

Establishment of Faculty Managed Higher Degree by Research Stipend Scholarships Procedures

Section 1 - Purpose

(1) These Procedures have been developed to guide stakeholders in processes relating to the establishment of Higher Degree by Research (HDR) stipend scholarships offered and managed by a Faculty.

Section 2 - Scope

(2) These Procedures apply to the staff involved in the administration and management of stipend scholarship offered to HDR students at the University of Canberra (University) as per the [Higher Degree by Research Scholarship and Australian Government Research Training Program Scholarship Policy](#).

Section 3 - Procedure

Establishment of Scholarship

(3) All HDR stipend scholarships, including those funded by grants or Faculty funds, must be formally established and approved by the Dean, Graduate Research School. This process is facilitated by Graduate Research School and involves development of Conditions of Award.

(4) An HDR stipend scholarship should not be advertised or offered for award without the appropriate approval.

(5) At the development stage, Graduate Research School will assist with development of scholarship Conditions of Award and policy compliance advice. Graduate Research School can also provide advice on financial implications based on scholarship duration, leave provisions and allowances, and other scholarship related conditions and their implications for funding.

(6) It is assumed that the funding contract or other scholarship decisions have been made (in consultation with Research Services where required) before Graduate Research School is contacted.

(7) Graduate Research School is not involved in negotiating the funding contract or student agreement associated with a funding contract (refer to Research Services).

(8) To establish an HDR Scholarship, the Faculty must submit the below documentation to Graduate Research School:

- a. [HDR Scholarship Conditions of Award development checklist](#); and
- b. a memo addressed to the Dean, Graduate Research School providing background and requesting approval of funding (template available on request).

(9) Graduate Research School will develop the conditions of award in consultation with the Faculty and will facilitate the establishment of the scholarship approval process.

(10) Once approved, Graduate Research School will:

- a. contact Faculty and advise of the approval;
- b. advertise the scholarship on [University Research Scholarships](#) (if applicable) and provide advice on application and assessment for scholarship process;
- c. provide advice on scholarship post-award management by Faculty;
- d. assist with access to Business Intelligence reports to assist scholarship management;
- e. record details of the scholarship and the Conditions of Award centrally; and
- f. record details of the scholarship recipient/s in Callista.

(11) If the scholarship is not approved, Graduate Research School will provide feedback to Faculty on how to rework and resubmit the Conditions of Award checklist.

Section 4 - Policies

(12) Nil.

Status and Details

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Responsible Executive	Michelle Lincoln Deputy Vice-Chancellor
Responsible Manager	Tom Bayliss-Hack Manager, Graduate Research
Author	Tom Bayliss-Hack Manager, Graduate Research
Enquiries Contact	Tom Bayliss-Hack Manager, Graduate Research <hr/> Research and Enterprise