

THE UNIVERSITY OF ADELAIDE

ADELAIDE GRADUATE CENTRE

POSTGRADUATE SCHOLARSHIP SELECTION 2009

INFORMATION AND PROCEDURES FOR SCHOOLS /DISCIPLINES

AUSTRALIAN POSTGRADUATE AWARDS
DIVISIONAL SCHOLARSHIPS
COURSEWORK SCHOLARSHIPS

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1. INTRODUCTION

Shortly after the closing date 255 applications had been received from Australian citizens and persons with Permanent Residency Status for approximately 60 Australian Postgraduate Awards (APA's), 150 Divisional Scholarships and 2 special circumstances scholarships. 21 applications had been received for any coursework scholarships that may be available. International students are not included in this selection.

Late applications and other supporting documents will be forwarded to you as they are received.

Schools/Disciplines are asked to respond to this memorandum with the information requested **by 12.00 noon on Monday 1 December 2008**. It is understood that in some instances final Honours results may not be confirmed by this time, particularly in the case of interstate applicants. **Please provide provisional results in the first instance**. If necessary, The Graduate Scholarships Committee (GSC) will authorise a certain number of provisional scholarship offers as circumstances require.

It is very important that the Graduate Centre have this information by the date specified as the Honours result constitutes part of the university wide ranking process. **It is vital for the University's competitive position that the scholarship offers are made as early as possible to avoid losing the best applicants to other institutions or employment offers.**

2. TIMETABLE FOR SELECTION AND ACCEPTANCE OF SCHOLARSHIPS

31 October 2008	Applications close.
17 November 2008	Applications and supporting documents forwarded to schools/disciplines
1 December 2008 12 noon	Due date for return of all requested information with Honours results from schools/disciplines
5 December 2008	SCHOLARSHIPS SELECTION MEETING
8 December (or earlier)	Distribution of provisional order of merit list(s) to Executive Deans and School/Discipline Heads.
9 December	Offers to highest ranked applicants commence (Subsequent offer rounds take place in the new year as acceptances/declines received)
31 March 2009	Last date for recipients to take up scholarships without specific approval from the Graduate Centre for late commencement.
30 June 2009	All APA holders must have commenced candidature

3. DOCUMENTS ENCLOSED

In addition to student application forms and other supporting documents, you will find the following forms to assist you. These are:

Major Round Scholarship and Admission Response Forms - this form is required for each student. The student's actual or equivalent Honours result and division, acceptance for candidature, Principal Supervisor's signature, academic program and campus **must** be provided to the Graduate Centre on this Form. *If a Principal Supervisor is not listed on this form then no offer of scholarship or admission will be made.* These forms must be returned with Lists 1, 2 and 3 below. **They are not to be returned separately.**

List 1, 1A & 1B – Research Scholarship Applicants - a summary of the names of research applicants for your School/Discipline are listed by the Graduate Centre in alphabetical order for your information. List 1 contains students who have indicated you as their first or only preference. List 1A and 1B are students who have indicated consideration in your School/Discipline as their second or third preference. **These lists are required to be signed and returned with a Major Round Scholarship and Admission Response form for each applicant (see above).**

List 2 – Coursework Scholarship Applicants for Approval - a summary of the names of all coursework applicants for your School/Discipline are listed by the Graduate Centre in alphabetical order for your information. This list is required to be signed and returned with a Major Round Scholarship and Admission Response form for each applicant (see above).

List 3 - Discipline Honours List - a blank proforma on which the discipline inserts the names of **ALL** 2008 Honours candidates in order of merit showing 2008 Honours results and division, regardless of whether they have applied for scholarships at the University of Adelaide. (The Graduate Centre provides Honours results to other institutions to which students may have applied and also retains the information for reference in subsequent years). Please ensure any mid-year finishers (finishing in mid-2008) are included in this list.

Additionally, disciplines should provide a supporting statement for any applicant the discipline considers holds qualifications "equivalent to Honours". **The Graduate Scholarships Committee will not proceed with any application that does not have the documented support of the discipline concerned. Refer to section 5 below for further information.**

4. PREPARING DISCIPLINE RESPONSES

Any information which helps to distinguish between applicants is welcomed by the GSC.

In deeming a scholarship applicant to be ACCEPTABLE you will be taken to have indicated that the Discipline is able to accept the applicant as a candidate for a higher degree and that the School/Discipline is able to provide the required supervision, facilities and resources.

Major Round Scholarship and Admission Response Forms and List 3 - the use of Honours divisions

Please indicate on the Major Round Scholarship and Admission Response Forms and List 3, the classification of Honours awarded and the Honours division (or estimated division relative to the University of Adelaide in the case of applicants from other institutions):

Hons 1(i) indicates the applicant would be in the top third of First Class Honours students in your discipline at the University of Adelaide;

Hons 1(ii) indicates the middle third; and
Hons 1(iii) indicates the lower third.

It is at the discipline's discretion as to the method used to derive the divisions but it is anticipated that the standard of performance expected from a student in each division will be consistent over the longer term. Distributions will be recorded and monitored over time for upward skewing. The Honours divisions are for internal scholarship ranking purposes only and are not released to other institutions or to the student by the Graduate Centre.

Some interstate results will not be available. You should contact the applicant's supervisors at the home institution for an indication of the likely result. The Graduate Centre will confirm all interstate results as soon as we are able but this may be after the selection meeting. Please indicate if any Honours result is provisional and provide later written confirmation of the final result for internal scholarship applicants, if possible, before the selection meeting.

Disciplines are asked to indicate those applicants with Honours 2A who are in the upper division ie 2A(i). Although students with Honours 2A are not eligible for Australian Postgraduate Awards, it is possible that they may be offered Divisional Scholarships or grant funded scholarships. Such students should be placed on the discipline list after the Honours 1 students.

Some applicants will have named more than one discipline on their application. Disciplines are listed in order of preference on the Major Round Scholarship and Admission Response Form. Please liaise with the first named discipline to determine which is the most appropriate discipline for the applicant to enrol and ensure that the applicant is included within that discipline's response only (their name should be crossed off List 1A or List 1B as appropriate).

Please also indicate the name of the proposed academic staff member who has agreed to supervise the applicant and ensure that they have signed the Major Round Scholarship and Admission Response Form before returning it to the Graduate Centre.

5. ASSESSMENT OF EQUIVALENT STUDENT QUALIFICATIONS

The criteria for scholarship selection are those of academic merit and research potential. Despite provisions for flexibility it is envisaged that a good Honours degree will continue to be the main route to higher degree candidature by research and to scholarships for postgraduate research in most areas.

Applicants without an Honours degree

The possibility of deeming applicants without Honours as "equivalent to Honours 1 or Honours 2A(i)" for scholarships purposes may be considered in justifiable circumstances and in the case of outstanding students.

The number of Honours 1 students who receive Australian Postgraduate Awards and subsequently complete their degree at the University, has a significant effect on the number of these awards which are allocated to the University in future years. Cases where it is accepted that an applicant without an Honours qualification "is equivalent to Honours" have to be justified to and accepted by the Graduate Scholarships Committee and ultimately justified to DEEWR. This justification is based on supporting statements from disciplines.

Disciplines are required to provide a written statement with respect to candidates without Honours, giving details of the achievements that have been accepted in lieu of Honours and at what level of Honours and division equivalence has been assessed.

It is expected that students without Honours degrees who are deemed by a discipline as "being equivalent to Honours 1" will not only be strongly supported by the discipline but should be demonstrably equivalent or superior to their peers in terms of research experience, publications or actual assessed research content of a relevant additional qualification. A minimum of four years of tertiary study is required.

Applicants with 2A Honours or below

"Equivalent to Honours 1" for recent graduates with a lower Honours degree, will not be acceptable to the GSC unless there is evidence of other high academic achievement (eg a Masters degree or other qualification with a significant research component, highly rated research performance, publications in refereed journals, plus the clearest indication of further research potential).

Only those students of demonstrated high achievement should be deemed equivalent to Honours 1 Division (i). For example, they may hold a good research Masters degree recognised in Australia or other evidence of high achievement. The award of a Fellowship of a medical college may also satisfy this criterion where there is evidence of research capability.

Previous Postgraduate Performance

In providing Honours equivalence results for applicants already enrolled but not currently receiving scholarship support, Heads of Schools/Disciplines may take account of the applicant's postgraduate performance and research experience. (Note: the maximum tenure of any award offered will take into account candidature elapsed prior to commencement of the scholarship).

The views of the School/Discipline are a significant factor in the ranking of candidates in the University's order of merit list although, in a competitive environment, acceptance of discipline recommendations of Honours equivalence cannot be guaranteed in all instances.

Below are some examples of the assessment of equivalent to Hons 1 (research) from previous years that were accepted by the Graduate Scholarships Committee:

- MBBS and FRACP = **H1(i)**
- MBBS and part 1 completed of the FRACP = **H1(ii)**
- 2A and publication = **H2A(i)**
- No Honours but completed a combined research/coursework degree with high mark for research component and 1 publication in refereed journal = **H1(iii)**
- MNurs by coursework and thesis. Awarded DN for thesis. 8 publications in critical care journals (4 as sole author). Successfully attracted a competitive Grant = **H1(i)**
- Completed Masters in 1980 and worked as a researcher in this field ever since. Extensive publications - list of over 60 since 1980 = **H1(i)**
- Completed 1st yr of MEngSc (Research) continuing. Presented paper at conference = **H1(iii)**
- Dip Nur St, BNurs(Ed) and MNur including thesis at CR level. Has some publications and is a recognised leader in the area = **H1(iii)**
- publication in refereed journal. Enrolled in PhD = **H1(iii)**
- BSc and MMedSc by research = **H1(ii)**
- Deemed = H1(iii) by GSC in a previous year. Published in 2 refereed journals while undertaking his PhD = **H1(ii)** next year

Students with Masters Qualifications

The following guidelines will apply when consideration is given to applicants for postgraduate scholarships who hold a Masters degree by research at an Australian University, or its recognised equivalent:

- An applicant who holds both an Honours 1 or 2A(i) degree and a good Masters degree will normally be deemed equivalent to Class 1 Honours group and considered individually on the basis of merit.
- An applicant who either does not hold an Honours degree or holds an Honours degree at a level lower than Class 2A(i) and a Masters degree shall be considered individually on the basis of merit and research experience, normally at a level not lower than 2A(i).

Applicants holding Masters degrees with significant coursework components or Masters degrees from international universities will be considered individually on their merits. The GSC would appreciate the views of Heads of Schools/Disciplines on the appropriate Honours level of particular applicants with Masters degrees who fall into the above categories. The GSC will consider these views along with all other available information.

6. SPECIAL CIRCUMSTANCES SCHOLARSHIP

The GSC is willing to consider any special circumstances that have severely impacted upon an applicant's undergraduate performance eg serious illness, long term disability or other exceptional personal events. This will apply mainly to those with an Honours 2A(i) who might otherwise have obtained Honours 1 and been awarded a scholarship. Supporting documentation such as medical certificates or statutory declarations are required with the application. Confidential documentation may only be released to the School/Discipline with the consent of the applicant. One scholarship is dedicated to supporting an applicant of Aboriginal or Torres Strait Islander descent as first priority.

If appropriate, the School/Discipline concerned may provide a supporting statement, including an assurance that the applicant is acceptable to the discipline and, in their opinion, likely to be able to successfully complete a higher degree. Up to two scholarships may be awarded each year on such grounds.

7. ASSESSMENT OF APPLICANTS FOR COURSEWORK DEGREES

Applicants for scholarships for Masters degrees by coursework and Professional Doctorates by coursework have completed a similar application form and will be considered for the two University Coursework Scholarships that are currently available. Please note that students will be liable for the payment of all fees associated with the course unless otherwise arranged with the discipline.

8. THE RANKING PROCESS

All applicants are placed in a preliminary order of merit based on their undergraduate record and their Honours result and division according to the following weightings:

Undergraduate record	40% (first year disregarded, second year 16.5%, third year 23.5%)*
Honours and Division	50% (1(i) = 50; 1(ii) = 35; 1(iii) = 20; 2A(i) = 10)

* in the case of five and six year degrees, these will be considered on a case by case basis and, where appropriate, results may be averaged over two or more years to derive an equivalent score that is representative of the applicant's overall undergraduate performance.

Non-graded passes are generally disregarded for ranking purposes. **If a large proportion of the undergraduate results are comprised of non-graded passes, or the undergraduate results are**

unrepresentative for any reason, advice may be sought from the School/Discipline to ascertain an appropriate estimate of the level of undergraduate performance.

Adjustments may be made by the GSC to an individual student's initial ranking (as determined by formula) in the institutional order of merit after taking into account the School/Discipline's comments, publications in refereed journals, additional qualifications such as Masters degrees, or any other evidence of outstanding research potential.

9. LATER STAGES OF SELECTION

The Graduate Scholarships Committee is due to meet for the purpose of scholarship selection on **Friday 5 DECEMBER 2008**. The Convenor (or nominee) may need to telephone Heads of Schools/Disciplines in the week prior to (or on the day of) the selection meeting to seek further information. Although this will only be done if strictly necessary, **it would be appreciated if Heads would give a contact telephone number in the discipline, or nominate a senior member of academic staff who is familiar with the applicants and the discipline order-of-merit list, with whom any queries may be discussed, on List 1 and 2.**

The provisional order-of-merit list will be circulated to schools/disciplines as soon as possible following the selection meeting. The Heads of Schools/Disciplines are asked to provide any late information about applicants, especially confirmation of Honours results, as they come to hand, and to submit requests for reconsideration of applicants whom they consider may justify different placement in the list. This should be done as a matter of urgency as offers will commence within a day or two of the selection meeting.

10. OFFERS

The Convenor of the GSC (or nominee) may authorise the offer of scholarships and awards to all eligible graduates with Honours 1 or equivalent who are acceptable to disciplines, providing that offers are made within the scholarships quota. Initial offers will be made as soon as possible according to the order of merit, if necessary being subject to the confirmation of Honours results. In all cases, copies of letters of offer to applicants will be sent to the Heads of the Disciplines concerned.

11. ENQUIRIES

Please contact the Senior Scholarships and Finance Officers, Rachel Harvey or Andrea Przygonski on Ext 33929 or 34739, or Anne Witt on Ext 35271 if any further information is required. A checklist is set out below. In addition, step by step instructions are outlined on the final page of this document. We suggest following them in the first instance.

Anne Witt
Manager, Graduate Administration and Scholarships

12. QUICK SUMMARY CHECKLIST

- Honours results and divisions given for all students enrolled in Honours in 2008 on **List 3**.
- All scholarship applicants have had a **Major Round Scholarship and Admission Response Form** completed and signed by the appropriate supervisor.
- List 1** and **List 2** have been signed and returned together with the **Major Round Scholarship and Admission Response Forms**.
- If a research degree applicant has applied to more than one discipline, please determine which discipline is the most appropriate for the applicant and return the Major Round Scholarship and Admission Response Form for that discipline only. In the case of joint candidature, the Major Round Scholarship and Admission Response Form should be returned by one discipline only, as agreed between disciplines, for scholarship selection purposes.
- All candidates who have been deemed as equivalent to Honours have a supporting statement from the discipline. Similarly, any student with special circumstances will need a supporting statement from the discipline, if not already provided with the original application.
- Any supporting information considered relevant to the Honours equivalence of applicants with Masters degrees has been provided.
- Provisional results for internal applicants are clearly indicated and will be followed up with confirmation of the final result when available.
- Provisional Honours results and/or equivalences of interstate applicants is clearly indicated and subject to confirmation of the final result by the Graduate Centre.
- If an applicant's undergraduate results contain a large number of ungraded passes, or is unrepresentative of true performance, any information the discipline may have that is relevant to the applicant's undergraduate performance would be appreciated.

13. STEP BY STEP INSTRUCTIONS

1. Check the applications against the summary sheet to ensure all applications are included in your pack.
2. Consider each application individually (usually coordinated by the Convenor of the Higher Degrees Committee or Postgraduate Coordinator in your School/Discipline). Complete any required details on the **Major Round Scholarship and Admission Response Form**, making particular note to complete:
 - a. Honours Result and Division or equivalent results (*ensure provisional results are indicated*).
 - b. Principal Supervisor Details
 - c. Signatures
 - d. Acceptability for Candidature
 - e. Program/Plan
3. Sign List 1, 1A, 1B and 2.
4. Complete List 3, including ALL Honours students completing Honours this year (**mid and end of year finishers**).
5. Provide a statement in support of each applicant deemed as 'equivalent to Honours'.
6. Return all signed lists, supporting documentation and Major Round Scholarship and Admission Response Forms to the Adelaide Graduate Centre by **12 noon, Monday 1 December**.