DOMESTIC SCHOLARSHIP RANKING INSTRUCTIONS

2017 APA/UPA ROUND

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 31/10/16

iAthena Login:
https://iathena.grs.uwa.edu.au/SM

Email: researchschols@uwa.edu.au

Telephone: 6488 4740/3738/1584
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1 Summary of Ranking Principles

iAthena is the Graduate Research School system for ranking and managing international and domestic graduate research scholarship applications at UWA. The Scholarships for domestic applicants include Australian Postgraduate Awards (APAs), University Postgraduate Awards (UPAs), and prestigious scholarships funded from bequests and other sources. iAthena is designed to assist the three-tiered process by which schools, faculties and then the central Scholarships Committee rank and interleave applications according to common criteria.

Changes to the iAthena Ranking Formula

At the end of 2015 the Scholarships Committee approved changes to the ranking formula for ‘non-standard’ domestic applications for the 2016 APA/UPA round. These changes were designed to introduce more objective and evidence-based measures of academic achievement and ensure that current and recent Honours graduates were not disadvantaged compared to non-standard applicants. Schools were required to enter a UWA-equivalent score for the Honours Thesis Mark; the Honours Coursework Weighted Average Mark and the Weighted Undergraduate Average Mark (WUAM) to calculate the School Ranking Score.

In response to feedback, the Scholarships Committee has approved further changes to the ranking formula for the 2017 domestic APA/UPA scholarships round. The UWA Weighted Undergraduate Average Mark (WUAM) (or prescribed WUAM equivalent for non-standard applicants) has been removed from the scholarship ranking calculation. The Scholarship Ranking Score will be 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). 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 Ranking Score.

The three criteria to be used for ranking of domestic 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.

Summary of Other Changes to the 2017 Ranking Instructions

There have been a number of other changes to these ranking instructions as a result of feedback from schools and faculties following the domestic APA/UPA scholarships round:

- The definitions and instructions for scoring ‘standard’ and ‘non-standard’ applicants have been updated and simplified, as explained below.
- Schools are required to enter actual marks for the Honours Thesis Mark (or equivalent) and the Honours Coursework Weighted Average Mark (or equivalent) for standard applicants if marks are available from the most recent qualifying degree completed within the last seven years.
- If the thesis comprises 100% of the final year of the qualifying degree, with no coursework units, the thesis mark should be entered in both the Honours Thesis Mark and the Honours Coursework boxes.
- The new School Assessment of Research Potential (SARP) score is up to a maximum of 5 extra points for research output and experience.
Standard domestic applicants are students who have recently completed qualifying degrees for Higher Degree by Research enrolment, within Australia or New Zealand. 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 the final year, including, but 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;
- and Masters by Coursework and Dissertation.

Schools must enter actual Honours Thesis and Weighted Honours Coursework marks (or equivalent), if available, for standard applicants.

Non-standard domestic applicants are students who have completed qualifying degrees more than seven years ago, and those with qualifications which cannot be equated to an Australian Honours degree, or for whom actual marks are not available. 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. Please follow the instructions in Section 4.8 and 4.9 for Deeming Honours Equivalence.

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
- 70% for Honours 2A deemed equivalence.

The School will assess all applications according to these criteria and enter the relevant scores into the system. iAthena will calculate an Indicative Ranking Score from these scores. The school may then adopt or amend this score to determine its final School Ranking Score. School Ranking Scores will determine the placement of applicants in the school ranked lists. (iAthena Manual: 4.11.1)

Faculties will interleave schools’ ranked lists without altering the order of any list but by scaling schools’ ranking lists against each other if necessary. A faculty may negotiate with a school to change the order of the school’s list if it considers that the school has made an error. The central Scholarships Committee will interleave the faculty lists similarly.
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 Tuesday 1 November 2016. 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.
- Schools must enter a score for each ranking criterion to calculate the School Ranking Score. This applies to all applications, including non-standard applications.
- 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. Heads of School (or delegates) must provide evidence and justification for recommendations for increases to final ranking scores to the faculty. 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. The forms are available on the Graduate Research School website at http://www.postgraduate.uwa.edu.au/staff/forms.
- Schools/Faculties must provide supervisor assessment forms to the Graduate Research School by Friday 25 November 2016.
- All nominated supervisors must agree before the School/Supervisor form is submitted. This form is the school’s recommendation to offer candidature to the student to undertake the specific research project outlined in the online iAthena application for scholarships and candidature.

1.2 Summary – Faculty Responsibilities

- Faculties must interleave the rankings of their Schools to arrive at a consolidated ranking list for the entire Faculty. Ranking should be done in line with the instructions in this manual. Access to iAthena for ranking opens on Tuesday 1 November 2016. Faculties with multiple schools should set a deadline for those schools to submit their rankings, leaving enough time for the Faculty Ranking Committee to interleave applicants.
- Single School Faculties need only rank students once.
- Faculties and single school faculties must summarise the school's justification and evidence for all increases to School Ranking Scores above Indicative Ranking Scores in the <Faculty Comments> box.
- Faculties must submit their rankings and print out a copy of the final ranked list, have it endorsed by the Dean, and email it to the Graduate Research School (researchschools@uwa.edu.au).
- Faculties are asked to remind all Schools to send through Supervision and School Assessment Forms to the Graduate Research School.
1.3 Overview and Ranking Steps for Schools and Single School Faculties - 2017 Domestic APA/UPA Round

1.3.1 Overview
This document refers to the process for ranking applications for the Australian Postgraduate Awards (APAs); University Postgraduate Awards (UPAs) and other prestigious university 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 rankings determined by each school; and (iii) the Scholarships Committee interleaves the faculty lists into a single list, preserving the ranking determined by each faculty. A key principle is that ranking decisions made at one stage will not be overturned at a later stage without consultation and consent.

The Scholarships Committee will use the final ranked list to allocate APAs and UPAs according to the Scholarship Quotas set for each faculty on the basis of each faculty’s share of Higher Degree by Research completions for the last three years (2013-2015).

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 in 2017). Living allowances are indexed each year in line with annual increases in the Australian Postgraduate Awards.

Original hardcopy documents or certified copies are required for verification of academic qualifications not obtained at UWA, English language proficiency, permanent residency status or citizenship and other supporting evidence. Offers of scholarships and candidature will not be made without this.

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

1.3.2 Ranking Steps

Step 1: Read Only Access (iAthena Manual: Section 4.1)
To log in to iAthena for the school ranking process go to the secure iAthena website: https://iathena.grs.uwa.edu.au/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 Graduate Research School if you do not have your current iAthena login details. (email: researchschols@uwa.edu.au; phone: 6488 4740/3738/1584)

Step 2: Login to iAthena for School Ranking Process – from 1 November 2016 (iAthena Manual: Sections 4.1 – 4.3)
To log in to iAthena for the school ranking process go to the secure iAthena website: https://iathena.grs.uwa.edu.au/SM/ and enter your school username and password. You will then see a screen with a list of all applications for your school.

Complete PDFs of all applications, referee reports and supporting documents will be available for downloading and printing if required. 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 from Staff Connect
(Athena Manual: Section 4.7)
Log on to Staff Connect at https://staff.sims.uwa.edu.au/connect/webconnect for academic records of UWA students. After logging in, select the <Academic Record> link, then enter the student’s Person ID and click on the <Search> button.

Step 4: Contact Supervisor/Graduate Research Coordinator for assessment of Research Output and Honours Deeming for Non-Standard Applications
(Athena Manual: Section 4.6.2.2)
Contact the supervisors or Graduate Research Coordinator for their confirmation 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 (Honours 2A) or First Class Honours. Please enter details of the assessment of the research output and justification for Honours deeming in the <School Comments> box.

Step 5: Determine UWA Equivalent Honours Thesis and Honours Coursework Weighted Average Marks for Non-Standard Applications
(Athena Manual: Sections 4.5.2; 4.5.3 and 4.5.5.3)
The UWA-equivalent scores for the Honours Thesis Mark and Honours Coursework Weighted Average Mark are determined by the deemed Honours grade. Please do not enter these scores for non-standard applications until the application has been evaluated by the supervisor and the Graduate Research Coordinator.

Step 6: Entering Data for Individual Applications
(Athena Manual: Sections 4.5 – 4.9)
Click the <Edit> button, select Assessment View and enter the following information for each applicant:
(1) Honours Grade
(2) Honours Thesis Mark or *equivalent
(3) Percentage Value of Thesis
(4) Honours Coursework Weighted Average Mark or *equivalent
(5) School Assessment of Research Potential (SARP)
(6) Publications
(7) Previous Degrees
* As noted in Step 5 above, please do not enter UWA-equivalent scores for non-standard applications until the application has been evaluated by the supervisor and the Graduate Research Coordinator.

Step 7: Indicative Ranking Score and School Ranking Score (Athena Manual: Section 4.11.1)
The Indicative Ranking Score is the unweighted mean (simple average) of the Honours Thesis Mark or equivalent and the Honours Coursework Weighted Average Mark or equivalent. To that mean is added the School Assessment of Research Potential (SARP).

The SARP score in the new ranking formula is a maximum of 5 points for research experience, research output and additional achievements, relative to opportunity.
(Athena Manual: Section 4.6.5)
By default, the final Scholarship Ranking Score is the same as the Indicative Ranking Score. 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. Heads of School or delegates 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.

Step 8: Merit Criteria for Final School Ranking Scores
(iAthena Manual: Section 4.11.3)
The final School Ranking Scores will be within the following bands and consistent with the merit criteria described in the manual:

- Outstanding (A+) 90-100
- Excellent (A) 80-89
- Good (B) 70-79
- Average/Poor (C/D) 0-69

Step 9: Comments of Head of School (or delegate) and Justification of Ranking Score
(iAthena Manual: Section 4.11.4)
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 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.

Step 10: Zero School Ranking Scores for Non-Ranked Applicants
(iAthena Manual: Section 4.11.2)
If the School does not recommend the applicant for enrolment or a scholarship a School Ranking Score of zero should be entered. Please explain in the <School Comments> box the reasons why the application has not been ranked.

Step 11: Save School Ranking for Each Applicant
(iAthena Manual: Section 4.11.5)
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. As noted in Step 9 above, some text must be entered in the <School Comments> box to allow the data to be saved. Return to the main list to start the ranking of the next applicant.

Step 12: Submit School Rankings to the Faculty
(iAthena Manual: Section 4.12)
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 13: Single School Faculties
(iAthena Manual: Section 4.13)
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 email the signed ranking list to the Graduate Research School (iAthena Manual: Section 4.13)
Step 14: Changing data that have already been submitted
(iAthena Manual: Section 4.14)
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 Graduate Research School 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 15: Paperwork to be returned to the Graduate Research School
(iAthena Manual: Section 4.15)
Supervision and School Assessment Forms for all new HDR applicants (not required for current UWA HDR students) – due Friday 25 November 2016
Please complete and sign a Supervision and School Assessment Form for each applicant who will be offered Higher Degree by Research candidature, with or without a scholarship. This form can be downloaded from the Graduate Research School website: http://www.postgraduate.uwa.edu.au/staff/forms.

2 2017 APA/UPA Domestic Round Ranking and Selection Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY 31 OCTOBER</td>
<td>Closing date for online scholarship applications and printed Application Confirmation forms.</td>
</tr>
<tr>
<td>TUESDAY 1 NOVEMBER</td>
<td>School and Faculty iAthena RANKING may commence. iAthena</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 25 NOVEMBER</td>
<td>Deadline for School/Supervision Assessment forms to be submitted to the Graduate Research School.</td>
</tr>
<tr>
<td>TUESDAY 6 DECEMBER</td>
<td>Deadline for submission of Faculty rankings to the Graduate Research School via iAthena. Signed faculty ranking lists must be emailed to the Graduate Research School.</td>
</tr>
<tr>
<td>WEDNESDAY 14 DECEMBER</td>
<td>Scholarships Committee determines the final interleaved ranked order of merit list.</td>
</tr>
<tr>
<td>FRIDAY 16 DECEMBER</td>
<td>The Graduate Research School will commence emailing offers and notification to unsuccessful applicants.</td>
</tr>
</tbody>
</table>
3 iAthena Manual - Introduction

iAthena was devised to assist schools, faculties and the Graduate Research School to manage the ranking process. iAthena provides a template form for each applicant and also 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 emailed to Managers and Graduate Research Coordinators of each school, and the Manager, Faculty Administrative Officer and Dean of each faculty. Read Only access is available from the round closing date using password access; Ranking access is available from Tuesday 1st November 2016. 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, '2017 APA/UPA Domestic Round' 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 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.

The 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. Schools must enter a UWA-equivalent score for each ranking criterion for all applications, including non-standard applications. Detailed instructions for determining these are in Section 4.

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.

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.

When all the schools in a faculty have submitted their lists, iAthena will interleave them into a single provisional list for each faculty. The Ranking Committee in each faculty will then discuss and ratify its list, modifying it if necessary. A faculty may not overturn the ranked order of applications from schools, but may scale the school lists against each other. iAthena contains a function for scaling. Detailed instructions are in Section 4. Each faculty will need to set a date by which schools must submit their lists so that the faculty can finalise its ranking list on time. When the faculty has finalised its list, it will submit it electronically to the Graduate Research School, 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 Graduate Research School 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: https://iathena.grs.uwa.edu.au/SM/ and enter your school username and password.

4.2 Navigating, saving, 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 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 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.

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

You can check previous iAthena APA/UPA rankings by selecting the dropdown Round option at the top of the School Ranking screen.

4.2.2 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.

4.2.3 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 4.11).
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.

4.2.4 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.

4.3 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

This document is available online by clicking the <iAthena Ranking Instructions> link in the menu and selecting the Domestic APA/UPA Ranking Instructions.

4.4 Definitions and Scoring of Standard and Non-Standard Applicants

4.4.1 Standard Applicants

Standard domestic applicants are students who have recently completed qualifying degrees for Higher Degree by Research enrolment, within Australia or New Zealand. 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 the final year, including, but 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;
• and Masters by Coursework and Dissertation.

Schools must enter actual Honours Thesis and Weighted Honours Coursework marks (or equivalent), if available, for standard applicants. (See Section 4.5 below for detailed instructions).

4.4.2 Non-standard Applicants

Non-standard domestic applicants are students who have completed qualifying degrees more than seven years ago, and those with qualifications which cannot be equated to an Australian Honours degree, or for whom actual marks are not available. 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. (Please follow the instructions in Section 4.8 for Deeming Honours Equivalence).

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
• 70% for Honours 2A deemed equivalence.

4.5 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 online 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 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. 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 Section 4.6. 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 remember that you must enter some text in the <School Comments> box in order to save your ranking data. 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.

4.6 Details of data to be entered

For each applicant, you are asked to fill in and/or verify information (please see also
4.6.1 Honours Grade

This information is not used for numerical ranking but is important in determining eligibility for some scholarships (see Section 6.2.2). 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 4.8 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, applicants who have completed a Master by Research, or current PhD students who have achieved formal Confirmation of Candidature, may be deemed equivalent to Honours 1. In this case, please enter an explanation into the <Comments of Head of School> box and update the <Honours grade> box, selecting the appropriate "Deemed" option in the pull-down menu. If a candidate has achieved formally eg a 2A Honours but has subsequently completed a Master by Research or achieved Confirmation of PhD Candidature, the school can deem Honours 1 and update the <Honours grade> box accordingly, selecting the appropriate "Deemed" option in the pull-down menu, and putting an appropriate explanation in the <Comments of Head of School> box. (See 4.8 for more detailed instructions about Deeming Honours Equivalence).

4.6.2 Honours Thesis Mark or equivalent

4.6.2.1 Honours Thesis Mark for Standard applicants

Please provide the percentage mark for the unit which included the Honours thesis for standard applicants, who have completed undergraduate and postgraduate degrees with a thesis component weighted at least 25% of the final year, 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; and
  - Thesis or dissertation mark for recent UWA (or equivalent) Masters degree.

If the thesis comprises 100% of the final 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.

4.6.2.2 Equivalent Honours Thesis Mark for Non-Standard applicants

The prescribed UWA-equivalent scores for non-standard applicants are determined by the deemed Honours grade (Please follow the instructions in Section 4.8 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
- 70% for Honours 2A deemed equivalence.

4.6.3 Honours Coursework Weighted Average Mark or equivalent

4.6.3.1 Honours Coursework Weighted Average Mark for standard applicants

Please provide 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:

- non-research units in final year for UWA or other standard Honours students;
- non-research units in the final year of other standard qualifications, including:
  - professional practice Masters degrees such as the Master of Professional Engineering;
  - Graduate Diplomas;
  - Masters by Thesis and Coursework;
  - Masters by Coursework and Dissertation;
- all non-research units completed in a recent UWA (or equivalent) Masters (with thesis/dissertation) degree.

This should include all units other than the unit that includes the thesis. Multiply the mark for each unit by the number of points the unit is worth, add these values and divide the total by the total number of points. The result is a number in the range 0 to 100.

As noted in 4.6.2.1 above, if the thesis comprises 100% of the final 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.

4.6.3.2 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 (Please follow the instructions in Section 4.8 and 4.9 for Deeming Honours Equivalence.) 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
- 70% for Honours 2A deemed equivalence.

4.6.4 Percentage Value of Thesis

At the request of several schools, a new question (Q6a) was recently added to the application form to ask applicants 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 doing 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.

4.6.5 School Assessment of Research Potential Score

The School Assessment of Research Potential (SARP) score in the new ranking formula is a maximum of 5 points for research experience, research output and additional achievements, relative to opportunity. 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, relative to opportunity, as follows:

- up to 1 point for additional degrees, such as MSc, BSc/BE combined degree etc;
- up to 1 point for primary authorship of, or significant contribution to, peer reviewed publications, relative to opportunity;
- up to 1 point for significant relevant research or work experience, relative to opportunity;
- up to 1 point for current PhD candidature with quantifiable output (e.g., publications) relative to opportunity; and
- up to 1 point for additional information such as winning a National Competitive Prize, patents, outstanding work and other evidence of quality or impact.

This means that the School Assessment of Research Potential score can increase the applicant’s ranking score up to 5 points if there is a good justification for doing so. 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 <Comments of Head of School> 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.

4.6.6 Publications

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

4.6.7 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, 2015 Grad Dip in Science, UWA, 2014.*

4.6.8 Missing referee reports

At this stage some applications may be missing one or both Referee Reports. The Graduate Research Co-ordinator is 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 electronic applications and for the information of the Scholarships Committee. Similarly, the Graduate Research School will scan in any late reports as they arrive, until 25th November 2016.

4.7 Academic transcripts for ranking UWA applicants

Academic transcripts for UWA applicants are available through Staff Connect. 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.

4.8 Deeming Honours equivalence

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 of First Class Honours. Please provide details in the <Comments of Head of School> box.

As noted in 6.2.2, some scholarships can only be awarded to applicants who have obtained First Class Honours or equivalent performance achieved through substantial research experience, including relevant employment in a research environment; publications; and/or formal Confirmation of Candidature for current UWA PhD students.

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 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.

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 grad with no papers over a Masters applicant with papers in lesser journals, e.g).

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 <Comments of Head of School> 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 <Comments of Head of School> box and the <Honours grade> box updated by selecting the appropriate "Deemed" option in the pull-down menu.

### 4.9 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 academics in other universities. It is the responsibility of Heads of School 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 4.14.

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 at a later date. 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.

4.10 Prior candidature

The normal 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.

4.11 Ranking Scores

4.11.1 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 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 <Comments of Head of School (or delegate)> 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.

4.11.2 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 the reasons why the application has not been ranked in the Head of 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 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

4.11.3 Merit Criteria for Final School Ranking Scores

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

**90-100 Outstanding (A+)** Of the highest merit. The applicant is assessed as being potentially eligible for the highest-quality research schools internationally. The applicant has demonstrated mastery of a significant subject area and the ability to work independently, to carry out a challenging research project, to analyse difficult issues, to solve hard problems and to present work well, in English. The applicant can be matched to strong supervision and be provided with adequate resources. The applicant has demonstrated a spark of creativity. There is a high probability of successful and timely completion. Generally, such applicants have already demonstrated the capacity to undertake work that would result in a peer-reviewed publication.

**80-89 Excellent (A)** Strongly competitive. The applicant has a strong academic record and good research training with an H1 or strong H2A Honours degree or equivalent. The applicant has demonstrated mastery of the discipline, independence, analysis and synthesis skills, and good presentation skills in English. The applicant has a sound proposal for research and the School can provide supervision and adequate resources.

**70-79 Good (B)** A sound applicant with at least Honours 2A or equivalent, but perhaps lacking consistent performance in the academic record, or some questions have been raised by the referees, or the proposal is in an area where the School does not have a strong research track record or strong resources.

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

4.11.4 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 data in this field. This information is used by the faculty and the Scholarships Committee in the interleaving and central ranking process. For example:

*The school recommends that the final Ranking Score should be increased by 3% to 91.00. This applicant has a straight HD academic record and will receive a 1st Class Honours degree. The thesis mark is 88% and was judged as the "strongest Honours thesis ever seen by the supervisor in 20 years of supervision". The applicant has already published 1 refereed conference paper. The research proposal is well-developed and the applicant will be working with a strong research group with a good completion record. This applicant is easily in the top 5% of all Honours graduates from this discipline in the past 10 years.*
Or This applicant has a patchy undergraduate record but the marks have improved over later years and the Honours degree will be a strong 2A. The referees’ reports are supportive, although one referee notes a lack of independence and questions the applicant’s suitability for research.”

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.

4.11.5 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.

4.12 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 Dean of the Faculty that the School has submitted its ranking list.

4.13 Single School Faculties

Single school faculties must provide clear justification for increases to final School Ranking Scores above the Indicative Ranking Scores. 
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 email the signed ranking list to the Graduate Research School (email: researchschols@uwa.edu.au).

4.14 Changing Data that have already been Submitted

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

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

4.15 Paperwork to be Returned to the Graduate Research School

Supervision and School Assessment Forms

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. 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 Supervision and School Assessment Forms must be signed by the Head of School or Graduate Research Coordinator and the nominated supervisors.

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

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

At the time you submit your data to the faculty, please forward the bundle of signed Supervision and School Assessment Forms to the Graduate Research School. These forms should be submitted to the Graduate Research School no later than Friday 25th November 2016.

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: 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.

Please contact the Graduate Research School 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 4.12); 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 4.14).

![ ] 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 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 where applicants have uploaded large numbers of 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

This document is available online by clicking the <iAthena Ranking Instructions> link in the menu and selecting the Domestic APA/UPA Ranking Instructions.

### 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 4.11 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 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.

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 (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 4.12 and 4.14).

5.5 Submitting 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.

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 Graduate Research School. 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 Graduate Research School

Signed Final Faculty Ranking List

Each faculty is requested to email a copy of its final ranking list to researchschols@uwa.edu.au 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. The signed list must be emailed to the Graduate Research School no later than Tuesday 6 December 2016.

6 Eligibility criteria for *Commonwealth Scholarships and University Postgraduate Awards (UPA)*

* The Department of Education has recently approved changes to the Commonwealth Scholarship Guidelines for 2017, including the replacement of Australian Postgraduate Awards (APAs) with Research Training Program (RTP) Scholarships.

6.1 Citizenship

Applicants must:

- be Australian citizens; or
- have been granted Australian permanent resident status; or
- be New Zealand citizens.

6.2 Academic Eligibility

6.2.1 General

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

- 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.

6.2.2 Level of 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 4.8 Deeming Honours equivalence.

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.

6.3 English Language Proficiency

All applicants must satisfy minimum requirements for English Language Proficiency for 2017 as follows:

- Qualifications through WA TEE (pass in English, English Literature or English as a Second Language) or equivalent
- GCE Ordinary Level English (GCSE and IGCSE): C6 or higher
- 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: 64 overall with no less than 64 for reading and writing, and no less than 54 in all other sections. The Faculty of Law requires an overall score of 70 with a minimum score 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 IELTS scores are required for admission to higher degrees in the following faculties:

  - **Law:** 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.
  - **Education:** overall IELTS score of 7.0, with a minimum of 6.5 in reading and writing.
  - **Dentistry:** overall IELTS score of 7.0, with a minimum of 6.5 in reading and writing.
  - **Business:** overall IELTS score of 7.0, with a minimum of 6.5 in reading and writing.

7. **Faculty Quotas and Central Pool**

7.1. **Faculty Quotas**

At its meeting of 2 April 2003 the Academic Council resolved that Faculties be provided with quotas for the allocation of APAs and UPAs. For the 2017 allocation, the quotas will be determined on the basis of each faculty’s share of completions in research higher degrees 2013 – 2015, with doctoral completions weighted at twice Masters completions. The quotas relate to offers of scholarships, and final numbers of scholarships allocated to faculties may vary from the nominal quotas.

The scholarships available for award by the Scholarships Committee for 2017 include the following:

• up to 130 APA/RTP Scholarships – Department of Education allocation to be confirmed;
• up to 25 University Postgraduate Awards (UPAs);
• 3 Hackett Postgraduate Scholarships valued at $38,000pa with a $5000 travel allowance;
• 2 Jean Rogerson Scholarships valued at $35,000pa;
• 4 Robert & Maude Gledden Postgraduate Scholarships valued at $32,000pa with a $5000 research travel allowance;
• A range of discipline-specific full and top-up scholarships are also available;
• Supplementary awards will be awarded to top-ranked applicants;
• Indigenous Postgraduate Supplementary Scholarships valued at $15,000 pa; and.
• Up to twelve $2,000 Establishment Allowances are available for interstate or overseas applicants who relocate to take up awards at UWA.
7.1.1 Explanation of faculty scholarship quota system

i. Quota allocations will only apply to APA/RTP and UPA scholarships

ii. Awards from Trust Funds (Hackett, Gledden, Jean Rogerson Bequest etc) will be made in addition to the faculty’s scholarship quota.

iii. APA/RTP living allowance scholarships awarded to international students in the 2017 IPRS Rounds are awarded on academic merit, outside of the quota system.

iv. There is no limit on the number of applications which may be ranked.

v. The Scholarships Committee will not alter the order of Faculty ranked lists unless the Commonwealth Scholarship Guidelines have been breached.

vi. The Scholarships Committee will interleaved the Faculty ranked lists into a single Final Ranked List from which offers of scholarships will be made.

vii. If a successful applicant declines a scholarship offer, the Graduate Research School will re-offer to the next reserve applicant on that Faculty’s ranked list until each Faculty’s quota has been filled.

viii. Scholarships will only be awarded to applicants with final iAthena Scholarship Ranking Scores of 74.00 or above. Applicants with scores below 74.00 are not normally eligible for scholarships, but they may be considered for enrolment without scholarships, if recommended by the school.

7.2 Central Pool

The Scholarships Committee will retain a central allocation ("Central Pool") of 25 UPA scholarships from the overall pool of scholarships available. The Committee will allocate these scholarships within the following categories:

i. One full University Postgraduate Award for applicants of Aboriginal or Torres Strait Islander descent.

ii. One full University Postgraduate Award for applicants with special circumstances which have affected their previous academic performance. This could include being of Aboriginal or Torres Strait Islander descent.

iii. The remaining UPAs will be allocated by the Committee to exceptional applicants who were ranked outside of their Faculty’s quota allocation. This provision will assist faculties with small quotas who receive a larger than expected number of outstanding applications.

iv. If a Faculty’s quota cannot be filled, the additional scholarships will be returned to the central allocation for distribution by the Scholarships Committee.

The Scholarships Committee will award Hackett, Jean Rogerson and Gledden scholarships to the top-ranked eligible applicants, followed by the award of APA/RTP Scholarships according to the final interleaved Order of Merit List. The Committee will then allocate APA/RTP to each Faculty up to the maximum number allowable under their quota. UPAs will be allocated via the Central Pool. Faculties will be notified of their APA/RTP and UPA allocations on Thursday 15th December, and they will be required to confirm their final offer list of UPA scholarships by Friday 16th December 2016.
8 Contacts for assistance

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