

## **INTERNATIONAL SCHOLARSHIPS ROUND 1 FOR 2019**

### **iATHENA SCHOLARSHIP RANKING INSTRUCTIONS**

#### **International Research Training Program (RTP) Scholarships and University Postgraduate Awards**

Welcome to iAthena, the on-line system for ranking and managing applications for postgraduate research scholarships at UWA.

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 Graduate Research School website –  
<http://www.postgraduate.uwa.edu.au/staff/forms/#scholarships>**

**Updated 28/06/18**

<p><b>iAthena Login:</b> <b><a href="https://iathena.grs.uwa.edu.au/SM">https://iathena.grs.uwa.edu.au/SM</a></b></p> <p><b>Graduate Research School</b> <b><a href="mailto:internationalscholarships@uwa.edu.au">internationalscholarships@uwa.edu.au</a></b> <b>6488 4740/8148/3738/1584</b></p> <p><b>Higher Degree Research Support Teams</b> <b>FABLE: <a href="mailto:hdr-fable@uwa.edu.au">hdr-fable@uwa.edu.au</a></b> <b>6488 2937/8168</b></p> <p><b>EMS: <a href="mailto:hdr-ems@uwa.edu.au">hdr-ems@uwa.edu.au</a></b> <b>6488 3060/7208</b></p> <p><b>HMS: <a href="mailto:hdrenquiries-fhms@uwa.edu.au">hdrenquiries-fhms@uwa.edu.au</a></b> <b>6488 2740/6457 3519</b></p> <p><b>SCIENCE: <a href="mailto:hdr-enquiry-science@uwa.edu.au">hdr-enquiry-science@uwa.edu.au</a></b> <b>6488 7741/7930</b></p>
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## **Table of Contents**

<b>1</b>	<b>RANKING PRINCIPLES AND DEFINITIONS</b>	<b>5</b>
1.1	Introduction to iAthena	5
1.2	iAthena Scholarship Ranking Formula	5
1.3	Ranking Criteria	5
1.4	Selection Criteria	5
1.5	Principles for the Allocation of Scholarships	6
<b>2</b>	<b>DEFINITIONS AND GENERAL INFORMATION</b>	<b>6</b>
2.1	Standard applicants	6
2.2	Non-standard applicants	7
2.3	Deemed Honours Marks for non-standard applicants	7
2.4	First Class Honours	7
2.5	Upper Second Class Honours (Honours 2A)	7
2.6	Academic Eligibility and Adequate Research Preparation	7
2.7	English Language Competency	8
2.8	Residency	9
2.9	School Assessment of Research Potential (SARP)	9
2.10	Faculty Discretionary Points	9
2.11	Scholarships for International Research Fees (SIRFs)	9
2.12	Value of Scholarships for 2018	9
2.13	Faculty Scholarship Quotas	10
<b>3</b>	<b>RANKING AND SELECTION TIMETABLE</b>	<b>10</b>
<b>4</b>	<b>GENERAL INSTRUCTIONS FOR SCHOOLS AND FACULTIES</b>	<b>11</b>
4.1	Logging in to iAthena	11
4.2	Online iAthena Manual	11
4.3	Round Selection, Application View and Assessment View	11
4.4	Printing, Excel Export and PDF functions	11
4.5	Logging Off, Password, Feedback and Help	12

<b>5</b>	<b>RANKING AND SCORING PROCESSES</b>	<b>12</b>
<b>5.1</b>	<b>Overview</b>	<b>12</b>
<b>5.2</b>	<b>School Scoring and Ranking Summary</b>	<b>12</b>
<b>5.3</b>	<b>Summary of School Ranking Steps</b>	<b>13</b>
<b>6</b>	<b>RANKING INSTRUCTIONS FOR SCHOOLS</b>	<b>13</b>
<b>6.1</b>	<b>Navigating, reporting errors, saving and sorting</b>	<b>13</b>
<b>6.2</b>	<b>Entering and Editing data</b>	<b>14</b>
<b>6.3</b>	<b>Details of data to be entered for school ranking</b>	<b>15</b>
<b>6.3.1</b>	<b>Honours Grade</b>	<b>15</b>
<b>6.3.2.1</b>	<b>Honours Thesis Mark or equivalent</b>	<b>15</b>
<b>6.3.3</b>	<b>Honours Coursework Weighted Average Mark or equivalent</b>	<b>16</b>
<b>6.3.3.3</b>	<b>Scoring for applicants who have completed UWA Higher Degree Research Preliminary units</b>	<b>17</b>
<b>6.3.4</b>	<b>Percentage Value of Thesis</b>	<b>17</b>
<b>6.3.5</b>	<b>School Assessment of Research Potential</b>	<b>17</b>
<b>6.3.6</b>	<b>Research Publications</b>	<b>18</b>
<b>6.3.7</b>	<b>Relevant Research Experience</b>	<b>18</b>
<b>6.3.8</b>	<b>Competitive prizes, patents and grants</b>	<b>19</b>
<b>6.3.9</b>	<b>Conference Participation</b>	<b>19</b>
<b>6.3.10</b>	<b>Previous Degrees</b>	<b>19</b>
<b>6.3.11</b>	<b>Missing Referee Reports</b>	<b>19</b>
<b>6.4</b>	<b>Academic transcripts for ranking UWA applicants</b>	<b>19</b>
<b>6.5</b>	<b>Deeming Honours equivalence for non-standard applicants</b>	<b>19</b>
<b>6.6</b>	<b>Checking Education History</b>	<b>20</b>
<b>6.7</b>	<b>Delayed results</b>	<b>21</b>
<b>6.8</b>	<b>Prior Higher Degree Research candidature at UWA</b>	<b>21</b>
<b>6.9</b>	<b>School Ranking Scores</b>	<b>21</b>

6.9.1	Indicative Ranking Score and Final School Ranking Score	21
6.9.2	Zero School Ranking Scores	22
6.9.3	School Comments & Justification of School Ranking Score	22
6.9.4	Saving School Ranking Scores	22
6.9.5	Submitting School Rankings to the Faculty	22
6.10	Changing Data that have already been Submitted	22
6.11	Paperwork to be returned to Higher Degree Research Support Staff	23
7	INSTRUCTIONS FOR FACULTIES	23
7.1	Composition of Faculty Ranking Committees	23
7.2	Navigating for Faculty Ranking	24
7.3	Interleaving the School Ranking lists	24
7.3.1	Amending Individual Scores within a School Rank	25
7.3.2	Scaling School Scores	25
7.3.3	Negotiating with Schools to Re-rank	25
7.4	General Criteria for Faculty Discretionary Points	25
7.5	Faculty-Specific Criteria for Faculty Discretionary Points	26
7.5.1	Faculty of Arts, Business, Law and Education (FABLE)	26
7.5.2	Faculty of Engineering and Mathematical Sciences (FEMS)	26
7.5.3	Faculty of Health and Medical Sciences (FEMS)	27
7.5.4	Faculty of Science (SCIENCE)	27
7.6	Faculty Comments	28
7.7	Faculty Recommendations for Prestigious Scholarships	28
7.8	Submitting Faculty Ranking Data into iAthena	28
7.9	Changing Data that have already been Submitted	28
7.10	Paperwork to be returned to the Graduate Research School	28
8.	CONTACTS FOR ASSISTANCE	29

# 1 Summary of Ranking Criteria and Principles

## 1.1 Introduction to iAthena

iAthena is the Graduate Research School system for ranking and managing international and domestic graduate research scholarship applications at UWA. Scholarships for domestic and international applicants include Australian Government Research Training Program Stipends (RTPs), International RTP Fees Offset Scholarships, University Postgraduate Awards (UPAs), and prestigious full and top-up scholarships funded from bequests and other sources.

iAthena is designed to assist the three-tiered process by which schools, faculties and then the central Higher Degree Research (HDR) Scholarships Committee confirms the final offer list according to common criteria. A key principle is that ranking decisions made at one stage will not be overturned at a later stage without consultation and consent.

## 1.2 iAthena Scholarship Ranking Formula

The Scholarship Ranking Score is derived from the unweighted mean (simple average) of the Honours Thesis Mark and the Honours Coursework Weighted Average Mark (or equivalent prescribed scores for non-standard applicants). Up to 5 School Assessment of Research Potential (SARP) points for research experience, research output and additional achievements may be added to that mean to generate the Indicative School Ranking Score. Up to 5 Faculty Discretionary points may be added to the School Ranking Score by Faculty Ranking Committees.

## 1.3 Ranking Criteria

The three common criteria to be used for school ranking of domestic and international scholarship applications are:

- (a) the Honours Thesis Mark or equivalent;
- (b) the Honours Coursework Weighted Average Mark or equivalent; and
- (c) the School Assessment of Research Potential.

## 1.4 Selection Criteria

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

- (a) academic achievement as evidenced by their academic record; and
- (b) research potential based on academic referee reports, relevant research experience and publications, if applicable.

In the competitive selection process, priority may be given to students who are enrolling internally in an HDR for the first time, and students who have not:

- (a) previously completed a Research Doctorate or equivalent;
- (b) already completed a Research Masters degree or equivalent, unless intending to undertake a Research Doctorate;
- (c) previously held an Australian Postgraduate Award, Australian Postgraduate Award (Industry) or an Australian Government-funded Postgraduate Research Award (excluding an IPRS) previously unless it was terminated within six months of the commencement of benefits;

(d) previously been awarded, or currently be in receipt of, a current scholarship stipend; a UWA Scholarship for International Research Fees (SIRF) or other scholarship designed to offset HDR fees.

### **1.5 Principles for the Allocation of Scholarships**

The [University Policy on the Establishment and Award of Scholarships](#) (UP11/43), confirms that the university is committed to maximising scholarship opportunities for its students and optimising the distribution of scholarships. As scholarship funds are limited, preference in recommendations for award of HDR scholarships may be given to commencing students and applicants who are not already receiving full scholarship support. This strategy seeks to maximise the number of new HDR enrolments, and optimise the spread of scholarships to as many students as possible.

[The University Policy on Australian Government Research Training Program Scholarships](#) (UP17/4) sets out the principles governing the framework for management, allocation and administration of the Australian Government Research Training Program Scholarships.

## **2 Definitions and General Information**

### **2.1 Standard applicants**

Standard applicants are students who have completed qualifying degrees in the last seven years for Higher Degree by Research enrolment, within Australia or New Zealand. Master of Professional Engineering (MPE) graduates and graduates of other qualifying Masters degrees will be scored as standard applicants, regardless of which year in their course the research thesis was completed. It is not necessary for the thesis to have been completed in the final year, for the standard scoring formula to be used, as long as actual coursework and thesis marks are available.

Actual marks should be entered for all standard applicants with degrees completed within the last seven years. Examples of 'standard' qualifications are undergraduate and postgraduate degrees with a thesis component weighted at least 25% of a full year load, and for which marks are available at the time of scholarship ranking. These include, but are not limited to:

- four year Honours degrees;
- professional practice Masters degrees such as the Master of Professional Engineering;
- Graduate Diplomas;
- Masters by Research;
- Masters by Thesis and Coursework;
- Masters by Coursework and Dissertation;
- Completion of UWA Honours, following an undergraduate or coursework degree at another university; and
- Completion of a minimum of 48 points in a UWA Higher Degree by Research Preliminary course, including a thesis component of at least 12 points.

### **2.2 Non-standard applicants**

Non-standard applicants are:

- applicants who have completed degrees outside Australia or New Zealand;
- applicants who have completed qualifying degrees more than seven years ago;
- applicants with qualifications which cannot be equated to an Australian Honours or Masters degree;

- applicants who have completed less than 48 points of a UWA Higher Degree by Research Preliminary course; and
- applicants for whom actual marks are not available at the time of scholarship ranking.

### **2.3 Deemed Honours Marks for non-standard applicants**

The prescribed UWA-equivalent scores for non-standard applicants are determined by the deemed Honours grade. Schools are required to enter the UWA-equivalent scores for the Honours Thesis Mark and the Honours Coursework Weighted Average Mark for all non-standard applicants. The prescribed non-standard scores are:

- 80% for Honours 1 deemed equivalence; and
- 75% for Honours 2A deemed equivalence.

Current PhD students who have achieved formal Confirmation of PhD candidature may be deemed to have achieved Honours 1 equivalence. These applicants will be scored as non-standard applicants with the prescribed non-standard Honours 1 score of 80.

### **2.4 First Class Honours**

Some scholarships, including the prestigious Hackett Scholarships, Jean Rogerson Scholarships, Robert and Maude Gledden Scholarships and the Dean's Excellence in Science PhD Scholarships, can only be awarded to applicants who have obtained First Class Honours or equivalent performance achieved through substantial research experience. Please note that the University has determined that First Class Honours equivalence for current UWA PhD students can be deemed through achievement of formal Confirmation of Candidature. Please also see Section 6.5 Deeming Honours equivalence.

### **2.5 Upper Second Class Honours (Honours 2A)**

UPAs and other scholarships may be awarded to applicants with Upper Second Class Honours (Hons 2A) or equivalent. Applicants with a Second Class Honours Division B qualification are not normally eligible for Higher Degree by Research candidature or scholarships unless they have subsequently demonstrated significant research experience, for example by completion of a Master degree with a substantial thesis component. In this case, a higher level of Honours can be deemed.

### **2.6 Academic Eligibility and Adequate Research Preparation**

All applicants must have completed, or expect to complete a degree at Bachelor level and provide evidence of scholarly work in at least one of the following forms, as prescribed in the University Policy on: Adequate Research Preparation <http://governance.uwa.edu.au/policy/UP11/25>:

- a supervised research dissertation project completed as a program undertaken after a three year, or during a four year, Bachelor degree, carrying the equivalent credit of at least 25% of an annual full-time load and awarded an assessed result at or above distinction level;
- The Board of the Graduate Research School may deem a three-year Bachelor degree including a supervised dissertation of at least 25 per cent of an annual full-time load awarded with first class Honours from a highly-ranked university as meeting this criterion;
- scholarly papers as sole or primary author, appearing in recognised academic journals or in volumes published by recognised academic publishers;
- published research reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-

- date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify the applicant as sole or primary author;
- a portfolio of published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates the applicant's development of a scholarly approach to creative work as research investigation.

## 2.7 English Language Competency

All applicants must satisfy minimum requirements for English Language Competency for enrolment in higher degrees by research: All English test results must normally have been obtained within the last two years. Applicants who do not meet the minimum requirements by the prescribed deadline for English test results in each round, are not eligible for scholarships in that round.

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 Competency despite that they may have studied some or all of the courses in English. Each application is considered individually. In most cases formal English test results are required.

Details of the minimum English competency requirements are on the UWA website:

<https://study.uwa.edu.au/how-to-apply/entry-requirements/english-language-requirements/postgrad-research-english-language-requirements>

- Qualifications through WA TEE (pass in English, English Literature or English as a Second Language) or equivalent
- GCE O-level (GCSE and IGCSE):  
Minimum grade C / C6 in English, English Language, English (First Language) or English Literature.  
Minimum grade A in IGCSE English as a Second Language, with grade 1 (One) in Oral/Aural Communication.  
Must be endorsed by CIE, OCR, Edexcel, AQA or other UK authority (independent and school-assessed O-levels are not sufficient)
- TOEFL (paper based): 580 with 45 in the Test of Spoken English (TSE) and 4.5 in the Test of Written English (TWE)
- iBT TOEFL (internet based): 82 with 22 for writing; 18 for reading, and 20 for listening and speaking
- \* IELTS: 6.5 overall with no band less than 6.0
- Cambridge Certificate of Proficiency in English: C Pass
- Cambridge Certificate in Advanced English: B grade
- Pearson Test of English (PTE) Academic: Overall score of 64 with a minimum score of 64 for reading and writing, 59 in speaking and 54 in listening. The Faculty of Law requires an overall score of 70, with a minimum of 70 in each section.
- CELT Academic Bridging Course: Overall score of 70% with a minimum of 65% in each section
- Other qualifications considered on an individual basis



\* Higher English scores are required for admission to HDRs in some faculties at UWA:

**Law** requires an overall IELTS of 7.5, with a minimum score of 7.5 for reading and writing and a minimum of 7.0 for speaking and listening;

**Business** requires an overall IELTS of 6.5, with a minimum of 6.5 in reading and writing;

**Education and Dentistry** require an overall IELTS score of 7.0, with a minimum of 6.5 in reading and writing.

## **2.8 Residency**

All HDR scholarship holders are expected to enrol as internal students and live close enough to the University to enable frequent and systematic use of University facilities, including use of physical resources, formal research training and frequent contact with supervisors.

## **2.9 School Assessment of Research Potential (SARP)**

The SARP is the school's assessment of the applicant's research potential as evidenced by relevant and recent research experience, research output and other research-related achievements. SARP points will not be awarded for additional degrees, current PhD candidature or university prizes.

The School Assessment of Research Potential (SARP) score is a maximum of 5 points for research experience, research output and additional achievements, obtained within the last five years.

## **2.10 Faculty Discretionary Points**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by Faculty Ranking Committees based on one or more of the following factors:

- (i) The applicant is a graduate of a highly ranked university (including UWA and other Group of Eight universities) or a university with high ranking in particular disciplines;
- (ii) The applicant is highly ranked in their cohort;
- (iii) The applicant's research area supports the faculty's strategic goals and priorities;
- (iv) The strength of the research group and supervision team.

Please also see Section 7.5 for details of the Faculty Discretionary Points for each faculty, approved by the Higher Degree Research Scholarships Committee.

## **2.11 Scholarships for International Research Fees (SIRFs)**

SIRFs cover the cost of the International Tuition Fees and standard Single student visa length Overseas Student Health Cover (OSHC). Offers to international applicants for HDR candidature and scholarships can only be issued if the applicant has been awarded a centrally-funded International RTP Fees Offset Scholarship or a Scholarship for International Research Fees (SIRF) with a matching living allowance. SIRF Proposal forms must be submitted with the Supervision and School Assessment forms for all recommended international applicants, for whom living allowance funding is available.

## **2.12 Value of Scholarships**

The minimum value of UWA postgraduate research scholarships is the equivalent to a University Postgraduate Award (UPA) plus a UWA Safety-Net Top-Up (\$29,000 per

annum). RTP/UPA living allowances are indexed each year in line with annual increases in the Research Training Program Stipends, and the value of the Safety-Net Top-Up is adjusted each year, reducing as the RTP Stipend increases. The total scholarship package is \$29,000 per annum, and the Safety-Net Top-Up program will be discontinued when the value of the RTP Stipend reaches or exceeds \$29,000pa.

### 2.13 Faculty Scholarship Quotas

- RTP and UPA scholarships will be allocated according to the faculty quotas, and there will be no interleaving by the central HDR Scholarships Committee as has been the case in past rounds.
- Each faculty will be given a notional quota of scholarships based on each faculty's share of Weighted Higher Degrees by Research (HDR) Completions over the last three years.
- RTP/UPA scholarships will be initially allocated to faculties under the quota system, and there may also be a small 'Central Pool' for central allocation to highly qualified applicants outside the quotas. If a faculty does not have enough qualified applicants to fill its quota, unused quota scholarships will be available for allocation by the HDR Scholarships Committee.

## 3 International Round 1 2019 Ranking and Selection Timetable

FROM MONDAY 9 JULY	Schools rank applications and submit to Faculties. Faculties interleave school lists in consultation with Heads of School, and submit interleaved ranked lists into iAthena.	GRCs/HDR Support
FRIDAY 31 AUGUST	Closing date for online scholarship applications and signed Application Confirmation forms.	Students
FRIDAY 7 SEPTEMBER	Deadline for hardcopy supporting documents and English test results. Supporting documents which are mailed or sent by international courier, post-marked on or before 7/9/18 will be accepted if they arrive after 7 September. However, all supporting documents must be provided by 21 September. If certified copies of supporting documents are emailed by UWA agents, applicants are not required to also mail hardcopies at the time of application.	Students/GRS Scholarships
FRIDAY 21 SEPTEMBER	Deadline for submission of Faculty rankings to the Graduate Research School via iAthena, and Supervision/School Assessment forms to be submitted to HDR Support Staff. Signed faculty ranking lists must be emailed to the Graduate Research School – <a href="mailto:internationalscholarships@uwa.edu.au">internationalscholarships@uwa.edu.au</a> .	ADR/HDR Support
MONDAY 1 OCTOBER	HDR Scholarships Sub-Committee determines the final ranked order of merit list and scholarship offers.	Committee
FROM TUESDAY 2	The Graduate Research School will commence emailing offers and notification to unsuccessful	GRS Scholarships

AUGUST	applicants.	
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## 4 General Instructions for Schools and Faculties

Please note that Apple does not support Internet Explorer, so if you are using a Macintosh you should use another browser for iAthena, such as Safari, Firefox or Chrome.

Please contact the Graduate Research School if you do not have your current iAthena login details. (email: [internationalscholarships@uwa.edu.au](mailto:internationalscholarships@uwa.edu.au); phone: 6488 4740/8148)

### 4.1 Logging in to iAthena

#### 4.1.2 iAthena login for schools

To log in to iAthena go to the secure website:

<https://iathena.grs.uwa.edu.au/SM/> and enter your school username and password.

#### 4.1.3 iAthena login for faculties

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

<https://iathena.grs.uwa.edu.au/SM/> and enter your faculty username and password. You will then see a screen with specific information for your faculty.

### 4.2 Online iAthena Manual

This document is available online by clicking the <iAthena Ranking Instructions> link in the menu and selecting the “International RTP Round 1 2019 Ranking Instructions”.

### 4.3 Round Selection, Application View and Assessment View

It is important to ensure that the correct Round is selected. A drop-down menu at the top of the page allows schools and faculties to move between the various Rounds of applications. The current Round, ‘International RTP Round 1 2019’ must be selected to ensure that the correct applicants are listed.

To view details for an individual applicant, the <Edit> button on the far right hand side must be selected. Two views are available for each applicant:

- The ‘*Assessment View*’ contains summary information including the name, UWA student number or application number, degree and specific scholarships applied for, details of prior candidature, and comments. At the bottom, room is provided for School, Faculty and Graduate Research School comments.
- The ‘*Application View*’ allows Schools and Faculties to view the entire application.

### 4.4 Printing, Excel Export and PDF Functions

You may print most pages visible in iAthena by using your browser print button. Please note that when printing an application direct from iAthena your page orientation should be set to Landscape rather than Portrait. To print the full list, click on the <Print List> button. To export the list to Excel click on the <Excel Export> button

A function is also provided to convert an entire application into a PDF document. Click on the <Get a PDF version of complete application> button to convert the entire

application, including attachments, into a PDF. Please note that some files can be quite large where applicants have uploaded large numbers of documents such as articles or research proposals.

## **4.5 Logging Off, Password, Feedback and Help**

### **4.5.1 Logging Off**

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

### **4.5.2 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.

### **4.5.3 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 provide email and phone contact details for the Graduate Research School. Any help requests will be followed up promptly. Please remember to put any relevant contact details in the email.

## **5 Ranking and Scoring Processes**

### **5.1 Overview**

This document refers to the process for ranking applications for Research Training Program Stipends (RTPs), International RTP Fees Offset Scholarships, University Postgraduate Awards (UPAs), and prestigious full and top-up scholarships funded from bequests and other sources.

This is a multi-stage process, in which:

- each school ranks its applications into a single list using standard criteria;
- each faculty interleaves the ranked lists of its schools into a single list, preserving the rankings determined by each school; and
- the central HDR Scholarships Committee will then confirm offers for each faculty, and allocate any unused quota scholarships (if needed).

A key principle is that ranking decisions made at one stage will not be overturned at a later stage without consultation and consent.

### **5.2 School Scoring and Ranking Summary**

Schools will enter a UWA-equivalent score for each ranking criterion for all applications, including non-standard applications.

Both standard and non-standard applications will be ranked using a numerical method based on three primary elements:

- Honours Thesis Mark (or equivalent);
- Honours Coursework Weighted Average Mark (or equivalent); and
- the School Assessment of Research Potential.

Once all the scores have been entered, iAthena will use them to calculate an Indicative Ranking Score automatically, and this score determines the applicant's preliminary placement in the school's ranked list. Once the school has finalised its ranked list it will submit the list electronically so the faculty can commence interleaving.

### **5.3 Summary of School Ranking Steps**

#### **Step 1: Login to iAthena for School Ranking Process**

(iAthena Manual: Section 4.1)

#### **Step 2: Obtain UWA Academic Records from staffConnect**

(iAthena Manual: Section 6.4)

#### **Step 3: Contact Supervisor/Graduate Research Coordinator for assessment of Research Output and Deeming Honours Equivalence for Non-Standard Applications**

(iAthena Manual: Section 6.5)

#### **Step 4: Determine UWA Equivalent Honours Thesis and Honours Coursework Weighted Average Marks for Non-Standard Applications**

(iAthena Manual: Sections 6.3.2.2 and 6.3.3.2)

#### **Step 5: Entering Data for Individual Applications**

(iAthena Manual: Section 6.3)

#### **Step 6: Checking Education History**

(iAthena Manual: Section 6.6)

#### **Step 7: Indicative Ranking Score and School Ranking Score** (iAthena Manual: Section 6.9.1)

#### **Step 8: Zero School Ranking Scores for Non-Ranked Applicants**

(iAthena Manual: Section 6.9.2)

#### **Step 9: School Comments and Justification of Ranking Score**

(iAthena Manual: Section 6.9.3)

#### **Step 10: Save School Ranking for Each Applicant**

(iAthena Manual: Section 6.9.4)

#### **Step 11: Submit School Rankings to the Faculty**

(iAthena Manual: Section 6.9.5)

#### **Step 12: Changing data that have already been submitted**

(iAthena Manual: Section 6.10)

#### **Step 13: Paperwork to be returned to the HDR Support Staff**

(iAthena Manual: Section 6.11)

## **6 Ranking Instructions for Schools**

### **6.1 Navigating, reporting errors, saving and sorting**

### 6.1.1 Navigating for school ranking

Once you have logged in, the first page that you will see is a list of all the applicants for your school. You can use this list to navigate to an individual applicant's Assessment View and Application View by clicking on the <Edit> button for that applicant. This will bring you to the Assessment View page for that applicant. This page contains the applicant's name, course applied for and student number (where applicable). This is the page used by schools to enter data used to rank applications and also to add comments to justify the assessment made.

You will need to enter data for each applicant on this page. To assist schools, data entered by applicants will automatically be filled in to some sections of the form but this data can be overridden if deemed incorrect or irrelevant.

To view the whole application, including referee reports, click on <Application View> at the top of each of the applicant's Assessment View page. To see scanned documents within each application simply click on the relevant hyperlinks. A function is also provided to convert an entire application in to a PDF document. Click on the <Get a PDF version of complete application> button to convert the entire application, including attachments, into a PDF.

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

Most schools and faculties will be able to check iAthena rankings from previous international and domestic rounds by selecting the dropdown Round option at the top of the Ranking screen. If your iAthena username and password has changed for this round and you can't view previous rounds, you may need to open another window and log in to iAthena using the old login. Please contact the Graduate Research School if you need assistance. (email: [internationalscholarships@uwa.edu.au](mailto:internationalscholarships@uwa.edu.au)/ [researchschols@uwa.edu.au](mailto:researchschols@uwa.edu.au)) phone: 6488 4740/8148)

### 6.1.2 Reporting Errors and Anomalies

Please inform the Graduate Research School immediately of any errors or anomalies. Please also contact the Graduate Research School immediately if the school recommends that an application be forwarded to a different school for ranking.

### 6.1.3 Saving

A <Save> button is at the top of the Assessment View page. It is recommended that you periodically click the <Save> button to ensure your data is not lost. **Please note that you must enter some text in the <School Comments> box in order to save your ranking data.** If you are not ready to finalise the School Comments, you can enter draft comments, which can be updated later.

### 6.1.4 Sorting

When you first open iAthena the scores for each applicant will be 0 and the list will be sorted alphabetically by family name. As you enter data into the Assessment View pages, the list will automatically update and sort by School Ranking Score (see Section 6.8).

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

## 6.2 Entering and Editing data

For each applicant the Assessment View page will contain the applicant's: name; UWA

student ID if applicable; degree applied for; faculty; school and prior UWA HDR candidature if applicable. These data will have been uploaded automatically from the on-line application form. You can view the whole application by clicking on the <Application View> link. Further, some data will automatically be entered on the Assessment View page based on information provided by applicants in their application form. This data can be changed or removed if appropriate. Please remember that you must enter some text in the <School Comments> box in order to save your ranking data.

Enter the data for each application according to the instructions in Section 6.3. As you are entering and editing data, periodically click on the <Save> button to save your changes, and do this as you complete the Assessment View page for each applicant.

Please enter iAthena data for all applicants, including those whom the school does not recommend for a scholarship. The iAthena application is an application for HDR candidature, and the school's assessment can be used to recommend applicants for full-fee enrolment.

Please do NOT click the <Submit> button until the whole school ranking is complete and you are ready to submit the data to the Faculty.

### **6.3 Details of data to be entered for school ranking**

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

#### **6.3.1 Honours Grade**

For standard applicants with degrees completed within the last seven years, this is the grade received for Honours, eg Honours 1, 2A, 2B etc.

Please note that the <Honours grade> box is intended for Honours qualifications that are based on research, or for a deemed Honours grade based on research output (see below and Section 6.5 Deeming Honours Equivalence)

For non-standard applicants, Honours equivalence can be deemed on the basis of assessment of academic qualifications and research output, for example Master by Research, or formal Confirmation of Candidature in a current PhD. In this case, please enter an explanation into the <School Comments> box and update the <Honours grade> box, selecting the appropriate "Deemed" option in the pull-down menu.

#### **6.3.2 Honours Thesis Mark or equivalent**

##### **6.3.2.1 Honours Thesis Mark or equivalent for Standard applicants**

Please provide the percentage mark for the unit which included the Honours thesis or equivalent for standard applicants, who have completed undergraduate and postgraduate degrees with a thesis component weighted at least 25% of a full year, within the last seven years, including, but not limited to:

- Honours thesis mark for UWA or standard Honours students;
- Thesis or dissertation mark for other standard qualifications, including: professional practice Masters degrees such as the Master of Professional Engineering;
- Graduate Diplomas;
- Masters by Research;
- Masters by Thesis and Coursework;
- Masters by Coursework and Dissertation;

- Thesis or dissertation mark for recent UWA (or equivalent) Masters degree; and
- Thesis or dissertation mark for \*UWA Higher Degree by Research Preliminary (HDR Prelim) thesis or dissertation mark, where the applicant has completed at least 48 points in the HDR Prelim.

\*If an applicant has completed less than 48 points in the HDR Prelim, the application should be scored as a non-standard. (Please also see Section 6.3.3.3 - Scoring for applicants who have completed UWA Higher Degree Research Preliminary units).

If the thesis comprises 100% of a full year of the qualifying degree, with no coursework units, the Honours Thesis Mark (or equivalent) should be entered in both the Honours Thesis Mark and the Honours Coursework boxes.

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

### **6.3.2.2 Equivalent Honours Thesis Mark for Non-Standard applicants**

Schools must evaluate the academic achievement and research output of non-standard applicants and confirm that it is assessed as equivalent to a UWA bachelor degree with at least Upper Second Class Honours or First Class Honours.

The prescribed UWA-equivalent scores for non-standard applicants are determined by the deemed Honours grade (Please follow the instructions in Section 6.5 for Deeming Honours Equivalence.) Schools are required to enter the UWA-equivalent score for the Honours Thesis Mark for all non-standard applicants. The prescribed non-standard scores are:

- 80% for Honours 1 deemed equivalence; and
- 75% for Honours 2A deemed equivalence.

### **6.3.3 Honours Coursework Weighted Average Mark or equivalent**

#### **6.3.3.1 Honours Coursework Weighted Average Mark for standard applicants**

Please enter the Weighted Average Mark (WAM) for the coursework (non-research) units undertaken in the Honours year, or equivalent, for standard applicants who have completed undergraduate and postgraduate degrees.

Please enter the coursework WAM for the whole course for qualifying degrees such as the Master of Professional Engineering (MPE) and Masters by Coursework and Dissertation.

If the thesis comprises 100% of a full year of the qualifying degree, with no coursework units, the Honours Thesis Mark (or equivalent) should be entered in both the Honours Thesis Mark and the Honours Coursework boxes.

#### **6.3.3.2 Honours Coursework Weighted Average Mark for non-standard applicants**

The prescribed UWA-equivalent scores for non-standard applicants are determined by the deemed Honours grade. Schools are required to enter the UWA-equivalent score for the Honours Coursework Weighted Average Mark for all non-standard applicants. The prescribed non-standard scores are:

- 80% for Honours 1 deemed equivalence; and



- 75% for Honours 2A deemed equivalence.

### **6.3.3.3 Scoring for applicants who have completed UWA Higher Degree Research Preliminary units**

Applicants who have completed a minimum of 48 points in a UWA Higher Degree Preliminary (HDR Prelim) course, including a thesis component of at least 12 points, may be scored as standard applicants if actual thesis and coursework marks are available at the time of scholarship ranking.

Applicants who have completed less than 48 points in a UWA HDR Prelim, or for whom actual marks for all units are not available, must be scored as non-standard.

The deemed Honours equivalence for non-standard HDR Prelim applicants must take into account their overall past academic performance, including the actual Weighted Coursework Average Mark in the final year of the most recent degree, if available. The deeming of Honours 2A or Honours 1 equivalence should be based on the applicant's overall academic performance in degrees obtained within the last seven years, not solely on a single thesis mark obtained in the HDR Prelim.

### **6.3.4 Percentage Value of Thesis**

Applicants are asked to specify the fraction (expressed as a percentage) of the thesis contribution to the Honours year or Masters degree). Please check the information provided by applicants before entering the percentage value of the thesis.

Information about the % value of the thesis entered by the school will assist in merging school and faculty lists but is not included in the school ranking score. For the unit that includes the thesis component, please enter its value as a percentage of the final Honours or equivalent program, where this is available. For example, for a student who has completed a 24 point Research unit, and four other 6-point units, this value is 50%, representing half of the Honours year program. If this information is not available then please leave this box blank.

### **6.3.5 School Assessment of Research Potential Score**

The SARP is the school's assessment of the applicant's research potential as evidenced by relevant and recent research experience, research output and other research-related achievements. SARP points will not be awarded for additional degrees, current PhD candidature or university prizes.

Please note that the previous limit on the number of SARP points to be allocated in each category has been removed. Faculties will need to determine the maximum number of points for each category and advise schools. Schools should check the faculty-specific rules for SARP points with the Associate Dean Research before adding SARP points to the Indicative School Ranking Score.

The SARP is entered as a separate score in the <Research Potential> box and added to the unweighted mean of the Honours Thesis Mark (or equivalent) and the Honours Coursework Weighted Average Mark (or equivalent).

The school may add up to a maximum of 5 SARP points, for research experience, research output and additional achievements, obtained within the last five years.

- **Research Publications** - for sole authorship of, or significant contribution to, publications in peer-reviewed journals, or published monographs. Publications must be in a field of relevance to the proposed research to count towards SARP

points.

- **Relevant Research Experience** – for relevant research experience through employment. Points cannot be allocated for non-research-related work experience.
- **Competitive prizes, patents and grants** - for competitive international and national prizes, such as those awarded by Learned Societies; patents, and international/national competitive travel or research grants. Points cannot be awarded for university prizes or any minor prizes.
- **Conference participation** – for oral presentations and/or papers at an academic conference.

In determining the School Assessment of Research Potential score, the school may use information from a variety of sources such as the referees' reports, previous research candidature, documented research experience, list of refereed publications and so on. All such information should be based on documentary evidence and this must be cited in the <School Comments> box.

Assessments should take into account the relative opportunities of different applicants. Thus it will not necessarily be the case that a student with a Masters degree (with or without published work) in addition to an Honours degree should be automatically assessed as having greater potential than an Honours student who has had no opportunity for that further development. If Research Potential points are added, the question to be asked is whether or not the additional opportunities have allowed the applicant to demonstrate greater (or a lesser) potential than was evident from their Honours (or equivalent) degree.

### **6.3.6 Research Publications**

Applicants have been asked to list and scan the abstract or first page of any papers published, papers in press or finally accepted for publication in refereed journals over the last five years. If applicants are not the sole or first author, they also need to upload a brief statement from the publication's first author, outlining the applicant's contribution to the paper.

Please check these carefully, and enter summary information about the number, type and quality of any publications of the applicant. For example: *First author on one ISI journal article, and co-author on three refereed conference papers.*

The Graduate Research School recommends that schools include comments in the text boxes on the quality of the publications and the applicant's contribution to the work, as part of the justification of the rank order of applicants.

### **6.3.7 Relevant Research Experience**

Applicants are asked to upload a Curriculum Vitae summarising their educational qualifications (including all incomplete degrees) and employment history, including relevant research-related employment. The exception is current UWA students, who do not need to attach a CV, unless they wish to have research-related experience taken into account in their scholarship application.

Applicants enter details of any research-related employment and they are asked to upload reference letters from employers detailing the research undertaken and results achieved during the period of employment.

Please enter summary information about relevant research experience in the <School Comments> box.

### **6.3.8 Competitive prizes, patents and grants**

Applicants who have won competitive international and national prizes; patents, and international/national competitive travel or research grants are asked to provide a list. Please enter summary information in the <School Comments> box, but please do not include university prizes, or minor prizes.

### **6.3.9 Conference Participation**

Applicants who have delivered an oral presentation or had a paper accepted at an academic conference have been asked to list oral presentations and conference papers, over the last five years. Please enter summary information about conference participation in the <School Comments> box.

### **6.3.10 Previous Degrees**

This information will assist in merging school and faculty lists but is not included in the school ranking score. Please list any degrees that the student has already completed, including conferring institution and year. For example:

*BSc (Hons H1), University of Adelaide, 2016 Grad Dip in Science, UWA, 2015.*

### **6.3.11 Missing referee reports**

Some applications may be missing one or both Referee Reports. The Graduate Research Co-ordinator/HDR Support staff are asked to ensure that copies of any Referee Reports sent directly to the school are sent to the Graduate Research School to be scanned into the iAthena applications. HDR support staff and Scholarships staff in the Graduate Research School will scan in any late reports as they arrive, until 14 September 2018.

## **6.4 Academic transcripts for ranking UWA applicants**

Academic transcripts for UWA applicants are available through staffConnect. You can obtain them by going to staffConnect at [www.simssupport.uwa.edu.au](http://www.simssupport.uwa.edu.au). After logging in, select the <Academic Record> link, then enter the student's Person I D and click on the <Search> button.

## **6.5 Deeming Honours equivalence for non-standard applicants**

Supervisors or Graduate Research Coordinators must confirm that they have read and evaluated each applicant's research output (thesis and/or scholarly publications) and that it is assessed as equivalent to a UWA bachelor degree with Upper Second Class Honours or First Class Honours. Please provide details in the <School Comments> box.

The University may deem Honours equivalence when it is satisfied that an applicant has demonstrated their ability to undertake supervised individual research at the level required for the award of Upper Second Class Honours (Honours 2A) or First Class Honours at this University. This ability will have been demonstrated by the applicant having designed and conducted a scholarly investigation in the context of an existing body of knowledge, critically analysed and evaluated the outcome in that context and communicated the process effectively in writing.

The applicant will be able to provide evidence of scholarly work, as prescribed in the University Policy on: Adequate Research Preparation (<http://governance.uwa.edu.au/policy/UP11/25>):

Achievement relative to opportunity should always be considered in ranking applicants and schools and faculties should take care to explain in comments boxes the basis for ranking decisions (E.g. the ranking of an excellent Honours graduate with no papers over a Masters applicant with papers in lesser journals, e.g). School Assessment of Research Potential points can only be added for research experience, output and achievements obtained within the last five years.

Please consider carefully when deeming First Class Honours or Honours 2A 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, a Postgraduate Diploma should not be used as a measure of research potential unless there is a substantial research component as defined in the University Policy on Adequate Research Preparation (<http://governance.uwa.edu.au/policy/UP11/25>)

When an Honours qualification is deemed from an alternative qualification, this should be noted in the <School Comments> box and the <Honours grade> box updated by selecting the appropriate "Deemed" option in the pull-down menu.

Similarly, please consider carefully when deeming an upgraded Honours 1 or 2A 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 program (where the thesis makes up the greatest component of the degree) may 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 supervisor or Graduate Research Coordinator must have read and evaluated the thesis. When an upgraded Honours qualification is deemed from an additional qualification, this should be noted in the <School Comments> box and the <Honours grade> box updated by selecting the appropriate "Deemed" option in the pull-down menu.

As explained in Section 6.3.3.3 Scoring for applicants who have completed UWA Higher Degree Research Preliminary units, the deemed Honours equivalence for non-standard HDR Prelim applicants must take into account their overall past academic performance, including the actual Weighted Coursework Average Mark in the final year of the most recent degree, if available. The deeming of Honours 2A or Honours 1 equivalence should be based on the applicant's overall academic performance in degrees obtained within the last seven years, not solely on a single thesis mark obtained in the HDR Prelim.

## **6.6 Checking Education History**

Applicants are required to provide a full list of all of their previous and current tertiary studies, including incomplete and completed qualifications. Applicants who are either currently enrolled in, or who have withdrawn from, a Higher Degree by Research in Australia or overseas, must upload a detailed statement explaining the circumstances of the withdrawal or request for transfer to UWA. Applicants who do not disclose their complete academic history, including details of previous or current HDR enrolment, will be deemed ineligible for scholarships and removed from the school/faculty ranking.

Please check the details of each applicant's Education History and their Curriculum Vitae carefully, and make sure that all relevant information about the reasons for withdrawal from a previous or current HDR is included in the <School Comments> box.

## **6.7 Delayed results**

Official results for non-standard applicants are sometimes not available until after ranking has started, but results may be available through direct contact with UWA course coordinators or academics in other universities. It is the responsibility of Graduate Research Coordinators to obtain accurate and up-to-date information on applicants whose results are being assessed in other universities. If this information is obtained after the data have been submitted, please follow the instructions in Section 6.10.

Ranking should be based on current qualifications confirmed at the present time. Please note that awards will not normally be reserved subject to results submitted later. However, applicants whose results are not yet available, for example because their Masters is currently under examination, may be assessed on the basis of previous qualifications, if relevant.

## **6.8 Prior HDR candidature at UWA**

The standard tenure of scholarships is two years for a Masters and three years for PhD. A student who has already completed part of the degree for which a scholarship is granted will have the maximum period of tenure reduced accordingly. The dates of prior candidature have been entered into iAthena by the Graduate Research School.

## **6.9 School Ranking Scores**

### **6.9.1 Indicative Ranking Score and Final School Ranking Score**

The School Ranking Score is intended to be a relative measure of the school's confidence in each applicant's likelihood of completion. The School Ranking Score is the basis on which applicants will be interleaved in the faculty ranking list.

iAthena will calculate an Indicative Ranking Score on the basis of the unweighted mean (simple average) of the Honours Thesis Mark and the Honours Coursework Weighted Average Mark (or equivalent prescribed scores for non-standard applicants) and the School Assessment of Research Potential. The school should enter the same score in the <School Ranking Score> box.

Schools should not leave two or more applicants with the same ranking score, because in that case they will simply be ordered alphabetically. If two applicants have identical School Ranking Scores, please adjust the relative scores to ensure that all applicants are separated in the ranking scheme, even if it is only by 0.1. The adjustment should be noted in the <School Comments> box.

By default, the final Scholarship Ranking Score is the same as the Indicative Ranking Score. The Scholarship Ranking Score can be changed at the Faculty Ranking Committee only, on the basis of written justification by the Head of School or delegate. Schools may change the Indicative Ranking Score or the final School Ranking Score prior to the Faculty Ranking Committee meeting in order to separate applications with identical scores but not for any other reason. The Head of School or delegate must provide justification and evidence to the Faculty Ranking Committee to increase the School Ranking Score above the Indicative Ranking Score and changes must be noted in the Faculty Ranking Comments.

Please note that centrally-funded quota scholarships will only be awarded to applicants with final iAthena Scholarship Ranking Scores of 79.70 or above. Applicants with scores below 79.70 are not normally eligible for scholarships, but they may be considered for

some scholarships with specific eligibility criteria, and/or enrolment without scholarships, if recommended by the school.

### **6.9.2 Zero School Ranking Scores**

If the School cannot rank the application or the applicant is not recommended for a scholarship a School Ranking Score of zero should be entered. Please tick the 'Can't Be Ranked' box and explain in the <School Comments> box why the application has not been ranked. For example: "The School has not ranked this application because the research area is not relevant to the school, supervision is not available, the applicant does not have adequate research preparation or is not eligible for enrolment etc"

A full explanation of the reasons for the zero ranking score will assist the HDR Scholarships Committee to distinguish between applications that are not supported by one school, but may be ranked by another school; and those applications that are not recommended or not eligible

### **6.9.3 School Comments and Justification of School Ranking Score**

Comments from the Head of School (or delegate) must be provided to justify the ranking score for all applicants. Please note that Rankings cannot be saved without data in this field. This information is used by the faculty and the Scholarships Committee in the interleaving and central ranking process. The Head of School (or delegate) must include evidence and justification for all recommended increases to School Ranking Scores in the School Comments box, for assessment by the faculty ranking committee.


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

### **6.9.4 Saving School Ranking Scores**

Once the School Ranking Score and School Comments have been entered please click the <Save> button at either the top or the bottom of the screen to save the School Ranking for each applicant.

### **6.9.5 Submitting School Rankings 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 Associate Dean Research of the Faculty that the School has submitted its ranking list.

### **6.10 Changing Data that have already been Submitted**

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

You may Edit a submitted Applicant Summary Page as usual. iAthena will generate an email to the Graduate Research School 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.

## **6.11 Paperwork to be Returned to Higher Degree Research Support Staff**

### **6.11.1 Supervision and School Assessment Forms for all new HDR applicants (not required for current UWA HDR students)**

For each new applicant who will be offered candidature, with or without a scholarship, the school must complete and sign a Supervisor/s and School Assessment Form (SSAF). This form must be completed for all applicants whose candidature is endorsed by the school, even if they are not recommended for a scholarship, as it authorises the Graduate Research School to offer candidature to the applicant. The school must provide the name of the recommended supervisors and confirmation that adequate resources will be available to support each research project proposed. All SSAFs must be signed by the Head of School or Graduate Research Coordinator and the nominated supervisors.

A signed SSAF is the authority for the Graduate Research School to offer candidature to the applicant. Candidature and scholarship will not be offered without it.

The SSAF is available from the Graduate Research School web site at: <http://www.postgraduate.uwa.edu.au/staff/forms>

Please complete and sign a SSAF for each applicant whom you recommend to be offered Higher Degree by Research candidature, with or without a scholarship.

All completed SSAFs for scholarship applicants should be scanned and emailed to the Higher Degree Research Support staff:

Faculty of Arts, Business, Law and Education: [hdr-fable@uwa.edu.au](mailto:hdr-fable@uwa.edu.au)  
Faculty of Engineering & Mathematical Sciences: [hdr-ems@uwa.edu.au](mailto:hdr-ems@uwa.edu.au)  
Faculty of Health & Medical Sciences: [hdrenquiries-fhms@uwa.edu.au](mailto:hdrenquiries-fhms@uwa.edu.au)  
Faculty of Science: [hdr-enquiry-science@uwa.edu.au](mailto:hdr-enquiry-science@uwa.edu.au)

If forms are emailed, there is no need to also submit hardcopies via internal mail.

### **6.11.2 Scholarship for International Research Fees (SIRF) Proposal Form for international applicants**

The school and faculty must submit a SIRF Proposal Form for each international applicant who is recommended for an international living allowance scholarship. SIRFs cover the cost of the International Tuition Fees and standard Single student visa length Overseas Student Health Cover (OSHC).

All completed SIRF Proposal Forms should be scanned and emailed to the Higher Degree Research Support staff (see 6.11.1 above for contact details)

If forms are emailed, there is no need to also submit hardcopies via internal mail.

## **7 Instructions for Faculties**

### **7.1 Composition of Faculty Ranking Committees**

Each Faculty is requested to convene a committee for interleaving school ranking lists. The HDR Scholarships Committee recommends that Faculty Ranking Committees are chaired by the Associate Deans of Research and include each Graduate Research Coordinator/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.

## 7.2 Navigating for Faculty Ranking

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




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


and enter your Faculty username and password. You will then see a screen with specific information for your faculty.

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  button.  refers to the status of school data : if this button is grey, the school is still working on the data and has not yet submitted (see Section 6.9.5); 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 Section 6.10).

 refers to the status of faculty data. If this button is grey, the faculty is still working on the data and has not yet submitted (see Section 7.8); 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 Section 7.9).

## 7.3 Interleaving the School Ranking lists

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 6.9 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 7.3.2 Scaling School Scores). Please also see Section 7.1 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 background, qualifications and evidence of research potential been assigned similar scores by the schools? (2) Do applicants from different schools who have been assigned similar scores have equivalent background, qualifications and evidence of research potential?



(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-scale. The method for each of these is described below.

### **7.3.1 Amending Individual Scores within a School Rank**

The faculty may choose to amend the school 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 without consultation and agreement.

There are now two mechanisms for the faculty to vary the original order of the school's ranked list. The first is to amend the score of an applicant within the limits set by the scores of the applicants immediately above and below in that school.

The second is to add Faculty Discretionary Points to the school ranking score at the faculty Ranking Committee meeting. (see Section 7.4)

To amend the school ranking 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>.

### **7.3.2 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>.

### **7.3.3 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 Associate Dean Research should contact the Head of School (or delegate) 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 6.9.5 and 6.10).

## **7.4 General Criteria for Faculty Discretionary Points**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by Faculty Ranking Committees based on one or more of the following factors:

- (i) The applicant is a graduate of a highly ranked university (including UWA and other Group of Eight universities) or a university with high ranking in particular disciplines;
- (ii) The applicant is highly ranked in their cohort;

(iii) The applicant's research area supports the faculty's strategic goals and priorities;

(iv) The strength of the research group and supervision team

There is no restriction on the number of points in each category – for example a faculty could choose to allocate all 5 points in one category, or distribute them across more than one. Each faculty can decide which factors they want to include and determine how the points are allocated.

The 5 Faculty Discretionary Points will enable faculties to set their own priorities in the allocation of scholarships, including redressing some of the perceived disadvantage of recent UWA graduates, compared to more mature non-standard applicants. It should also make it easier for ranking committees to separate large numbers of applicants with the same base scores.

## **7.5. Faculty-Specific Criteria for Faculty Discretionary Points**

### **7.5.1 Faculty of Arts, Business, Law and Education (FABLE)**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by the Faculty of Arts, Business, Law and Education Ranking Committee based on one or more of the following factors:

- The applicant's research area supports the faculty's strategic goals and priorities;
- The strength of the research group and supervision team

The FABLE Faculty Ranking Committee may award up to 5 points in either category or distributed across both categories, to support candidates most clearly aligned with Faculty priorities.

### **7.5.2 Faculty of Engineering and Mathematical Sciences (FEMS)**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by the Faculty of Engineering and Mathematical Sciences Ranking Committee based on one or more of the following factors:

- Esteem (1 point)
  - Graduate of top 100 institution or top 50 discipline at an institution (QS World University Rankings, Times Higher Education World University Rankings (THE) or ARWU)
- Domain knowledge (up to 2 points)
  - Awarded by discipline panel after interview\*\*
  - 1 point for above satisfactory performance in interview. 2 points for outstanding performance in interview.
- Thesis mark (up to 2 points)
  - 1 point for thesis mark 85+. 2 points for thesis mark 90+
  - Thesis mark awarded by the proposed PhD supervisor using standard UWA assessment and then confirmed by discipline panel
- Gender balance (up to 2 points)
  - 2 point for female applicants (or less to take total FDP to 5)

\* For standard students domain knowledge and thesis mark are already taken into account (direct entry of actual Weighted Average Mark and actual thesis mark instead of 75/80). Therefore only esteem points can be added for those students.

\*\* Discipline panels consist of the Graduate Research Coordinator plus 2 nominees of the Head of School. A standard interview will be conducted for all short-listed candidates. Each candidate answers the same pre-decided questions *either* on relevant domain knowledge *or* on a research paper provided to candidate in advance.

### **7.5.3 Faculty of Health and Medical Sciences (FHMS)**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by the Faculty of Health and Medical Sciences Ranking Committee based on one or more of the following factors:

- Up to 2 points if the applicant is from an institution ranked in the top 100 in the Academic Ranking of World Universities (ARWU);
- Up to 1 point if the applicant is from an institution ranked in the top 300 in the ARWU;
- Up to 5 points if the candidate's research field and/or background support the faculty's goals, strategies or operational needs.

### **7.5.4 Faculty of Science (SCIENCE)**

Up to 5 Faculty Discretionary points may be added to the School Ranking Score by the Faculty of Science Ranking Committee based on one or more of the following factors:

- 5 points: Outstanding: Of the highest merit  
This applicant has documented evidence of being in the top 5% of first-class Honours graduates at an Australian Go8 university (or equivalent) or in a research group of at least equivalent international quality (cite ERA score or equivalent metric) or the best ranked university in their country (cite appropriate metric).
- 3.5 points: Excellent: Of high merit and strongly competitive  
This applicant has documented evidence of being in the top 50% of first-class Honours graduates at an Australian Go8 university (or equivalent) or in a research group of at least equivalent international quality (cite ERA score or equivalent metric) or the best ranked university in their country (cite appropriate metric)  
OR  
This applicant has documented evidence of being in the top 5% of first-class Honours graduates at a strong university (metric to be defined; e.g., ARWU 200+).
- 2 points: Very Good: Competitive  
This applicant has documented evidence of being a first-class Honours graduate at an Australian Go8 university (or equivalent) or in a research group of at least equivalent international quality (cite ERA score or equivalent metric) or the best ranked university in their country (cite appropriate metric).  
OR  
This applicant has documented evidence of being in the top 50% of first-class Honours graduates at a strong university (metric to be defined; e.g., ARWU 200+).

OR

This applicant has documented evidence of being in the top 5% of first-class Honours graduates at their university.

- 1 point: Good: Sound but not strongly competitive  
This applicant has documented evidence of being in the top 50% of second-class Honours graduates at an Australian Go8 university (or equivalent) or in a research group of at least equivalent international quality (cite ERA score or equivalent metric) or the best ranked university in their country (cite appropriate metric).
- Up to 3 points: If the applicant's research field and/or background support the Faculty's research priorities, strategies or operational needs.

## **7.6 Faculty Comments**

Faculty Comments must be entered to justify the faculty ranking scores for all applicants. Please include an explanation of any Faculty Discretionary points added to the School Ranking Score (if applicable) in the Faculty Comments box provided on the Assessment Screen.

## **7.7 Faculty Recommendations for Prestigious Scholarships and Other Scholarships with Specific Eligibility Criteria**


Faculties are asked to include recommendations in the Faculty Comments for prestigious full and top-up scholarships.

## **7.8 Submitting Faculty Ranking Data into iAthena**

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

## **7.9 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 Graduate Research School. When you change data, please always include a note in the <Faculty Comments> box to explain the change.

## **7.10 Paperwork to be Returned to the Graduate Research School**

### **Signed Final Faculty Ranking List**

Each faculty is requested to email a copy of its final ranking list to [internationalscholarships@uwa.edu.au](mailto:internationalscholarships@uwa.edu.au) with each page dated and certified as correct by the Associate Dean Research of the faculty or nominee with delegated authority. The Associate Dean's or nominee's signature on the spreadsheet is confirmation that the ranked list has been approved by the Faculty Ranking Committee. The signed list must be emailed to the Graduate Research School by **Friday 21 September 2018**.

## 8 Contacts for assistance

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

### Faculty-based Enquiries and Assistance

Faculty of Arts, Business, Law and Education: <a href="mailto:hdr-fable@uwa.edu.au">hdr-fable@uwa.edu.au</a> Phone: 6488 2937/8168	Faculty of Engineering & Mathematical Sciences: <a href="mailto:hdr-ems@uwa.edu.au">hdr-ems@uwa.edu.au</a> Phone: 6488 3060/7208
Faculty of Health & Medical Sciences: <a href="mailto:hdrenquiries-fhms@uwa.edu.au">hdrenquiries-fhms@uwa.edu.au</a> Phone: 6488 2740/6457 3519	Faculty of Science: <a href="mailto:hdr-enquiry-science@uwa.edu.au">hdr-enquiry-science@uwa.edu.au</a> Phone: 6488 7741/7930

### Scholarships Teams:

Ms Heather Williams Manager, Graduate Research Scholarships  Phone: 6488 4740 <a href="mailto:heather.williams@uwa.edu.au">heather.williams@uwa.edu.au</a>	Ms Jorja Cenin International Postgraduate Research Scholarships Officer Phone: 6488 8148 <a href="mailto:jorja.cenin@uwa.edu.au">jorja.cenin@uwa.edu.au</a>
Mrs Christine Burnett Phone: 6488 3738 <a href="mailto:christine.burnett@uwa.edu.au">christine.burnett@uwa.edu.au</a>	Mrs Connie Lomma Phone: 6488 1584 <a href="mailto:connie.lomma@uwa.edu.au">connie.lomma@uwa.edu.au</a>
Mrs Christine Monaco 6488 1584 <a href="mailto:christine.monaco@uwa.edu.au">christine.monaco@uwa.edu.au</a>	