



iAthena Scholarship Management

INTERNATIONAL SCHOLARSHIP RANKING INSTRUCTIONS

Round 1 2010 – IPRS & SIRF & India SIRF

Welcome to iAthena, the on-line system for ranking and managing applications for postgraduate research scholarships. Athena was the ancient Greek Goddess of wisdom, reason and intelligent activity, including arts and literature. The Goddess Athena represented the concept of the superiority of the mind over physical power and the violence of war. She was credited with the development of a range of techniques and crafts that enabled advancement and prosperity without the need to resort to rivalry and conflict. Architects, sculptors and painters honoured her as their patron. It was Athena who reputedly made man's first weapons and tools and taught ship-building to the Argonauts. She taught the arts of using oxen to plough fields, making pottery on the wheel, working in bronze, embroidering cloth and creating objects in gold. However, her greatest invention of all was the art of weaving. She is symbolised by the olive tree and the owl.

This document can also be downloaded from the Scholarships Website – see the box “International Scholarships - Staff Forms” at:

<http://www.scholarships.uwa.edu.au/home>

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iATHENA Step by Step School Ranking Guide IPRS/SIRF/India SIRF Round 1 for 2010

Schools are requested to assess all iAthena applications for possible Full-Fee admission, and contact the potential supervisors to check that the School can supervise the projects. Many international applicants apply in the scholarship rounds but also want to be considered for Full-Fee enrolment.

Step 1: Obtain School Username, Password and Login details

Login details and passwords for access to online applications and iATHENA will be emailed to School Managers, Heads of School and Graduate Research Coordinators on **Monday 7 September 2009**.

Step 2: Login to iATHENA for School Ranking Process

Go to the secure iATHENA website: <https://www.grs.uwa.edu.au/iAthena/SM/> and enter your school username and password. You will then see a screen with a list of all applications for your school.

Complete PDFs of all applications, referee reports and supporting documents will be available for downloading and printing if required. Click View button for each applicant, Application View, Get a PDF version of complete application button.

Please note that Apple no longer support Internet Explorer, so if you are using a Macintosh you should use another browser, such as Safari or Firefox.

Step 3: Obtain UWA Academic Records and WAMs from Staff Connect

Log on to Staff Connect at www.callistasupport.uwa.edu.au for academic records and Course Weighted Average Marks (WAMs) of UWA graduates. After logging in, select the <Academic Record> link, then enter the student's Person I D and click on the <Search> button.

Step 4: Entering Data and Ratings for Individual Applications

Click the View button and enter the following data and ratings for each applicant:

- (1) Academic Achievement**
- (2) Research Output**
- (3) English Language Achievement**
- (4) Research Training Environment**

Step 5: Indicative Ranking Score

To calculate the Indicative Ranking Score, iAthena will assume the mid-point of each band. The nominal scores will be as follows:

Excellent	95
Good	85
Average	75
Poor	65

If the school chooses not to change the Ranking Score, it should enter the Indicative Ranking Score as the *School Ranking Score*.

The school may change the final Rank Score by entering a different School Ranking Score, but is requested to explain its rationale for the change in the <School Comments> box.

Step 6: School Ranking Score

If you decide to adopt the Indicative Ranking Score as the final School Ranking Score, enter the same score in the School Ranking Score box. If the score is changed from the Indicative Ranking Score, enter the new score in the School Ranking Score box and provide comments and justification for the change in the Head of School Comments Box below.

Step 7: Zero School Ranking Scores for Non-Ranked Applicants

If the School does not support the applicant for enrolment a School Ranking Score of zero should be entered. Please tick the 'Can't Be Ranked' box and explain the reasons why the application has not been ranked in the Head of School Comments box.

Step 8: Comments of Head of School (or delegate) and Justification of Ranking Score

Enter comments from the Head of School (or delegate) to justify the ranking score of each applicant. This information is used by the faculty and the Scholarships Committee in the interleaving and central ranking process. Please note that School Rankings cannot be saved without completion of this field.

Step 9: Living Allowance Funding and Candidature-Only Offers

If funding is not available within the school or faculty to provide a **full living allowance of \$26,000 per annum** for an applicant, please clearly state in the School Comments box in iAthena that "This Applicant is NOT recommended for a SIRF as the School does not have funds for a Living Allowance". Please also state clearly if the applicant is recommended for enrolment without a scholarship. The Graduate Research School will forward their file to the International Centre for a full-fee offer.

If the above sentence is not included in the School Comments box in iAthena, the Graduate Research School will assume that the School and/or Faculty has funds for a full living allowance for the applicant.

Step 10: Save School Ranking for Each Applicant

Click the Save button to save the School Ranking for each applicant. Return to the main list to start the ranking of the next applicant.

Step 11: Submit School Rankings to the Faculty

When you have completed and saved the school ranking and are ready to submit the data to the faculty, click on the <Submit> button at the top of the List. You will see that a new column appears, called Submission state. Each row will contain an <S>, which is coloured green, meaning that the data have been submitted to the faculty.

Step 12: Single School Faculties

Athena has been configured to automatically transfer rankings of single school faculties to faculty ranking scores. No further action is required after the <Submit> button has been clicked. However, single school faculties must return the signed ranking list to the Scholarships Office.

Step 13: Changing data that have already been submitted

If you need to change the school ranking order or enter new information after data have been submitted, you may Edit a submitted template after it has been submitted to the faculty. If you do this, iATHENA will generate an email to the Scholarships Office and there will also be an alert on the Faculty screen. The Submission state button changes from green to orange. When you change data, please always include a note in the <Comments of Head of School> box to explain the change.

Step 14: Paperwork to be returned to the Scholarships Office – Supervisor/s and School Assessment Form

Complete and sign a Supervisor/s and School Assessment Form each applicant who will be offered candidature, with or without a scholarship. This form is available from the Graduate Research School web site at: <http://www.scholarships.uwa.edu.au/home> (See International Scholarship s Staff Forms). Supervisor/School Assessment forms must be received by the Scholarships Office no later than **Friday 16 October 2009**. These forms can be downloaded from the Scholarships website: <http://www.scholarships.uwa.edu.au/forms>

Step 15: Confirmation of Living Allowance Funding for SIRF offers – after Scholarships Committee meeting on 12 October 2009

Complete and sign an International Living Allowance Scholarship Form for each applicant who is awarded a SIRF by the Scholarships Committee at the meeting on Monday 12 October. Schools must return Living Allowance forms to the Scholarships Office by **Friday 16 October 2009**. Alternatively, ensure an International Living Allowance Scholarship Form will be forwarded by the relevant faculty by 16 October 2009. These forms can be downloaded from the Scholarships website: <http://www.scholarships.uwa.edu.au/forms>

Summary of Ranking Principles

iAthena is the Graduate Research and Scholarships Office system for ranking applicants for international tuition fee scholarships at UWA. These are the International Postgraduate Research Scholarships (IPRS), the Scholarships for International Research Fees (SIRF), the International Research Fee Scholarships for China (China Scholarships), SIRF India Scholarships and special Named Scholarships.

The main differences between ranking international and local applications are as follows:

1. Most international scholarship applicants are non-standard, and the type and quality of the evidence that they supply with their applications are variable. All must comply with government regulations for eligibility for scholarships. The ranking score for each applicant is based on the school's rating of the applicant against four common criteria, from the best evidence that the school has. The school must justify the score with a textual argument. All applicants should be rated against the following criteria:

- (a) Academic Achievement;
- (b) English Language Achievement;
- (c) Research Output; and
- (d) Quality of Proposed Research Training Environment.

On each criterion, for each applicant, schools select one of four rating bands. iAthena will then compute an Indicative Ranking Score, based on averaging mid-range scores for these criteria. Schools can use this Indicative Ranking Score as a guide in determining their School Ranking Scores.

The same selection principles apply to ranking of international and local applications: School Rank Order cannot be changed by the Faculty, and interleaved Faculty Rank Order cannot be changed by the central Scholarships Committee.

2. There are no Faculty quotas for SIRF international tuition fee scholarships. Offers are made solely on the basis of position in the final merit list.

3. A fee waiver scholarship will only be awarded in conjunction with a living allowance scholarship. Faculties can only use UPAs from their quota to fund living allowances for IPRS students. **Schools/Faculties must use some other source of funding for living allowance scholarships for SIRF offers.**

Summary – School Responsibilities

- Schools must rank all applicants in line with the instructions in this manual (and available via the help icons in iAthena). Access to iAthena for ranking opens on Monday 7 September 2009. Faculties with multiple schools will set a deadline for each School to submit their rankings before the Faculty interleaves the rankings.
- Schools should back up their ratings and ranking scores with textual arguments based on the evidence provided by the applicant.
- Schools must base their rankings on the evidence presented in line with the guidelines provided in this manual and using complete information only. Applicants WILL NOT be made conditional offers so should be ranked on the basis of completed studies only.
- If funding is not available within the school or faculty to provide a full living allowance of \$26,000 per annum for an applicant, please clearly state in the School Comments box in iAthena that “This Applicant is NOT recommended for a SIRF as the School does not have funds for a Living Allowance”.
- When Schools have completed their rankings, they must click on the Submit Button in iAthena to submit the ranked list.
- **Schools/Faculties must provide supervisor assessment forms and living allowance forms to the Scholarships Office by Friday 16 October 2009.** The Supervisor/s and School Assessment Form details the supervision arrangements for the student and the living allowance form provides details of how the School/Faculty will fund the living allowance. The forms are available on the Scholarships website at <http://www.scholarships.uwa.edu.au/forms>.

Summary – Faculty Responsibilities

- Faculties must interleave the rankings of their Schools to arrive at a consolidated ranking list for the entire Faculty. Ranking should be done in line with the instructions in this manual (and available via the help icons in iAthena). Access to iAthena for ranking opens on Monday 7 September 2009. Faculties with multiple schools should set a deadline for those schools to submit their rankings, leaving enough time for the Faculty Ranking Committee to interleave applicants.
- Single School Faculties need only rank students once.
- Faculties must submit their rankings and print out a copy of the final ranked list, have it endorsed by the Dean, and post it to the Scholarships Office.
- Faculties are asked to remind all Schools to send through Supervisor/s and School Assessment Forms and living allowance forms to the Scholarships Office. Some Faculties may complete such forms centrally. The forms are available on the Scholarships website at <http://www.scholarships.uwa.edu.au/forms>.

1 Overview and Timetable

1.1 Overview

This document refers to the process for ranking applications for international tuition fee scholarships at UWA. These are the International Postgraduate Research Scholarships (IPRS), Scholarships for International Research Fees (SIRFs), International Research Fee Scholarships for China (SIRF China Scholarships), India SIRFs and special Named Scholarships (for example the “John Doe Scholarship”). This is a multi-stage process, in which: (i) each school ranks its applications into a single list using standard criteria; (ii) each faculty interleaves the ranked lists of its schools into a single list, preserving the ranking order determined by each school; and (iii) the Scholarships Committee interleaves the faculty lists into a single list, preserving the ranking order determined by each faculty. A key principle is that ranking decisions made at one stage will not be overturned at a later stage.

The Scholarships Committee will use the final ranked list to allocate SIRFs, and special Named Scholarships according to the eligibility for each type of scholarship (please see Section 6 for details of eligibility). There is no faculty quota for these scholarships. However, international research fee scholarships at UWA pay only the tuition fees and Overseas Student Health Cover for the recipient.

Before a SIRF or special Named Scholarship can be offered, the faculty must also provide each recipient a living allowance equivalent to a University Postgraduate Award (UPA) plus \$3,500pa Top-Up. This is \$26,000 per annum in 2010. Living allowances are indexed each year in line with annual increases in the Australian Postgraduate Awards.

University International Stipend (UIS) living allowances that are awarded to India SIRF Scholarship recipients are partially funded. Schools and/or Faculties must provide fifty per cent (50%) of the full living allowance or \$13,000 per annum in 2010.

SIRF recipients are not eligible for UPAs and must be provided with living allowances from other sources (please see Section 5 for details of funding arrangements). Special Named Scholarship recipients are not eligible for UPAs and must be provided with living allowances from other sources (please see Section 5 for details of funding arrangements).

Please note that original documents will be required for verification of academic qualifications, English language proficiency, citizenship and other supporting evidence. Offers of scholarships and candidature will not be made without this. That is, we will not make ANY conditional offers. All documentation MUST be provided by the relevant closing dates.

1.2 Ranking and Selection Timetable

FRIDAY 14 th AUGUST	Closing date for on line international scholarship applications and online referee reports.
FRIDAY 28 th AUGUST	Last day for acceptance of hard copies of documentation (including English test results) from applicants.
MONDAY 31 st AUGUST	READ ONLY access for Schools and Faculties to view applications in iAthena. User names, Passwords emailed previously for mid-year APA round.
MONDAY 7 th SEPTEMBER	School and Faculty iAthena RANKING may commence. iAthena Ranking Instructions link emailed to Schools and Faculties.
	Schools rank applications and submit to Faculties. Faculties interleave school lists in consultation with Heads of School, and submit interleaved ranked lists into iAthena.
FRIDAY 18 th SEPTEMBER	Deadline for submission of Faculty rankings to the Scholarships Office via iAthena.
MONDAY 12 th OCTOBER	Scholarships Committee determines the final interleaved ranked and reserve lists.
FRIDAY 16 th OCTOBER	Deadline for confirmation of funding arrangements for living allowances. Faculties/ Schools must provide living allowances for SIRFs, India SIRFs and full funding details for special Named Scholarships. Signed Supervisor/s and School Assessment Forms to be submitted to Scholarships Office.
MONDAY 19 th OCTOBER	Offer letters sending commencement, and notification to unsuccessful applicants. All successful applicants, together with their supervisors and Heads of School, will also be notified by email.

2 Introduction to iAthena

iAthena was devised to support on-line applications for international research scholarships and to assist schools, faculties and the Scholarships Office to manage the ranking process. iAthena provides a spreadsheet of all applicants that can be sorted by various fields. iAthena is available on-line and can be accessed by schools and faculties via individual usernames and passwords emailed to the Manager and Head of each School, and the Manager and Dean of each Faculty for the mid-year APA round. READ ONLY ACCESS is available from the round closing date using password access; RANKING ACCESS is available from Monday 7th September 2009. When each stage of the process is finished, data are submitted electronically and the next stage can commence.

When schools or faculties first log on to iAthena, 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, 'IPRS/SIRF/SIRF-INDIA 2010' must be selected to ensure that the correct applicants are listed.

To view details for an individual applicant, the <View> button on the far right hand side must be selected. Two views are available for each applicant – the 'Assessment View' and the 'Application View'. The Assessment View is split into four sections for each of the four criteria that applicant's are assessed on. At the bottom room is provided for School, Faculty and Scholarships Office comments. The Application View allows Schools and Faculties to view the entire application.

The applications will be ranked initially using a numerical method based on the School's Rating of four primary elements: Academic Achievement; English Language Proficiency; Research Output; and Quality of the Proposed Research Training Environment. Detailed instructions for determining these are in Section 3. The school will enter its Ratings against these criteria, and iAthena will use the Ratings to generate an Indicative School Ranking Score. The school can enter its own School Ranking Score and should justify any variation from the Indicative School Ranking Score with an explanation in the <School Comments> text box. Once the school has finalised its ranked list, it will submit the list electronically so the faculty can commence interleaving.

If funding is not available within the school or faculty to provide a full living allowance of \$26,000 per annum for an applicant, please clearly state in the School Comments box in iAthena that "This Applicant is NOT recommended for a SIRF as the School does not have funds for a Living Allowance".

If the above sentence is not included in the School Comments box in iAthena, the Graduate Research School will assume that the School and/or Faculty has funds for a full living allowance for the applicant.

When all the schools in a faculty have submitted their lists, iAthena will interleave them into a single provisional list for each faculty. The Ranking Committee in each faculty will then discuss and ratify its list, modifying it if necessary. A faculty may not overturn the ranked order of applications from schools, but may scale the school lists against each other. iAthena contains a function for scaling. Detailed instructions are in Section 4. Each faculty will need to set a date by which schools must submit their lists so that the

faculty can finalise its ranking list on time. When the faculty has finalised its list, it will submit it electronically to the Scholarships Office, and the Scholarships Committee will interleave the faculty lists to form a final list for the whole University.

Policy and procedural advice and technical support for schools and faculties will be available from the Scholarships Office throughout the process (Contact details are in Section 7).

3 Ranking Instructions for Schools

3.1 Starting iAthena

To log in to iAthena go to the secure website:

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

and enter your school username and password (these will have been sent to the School Manager, Head of School and Graduate Research Coordinator). You will then see a page with specific information for your school. *Please note that Apple no longer support Internet Explorer, so if you are using a Macintosh you should use some other browser, such as Safari or Firefox.*

3.2 Navigating, sorting and printing

3.2.1 Navigating

An important point for navigating in iAthena is that when you want to go back a page, you should use the <Back> button in iAthena (the green arrow in the top right corner of most iAthena pages) rather than the <Back> button on your browser (usually in the top left of your browser window).

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 <View> 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 and student number (where applicable). This is the page used by schools to enter data across the four criteria 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, or either of the referee's 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. Please note that some files can be quite large and many pages long where applicants have uploaded large numbers of documents or documents such as articles or research proposals.

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

A <Save> button is at the top and bottom of the Assessment View page. It is recommended that you periodically click the <Save> button to ensure your data is not lost.

3.2.2 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 3.12.2).

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

3.2.3 Printing

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.

A function is also provided to convert an entire application into a PDF document. Please note that some files can be quite large and many pages long where applicants have uploaded large numbers of documents or documents such as articles or research proposals.

3.3 Logging Off, Changing your Password, Providing Feedback and Getting Help

3.3.1 Logging Off

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

3.3.2 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.

3.3.3 Providing Feedback and Getting Help

If you would like to send feedback on the system or would like to ask for help, clicking the <Feedback/Help> link in the menu will open an email that you can send to the iAthena help desk. Any help requests will be followed up promptly. Please remember to put any relevant contact details in the email.

3.3.4 iAthena Manual

The iAthena manual (this document) is available online by clicking the <iAthena Manual> link in the menu.

3.4 Entering and Editing data

For each applicant the Assessment View page will contain the applicant's: name; UWA student ID if applicable; degree applied for; faculty; school and prior UWA candidature if applicable. These data will have been uploaded automatically from the on-line application form or keyed in by the Scholarships Office if the application was received in hard copy. 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 inform the Scholarships Office immediately of any errors or anomalies. **Please also contact the Scholarships Office immediately if the school recommends that an application be forwarded to a different school for ranking.** Please enter iAthena data for all applicants, including those whom the school does not recommend for a scholarship.

Enter the data for each application according to the instructions in 3.5. 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 do NOT click the <Submit> button until the whole school ranking is complete and you are ready to submit the data to the Faculty.

3.5 Entering Data and Ratings

For each applicant in each of the four assessment criteria, you are asked to fill in and/or verify information (please see also Notes for Ranking UWA Applicants, in Section 3.11).

Data entered in each section are measures of the applicant's achievement in a number of different categories. The data entered are not used to generate a ranking score, but the school's *Rating* of the data will be used to generate an Indicative Ranking Score (see 3.12.1). The data is recorded to maintain the transparency of the process.

The applicant's Rating on each criterion is the school's assessment of the achievement data in relation to those of other applicants. iAthena will automatically generate an Indicative School Ranking Score from the school's Ratings in the four criteria. The school can then enter a School Ranking Score which is different to the Indicative School Ranking Score, as long as it provides justification for that change.

Ideally, the final School Ranking Score will be broadly consistent with the descriptors below:

90-100 Excellent (A) Of the highest merit. The applicant is assessed as being potentially eligible for the highest-quality research schools internationally. The applicant has demonstrated mastery of a significant subject area and the ability to work independently, to carry out a challenging research project, to analyse difficult issues, to solve hard problems and to present work well, in English. The applicant can be matched to strong

supervision and be provided with adequate resources. The applicant has demonstrated a spark of creativity. There is a high probability of successful and timely completion. Generally, such applicants have already demonstrated the capacity to undertake work that would result in a peer-reviewed publication.

80-89 Good (B) Strongly competitive. The applicant has a strong academic record and good research training with a 1st Class Honours degree or equivalent. The applicant has demonstrated mastery of the discipline, independence, analysis and synthesis skills, and good presentation skills in English. The applicant has a sound proposal for research and the School can provide supervision and adequate resources.

70-79 Average (C) A sound applicant with at least Honours 2A or equivalent, but perhaps lacking consistent performance in the academic record, or some questions have been raised by the referees, or the proposal is in an area where the School does not have a strong research track record or strong resources. The applicant would require significant supervision and skill development in some key areas, such as communication skills, statistical techniques or other.

0-69 Poor (D) The applicant is inadequately prepared for research training, or has not achieved sufficient grades, or the School is unable to provide the required resources or supervision. School does not wish to support the application and will not include it in the ranked list.

3.5.1 Achievement Data and Ratings

Achievement data are measures of the applicant's achievement in a number of different categories. Achievement data are backed up by documentary evidence, which the applicant has supplied, and which the school has checked. Achievement data are not used to generate a ranking score automatically, but are recorded to maintain the transparency of the ranking process.

When the school receives the application material, the 'Applicant View' pages for each applicant will contain the following data: name; UWA student number if applicable; degree applied for; faculty; school; prior UWA candidature; and English qualifications. Schools will determine and enter all other data, including the data to be used for ranking, and background information for the faculty and Scholarships Committee.

For each of the four criteria, schools must give a Rating to each applicant. In each of the four sections, the Ratings are 'Excellent', 'Good', 'Average' or 'Poor'. These are abbreviated as A,B,C,D on the Summary Student List screen. A guide to applying the ratings is below and further information to assist schools in determining which Rating should be applied follows:

Excellent (A)	90 th percentile and above, ie 90% or more of the cohort are less qualified/perform less well, according to the specified criteria
Good (B)	80 th to 89 th percentile
Average (C)	70 th to 79 th percentile
Poor (D)	69 th percentile and below

3.6 Academic Achievement

In the Academic Achievement page, please enter the best summary data you have to indicate the level of academic achievement of each applicant. In general, the best summary data will be those data that allow maximum discrimination between applicants.

Summary measures and documentation of academic achievement differ widely among universities. For example, for each applicant you may have the following summary data: course or yearly Weighted Average Marks (WAM); a Grade Point Average (GPA); a transcript with marks, letter grades or descriptors; some combination of these; or none of these.

Because some applicants have completed several courses of study, the school will need to determine which course/s to include. Please include data for the most recent or most relevant whole course/s of study. Please do not use partial data for a course or simply discriminate in favour of the course with the highest marks. Please provide a brief justification in the <School Comments> box for why a particular course has been included or omitted.

(a)(i) What to do if you have the Weighted Average Mark (WAM)

This information will not be used for numerical ranking but is used to back up the Academic Achievement Rating, which will be used to generate an Indicative Ranking Score.

Many universities report a WAM. The WAM usually includes a weighting for points value but not for year level. The WAM is calculated by multiplying the marks (%) achieved in each unit by the credit points for that unit, adding these values together and dividing the total by the total number of credit points. The result is a number in the range 0 to 100. The WAM may be for the whole course or for individual years of the course. A Course WAM is available for UWA applicants.

If a Course WAM is available, please enter it into the <Academic Achievement> box and indicate that it is a WAM by clicking the appropriate button in the box above.

If only yearly WAMs are available, you can calculate a Course WAM by (1) multiplying the WAM for each year by the number of credit points taken in that year; (2) adding the values for all the years together; then (3) then dividing the result by the total number of points in the course. The final result is the Course WAM which is a number in the range 0 to 100.

For UWA applicants the Course WAM is available in the Student Information Management System (Callista) (see 3.11: Notes for Ranking UWA Applicants for how to find this).

(ii) What to do if you have the Grade Point Average (GPA) but no WAM

This information will not be used for numerical ranking but is used to back up the Academic Achievement Rating, which will be used to generate an Indicative Ranking Score.

The GPA is the mode by which many universities summarise the quality of a student's academic performance. The GPA is a coarser measure than the WAM. Most universities use a four-point system that allocates a number of points for each letter grade (eg A=4 points, B=3 points, C=2 points, D=1 point and F=0 points. However, some universities, including UWA, use a seven-point system. In both systems the letter grade is multiplied by the credit hours/points of the course to achieve the grade points for each course. The GPA is the total number of grade points for all units divided by the total number of credit points/hours for the course.

If a GPA is available but there is no WAM available, please enter it in the Academic Achievement box and indicate that it is a GPA by clicking the appropriate button in the box above. Because different universities use different systems, it is important to enter not only the GPA, but also the denominator, ie what the score is out of. In most cases the GPA will be out of 4 or 7. Please enter the GPA in the form eg 3.5 /4 or 6.5 /7.

(iii) What to do if you have only numerical marks

This information will not be used for numerical ranking but is used to back up the Academic Achievement Rating, which will be used to generate an Indicative Ranking Score.

If you have numerical grades and the credit points or credit hours, you can calculate a WAM (see 3.6.(a).(i)) or a GPA (see 3.6.(a).(ii)). The WAM provides better discrimination between applicants than a GPA, and is thus preferred.

If you have numerical marks but not credit points or credit hours, please calculate a simple average mark. This is the sum of all the marks (%) divided by the number of units for which you have marks. The result is a number in the range 0 to 100. Please enter it in the <Academic Achievement> box and indicate that it is a Simple Average Mark by clicking the appropriate button in the box above.

(iv) What to do if you have only letter grades or descriptors

This information will not be used for numerical ranking but is used to back up the Academic Achievement Rating, which will be used to generate an Indicative Ranking Score.

If you do not have any numerical marks, but have only letter grades or descriptors and the credit points or credit hours for each unit, you can calculate a GPA (see 3.5.1.1 (ii)).

If you have only letter grades or descriptors but not credit points or credit hours, please provide a simple grade average where A=4 points, B=3 points, C=2 points, D=1 point and F=0 points. Add all the grades you have available and divide the total by the number of grades you have. The result is a number in the range 0-4. Please enter it in the <Academic Achievement> box and indicate that it is a Simple Average Grade by clicking the appropriate button in the box above.

(b) Honours Grade or Equivalent

Please select the applicant's Honours grade or equivalent in the <Class of Honours> box on the Assessment View page. This box is intended for Honours qualifications that are based on research, or that have a substantial research component and for which a thesis or dissertation has been produced. It is not to be used for qualifications of Honours that are based purely on marks obtained in a coursework programme. However, an Honours equivalence or upgrade can be deemed on the basis of subsequent achievement or experience. For example, an applicant who has completed a Master by Research may be deemed equivalent to Honours 1. If you deem an Honours equivalence, please enter a justification in the relevant box.

Please consider carefully when deeming Honours 1 equivalence for applicants who do not have Honours but 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 programme, the content of Postgraduate Diploma courses varies, and sometimes the research component is minimal. For this reason, the Scholarships Committee has determined that unless there is a substantial research component (ie: at least 25% of the program or equivalent to an Honours thesis), a Postgraduate Diploma should not be used as a measure of research preparation.

Similarly, please consider carefully when deeming an upgraded Honours 1 equivalence for applicants who have an Honours 2A or 2B and an additional qualification, eg a Masters degree, or substantial research experience. Successful completion of a Master by Research programme can be deemed to be equivalent to Honours 1. However, please note that not all Master degrees include a research component. The program must include at least 25% research to be considered equivalent to Honours, and the quality of the thesis will also be relevant.

At the bottom of the Academic Achievement section there is a text box for schools to enter additional information or explanation regarding Academic Achievement. Suggestions are provided on the left hand side listing information that schools may choose to include, such as the applicant's positions in their cohort, prizes won or relevant referee comments. Entering such information will assist in clarifying the Rating selected.

3.6.1 Academic Achievement Ratings

At the top of the Academic Achievement section is a drop-down menu containing the four Rating options – 'Excellent', 'Good', 'Average' or 'Poor'. Schools must select one of the four Ratings based on the Achievement Data.

Please indicate your assessment according to the following criteria:

- | | |
|-----------|--|
| Excellent | The applicant's results are equivalent to a WAM of 90% or more at UWA. |
| Good | The applicant's results are equivalent to a WAM of between 80% and 89% at UWA. |
| Average | The applicant's results are equivalent to a WAM of between 70% and 79% at UWA. |
| Poor | The applicant's results are equivalent to a WAM of 69% or less at UWA. |

Please enter in the <School Comments> box any notes or comments to back up your rating.

3.7 Research Output

Research Output is intended to summarise each applicant's specific output in independent research, relative to opportunity. It can be estimated in two main ways: (i) results in research-based programmes of education such as a research Honours or Master by research degree; and (ii) other relevant evidence such as having publications in refereed journals or having worked in a research team, relative to opportunity. The Referees' Reports may contain relevant information. You can view these by clicking on the <Application View> link and scrolling to the bottom of the page.

(i) Publications

Applicants have been asked to scan the abstract or first page of their publications. Please check these carefully.

(ii) Work Experience

You may use research experience to inform the Research Output Rating if the applicant has had significant relevant work experience as an independent researcher.

At the bottom of the Research Output section there is a text box for schools to enter additional information or explanation regarding Research output. Suggestions are provided on the left hand side listing information that schools may choose to include, such as that above. Entering such information will assist in clarifying the Rating selected.

3.7.1 Research Output Ratings

At the top of the Research Output section is a drop-down menu containing the four Rating options – 'Excellent', 'Good', 'Average' or 'Poor'. Schools must select one of the four Ratings based on the Achievement Data.

Please rate the applicant according to the following example scale, according to the available documentary evidence:

- | | |
|---------------|---|
| Excellent (A) | The applicant has achieved the equivalent of a first class Honours at UWA or has completed a Master degree by research, and has demonstrated either outstanding performance or research output (cite evidence). |
| Good (B) | The applicant has the equivalent of a first class Honours at UWA or has completed a Master degree by research (cite evidence). |
| Average (C) | The applicant has successfully completed an Honours degree or equivalent to a standard of at least 2A. |
| Poor (D) | The applicant has had inadequate research training. |

3.8 English Language Achievement

Details of the applicant's English qualifications will already have been entered and can be viewed on the <Application View> page. Please verify these details against the documents scanned into the appropriate section of each applicant's on line application. Enter any other information that is pertinent, then provide a Rating for the applicant's English Language Proficiency, based on all the information available.

Demonstrated proficiency in English is required for entry into all courses at UWA, including for Australian applicants. Graduates from UWA do not have to satisfy a test of English to enter further courses at UWA. However, graduates from other universities, Australian or international, are not automatically assumed to have demonstrated English Language Proficiency despite that they may have studied some or all of their courses in English. Each application is considered individually. In most cases, a formal English qualification is required.

Proficiency may be demonstrated formally in numerous ways, including the International English Language Test Score (IELTS); Test of English as a Foreign Language (TOEFL); Cambridge Certificate of Proficiency in English and the General Certificate of English (GCE). Other qualifications are assessed on an individual basis.

Additional information that may inform the Rating of English Language Proficiency include, but are not restricted to, the following: authorship of papers in English in scholarly journals, in particular sole or primary authorship; completion of degree studies in English in a quality institution, in a country where English is the primary language; and English having been the medium of communication during secondary and/or primary school.

The cut-off scores for each test for applicants for all international tuition fee scholarships at UWA in the key tests are as follows:

- Qualifications through WA TEE (pass in English, English Literature or English as a Second Language) or equivalent (ie secondary schooling in Australia)
- GCE Ordinary Level English: C6 or higher
- TOEFL (paper based): 580 with 45 in the Test of Spoken English and a test of Written English score of 4.5
- TOEFL (computer based): not accepted as does not test speaking ability
- iBT TOEFL (internet based): 95 with 22 for reading and listening, 24 for speaking and 23 for writing
- IELTS: 6.5, with a score of at least 6.0 in Speaking and Listening and at least 6.5 in Reading and Writing
- Cambridge Certificate of Proficiency in English: C pass
- Cambridge Certificate in Advanced English: B
- CELT Academic Bridging Course: Overall B+ (75%) with B+ for Reading and Writing, and B for Listening and Speaking

- Other qualifications assessed on an individual basis

For many applicants, the Scholarships Office will include comments relating to English proficiency in the <Scholarships Office Comments> box at the bottom of the <Assessment View> page.

3.8.1 English Language Ratings

At the top of the English Language Achievement section is a drop-down menu containing the four Rating options – ‘Excellent’, ‘Good’, ‘Average’ or ‘Poor’. Schools must select one of the four Ratings based on the Achievement Data.

Please rate the applicant according to the following example scale, according to the available evidence:

- Excellent (A) The applicant has achieved an overall IELTS score of at least 8.0 with scores of no less than 6.5 in Reading and Writing and no less than 6.0 in Speaking and Listening, or iBT TOEFL score of at least 28 for reading, writing and listening and 29 for speaking *or the equivalent*. To determine equivalence to an overall IELTS score of 8.0, there is evidence (cite evidence) that his/her proficiency in written and spoken English is likely to be fluent, correct and without systemic problems. The applicant is unlikely to require specific English language development, but may benefit from some development in academic expression.
- Good (B) The applicant has achieved an overall IELTS score of either 7.5 or 7.0 with scores of no less than 6.5 in Reading and Writing and no less than 6.0 in Speaking and Listening, or iBT TOEFL score of at least 26 for reading, writing and listening and 24 for speaking *or the equivalent*. To determine equivalence to an overall IELTS score of 7.0 or 7.5, there is evidence (cite evidence) that he/she is highly competent and generally correct in written and spoken English but is likely to benefit from specific English language development during his/her candidature, in addition to what development might be required in academic expression.
- Average (C) The applicant has achieved an overall IELTS score of 6.5, or iBT TOEFL score of at least 95 with 22 for reading and listening, 24 for speaking and 23 for writing *or the equivalent*. To determine equivalence, there is evidence (cite evidence) that he/she is generally competent in written and spoken English but, according to the available evidence, is very likely to require some specific English language development in order to successfully complete his/her candidature and thesis.
- Poor (D) The applicant has not achieved the required English proficiency standard required for admission to higher degree by research study at UWA OR he/she may have achieved the minimum standard but, according to the available evidence, is very likely to require considerable specific English language development in order to successfully complete his/her candidature and thesis.

N.B. The Scholarships Committee has recently approved changes to the guidelines for rating English Language Achievement so please ensure you are rating in line with the new guidelines approved by the Committee.

3.9 Quality of the Proposed Research Training Environment Ratings

The quality of the Proposed Research Training Environment is widely held to be closely linked to the probability of a candidate completing successfully. It is a DEEWR stipulation that IPRS be directed to applicants proposing to work with a supervisor or team who have won competitive research funds.

At the top of the Quality of the Proposed Research Training Environment section is a drop-down menu containing the four Rating options – ‘Excellent’, ‘Good’, ‘Average’ or ‘Poor’. Schools must select one of the four Ratings based on the guide below.

- Excellent (A) The supervisor/group has won a nationally or internationally competitive grant in the last five years AND has successfully supervised two or more research candidates to completion in the last five years.
- Good (B) The supervisor/group has won a UWA grant or equivalent in the last five years AND has successfully supervised at least one research candidate to completion in the last five years.
- Average (C) The supervisor/group has successfully supervised at least one research candidate to completion in the last five years OR has won a grant in the last five years.
- Poor (D) The supervisor/group has neither successfully supervised a research candidate to completion nor won a grant in the last five years.

N.B. The Scholarships Committee has recently approved changes to the guidelines for rating the Quality of the Proposed Research Training Environment so please ensure you are rating in line with the new guidelines approved by the Committee.

3.10 Indicative Ranking Score

To calculate the Indicative Ranking Score, iAthena will assume the mid-point of each band. The nominal scores will be as follows:

- Excellent (A) 95
- Good (B) 85
- Average(C) 75
- Poor (D) 65

If the school chooses not to change the Ranking Score, it should enter the Indicative Ranking Score as the *School Ranking Score*.

The school may change the final Rank Score by entering a different School Ranking Score, but is requested to explain its rationale for the change in the <School Comments> box.

The School Ranking Score should be comparable to the scores ascribed to applicants for APAs and UPAs in Athena. This information is available online for the school's reference. Schools can contact the Scholarships Office for Athena login and password details if they have been misplaced since the most recent round.

3.11 Notes for Ranking UWA applicants

There are a few points to note when ranking applicants who are already, or who have been, enrolled at UWA.

- The UWA Course Weighted Average Mark and the GPA for UWA applicants are available through StaffConnect or Callista Forms. You can obtain them by going to Staff Connect at www.simssupport.uwa.edu.au.
- Please note that Ungraded Passes (UP) are NOT included in the UWA WAM and GPA calculations in Callista.
- Ungraded Fails are included in the GPA and WAM calculations in Callista. The value of an Ungraded Fail is zero (0).
- Supplementary Assessment Passes and Supplementary Assessment Fails are also included in both the UWA WAM and GPA calculations in Callista as follows:
 - A Supplementary Exam Pass result is deemed at 50%
 - A Supplementary Exam Fail will be recorded as the original Fail mark.

3.12 Ranking Scores

3.12.1 Indicative Ranking Score

iAthena will calculate an Indicative School Ranking Score for each applicant from the school's Ratings of Academic Achievement, English Language Proficiency, Research Output and Quality of Research Training Environment. For each Rating, iAthena will assume the midpoint of each Rating band, and the Indicative School Ranking Score is a simple average (mean) of these four values.


3.12.2 School Ranking Score

The school can amend the score of an applicant as it deems fit, by entering a score in the <School Ranking Score> box that is different to the Indicative Ranking Score. Please enter a justification for the amendment in the <School Comments> box.

If the school is satisfied with the Indicative Ranking Score it should enter the same value in the <School Ranking Score> box.

3.13 Submitting Data to the faculty

When you have completed and saved the school ranking list and are ready to submit the data to the Faculty, click on the <Submit> button on the School iAthena homepage. You will see that a new column appears, called Submission State. Each row will contain an

 button, which is coloured green, meaning that the data have been submitted to the faculty.

The Head of School should then notify the Dean of the Faculty that the School has submitted its ranking list.

3.14 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 Scholarships Office and there will also be an alert on the Faculty screen. The

Submission state button  changes from green to orange. When you change data, please always include a note in the <School Comments> box to explain the change.

3.15 Paperwork to be Returned to the Scholarships Office by Friday 16 OCTOBER 2009 – Supervisor/s and School Assessment Form and Confirmation of Funding for SIRF UIS and India SIRF Living Allowances

For each applicant who will be offered enrolment, the school must complete and sign a Supervisor/s and School Assessment Form, and also confirm funding for the UIS living allowance. The Supervisor/s and School Assessment forms must be completed for all such 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 forward the applicant's file to the International Centre for a full-fee place and offer of candidature. The school must provide the name of the recommended supervisor and confirmation that adequate resources will be available to support each research project proposed. All Supervisor/s and School Assessment Forms must be signed by the Head of School or Graduate Research Coordinator.

The Supervisor/s and School Assessment Form is available from the Scholarship website at: <http://www.scholarships.uwa.edu.au/forms>.

At the time you submit your data to the faculty, please forward the bundle of signed Supervisor/s and School Assessment Forms and Confirmation of Funding for the UIS Living Allowance to the Scholarships Office. These forms must be received by the Scholarships Office no later than **Friday 16th October 2009**. **Without confirmation of funding for the UIS Living Allowance, no offers for a SIRF or India SIRF scholarship will be forwarded to successful applicants.**

4 Ranking Instructions for Faculties

4.1 Starting iAthena

Where applicable, the Faculty is requested to convene a committee for interleaving school ranking lists. The Scholarships Committee recommends that Faculty Ranking Committees include each Head of School or nominee. It is also suggested that Heads of Discipline Group be included, where appropriate, to ensure a wider range of expertise on ranking committees.

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

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

and enter your Faculty username and password (these will have been sent to the Faculty Manager and the Dean). You will then see a screen with specific information for your faculty.

4.2 Navigating and Printing




4.2.1 Navigating


An important point for navigating in iAthena is that when you want to go back a page, you should use the <Back> button in iAthena (the green arrow in the top right corner of most iAthena pages) rather than the <Back> button on your browser (usually in the top left of your browser window).

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

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

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

In each row there is an  and an  box.  refers to the status of school data : if this box is grey, the school is still working on the data and has not yet submitted (see 3.6); green means that the school has submitted its data; orange means that the school has submitted its data but that the data have been changed since submission (see 3.14).

 refers to the status of faculty data. If this box is grey, the faculty is still working on the data and has not yet submitted (see 4.5); green means that the faculty has submitted its data; orange means that the faculty has submitted its data but that the data have been changed since submission (see 4.6).

4.2.2 Printing

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.

A function is also provided to convert an entire application in to a PDF document. Please note that some files can be quite long and many pages long where applicants have uploaded large numbers of documents or documents such as articles or research proposals.

To print the list for your own record or for final submission (see 4.7), click on the <Print List> button above the List.

4.3 Logging Off, Changing your Password, Providing Feedback and Getting Help

4.3.1 Logging Off

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

4.3.2 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.

4.3.3 Providing Feedback and Getting Help

If you would like to send feedback on the system or would like to ask for help, clicking the <Feedback/Help> link in the menu will open an email that you can send to the iAthena help desk. Any help requests will be followed up promptly. Please remember to put any relevant contact details in the email.

4.3.4 iAthena Manual

The iAthena manual (this document) is available online by clicking the <iAthena Manual> link in the menu.

4.4 Interleaving the School Ranking lists

You will receive your login information and instructions before the schools have completed their rankings and submitted their data. When all the schools have submitted their data, all the applicants for your faculty will automatically be sorted (provisionally interleaved) according to their relative School Ranking Scores (see Section 3.12.2 for details as to how these have been derived).

Faculties are asked to then either endorse or manipulate this provisional interleaving. A key principle is that a faculty may not overturn the ranking decisions of any school. However, a faculty may amend the scores of a school without overturning its ranked

order, and may scale the results of one or more schools against the others if necessary (see Section 4.4.2 Scaling School Scores). Please also see Section 4.1 above for recommendations about the composition of faculty ranking committees.

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

Next, check the academic parity of the scores. Questions to ask include the following: (1) Have applicants from different schools who have equivalent Academic Achievement, English Language Proficiency, Research Output and Quality of the Proposed Research Training Environment been assigned similar scores by the schools? (2) Do applicants from different schools who have been assigned similar scores have equivalent Academic Achievement, English Language Proficiency, Research Output and Quality of Research Environment? (3) Is the faculty satisfied that the relative rankings of applicants from different schools, as they appear in the provisional list, are a fair reflection of their relative merit?

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

4.4.1 Amending Individual Scores within a School Rank

The faculty may choose to amend the ranking scores of individuals, if it deems this appropriate on the available evidence. However, please note that the faculty may not overturn the order of ranking within a school list. Thus, it may only amend the score of any applicant within the limits set by the scores of the applicants immediately above and below in that school. iAthena will automatically restrict changes to within these limits.

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

4.4.2 Scaling School Scores

The faculty may decide to raise or lower the ranked lists of schools with respect to each other, if it deems this appropriate on the available evidence.

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

4.4.3 Negotiating with Schools to Re-rank

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


The Dean should contact the Head of School and seek agreement to the changes. Any changes in the school ranking must be entered by the school, and resubmitted to the faculty (see Sections 3.14 and 3.15).

4.5 Submitting Data into iAthena

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

4.6 Changing Data that have Already been Submitted.

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

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

4.7 Paperwork to be Returned to the Scholarships Office – Signed Final Faculty Ranking List and Living Allowance Funding Details

- **Signed Final Faculty Ranking List**

Each faculty is requested to return a hard-copy version of its final ranking list, with each page dated and certified as correct by the Dean of the faculty or nominee with delegated authority. The Dean's or nominee's signature on the spreadsheet is confirmation that the ranked list has been approved by the Faculty Ranking Committee. These items must be received by the Scholarships office no later than **Friday 18th September 2009**.

- **Details of Funding Arrangements for Living Allowances**

The faculty must also return details of funding arrangements for the living allowance for each applicant for whom it is recommending a scholarship (see Section 5) if the school has not already done so. In Round 1 2010 a completed International Living Allowance Scholarship Form is required for each recommended applicant, to be submitted to the Scholarships Office by **Friday 16th October 2009**.

5 Details of Funding Arrangements

5.1 Living Allowances

The SIRF and special Named Scholarship awards cover the full-fee cost of the course and the Overseas Student Health Cover Charge for three years, with possible extensions to a maximum of four years for PhD students and for two years with the possible extension to a maximum of two and a half year for research Masters course. All successful applicants must also be provided with a living allowance for the duration of their enrolment.

5.1.1 IPRS

Faculties may choose to use UPAs allocated through the quota system to fund applicants awarded IPRS. Faculties may also use half a UPA to fund half the living allowance and alternative funds for the other half. Alternatively, funding may come from other sources with the Faculty or School. For information on UPA allocations, please contact the Scholarships Office.

5.1.2 SIRF and INDIA SIRF

Living allowances for UWA SIRF awardees (called University International Stipend or UIS) must be fully funded by the School or Faculty for the duration of the enrolment.

Although it is a requirement that all SIRF awardees must be provided with a living allowance for the duration of their enrolment, the School or Faculty may recommend that either a partial or full SIRF be awarded without a living allowance scholarship if the student has been awarded another scholarship which provides a living allowance and/or the partial Full Fee cost of the course. In these cases the School/Faculty should provide full details of the other scholarship support and a clear statement of recommendation about the level of commitment required from the SIRF fund. For example, some international students may have received a living allowance scholarship from their employer or home Government. In this case the Faculty's recommendation to the Scholarships Committee would be for a SIRF award to cover the international tuition fees only, with no living allowance being provided by UWA. In other cases, a partial fee scholarship may be recommended if the student has already secured a scholarship which will cover part payment of the fees.

Schools and/or Faculties must commit to fifty per cent (50%) of a full living allowance UIS scholarship for India SIRF awardees.

5.1.3 Named Scholarships

The Scholarships Committee has approved a proposal to extend and diversify UWA's offerings of international tuition fee research scholarships by allowing special named living allowance scholarships to be added to the list of scholarships on offer. Schools and Faculties may be able to use the international scholarships selection round to fill living allowance scholarships that they are otherwise unable to award to local students. Approval of special named living allowance scholarships, to be combined with a tuition fee scholarship, will be conditional upon the following conditions set down by the Scholarships Committee:

- The point of the proposal is to assist schools who have difficulty allocating specific scholarships (ie scholarships tied to particular projects/areas of study) to local students in the current economic climate. An example is the WACUPS scholarships which are jointly funded by CSIRO and UWA, and the APAI scholarships funded from an ARC Linkage grant.
- It is not the intention to simply create more tuition fee scholarships for schools who can offer money for Ad Hoc living allowances, and it would definitely not be appropriate to use University Postgraduate Awards in this way because they can only be used for local or IPRS students.
- The Scholarships Committee will maintain firm control of the number of extra tuition fee scholarships (SIRFs) to be allocated in combination with named living allowance scholarships.
- Schools and Faculties will need to apply in advance to the Scholarships Committee for permission to add specific named scholarships to the list of available offerings.
- All proposals for new special named scholarships must be submitted using the International Living Allowance Scholarship Form. Details required include the name of the scholarship, full details and confirmation of funding.
- Living Allowance Funding Forms must be returned to the Scholarships Office no later than **Friday 16th October 2009**.

5.2 International Living Allowance Scholarship Form

This form is to be used to advise the Scholarships Office of funding arrangements for living allowances all SIRF/India SIRF UIS and named scholarship living allowances. The Head of School and School Manager must certify that funding is available for the living allowance for up to three and a half years for PhD enrolment and for up to two years for Masters' enrolment. This form can be downloaded from the Scholarships Web site: <http://www.scholarships.uwa.edu.au/forms>.

6 Eligibility Criteria for SIRF, and Named Scholarships

6.1 Citizenship

For SIRF and Named Scholarships applicants must not be Australian or New Zealand citizens or Australian permanent residents.

6.2 Academic Eligibility

Awards are available only to those applicants who:

- have completed a four year undergraduate degree at first class Honours level or equivalent.

- are enrolling as a full-time candidate for a Master's degree by research or a PhD degree;
- will be commencing their course in semester 1, normally not later than 31 March 2010;

The following students will be **ineligible** for a scholarship under the scheme:

- International students who have already obtained a PhD degree or equivalent.
- International students who have already obtained a Master's degree by research and are applying to undertake another Master's degree by research.
- Students who have not provided the required documentation (such as complete academic transcripts and English results) by the relevant deadline will be deemed ineligible.

6.3 English Language Proficiency

All applicants must satisfy minimum requirements for English Language Proficiency as follows:

- Qualifications through WA TEE (pass in English, English Literature or English as a Second Language) or equivalent (ie secondary schooling in Australia)
- GCE Ordinary Level English: C6 or higher
- TOEFL (paper based): 580 with 45 in the Test of Spoken English and a test of Written English score of 4.5
- TOEFL (computer based): not accepted as does not test speaking ability
- iBT TOEFL (internet based): 95 with 22 for reading and listening, 24 for speaking and 23 for writing
- IELTS: 6.5, with a score of at least 6.0 in Speaking and Listening and at least 6.5 in Reading and Writing
- Cambridge Certificate of Proficiency in English: C pass
- Cambridge Certificate in Advanced English: B
- CELT Academic Bridging Course: Overall B+ (75%) with B+ for Reading and Writing, and B for Listening and Speaking
- Other qualifications assessed on an individual basis

7 Contacts for Assistance

Please direct all enquiries to the Scholarships Office:

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