GUIDELINE:
Australian and University Postgraduate Award Selection Process

Purpose:
Outline the University process for the awarding of APA & UPA Scholarships

Responsible Executive: DVC-R
Responsible Office: Research Office
Contact Officer: Director, Research Office
Effective Date: October 2010
Modification History: Originally created October 2010
Campus Applicability: All Campuses
Selection Process

Selection is based on academic merit and research potential. In considering academic merit, the committee will prepare a ranked list of applicants for the Scholarship, according to a final aggregated mark developed as indicated below. An applicant’s final mark will consist of an Undergraduate mean mark based on a GPA calculation (weighting: one third of the assessment) and an Honours 1 [or Honours 1 equivalent] mark (weighting: 66%). This will be added to an assessment on merit according to a Research Potential Scale (weighting: 33%). The committee has some discretion in taking account of relevant marking scales, credit point values and any additional evidence provided by the candidate.

The scholarship selection committee will:

- Give preference to doctoral level studies over masters
- Give preference to full time over part time applicants.

Undergraduate Mean Mark (UGMM): The UGMM is obtained by calculating a Grade Point Average (GPA) calculation for all candidates based on the University of Notre Dame Australia (GPA) calculation system (see University General Regulations section 6.24 Grade Point Average. This is obtained by assessing all units in the final two years of study in the (relevant) undergraduate degree.

Honours 1 (H1) or Honours 1 Equivalent (H1E) mark: This is the mark achieved in the H1 (or H1E) degree. The criteria for ranking Honours 1 equivalent qualifications are detailed below.

Research Potential Scale (RPS): RPS assessment is based on relevant research and/or professional achievements as detailed below.

Calculating the UGMM and Honours Mark

It is the responsibility of applicants to provide a copy of their undergraduate results (grades and marks) wherever possible. If the mark is not available or is unobtainable, the result will be entered at the respective grade point average indicator based on the marking scale of the institution at which the degree was awarded. After the relative GPA is calculated this will be converted into a mark out of 100.

If the results are ungraded, applicants should provide information on the overall position in the class and/or thesis examiners’ reports if available.

It is important to provide the grading system showing the range of marks or the minimum mark required for each grade and different levels of Honours.

Honours 1 Equivalence

Where applicants do not have an Honours 1 degree, they can be ranked as having an Honours 1 equivalent degree on the basis of an additional qualification under the following criteria:

a) A completed Master of Philosophy (or equivalent) by thesis. In this case, the ‘Hons mark’ will be 85 unless a higher thesis mark has been recorded on the transcript.
b) A completed Masters by coursework with a weighted average mark of at least 80 (HD) and a research component (requiring the completion of a dissertation, treatise, long essay or major report) of at least 50 credit points (where 200 credit points denotes a one-year full-time course). In this case, the weighted average mark in all units of study, including the dissertation, will be the ‘Hons mark’.

c) A completed Masters by coursework with a weighted average mark of at least a HD and a research treatise of ≥ 25,000 words as a requirement of the course. In this case, the weighted average mark in all units of study, including the treatise, will be the ‘Hons mark’.

d) A completed Masters by coursework with a weighted average mark of at least 80 (HD) and a research component verified by the Committee to be academically demanding and a relevant foundation in research training for the proposed PhD project.

e) A completed Masters Preliminary or Graduate Diploma with a research component (as per b above) of at least 25% of the course; and requirements and assessment equivalent to Fourth Year Honours at Honours 1 standard (a minimum mark of 80 - HD). In this case, the weighted average mark in all Masters Preliminary or Graduate Diploma units of study will be the ‘Hons mark’.

f) Overseas qualifications that are considered as equivalent to an Australian Honours 1 degree. In this case, the weighted average mark (after discounting/scaling if applicable) in all units of study will be the ‘Hons mark’.

g) Graduates who do not have an Honours 1 result but have attained membership or fellowship of prestigious learned professional organisations by advanced study, examination and professional practice may be eligible for H1E. The candidate would be required to demonstrate an appropriate level of academic rigor. In all such cases, the ‘Hons mark’ will be 80 (HD). In assessing whether membership or fellowship of a learned body confers the H1E status, consideration will be taken of the level of additional skills and training required for membership, the length of training required, and the academic level and pass rate of the entrance examination.

**Academic Merit Mark** - the final academic mark will be awarded by combining the UGMM (33%) and the H1 [or H1E] mark (66%) to calculate a final Academic Merit Mark out of one hundred (/100)

**Research Potential Scale (RPS)**

An assessment on RPS will be made on the basis of demonstrable research performance, relevant professional, direct research experience as per the following criteria.

1. Relevant academic qualifications in addition to Honours 1.
   Examples are a completed Masters by research degree (with a research component of at least 2/3 of the course), a completed second Honours 1 degree (in a combined honours degree).
b) Scholarly publications (must contain original work or substantial original analysis, be published or accepted for publication by a reputable publisher) in the relevant field of research.

Examples are:

- A published research article in a refereed international journal.
- A published or refereed conference paper, a published or refereed presenting author abstract in a national or international conference, a published, peer-reviewed book/literature review or a published research report/case study in a refereed journal.
- A patent that has been granted after an examination process by a government agency.

c) Output in the art or music areas in the relevant field of research.

Examples are:

- An exhibition (with published catalogue) with multiple venues of international standard, or a series of performances of international standard, for which reviews in significant outlets are available.
- An exhibition in a Public Gallery or Museum (with published catalogue) but excluding regional galleries, or in a Private Gallery of standing in which the artist is asked to exhibit by invitation (subject to documentary evidence).
- Visual work(s) held in significant National and/or International Collections or commissioned by Government Bodies and/or the Corporate Sector.
- A significant published musical composition or a significant commercially published CD of a musical performance.
- Visual documentation of performance, installation and electronic creative works in significant National and/or International Collections.
- Participation (as presenting author or equivalent) in significant National or International Festivals or professional conventions.

d) Relevant professional experience at a responsible level or direct research experience of at least two full-time years since graduation and not in a training situation.

e) Other (as supported by appropriate evidence).
Research Potential Scale

The scholarship committee will make its decision on the basis of on an indicative Research Potential Scale of:

1. Outstanding Indicative Research Potential
2. Very high Indicative Research Potential
3. Moderate Indicative Research Potential
4. Low Indicative Research Potential

It is the responsibility of the applicants to provide details and evidence of such performance or experience in accordance with the instructions below.

For scholarly publications which the applicant has authored, please list the following information for each publication:

1. Year of Publication.
2. Peer Review: Journal articles, reviews and case studies must be peer reviewed (refereed) and recognised by the Excellence in Research Australian Initiative. You will need to provide evidence of the peer review status of your work. The ERA Journals list can be obtained from http://www.arc.gov.au/era/era_journal_list.htm
3. Publication Proof: There must be proof that the research has been published (i.e. a URL directly to the online version of the article or a copy of the front page of your published work), or proof that the research has been accepted for publication (e.g. acceptance letter from the editor showing the list of author/s of the accepted publication). For conference abstracts/papers: provide a copy of the conference program showing your name as a presenter and copy of abstract/paper if it has been published by the conference organiser (or a URL directly to these items if they are publicly available online).

There is no need to include a hard copy of your publication with your application if you have provided a URL as publication proof.

4. Author/s: Must be listed in the order that appears on the publication.
5. Title of Article: Name of journal article, book chapter, conference paper, or conference abstract.
6. Title of Publication: Name of journal, book, or conference proceedings.
7. Volume/Issue: The issue and volume of a journal article, or the volume and edition of a book where applicable.
8. Pages Number/s
9. ISSN/ISBN: Journals have an 8 digit ISSN number, books have a 10 or 13 digit ISBN number.
10. Publisher and Place of Publication: The name of the publisher and place of publication.
11. Notes: Any other information relevant to the assessment of your published research.
Do not include the following as they will not be assessed under RPS:

- Publications that are not research (e.g. newspaper or magazine articles).
- Publications or outputs more than eight years old (produced after 1 Nov. 2002).
- Publications that have been submitted or under consideration, but not accepted.
- Publications that have been considered but require revision before acceptance.
- The same (or substantially the same) work being published/presented again in a book, journal or conference.

For your relevant professional experience please include the following information and evidence for each of your employment positions:

1. Month and Year of Employment, full or part-time (state how many hours/days a week), casual (state how many hours a week and total duration).
2. Job title and a short description of the duties that you performed. To be assessed under RPS, the experience needs to be at a responsible level or involve direct research. Experience gained in a training situation (such as internship) may not be considered.
3. Documentary evidence of employment: such as attached letter/s from your employer/s (which must be dated, signed and on the organisation’s letterhead) detailing duration, status as full or part time or casual; level of responsibility of relevant employment; direct research experience; duty statements etc.

Simply attaching a curriculum vitae will not be sufficient for this purpose.

Transfer Applicants

The committee will consider non scholarship holders undertaking doctoral studies in their first twelve months (1 year) of candidature at the University of Notre Dame Australia or at another institution.