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 Graduate Research School website – http://www.postgraduate.uwa.edu.au/staff/forms

Updated 30/08/13
international scholarships@uwa.edu.au
Telephone: 6488 4740/8148/1584
# Table of Contents

1 SUMMARY OF RANKING PRINCIPLES ............................................. 4
1.1 Summary – School Responsibilities ........................................ 5
1.2 Summary - Faculty Responsibilities ....................................... 6
1.3 Summary Ranking Guide for Schools and Single School Faculties ... 7

2 OVERVIEW AND TIMETABLE .................................................. 12
2.1 Overview ................................................................................. 12
2.2 Ranking and Selection Timetable ........................................... 13

3 INTRODUCTION TO iATHENA .................................................. 13

4 INSTRUCTIONS FOR SCHOOLS AND SINGLE SCHOOL FACULTIES 15
4.1 Starting iAthena ..................................................................... 15
4.2 Navigating, sorting and printing .......................................... 15
4.3 Logging Off, Password, Feedback and Help ............................ 16
4.4 Entering and Editing data ..................................................... 16
4.5 Entering Data and Ratings .................................................... 17
4.5.1 Ranking Descriptors ......................................................... 17
4.6 Academic Achievement ....................................................... 20
4.7 Research Output .................................................................... 23
4.8 English Language Achievement .......................................... 24
4.9 Quality of the Proposed Research Training Environment .......... 27
4.10 Indicative Ranking Score ..................................................... 27
4.11 Notes for Ranking UWA applicants ...................................... 28
4.12 Ranking Scores .................................................................... 28
4.13 Submitting School Rankings to the Faculty ............................ 29
4.14 Single School Faculties ....................................................... 29
4.15 Changing Data that have already been Submitted. ................. 29
4.16 Paperwork to be Returned to the Scholarships Office 30

5 INSTRUCTIONS FOR FACULTIES 30

5.1 Starting iAthena 30
5.2 Navigating and Printing 30
5.3 Logging Off, Password, Feedback and Help 31
5.4 Interleaving the School Ranking lists 32
5.5 Submitting Data into iAthena 33
5.6 Changing Data that have Already been Submitted. 33
5.7 Paperwork to be Returned to the Scholarships Office 33

6 DETAILS OF FUNDING ARRANGEMENTS 34

6.1 Living Allowances 34
6.2 International Living Allowance Scholarship Form 35

7 ELIGIBILITY CRITERIA FOR IPRS, SIRF AND NAMED SCHOLARSHIPS 35

7.1 Citizenship 35
7.2 Academic Eligibility 35
7.3 English Language Proficiency 36

8 CONTACTS FOR ASSISTANCE 37
1 Summary of Ranking Principles

iAthena is the Graduate Research and Scholarships Office system for ranking and managing international and local graduate research scholarship applications at UWA. International scholarships include the International Postgraduate Research Scholarships (IPRS), the Scholarships for International Research Fees (SIRF), the International Research Fee Scholarships for China (China Scholarships), and other international 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 three 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) Research Output; and
   (c) Quality of Proposed Research Training Environment.

Please note that the Scholarships Committee changed the ranking score formula from Round 2 2012 onwards. Schools are still required to enter English test scores and competency ratings, but the English Language Achievement rating is no longer counted in the final Ranking Score. English competency at the required level is still a basic eligibility requirement for all Higher Degree by Research and scholarship applicants.

On each criterion, for each applicant, schools select one of five 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. Faculty quotas do not apply for IPRS and SIRF international tuition fee scholarships or APA and UPA(IS) living allowance scholarships. Offers are made solely on the basis of position in the final merit list.

3. A tuition fee scholarship will only be awarded in conjunction with a living allowance scholarship. A limited number of APAs and UPAs will be allocated by the Scholarships Committee to fund living allowances for IPRS and top-ranked SIRF students. Schools/Faculties must normally provide funding from school or faculty funds, or external funding sources, for living allowance scholarships for SIRF offers.

Please note that schools must now confirm whether or not living allowance funding is available for all ranked applications at the time of ranking.
4. Change to Faculty Funding for International HDR Fee Scholarship Holders

The Planning and Budget Committee has changed the funding flow to faculties for all new international HDR students from 2014 onwards. Faculties will not receive any load funding for new IPRS/SIRF/China Scholarship Council awardees, but they will continue to receive completion funding. Current students will be grandfathered under the previous funding model and faculties will continue to receive load funding for pre-2014 IPRS/SIRF/China and other UWA-funded international tuition fee scholarship holders. This change has important budgetary implications for schools and faculties.

1.1 Summary – School Responsibilities

- Schools must rank all applicants in line with the instructions in this manual. Access to iAthena for ranking opens on Monday 9 September 2013. 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 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. Current UWA Honours students may be considered for a scholarship and/or offered an award conditional on the successful completion of their degree.

- If funding is not available from school, faculty or external funding sources to provide a full living allowance of at least $28,153 per annum for up to 4 years, please clearly state in the School Comments box in iAthena that: “There are no school/faculty funds or external funding available for a Living Allowance”. All highly ranked applicants will be considered for IPRS/SIRF with APA and UPA(IS) living allowances by the Scholarships Committee. However, once the ranking for full centrally-funded IPRS/APA and SIRF/UPAIS awards has been determined, the International Scholarships Sub-Committee will remove from the rest of the ranking list any applications for which it is indicated that school/faculty funding for a living allowance stipend is NOT available.

- If funding is not available from school, faculty or external funding sources to provide a China Top-Up Scholarship of at least $7,000 per annum, please clearly state in the School Comments box in iAthena that: “There are no school/faculty funds or external funding available for a China Top-Up Scholarship”. The funding commitment for China scholarships is for up to 4 years.

- When Schools have completed their rankings, they must click on the <Submit> Button in iAthena to submit the ranked list.

- The Supervision 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.postgraduate.uwa.edu.au/staff/forms.

- Schools must provide supervision and school assessment forms and living allowance forms to the Scholarships Office by Friday 27 September 2013.
1.2 Summary – Faculty Responsibilities

- Each Faculty 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. Access to iAthena for ranking opens on Monday 9 September 2013. 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 to rank students only once.

- Faculties must submit their rankings and print out a copy of the final ranked list, have it endorsed by the Dean, and submit it to the Scholarships Office.

- Faculties are asked to remind all Schools to send through Supervision 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 http://www.postgraduate.uwa.edu.au/staff/forms.
1.3 Summary Ranking Guide for Schools and Single School Faculties

IPRS/SIRF International Scholarships Round 1 for 2014

This is a summary of the Ranking Instructions for Schools and Single School Faculties. References to the relevant sections in the iAthena Manual are provided below.

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.

Change to Faculty Funding for International HDR Fee Scholarship Holders

The Planning and Budget Committee has changed the funding flow to faculties for all new international HDR students from 2014 onwards. Faculties will not receive any load funding for new IPRS/SIRF/China Scholarship Council awardees, but they will continue to receive completion funding. Current students will be grandfathered under the previous funding model and faculties will continue to receive load funding for pre-2014 IPRS/SIRF/China and other UWA-funded international tuition fee scholarship holders. This change has important budgetary implications for schools and faculties.

New Policies for the Central Ranking Procedure of International Scholarship Applications – confirmation of living allowance funding must be provided at the time of ranking

(iAthena Manual: Section 6)

The Scholarships Committee has made some important changes to the previous policies for the central ranking and offer process for international scholarship applications:

- Schools must state clearly in the School Comments box in the iAthena Assessment form whether or not living allowance funding is available for a UIS or China Top-Up Scholarship. This International Living Allowance form must be submitted by the deadline for the school/faculty ranking of 27 September 2013, and this deadline will be strictly enforced by the International Scholarships Sub-Committee.

- If schools have funding for only one living allowance, but they have several recommended applicants, they will need to indicate in the comments for each applicant that funding may be available. This will ensure that the applications remain in the list for the central Sub-Committee’s ranking. If several applicants are ranked for SIRF offers, the school will be asked to confirm which applicant is to receive the UIS funding. The remaining applicants for whom no living allowance is available will be removed from the final SIRF offer list.

- Once the ranking for full centrally-funded IPRS/APA and SIRF/UPAIS awards has been determined, the International Scholarships Sub-Committee will remove from the rest of the ranking list any applications for which it is indicated that school/faculty funding for a living allowance stipend is NOT available.

- If a school indicates that no funding is available and the application is removed from the SIRF offer list, the school cannot later request a late offer if funding subsequently becomes available.
• Please note that applications with no living allowance funding are not deemed ineligible, they are simply unsupported in that round. Any unsupported applications for whom funding later becomes available can be rolled over into the next round and reconsidered for SIRFs.

Policies for allocation of Australian Postgraduate Awards (APAs) to IPRS awardees and centrally-funded University Postgraduate Award (UPA(IS)) Living Allowance Scholarships

(iAthena Manual: Section 6)
The following policies for allocation of APAs and UPA(IS) to IPRS/SIRF awardees apply:

i. Australian Postgraduate Awards (APAs) funded by the Federal Government are available for top-ranked IPRS awardees.

ii. UPA(IS) will be allocated on academic merit and research potential to top-ranked IPRS/SIRF applicants. UPA(IS) are no longer restricted to IPRS awardees, and a limited number of UPA(IS) may be awarded in conjunction with SIRF tuition fee scholarships. This means that applicants may still be awarded a SIRF even if there are no school/faculty or external funds for a living allowance.

iii. APAs and UPA(IS) awarded to international IPRS/SIRF awardees will not be deducted from the faculty scholarship quotas for the main end of year round for local applicants.

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 in the event that they do not receive a scholarship.

Step 1: Read Only Access – available now
(iAthena Manual: Sections 4.1 –4.3)
To log in to iAthena to view submitted applications in your school 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 submitted applications for your school.

Please contact the Scholarships Office if you do not have your current iAthena login details. (internationalscholarships@uwa.edu.au; 6488 4740/8148/1584)

Step 2: Login to iATHENA for School Ranking Process – from 9 September 2013
(iAthena Manual: Sections 4.1 – 4.3)
To log in to iAthena for the 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.

Please contact the Scholarships Office if you do not have your current iAthena login details.

Complete PDFs of all applications, referee reports and supporting documents will be available for downloading and printing if required. To view applications click the <Edit>
button for each applicant. You can switch between the <Application View> and the <Assessment View> for each applicant. Click on the <Get a PDF version of complete application> button to convert the entire application, including attachments, into a PDF.

**Step 3: Obtain UWA Academic Records and WAMs from Staff Connect**  
(iAthena Manual: Section 4.11)  
Log on to Staff Connect at https://staff.sims.uwa.edu.au/connect/webconnect 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 ID and click on the <Search> button.

**Step 4: Entering Data and Ratings for Individual Applications**  
(iAthena Manual: Sections 4.4 – 4.9)  
Click the View button and enter the following data and ratings for each applicant:  
1. **Academic Achievement**  
2. **Research Output**  
3. **Research Training Environment**  
4. *(English Language Achievement)*  
   *Schools are still required to enter English test scores and competency ratings, but the English Language Achievement rating is no longer counted in the final Ranking Score.*

**Step 5: Indicative Ranking Score and School Ranking Score**  
(iAthena Manual: Sections 4.10 – 4.12)  
iAthena will calculate an Indicative Score, assuming the mid-point of each of the three rating bands (Academic Achievement; Research Output and Research Training Environment). The nominal scores will be as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>98+</td>
</tr>
<tr>
<td>Excellent</td>
<td>90-97</td>
</tr>
<tr>
<td>Good</td>
<td>80-89</td>
</tr>
<tr>
<td>Average</td>
<td>60-79</td>
</tr>
<tr>
<td>Poor</td>
<td>0-59</td>
</tr>
</tbody>
</table>

The school may change the final Rank Score by entering a different School Ranking Score, but in this case it must explain its rationale for the change in the <School Comments> box. If the school chooses not to change the Ranking Score, it should enter the Indicative Ranking Score as the School Ranking Score.

**Step 6: Comments of Head of School (or delegate) and Justification of Ranking Score**  
(iAthena Manual: Section 4.12.4)  
Please enter comments from the Head of School (or delegate) in the <School Comments> box 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 7: Living Allowance Funding and Candidature-Only Offers**  
(iAthena Manual: Section 6)
• All successful IPRS/SIRF applicants must be provided with a living allowance scholarship equivalent to the UPA plus UWA safety-Net Top-Up (minimum stipend is $28,153pa, subject to annual indexation).

• The Scholarships Committee may allocate a limited number of APA and UPAIS living allowances to the top-ranked IPRS and SIRF applicants for Round 1 2014, but the majority of international living allowances for SIRF awardees will be funded from school/faculty funds or external funding sources.

• Schools must state clearly in the School Comments box in the iAthena Assessment form whether or not living allowance funding is available for a UIS or China Top-Up Scholarship. This information must be submitted by the deadline for the school/faculty ranking on Friday 27 September 2013, and this deadline will be strictly enforced by the International Scholarships Sub-Committee. A stipend funding commitment is for up to 4 years.

• If schools have funding for only one living allowance, but they have several recommended applicants, they will need to indicate in the comments for each applicant that funding may be available. This will ensure that the applications remain in the list for the central Sub-Committee’s ranking. If several applicants are ranked for SIRF offers, the school will be asked to confirm which applicant is to receive the UIS funding. The remaining applicants for whom no living allowance is available will be removed from the final SIRF offer list.

• Once the ranking for full centrally-funded IPRS/APA and SIRF/UPAIS awards has been determined, the International Scholarships Sub-Committee will remove from the rest of the ranking list any applications for which it is indicated that school/faculty funding for a living allowance stipend is NOT available.

• If a school indicates that no funding is available and the application is removed from the SIRF offer list, the school cannot later request a late offer if funding subsequently becomes available.

• Please note that applications with no living allowance funding are not deemed ineligible, they are simply unsupported in that round. Any unsupported applications for whom funding later becomes available can be rolled over into the next round and reconsidered for SIRFs.

• All successful China Scholarship applicants must be provided with a top-up living allowance scholarship of at least $7,000pa, funded from school/faculty funds or external funding sources. A top-up stipend funding commitment for China scholarships is for up to 4 years.

• Please clearly state in the <School Comments> box whether school/faculty or external funds are available to fund the China Top-Up Scholarship living allowance of $7,000 per annum for each recommended applicant.

• If school/faculty funds or external funds are not available please state: "There are no school/faculty funds or external funding available for a China Top-Up Scholarship".

• Please also state clearly whether the applicant is recommended for Masters by Research/PhD enrolment without a scholarship. If the applicant is recommended
for enrolment, but not awarded an IPRS or SIRF, the Graduate Research & Scholarships Office will forward the application file to the International Centre for a full-fee offer.

**Step 8: Zero School Ranking Scores for Non-Ranked Applicants**
(iAthena Manual: Section 4.12.3)
If the School does not recommend the applicant for enrolment or a scholarship a School Ranking Score of zero should be entered. Please explain the reasons why the application has not been ranked in the <School Comments> box.

**Step 9: Save School Ranking for Each Applicant**
(iAthena Manual: Section 4.12.5)
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. Return to the main list to start the ranking of the next applicant.

**Step 10: Submit School Rankings to the Faculty**
(iAthena Manual: Section 4.13)
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 11: Single School Faculties**
(iAthena Manual: Section 4.14)
iAthena 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 (iAthena Manual: Section 5.7)

**Step 12: Changing data that have already been submitted**
(iAthena Manual: Section 4.15)
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 will change from green to orange. When you change data, please always include a note in the <School Comments> box to explain the change.

**Step 14: Paperwork to be returned to the Scholarships Office**
(iAthena Manual: Section 4.16)
**Supervision and School Assessment Forms – due Friday 27 September 2013**
Please complete and sign a Supervision and School Assessment Form for each applicant who will be offered candidature, with or without a scholarship.

**International Living Allowance Forms – due Friday 27 September 2013**
(iAthena Manual: Section 4.16)
Please complete and sign an International Living Allowance Scholarship Form for each applicant for whom living allowance funding is available.

These forms can be downloaded from the Scholarships website:
http://www.postgraduate.uwa.edu.au/staff/forms
2 Overview and Timetable

2.1 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), and other international scholarships. 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 IPRS, SIRFs and other scholarships according to the eligibility for each type of scholarship (please see Section 7 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 *Oversees Student Health Cover (OSHC) for the recipient. NB: The conditions of SIRFs awarded from Round 2 2012 onwards have been changed to remove the provision for family OSHC cover. The SIRF scholarships will cover Single cover for the award holder only - not their dependants. IPRS will continue to include payment of the OSHC for award holders and their dependants.

The minimum value of international living allowance scholarships is the equivalent of a University Postgraduate Award (UPA) plus $3,500pa Top-Up ($28,153 per annum in 2013). Living allowances are indexed each year in line with annual increases in the Australian Postgraduate Awards.

SIRF recipients must normally be provided with living allowances funded by the school or faculty, or external funding sources, unless the Scholarships Committee has awarded a UPA(IS) (please see Section 6 for details of funding arrangements).

Please note that hardcopy original documents or certified copies 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.
### 2.2 Ranking and Selection Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIDAY 30 AUGUST</td>
<td>Closing date for online international scholarship applications and online referee reports.</td>
</tr>
<tr>
<td>FRIDAY 6 SEPTEMBER</td>
<td>Last day for acceptance of hard copies of documentation and hard copies of English test results from applicants.</td>
</tr>
<tr>
<td>FRIDAY 13 SEPTEMBER</td>
<td>Last day for acceptance of referee reports.</td>
</tr>
<tr>
<td>MONDAY 9 SEPTEMBER</td>
<td>School and Faculty iAthena RANKING may commence.</td>
</tr>
<tr>
<td></td>
<td>Schools rank applications and submit to Faculties. Faculties interleave school lists in consultation with Heads of School, and submit interleaved ranked lists into iAthena.</td>
</tr>
<tr>
<td>FRIDAY 27 SEPTEMBER</td>
<td>Deadline for submission of Faculty rankings to the Scholarships Office via iAthena.</td>
</tr>
<tr>
<td></td>
<td>Deadline for confirmation of funding arrangements for living allowances. Signed Supervisor/s and School Assessment Forms to be submitted to Scholarships Office.</td>
</tr>
<tr>
<td>MONDAY 7 OCTOBER (to be confirmed)</td>
<td>International Scholarships Sub-Committee determines the final interleaved ranked list.</td>
</tr>
<tr>
<td>MONDAY 14 OCTOBER</td>
<td>Scholarships Committee meeting to endorse final interleaved ranked list and offers. Schools and faculties to be advised of recommended awardees.</td>
</tr>
<tr>
<td>MONDAY 21 OCTOBER</td>
<td>Scholarships Office will commence sending offers and notification to unsuccessful applicants by email, with copies to supervisors and Graduate Research Coordinators.</td>
</tr>
</tbody>
</table>

### 3 Introduction to iAthena

iAthena was devised to support online 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 online and can be accessed by schools and faculties via individual usernames and passwords which have been previously emailed to schools and faculties. Read Only access is available for all iAthena rounds throughout the year using password access; Ranking access is available from Monday 9 September 2013.
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/CHINA SCHOLARSHIPS ROUND 1 2014’ 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’ and the ‘Application View’. The Assessment View is split into four sections for each of the three criteria that applicants are assessed on, and English Language Achievement, which is a basic eligibility criteria but which is no longer counted in the final ranking score. 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 three primary elements: Academic Achievement; Research Output; and Quality of the Proposed Research Training Environment. Schools are required to enter English Language Proficiency details on the Assessment screen, but the English rating is not counted in the final ranking score. Detailed instructions for determining these are in Section 4. 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 school/faculty funds or external funds are not available to provide a full living allowance of $28,153 per annum for an applicant, please state: “There are no school/faculty funds or external funding available for a Living Allowance”. All highly ranked applicants will be considered for IPRS/SIRF and centrally-funded APA/UPA(IS) living allowances by the Scholarships Committee. However, once the ranking for full centrally-funded IPRS/APA and SIRF/UPAIS awards has been determined, the International Scholarships Sub-Committee will remove from the rest of the ranking list any applications for which it is indicated that school/faculty funding for a living allowance stipend is NOT available.

If school/faculty funds or external funds are not available to provide the China Top-Up Scholarship of $7,000 per annum, please state: “There are no school/faculty funds or external funding available for the China Top-Up Scholarship”.

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 5. 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 8).

4 Instructions for Schools and Single School Faculties

- 4.1 Starting iAthena

To log in to iAthena go to the secure website:


and enter your school username and password. Please contact the Scholarships Office if you do not have your current iAthena login details. 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.

- 4.2 Navigating, sorting and printing

4.2.1 Navigating

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 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. 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 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.

4.2.2 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 Section 4.12.2).
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.

4.2.3 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 and many pages long where applicants have uploaded large numbers of documents or documents such as articles or research proposals.

4.3 Logging Off, Password, Feedback and 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 and selecting IPRS/SIRF Manual.

4.4 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. 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 4.5. 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.

- **4.5 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 4.11).

*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 achievement data, plus the school's rating of the quality of the proposed research environment, will be used to generate an Indicative Ranking Score (see Section 4.12.1) for each applicant. The rating on each criterion is the school's assessment of this application in relation to others.

iAthena will automatically generate an Indicative School Ranking Score from the school’s ratings in the four criteria. The school can then vary the School Ranking Score as long as it provides justification for that change.

Ideally, the final School Ranking Score will be broadly consistent with the overall descriptors below. Please note that the values are percentiles, not academic marks. For example, an applicant on the 99th percentile is ranked more highly than 99% of other students. All descriptors are intended to be based on documentary evidence and relative to opportunity.

### 4.5.1 Ranking Descriptors

This matrix describes the band levels for ranking applicants for international research scholarships in iAthena. Scores in column 1 are percentiles, not academic marks. A percentile of 98+ indicates that 98% of prospective students fall below this band, ie that this band includes the top 2% of prospective students.

In order to be eligible for candidature an applicant must have achieved at least Upper Second Class Honours Honours or equivalent. The University may deem Honours equivalence when it is satisfied that an applicant has demonstrated their ability to undertake supervised individual research at at least the level required for the award of at least an Upper Second 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. Applicants for many scholarships are required to have at least First Class Honours or equivalent.
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentile</td>
<td>Overall Descriptor</td>
</tr>
<tr>
<td>98+</td>
<td>Outstanding</td>
</tr>
<tr>
<td>Percentile</td>
<td>Overall Descriptor</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>90-97</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>Good</td>
</tr>
</tbody>
</table>
4.6 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.

4.6(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 Section 4.11: Notes for Ranking UWA Applicants for how to find this).

4.6(a)(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.

4.6(a)(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 Section 4.6.(a).(i)) or a GPA (see Section 4.6.(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.
4.6(a)(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 Section 4.6(a)(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.

4.6(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.
4.6.1 Academic Achievement Ratings
At the top of the Academic Achievement section is a drop-down menu containing the five Rating options – ‘Excellent’, ‘Very Good’, ‘Good’, ‘Average’ or ‘Poor’. Schools must select one of the five Ratings based on the Achievement Data.

Please indicate your assessment according to the following criteria:

Outstanding: The applicant’s academic achievement is superior to that of 98% of students at UWA.

Excellent: The applicant’s academic achievement is equivalent to that of the top 10% of students at UWA.

Good: The applicant’s academic achievement is equivalent to that of the top 20% of students at UWA.

Average: The applicant’s academic achievement is equivalent to that of the top 40% of students at UWA.

Poor: The applicant’s academic achievement is below that of the top 60% of students at UWA.

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

4.7 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.
4.7.1 Research Output Ratings

At the top of the Research Output section is a drop-down menu containing the four Rating options – ‘Excellent’, ‘Very Good’ ‘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:

Outstanding  This applicant has achieved a first-class Honours at an Australian Go8 university or in a research group of at least equivalent international quality (cite ERA score or equivalent metric) AND has been the major author of least one high-quality peer-reviewed publication of international standard; OR the applicant has achieved Master by Research or equivalent at a top-ranked international university AND has been the major author of least one high-quality peer-reviewed publication of international standard.

Excellent  This applicant has a strong academic record and good research training with an excellent first-class Honours degree or Master by Research at an Australian Go8 university or in a research group of at least equivalent international quality (cite ERA score or equivalent metric), or equivalent.

Good  This applicant has a strong academic record and good research training with a first-class Honours degree at an Australian Go8 university or in a research group of at least equivalent international quality (cite ERA score or equivalent metric), or equivalent.

Average  This applicant has a strong academic record and good research training with an upper second-class Honours degree at least at Australian Go8 standard, or equivalent.

Poor  This applicant is not adequately prepared for research training in this field; OR the school is not able to provide the required resources and supervision. The school does not wish to support the application.

4.8 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. Applicants who wish to seek exemption from undertaking a test must request this explicitly.
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), and the Pearson Test of English (PTE) academic. 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 a test of Written English score of 4.5 (as does not test speaking ability, only accepted from applicants without access to an iBT TOEFL test)
- 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 (Academic Test): 6.5, with a score of at least 6.0 in Speaking and Listening and at least 6.5 in Reading and Writing
- Pearson Test of English (PTE) Academic: 64 overall, with no less than 64 for reading and writing and no less than 54 in all other sections
- Cambridge Certificate of Proficiency in English: C pass
- Cambridge Certificate in Advanced English: B
- CELT Academic Bridging Course: Overall B+ (75%) with B+ (75%) for Reading and Writing, and B (70%) 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.

**4.8.1 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:
Outstanding  The applicant has achieved an overall IELTS score of at least 8.0 with scores of no less than 7 in any band or an iBT TOEFL score of at least 28 for reading, writing and listening and 29 for speaking, or the equivalent. For a determination of equivalence to an overall IELTS score of 8.0 in the absence of a recent IELTS result, evidence is required that the applicant has fully operational command of written and spoken English with only very occasional, unsystematic inaccuracies, and is able to handle detailed argumentation well. The applicant is unlikely to require further specific development in English.

Excellent  The applicant has achieved an overall IELTS score of at least 7.5 with no band less than 6.5 or an iBT TOEFL score of at least 26 for reading, writing, listening and speaking or the equivalent. For a determination of equivalence to an overall IELTS score of 7.5 in the absence of a recent IELTS result, evidence is required that the applicant has good operational command of written and spoken English, notwithstanding occasional, unsystemic, inaccuracies in some situations. The applicant will handle complex language well and understands detailed reasoning. The applicant may benefit from further specific development in English.

Good  The applicant has achieved an overall IELTS score of at least 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. For a determination of equivalence to an overall IELTS score of 7.0 in the absence of a recent IELTS result, evidence is required that the applicant has operational command of written and spoken English, generally handles complex language well and understands detailed reasoning. An applicant at this level 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  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. For a determination of equivalence to an overall IELTS score of 6.5 in the absence of a recent IELTS result, evidence is required that the applicant is generally competent in written and spoken English. An applicant at this level is very likely to require some specific English language development in order to successfully complete his/her candidature and thesis.

Poor  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.  There have been some changes to the guidelines for rating English Language Achievement - please ensure you are rating in line with the new guidelines approved by the Committee.
4.9 Quality of the Proposed Research Training Environment

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 five Rating options – ‘Excellent’, ‘Very Good’ ‘Good’, ‘Average’ or ‘Poor’. Schools must select one of the five Ratings based on the guide below.

Outstanding There is at UWA a group of experienced, successful potential supervisors in this specific research group. The supervisors/group have won at least two nationally or internationally competitive grants in the last five years AND have successfully supervised five or more research candidates to timely completion in the last five years.

Excellent The supervisors/group have won a nationally or internationally competitive grant in the last five years AND have successfully supervised two or more research candidates to completion in the last five years.

Good 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 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 The supervisor/group has neither successfully supervised a research candidate to completion nor won a grant in the last five years.

N.B. There have been some changes to the guidelines for rating the Quality of the Proposed Research Training Environment - please ensure you are rating in line with the new guidelines approved by the Committee.

4.10 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:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>99</td>
</tr>
<tr>
<td>Excellent</td>
<td>94</td>
</tr>
<tr>
<td>Good</td>
<td>85</td>
</tr>
<tr>
<td>Average</td>
<td>70</td>
</tr>
<tr>
<td>Poor</td>
<td>30</td>
</tr>
</tbody>
</table>

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 Ranking 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 iAthena. This information is available in iAthena for the school's reference – please click on the dropdown Round menu to select previous local or international rounds.

- **4.11 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. After logging in, select the <Academic Record> link, then enter the student's Person ID and click on the <Search> button.
  - 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.

- **4.12 Ranking Scores**

  **4.12.1 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.

  **4.12.2 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.

  **4.12.3 Zero School Ranking Score**

  If the School cannot rank the application or the applicant is not recommended for enrolment or a scholarship a School Ranking Score of zero should be entered. Please explain the reasons why the application has not been ranked in the <School Comments> box. 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 Scholarships Office 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.

4.12.4 Comments of Head of School (or delegate) 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 completion of this field. This information is used by the faculty and the Scholarships Committee in the interleaving and central ranking process. There is a limit of 4000 characters for this box. Please ensure that your comments are as concise as possible.

4.12.5 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.

- 4.13 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 green 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.

- 4.14 Single School Faculties

iAthena 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.

- 4.15 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.
4.16 Paperwork to be Returned to the Scholarships Office

- **International Living Allowance Scholarship Forms**
  This form is to be used to advise the Scholarships Office of funding arrangements for living allowances all SIRF/UIS and named scholarship living allowances. The Head of School and School Manager/Faculty Finance Manager must certify that funding is available from school/faculty funds or external funding source for the living allowance for up to four years for PhD enrolment and for up to two years for Masters’ enrolment. This form can be downloaded from the Graduate Research School Web site: http://www.postgraduate.uwa.edu.au/staff/forms

- **Supervision and School Assessment Forms**
  For each applicant who will be offered enrolment, the school must complete and sign a Supervision and School Assessment Form. The Supervision 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 Supervision and School Assessment Forms must be signed by the Head of School or Graduate Research Coordinator.

  The Supervision and School Assessment Form is available from the Graduate Research School website at: http://www.postgraduate.uwa.edu.au/staff/forms.

  At the time you submit your data to the faculty, please forward all signed Supervision and School Assessment Forms and International Living Allowance Forms to the Scholarships Office. These forms must be received by the Scholarships Office by Friday 27 September 2013.

5 Instructions for Faculties

- **5.1 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:


  and enter your Faculty username and password.

  Please contact the Scholarships Office if you do not have current faculty login details.

- **5.2 Navigating and Printing**

  **5.2.1 Navigating**
  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 \( S \) and an \( F \) button. \( S \) 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 4.13); 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 4.15).

\( F \) 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 5.5); 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 Section 5.6).

5.2.2 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 for your own record of for
final submission (see Section 5.7), click on the <Print List> button above the list. 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
long and many pages long where applicants have uploaded large numbers of
documents or documents such as articles or research proposals.

- 5.3 Logging Off, Password, Feedback and Help

5.3.1 Logging Off

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

5.3.2 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.

5.3.3 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.
5.3.4  iAthena Manual

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

- 5.4  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 4.12.2 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 5.4.2 Scaling School Scores). Please also see Section 5.1 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, 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, 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.

5.4.1  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>.
5.4.2 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>.

5.4.3 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 4.13 and 4.15).

- 5.5 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.

- 5.6 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.

5.7 Paperwork to be Returned to the Scholarships Office

- 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 27 September 2013.

- International Living Allowance Forms

The faculty should also submit details of funding arrangements for living allowances for each recommended applicant for whom school/faculty or external funds are available.
(see Section 6) if the school has not already done so. In Round 2 2013 completed International Living Allowance Scholarship Forms must be submitted to the Scholarships Office by **Friday 27 September 2013**.

- **Supervision and School Assessment Forms**

  Faculty ranking committees should ensure that all schools submit the completed Supervision and School Assessment Forms to the Scholarships Office by **Friday 27 September 2013**.

  The Supervision and School Assessment Form is available from the Graduate Research School website at: [http://www.postgraduate.uwa.edu.au/staff/forms](http://www.postgraduate.uwa.edu.au/staff/forms).

6  **Details of Funding Arrangements**

- **6.1 Living Allowances**

  The SIRF awards cover the full-fee cost of the course and the Overseas Student Health Cover Charge for the student only for three years, with possible extensions to a maximum of four years for PhD students and for two years for Research Masters students. Please note that SIRFs do not cover the cost of OSHC for spouses or dependent children. All successful applicants must also be provided with a living allowance for the duration of their enrolment. The Scholarships Committee may award centrally-funded UPA(IS) living allowances to a limited number of top-ranked SIRF awardees. All other SIRF awardees must have living allowances funded by the school/faculty or other external funding source.

  If funding is not available from school, faculty or external funding sources to provide a full living allowance of at least $28,153 per annum for up to 4 years, please clearly state in the School Comments box in iAthena that: “There are no school/faculty funds or external funding available for a Living Allowance”. All highly ranked applicants will be considered for IPRS/SIRF with APA and UPA(IS) living allowances by the Scholarships Committee. However, once the ranking for full centrally-funded IPRS/APA and SIRF/UPA(IS) awards has been determined, the International Scholarships Subcommittee will remove from the rest of the ranking list any applications for which it is indicated that school/faculty funding for a living allowance stipend is NOT available.

6.1.1 **IPRS**

  The Scholarships Committee will allocate a limited number of government-funded APA living allowances to the top-ranked IPRS awardees.

6.1.2 **SIRFs**

  Living allowances for UWA SIRF awardees (called University International Stipend or UIS) must normally be fully funded by the school or faculty or external funding source for the duration of the enrolment. The Scholarships Committee may award centrally-funded UPA(IS) living allowances to a limited number of top-ranked SIRF awardees. All other SIRF awardees must have living allowances funded by the school/faculty or other external funding source.
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.

6.1.3 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 APAI scholarships funded from ARC Linkage grants.
- 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.
- 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 27 September 2013.

6.2 International Living Allowance Scholarship Form

This form is to be used to advise the Scholarships Office of funding arrangements for living allowances all SIRF/UIS and named scholarship living allowances. The Head of School and School Manager must certify that funding is available from school/faculty funds or external funding source for the living allowance for up to four years for PhD enrolment and for up to two years for Masters’ enrolment. This form can be downloaded from the Graduate Research School Web site: http://www.postgraduate.uwa.edu.au/staff/forms
7. Eligibility Criteria for IPRS, SIRF and Named Scholarships

- 7.1 Citizenship

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

- 7.2 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 by 31 March 2014;

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.

- 7.3 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 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
• Pearson Test of English (PTE) Academic: 64 overall, with no less than 64 for reading and writing and no less than 54 in all other sections.

• Pearson Test of English (PTE) Academic – Law School: 70 overall with a minimum of 70 in all sections.

• CELT Academic Bridging Course: Overall B+ (75%) with B+(75%) for Reading and Writing, and B (70%) for Listening and Speaking

• Other qualifications assessed on an individual basis

• Applicants intending to enrol in the Law School are required to have an overall IELTS of 7.0 with 7.5 in Reading and Writing, or an overall PTE of 70, with a minimum of 70 in all sections. Education and Dentistry require an overall IELTS of 7.0 with a minimum of 6.5 in Reading and Writing.

8 Contacts for Assistance

Please direct all enquiries to the Graduate Research and Scholarships Office:

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