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# 2022 GRADUATE RESEARCH STIPEND SCHOLARSHIP APPLICATION GUIDE

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Newly commencing Australian residents (all domestic students including Australian citizens, Australian permanent residents, New Zealand citizens and holders of a permanent Australian humanitarian visa)

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# Acknowledgement of Country

Victoria University (VU) acknowledges the Ancestors, Elders and families of the Boonwurrung, Woiwurrung (Wurundjeri) and Wathaurung (Wadawurrung) on our Melbourne Campuses, and the Gadigal and Guring-gai people of the Eora Nation on our Sydney campus. These groups are the custodians of University land and have been for many centuries.

We acknowledge that the land on which our campuses stand is the place of age-old ceremonies of celebration, initiation and renewal. The Kulin and Eora people's living culture had, and has, a unique role in the life of these regions. VU supports the aim of Reconciliation Australia to build better relationships between the wider Australian community and Aboriginal and Torres Strait Islander peoples for the benefit of all Australians.

## Key Details

This guide is for applicants who wish to apply for a postgraduate research stipend scholarships commencing in Semester 2, 2022 at Victoria University as part of the schemes listed in Table 1.

The scholarship is for the purpose of undertaking a graduate research degree related to the theme/project outlined on the Research Training Program (RTP) Scholarships page.

## Annual Research Training Program (RTP) stipend scholarship and value

**Table 1 Annual RTP stipend scholarship and value**

Stipend Scholarship Award	2022 Annual amount	Open for
Research Training Program Stipend Scholarship (RTPSS)	\$29,300	<ul style="list-style-type: none"><li><b>Australian residents (all domestic students including</b> Australian citizens, Australian permanent residents, New Zealand citizens and holders of permanent Australian humanitarian visas</li></ul>

## Eligibility

This section outlines the requirements for applicants to be eligible for consideration. It provides the eligibility criteria for all scholarships listed in Table 1.

### All HDR stipend scholarships

- Citizenship requirements

- **Australian residents** (all domestic students including Australian citizens, Australian permanent residents, New Zealand citizens and holders of permanent Australian humanitarian visas)
- Have an average final year or Honours year grade of H1 (VU Standard 80% or above) or equivalent
- Applicants may refer to Step 2: **Check your eligibility** to ascertain if you meet the minimum academic entry requirements for admission
- Enrol as a full-time candidate (part-time-award may be available for compelling or medical reasons)
- Applicants who have been accepted by Victoria University for entrance into the proposed degree
- You are **NOT ELIGIBLE** for an RTP Stipend Scholarship if you are receiving another equivalent award, scholarship or salary to undertake the proposed program ("equivalent" stipend is regarded as more than 75% of the Stipend value)
- Complete the application form and provide all required documentation, including the contact details of two referee
- Moondani Balluk Aboriginal
- Moondani Balluk Gary Foley Collection

## Ineligible

Applicants are ineligible to apply for a RTP Stipend Scholarship if they:

- You are **NOT ELIGIBLE** for an RTP Stipend Scholarship - Domestic if you are receiving another equivalent award, scholarship or salary to undertake the proposed program ("equivalent" stipend is regarded as more than 75% of the Stipend value)
- Have already completed a degree at the same or higher level as the proposed candidature
- Have held any Victoria University Research Scholarship previously unless it was terminated within six months of the commencement of benefits
- International applicants

## Priority for applications

- Priority will be given to applicants who have not already completed a degree at the same level as or higher than the proposed candidature

## Selection

### Selection Criteria

Applications are assessed against the selection criteria which are, academic merit, relevant research experience, relevant research or creative works, relevant work experience, strategic alignment and referee reports (as required)

### Academic Merit

The academic achievement of the applicant based on their results in their relevant qualification which demonstrates the applicants ability or potential ability to undertake a Research Degree project to a high standard.

## Relevant Research Experience

Experience in relevant research activities outside of a research training degree. These include but are not limited to; 6 or more weeks internship; technical assistant with supervision; ongoing research assistant with limited supervision; management of a small research team; patent or patent application (listed as inventor with description of contribution)

This information must be included in your curriculum vitae.

## Research publications and creative works

Peer reviewed research publications and published creative works. The criterion is based on relevance to the proposed project; quality of journal; authorship; contribution; critical reviews of creative works.

Your curriculum vitae you must include a bibliographic reference of your top five publications with an **ORCID number**; if unpublished an acceptance letter of publication must be included. DO NOT provide copies of your publications. If you DO NOT provide sufficient supporting documentation, your publications will not be taken into account.

## Relevant work experience

Work experience within the past 10 years that is relevant to research in the field of the proposed research degree.

If you are using work experience as an entry qualification you must provide supporting documentation as detailed on your curriculum vitae. It is the applicant's responsibility to provide proof of their work experience.

## Strategic Alignment

To determine the research topic is aligned with Victoria University's priority, emerging priority and accreditation fields of research. It is important to identify a supervisor that shares interest in your research topic. You must contact a supervisor and receive in-principle approval for your research project. In order to submit evidence of this approval, you will need to include the completed **Prospective Supervisor form** when you apply for a research degree.

Please ensure you review Victoria University priority **Field of Research (FOR) codes**.

## Referees

Referees provide an independent assessment of a candidates academic potential and abilities. Candidates should provide the name and contact details of referees who have provide first-hand experience of their research capacity. If you are basing your application on work experience, at least one of your referees must be able to comment on your relevant work experience. Family members will not be accepted as referees; nominated supervisors will only be considered if they have firsthand experience of an applicant's research experience (eg. supervised an applicant in a previous project, internship etc).

Victoria University reserves the right to contact referees to discuss applicants' suitability for the degree and competitiveness for a stipend scholarship.

## Selection Process

An initial review will be undertaken by the Academic contact of the project to ascertain alignment between application and project. Applications will then be assessed by the Deputy Directors of the Institutes and a Discipline Ranking Committees rank applications on the basis of the Selection Criteria. This ranking results in a Discipline Order of Merit list. Only

those applications that are deemed eligible and have provided all required supporting documentation will be for considered for inclusion in the Order of Merit list.

The University Ranking Committee reviews the Discipline Order of Merit lists to determine a University-wide Order of Merit list to identify those applicants that are successful. All available scholarships are allocated.

The final ranking and scholarship/award allocation is completed in June 2022. All applicants will receive written notification of the result of their scholarship application by early July 2022.

## Aboriginal or Torres Strait Islander Applicants

VU recognises that Aboriginal or Torres Strait Islanders are under-represented in graduate research studies and encourages qualified Aboriginal or Torres Strait Islander applicants to undertake their research studies at VU.

For information on scholarships for Aboriginal and Torres Strait Islanders, please go to the **Moondani Balluk Research Scholarships website**

## Appeals

Appeals can only be lodged against process issues and not against Committee decisions or ranking. Appeals against the outcome of scholarship applications must be lodged in writing **dean.gradresearch@vu.edu.au** within 10 University business days of the applicant being informed of the decision. Applicants must explain the basis of their appeal and provide relevant documentation and evidence to support the appeal. The appeals process will be carried out by an independent Senior University Officer who is not a member of any Discipline Ranking Committee or University Scholarship Ranking Committee that has considered the scholarship applications in a particular year. The Senior University Officer appointed will consider the appeal and advise the applicant of their decision in writing. The appeals process follows Victoria University's **Grievance and Review procedure**.

## Conditions and Benefits

Successful applicants will receive a full guide to the conditions and benefits of these scholarships at the time of offer. The following is a summary of the main benefits and conditions.

### Scholarship Allowance

See *Table 1* for an outline of the value of living stipend for the available scholarships.

Domestic holders of all scholarships may:

- Be in receipt of minor award, allowances or other earnings which are supplementary to a scholarship, or derived from part- time work within the guidelines set out by Victoria University
- Receive stipend top up funding from industry, or obtain from a non-Commonwealth source, provision for fieldwork, equipment and other such expenses not covered by the scholarship. Funds towards overseas travel costs may be obtained from Commonwealth awards or other sources.

## Domestic recipients

In addition to the scholarship allowance provided for any of the domestic above scholarships, each scholarship holder will receive an RTP Fee Offset Place. This will exempt the scholarship holder from paying tuition fees for the duration of the scholarship. Successful recipients will still have to pay the Student Services and Amenities Fee (SSAF) every semester (domestic only).

## Intellectual Property

Applicants should note that they may be required to assign the University intellectual property they create while working on certain research projects through a formal agreement.

## Duration of the Scholarship

All students are expected to complete their study in the timely duration for their degree per Table 2.

**Table 2. Stipend durations for Higher Degrees by Research at Victoria University**

	Stipend Duration	Timely Duration
Master of Applied Research	2 years	2 years
Master of Research Practice	1 year	1 year
Master of Research	1.5 years	1.5 year
Doctor of Philosophy	3.5 years	4 years

Periods of study already undertaken towards the degree prior to the commencement of the award will be deducted from the normal period of award tenure. Similarly, periods of study undertaken during suspension of the award, or undertaken during the tenure of a previous Research Training Program Stipend or Australian Postgraduate Award, will be deducted from the maximum period of tenure.

A Scholarship holder may be required to pay tuition fees for any period of enrolment in excess of the timely duration.

## Employment

Stipend candidates are expected to normally study and research full-time (minimum of 36.75 hours per week) between the hours of 8.00am – 6.00pm Monday to Friday with Stipend candidates limited to a maximum of eight (8) hours paid employment per week during these hours. Please refer to the [Higher Degree by Research Scholarship Procedure](#). Employment must not interfere with the candidate's progress.

## Commencement

No deferrals of the scholarship will be considered. All successful applicants are expected to commence study in person: July 2022 for Master students and August 2022 for PhD students. If an applicant cannot start or present in person by these dates, the offer of the scholarship may be withdrawn.

## Part-time Scholarships

Part-time scholarships may be available to those who are unable to study full-time for all or part of their candidature. Part-time scholarships can only be approved only in the following specific instances:

Where the scholarship holder has:

- A medical condition which limits the capacity to undertake full-time study (supported by medical certification), OR
- Care responsibilities for a pre-school child, OR
- Care responsibilities for a school aged child as a sole parent with limited access to support, OR
- Care responsibilities for an invalid or disabled spouse, child or parent

Part-time scholarships are **NOT** available to applicants who wish to study part-time in order to undertake full or part-time employment. Part-time scholarship holders are subject to the same restrictions on employment as full-time scholarship holders. Applicants wishing to be considered for a part-time scholarship must meet the criteria listed above. Applicants must provide evidence of the reason(s) they are unable to study full time. They also require the agreement of the supervisor and the University to the part-time arrangements.

## Application Submission

Please contact your potential supervisor to discuss your Research training program scholarship application.

Make sure to attach copies of the following in your email to your potential supervisor:

- academic transcripts
- qualification certificates
- an up-to-date CV.



#### **PRIVACY STATEMENT**

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

#### **PRIVACY INFORMATION:**

We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy)

RESEARCH SERVICES: Postgraduate Research Scholarship Application Guide 2021 – Updated August 2021  
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