



Higher Degree by Research (HDR) Scholarship Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Scholarships and Financial Assistance Policy](#)

2. PROCEDURAL DETAILS

2.1. HDR Scholarships Administration

- 2.1.1. The Graduate Research School (GRS) will collaborate with the relevant areas on a case-by-case basis to address any uncertainties regarding the administration and management of specific scholarship types.
- 2.1.2. GRS will ensure that all scholarships have clearly stated eligibility, application and selection criteria .
- 2.1.3. GRS will advertise all scholarships via the [Curtin Scholarship website](#). GRS may, at its discretion, publicise other scholarships available to Curtin students from sources outside the University.
- 2.1.4. GRS will be responsible for post-award administration of all Higher Degree by Research (HDR) stipend payments. Some scholarships make provisions for other allowances, which may be administered by either the GRS or the enrolling area depending on the type of scholarship.
- 2.1.5. The Associate Deputy Vice-Chancellor Research will approve exceptions to ongoing Higher Degree by Research scholarships administered by GRS.

2.2. Establishment of a HDR Scholarship

- 2.2.1. In collaboration with relevant stakeholders, GRS will plan and facilitate the transparent establishment of any new HDR scholarship ([refer to Schedule 1](#)).
- 2.2.2. Funding for HDR scholarships may come from sources such as government, central university funds, faculty or school funds, individuals, businesses or other external organisations.
- 2.2.3. Newly established scholarships may offer differing types of assistance for scholarship recipients. The base living stipend rate will be no less than the Curtin stipend rate and will account for annual indexation. Scholarships less than this value, must be awarded as a short-term scholarship only (refer to the Scholarships [Conditions of Award](#))
- 2.2.4. Research Office Curtin (ROC) Contracts and Commercial review any proposed Scholarship Contract or Agreement with an external party as a part of the scholarship establishment process.
- 2.2.5. GRS will seek approval from the Associate Deputy Vice Chancellor - Research on proposed scholarships contracts or agreements.
- 2.2.6. Any scholarship initiated within a faculty of the University and funded by that faculty and school will be approved by the relevant Pro Vice-Chancellor.
- 2.2.7. Where the funding source is from a donation, as defined in the [Donations to Curtin Procedures](#), GRS will collaborate with University Advancement to establish a scholarship. University Advancement will be provided with a copy of agreements executed by GRS.
- 2.2.8. The name of a scholarship and use of the sponsor/donor(s) name will be in accordance with the [Naming Rights Procedures](#).

2.3. Advertising a Scholarship

- 2.3.1. The University will advertise scholarships per the [Advertising Procedures](#) to ensure the integrity of the scholarship descriptions are not misleading or deceptive.

- 2.3.2. When appropriate, scholarship recipients may be asked to participate in marketing activities by the University or the Scholarship sponsor to promote their scholarship.

2.4. Application and Selection

- 2.4.1. Applicants will review available scholarship opportunities via the Curtin [website](#).
- 2.4.2. Applicants will follow the application process as per the advertised scholarship.
- 2.4.3. Applicants will submit a scholarship application via the Curtin [website](#) before the published deadline.
- 2.4.4. Applicants may be required to supply the following supporting documentation:
- a) Academic Transcripts;
 - b) Curriculum Vitae (CV);
 - c) Written References; and
 - d) Other documentation as specified in the advertised Scholarship selection criteria.
- 2.4.5. The selection of recipients for a scholarship will be based on the selection criteria for the scholarship. In order to select a scholarship recipient, a selection panel will be convened in accordance with the scholarship funder. Refer to [schedule 1](#) for further information.
- 2.4.6. The selection panel will rank applicants based on the published selection criteria for each scholarship.
- 2.4.7. A selection panel will have at least three members, satisfy gender balance and endeavour to include people from diverse backgrounds. Membership of selection panels may vary and will be determined on a case-by-case basis depending on the source of funding and/or purpose of the scholarship. Refer to the [Diverse Representation on Decision-Making Bodies Procedures](#)
- 2.4.8. The quorum for all scholarship selection panels is two members. If the scholarship is University funded, quorum requires one of the two members to be a Curtin staff member.
- 2.4.9. Where funding is deemed to be a charitable donation, the donor will not form any part of the selection panel.
- 2.4.10. Staff members will disclose any conflict of interest in accordance with the [Disclosure of Relationships and Interests Procedures](#).
- 2.4.11. GRS will communicate outcomes of scholarship applications within one month of the scholarship selection panel meeting.
- 2.4.12. GRS will issue a scholarship offer letter via written communication to the successful applicants.
- 2.4.13. The selection panel will advise unsuccessful applicants by written communication.

2.5. Awarding a Scholarship

- 2.5.1. GRS will notify students who are awarded a scholarship via written communication and provide students with the relevant acceptance documents.
- 2.5.2. Each scholarship will have the terms and conditions of award clearly stated.
- a) GRS will provide the terms and conditions of the award to all successful scholarship recipients.
 - b) The GRS conditions will specify the duration and other details for the scholarship and for categories of support.
 - c) The scholarship conditions will clearly state any specific commitments required of the scholarship recipient.
 - d) A recipient accepting an offer of a scholarship will sign the terms and conditions of the award as confirmation of their agreement.

- 2.5.3. All acceptance documentation will be completed and returned to the GRS before acceptance of a scholarship is formalised.
- 2.5.4. Scholarship award ceremonies may be requested by the funder. Funders will liaise with the recipients enrolling school to coordinate the scholarship award ceremony.

2.6. Post-Award Administration

- 2.6.1. Scholarship monitoring is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship. The enrolling school is responsible for monitoring the scholarship and will consult with GRS for advice.
- 2.6.2. Scholarship monitoring may include:
 - a) Academic progression monitoring (refer to [Higher Degree by Research \(HDR\) Student Progression Procedures](#));
 - b) Re-assessment of personal circumstances; and
 - c) Enrolment monitoring.
- 2.6.3. Annual stipends are payable to recipients on a fortnightly basis.
- 2.6.4. Payments may be made indirectly, in the form of a financial obligation paid on behalf of the student.
- 2.6.5. Scholarships may be cancelled/suspended in accordance with the conditions of award of the recipient's scholarship.
- 2.6.6. If a scholarship is approved for cancellation/suspension, the recipient will be notified in writing and provided the opportunity to appeal.
- 2.6.7. Any appeal will be submitted in writing to GRS within ten working days of notification of the scholarship cancellation.
- 2.6.8. The University may reclaim any stipend overpayment resultant of scholarship cancellation/suspension.

3. RESPONSIBILITIES

Responsibilities are set out as in section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all staff, University Associates and students involved with HDR scholarships.

These procedures do not apply to Emergency Student Loans (refer to the [Emergency Student Loans Procedures](#)).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Applicant

Is a person who is applying for a scholarship offered through or by Curtin University.

Higher Degree by Research (HDR)

Is a postgraduate university degree involving a unique supervised research project inclusive of a Masters by Research or Philosophy, or a Doctoral degree.

Scholarship

Is support provided to a student, or on behalf of a student, to assist with expenses associated with study at Curtin.

Scholarship Monitoring

Is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.

6. SCHEDULES

7. RELATED DOCUMENTS/LINKS/FORMS

Internal

[Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research](#)

[Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research](#)

[Advertising Procedures](#)

[Complaints Procedures](#)

[Disclosure of Relationships and Interests Procedures](#)

[Donations to Curtin Policy](#)

[Emergency Student Loans Procedure](#)

[Higher Degree by Research \(HDR\) Student Progression Procedures](#)

[Naming Rights Procedures](#)

[Research Training Program \(RTP\) Scholarship Procedures](#)

External

[Competition and Consumer Act 2010 \(Cth\)](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[Higher Education Support Act 2003 \(Cth\)](#)

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REVISION HISTORY

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New	Approved	14/11/2018	Deputy Vice-Chancellor, Research	EM1827	Unconditional
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Schedule 1: Higher Degree by Research Scholarship Establishment Process Flowchart

