual to award 0.05 bonus point – unless there is evidence of major contribution.
 - If a publication has been considered as the “thesis equivalent”, exclude this publication from the bonus point calculation.
- **Work Experience:**
 - Relevant work experience (add between 0.0 and 0.1 for each year of full time work, up to a maximum of 0.5). Caution should be applied to the addition of bonus points where the work is technical in nature with little evidence of independence.
 - **Do NOT include work undertaken during full-time study period** (i.e. if applicant was a student whilst working).
- **Prizes and Awards:**
 - Awards for study that indicate exceptional research potential (add up to 0.1 for a major award, up to a maximum of 0.5). Minor awards, such as Academic achievement awards, Dean's Award, Certificates of Participation, Summer Research Scholarships, and Honours scholarships, should not be included.

- Include competitive awards (i.e. where no scholarship / prize would be awarded if there were no students worthy of that award)
- Include prizes for Best presentation / poster at International conferences only – not National conferences.
- Justification as to why an award is eligible for allocating a bonus point must be clearly articulated in the Candidate Summary template.
- Bonus points should only be given where evidence of the award being granted is included in the application or validated online (i.e. not just based on comments in the C.V)
-
- Patents:
 - A patent that has been granted after an examination process by a government agency (relevant to the applicant's proposed research field; add up to 0.1 for each patent, up to a maximum of 0.2).

*In the case of a University Medal (for undergraduate students), or the Postgraduate Medal for Academic Excellence (for postgraduate students) winners, if the research potential score after all additional bonuses are applied is less than 9.5, then the default 'Medal' research potential score of 9.5 should be used (with no additional bonus points).

Conveners are required to provide detailed justification for all bonus points and any deviation from the thesis mark.

- **Ranking Score**

Provide an overall Ranking Score (to two decimal places), which should be the average of the SAS and Research Potential score *unless the academic record is discounted as described below.*

Academic records between 5 years and 10 years old are discounted as follows: where the academic record is more than 5 years old there would be a 40/60 weight applied between Standardised Academic Score and Research Potential Score; where the academic record is more than 10 years old there will be a 20/80 weight applied between Standardised Academic Score and Research Potential Score. Where there is recent evidence of research potential and the academic record is more than 10 years, the research potential should be used alone.

Alternative example: If the UG academic record is more than 10 years old, but the PG academic record is more than 5 years old exclude the UG academic record from the calculation of the SAS and apply the 40/60 weight between the Standardised Academic Score calculated from the post-graduate transcript and Research Potential score.

- **Ranking:**

Is initially based on ranking score:

- Ranking Score

When ranking students with identical ranking scores – sort by:

- Research Potential
- Thesis Equivalent mark, plus bonus points for publications
- Honours Mark
- Then referee reports

HDR Scholarship Committee Ranking Meeting

The Ranking Meeting considers documentation as described above, and will adjust scores if necessary based on consideration and discussion of the complete applications. Subsequently, a revised ranking order will be produced and the scholarships distributed in the order of merit.

English language requirements

All applicants, whether domestic or international, must provide evidence that their English language ability meets the minimum requirements for admission (see ANU policy: <http://students.anu.edu.au/applications/english.php>).

Applications can be recommended to the HDR Scholarship Committee if the English language requirement has not yet been met, however a full offer of admission and scholarship cannot be made until all requirements have been satisfied.

Academic Networks

Formerly known as Graduate Research Fields, the College of Health & Medicine and College of Science have 14 Academic Networks, each overseen by a Convener:

College of Health & Medicine

- Applied Epidemiology (MPhil only)
- Epidemiology & Population Health
- Medical Sciences (JCSMR)
- Medical Sciences (ANUMS)
- Psychology

College of Science:

- Astronomy & Astrophysics
- Biomedical Science & Biochemistry
- Chemistry
- Earth Sciences
- Environment & Resource Management
- Evolution, Ecology & Genetics
- Mathematical Sciences
- Physics
- Plant Sciences
- Science Communication

EXAMPLE “CANDIDATE SUMMARY SHEET”

KEY

▲ Administrator fields (pre-populated from spreadsheet)

★ Academic fields (manual)

1. General (complete for all candidates)							
Family Name:	▲ Smith			Given Name:	▲ Sam		
College:	▲ xxx	School/Centre:	▲ xxx	Program Code:	▲ 9xxx	UID:	▲ 1234567
Degrees/Grades <small>Provide Qualification & Year; Uni Name; GPA/Overall Mark (or Grade/Mark for honours)</small>	UG: ▲ BSc, University of xxxxx, Country, (2016), GPA: 6.88						
	Honours: ▲ NA						
	PG: ▲ MSc (Mathematics), University of xxxxx, Country, (2018), GPA: 6.78						
Thesis Proportion, Quality & Language	★ Ungraded (12,000 word) MSc thesis that comprised 6 months research component (24 units equivalent). Thesis written in English.						
Prizes & Awards	▲ International Awardee of “Impact to Science” prize (\$2,000) from the Academy of Science, UK (Prize certificate included in application). This is a competitive National prize awarded from >500 submissions to the best PhD student application. Bonus points awarded - 0.1						
Publications	★ One first author research publication in Excellent/good/mediocre journal (BP 0.1) and two co-authored publications in Excellent/good/mediocre journals with contribution undefined (BP 0.05 overall). Bonus points awarded - 0.15.						
Recent Experience	▲ Research Assistant (2020)			★ 6 months undertaking independent research examining XXXX at University of xxxxx. Bonus points awarded - 0.05.			
Referees	★ Three highly supportive referee reports received A Prof Reich (U Hamburg), ranked >5%; <i>“Sam Smith is the best student I have supervised in my 5-year career”</i> Prof Stuber (U Munich, international leader in field), ranked Abs Best; <i>“His background knowledge and analytical and writing skills are second to none”</i> Dr Cowan (Cornell U) ranked Abs Best, <i>“an unmatched talent for research”</i>						
H1 Equivalence	★ Master’s thesis was independently assessed as H1 Honours equivalent (82%) by ANU academics (reports appended to application).						

2. General Discussion points

★ **Base RP score = 8.2.** Awarded based on consensus / averaged thesis mark awarded by independent ANU assessors (reports provided in application),
 Bonus points awarded for prize (0.1), publications (0.15) and work experience (0.05), as detailed above.

3. Admission

Status:	▲ ATSI - N	▲ Commenced date - NA	Scholarships:	▲ Applied for - AGRTP, URS
	▲ Part-time – N	▲ Institution transferred from - NA		▲ Previously unsuccessful - N
	▲ External - Y	▲ Upgraded from MPhil to PhD - N		
Total EFTSL consumed:	▲ NA		Current Scholarships:	▲ Internal - NA; External - NA

4. Non-standard Admission

★ External status requested due to personal caring responsibilities until late 2021 only.

5. Topic, Supervision, & Support (complete for all candidates)

Thesis Topic:	▲ Working on some great Science.
Proposed / Actual Supervisor:	▲ J. Johnson.

6. College Allocation, Scoring, Ranking, & Category
 (complete for all candidates, selecting one of the appropriate ranking categories below)

SAS Standardised Academic Score	RPS Research Potential Score	Combined Ranking Score	College Initial Rank	College Final Rank (Incorporating reordering)	Out of: <i>(total number of candidates assessed)</i>
▲ 9.66	▲ 8.50	▲ 9.08	★ X	★ X	★ X

Category: Select one of the below ★

<input type="checkbox"/>	INTERNATIONAL	<input type="checkbox"/>	ALLOCATED	<input type="checkbox"/>	EXCEPTION
<input type="checkbox"/>	DOMESTIC	<input type="checkbox"/>	NOMINATED		

Appendix E: Induction Checklist**INDUCTION CHECKLIST**

NAME:

SCHOOL/GROUP/SUPERVISOR:

CONTACT OFFICER:.....

COMMENCEMENT DATE:

1. Before Commencement

	Yes	N/A
Arrange appropriate starting date with supervisor.		
Notify contact officer.		
Complete online enrolment (domestic students)		
Make enrolment appointment (international students)		
Induction appointment arranged by contact officer		

2. Following enrollment - Tour of Local Work Area

Introduced to Head of Department, Student Administrator, Graduate Convener, other staff/ students as appropriate		
Location of Tea/Coffee facilities/ communal spaces/ toilets		
Location of spill kits/ first aid station/ eyewash		
Location of fire extinguishers/emergency exits		

3. Provision of minimum resources

Office/ Desk space allocated		
Computer/printing/internet access/E-mail account established		
Phone access/ Added to phone directory/ e-mail lists		
Access/ Library Card issued		
Provision of safety glasses, gloves, other personal protective equipment appropriate		
Budget/allowances for PhD program explained		
Information on access to travel/fieldwork/conference funding		

4. Safety Induction

Appointment with safety officer		
Explanation of emergency procedures		
Explanation of waste disposal procedures – sharp bins/ biohazards/chemicals		
Appropriate immunizations organised		
Safety Training organized (biological, chemical, laser, radiation)		

5. Academic environment

Line Management (e.g Supervisor, Delegated Authority, Associate Dean)		
Progress/ milestone requirements explained		
Relevant Rules/Policy/Guideline information		
Research Integrity training organised		
Supervisor/Advisor/Candidate Expectations outlined		
Mentor assigned or mentoring information given (SIGNPost)		
Discipline/Area specific training or requirements outlined (e.g seminar programs, workshops and courses)		
ANU Services (Academic Skills and Learning Centre, Research Skills and Training Unit, Library, Counselling, Health Services) outlined or info pack provided		
Dean of Students/ PARSA contacts available		
ANU/College induction information given		

College of Science and Medicine (CoSM) Organisational Chart

Delegated Authority (Research)

- Oversight of the program under the Research Awards Rule.
- Delegation held by the Associate Director (HDR).
- Associate Director (HDR) and the HDR Convener are often the same person.

Where schools have separate roles, the responsibilities are as below.

Associate Director (HDR)

- Co-ordination of assessment, ranking and submission of applications for scholarships and admission.
- Candidature management
 - Progress management (milestones);
 - Leave of absence approval;
 - Extension of program & scholarships;
 - Examination endorsement & recommendation of award.
- Referral of students and/or situations to the College Associate Dean (HDR), Dean of Students, Counselling Centre or other University services as appropriate.

HDR Convener

- Undertakes discipline related activities
 - Inquiries from prospective students;
 - Organising induction and welcome events,
 - Organising workshops, seminar and courses;
 - Pastoral care for students.

