

Scoring Procedure for 2018 Competitive JCU Scholarships

Every year James Cook University via the Graduate Research School awards scholarships to candidates of exceptional research potential undertaking a Higher Degree by Research (Doctorate or Masters by Research) at James Cook University. The scholarships are provided to assist with the general living costs of the candidate.

This document contains the procedure for scoring and ranking competitive JCU scholarship applications to commence in 2018.

James Cook University offers three types of competitive scholarship:

- **Research Training Program Scholarships**, for both domestic (RTPS) and international (IRTPS) applicants
- **JCU Postgraduate Research Scholarship (JCUPRS)**, for both domestic and international applicants
- **AIMS@JCU Scholarship** for both domestic and international applicants

Who needs to read this document?

This document should be read by: (1) the potential or current Advisors of scholarship applicants and (2) all College staff involved in the assessment and processing of scholarship applications.

Application Closing Dates

Deadline 1 - 30 September 2017

This round is for international applicants EXCEPT those that are current JCU Higher Degree by Research Candidates. International applicants are defined as applicants other than Australian citizens/New Zealand citizens/Australian permanent residents. A complete application for all international applicants, including proof of English Language proficiency must be submitted online by midnight Australian eastern standard time on this date.

Deadline 2 – 31 October 2017

This round is for domestic applicants and current JCU Higher Degree by Research Candidates. Domestic applicants are defined as Australian citizens/New Zealand citizens/Australian permanent residents. A complete application for all domestic applicants must be submitted online by midnight Australian eastern standard time on this date.

Please note that only one application is required to be considered for all eligible scholarships.

Section 1 – Essential Criteria

Applicants must meet ALL of the criteria below, some of which require consultation with the proposed supervisor. Applications which do not meet these criteria will not be considered.

The applicant must:

- have submitted a completed candidature application for admission into a Higher Degree by Research at JCU and indicated in this application that they wish to be considered for a scholarship.
OR
Be currently enrolled in an eligible degree at JCU and submitted an application for scholarship only.
- demonstrate English Language proficiency at Band 3a of JCU’s English language requirements (<https://www.jcu.edu.au/international-students/apply/academic-and-english-language-entry-requirements/english-language-requirements>) by the application deadline if not already enrolled in a Higher Degree by Research at JCU.
- have an Advisory Panel which complies with the Higher Degree by Research Supervision Procedure.
- not be in receipt of other major stipend funding (>75% of the base rate), although candidates already receiving a stipend may be eligible for a “top-up” scholarship.
- be based on a JCU campus (enrolled as an ‘internal’ candidate) to undertake the degree unless formal approval has been granted to be off-campus
- apply to be, or currently be enrolled as a full-time candidate unless formal approval has been granted for part-time enrolment
- have completed the degree used to contribute to the scholarship score and degree entry criteria by 21 January 2018 (grades finalised and completion of all degree requirements confirmed by institution)
- be available to commence the scholarship before 1 July 2018 otherwise the scholarship offer will lapse.
- possess at least one of the qualifications specified in Section 3 – Degree and Performance scoring
- if applying for a scholarship cofounded by JCU and the Australian Institute of Marine Sciences (AIMS,) known as an “AIMS@JCU” scholarship please include a completed and approved AIMS@JCU form.
- include an English translation if original transcripts are in a language other than English.

Section 2 – Important Information for Advisors

Advisors need to be aware of several key points when agreeing to supervise a potential candidate and/or assist in the preparation of a scholarship application:

- Scholarship applicants who are not currently enrolled must submit a completed application for entry to a Higher Degree by Research by the scholarship application deadline. Therefore the Advisor will need to ensure that any material required for the application, such as the APP-FORM-01 Supplementary Form for Higher Degree by Research Applications, is returned to the applicant before this deadline.
- Advisory Panels for potential candidates must comply with the Higher Degree by Research Supervision Procedure (<https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-supervision-procedure>)
- The Supervision Procedure Ruling that ‘Advisor Mentor’ level advisors should not be the Primary Advisor of more than seven Higher Degree by Research Candidates candidates, and ‘Primary Advisor’ level advisors should not be the Primary Advisor of more than three Higher Degree by Research

Candidates (as at December 1 in the awarding year) will be enforced when awarding scholarships. These totals will exclude Higher Degree by Research candidates who are under examination but include candidates who are on a leave of absence.

- While an academic staff member may be named as a primary supervisor on more than two applications, a maximum of only two scholarships will be awarded per primary advisor for the year.
- Primary advisors may identify the applicants that they wish to be considered for scholarships. Applicants not so endorsed will not be considered in the final ranking.
- Awards will be restricted to applicants who meet at least one of the following two criteria:
 1. They are a member of a group support program such as an active research group or a cohort program. Examples of a “cohort program” would be a group of students who meet regularly for formalised academic activities such as a writing group, reading group, journal club, lab meeting, professional development.
 2. Their thesis will be in Field of Research in which JCU is considered world class, for example Fields of Research for which JCU received an Excellence in Research for Australia (ERA) score of three or greater (<http://www.arc.gov.au/excellence-research-australia.>)

Section 3 – Summary of scoring process

Applications can score a maximum of 45 points. The score given to a scholarship application is based on three possible components:

1. Degree and Performance

The applicant’s qualifications and their performance in specific components of that qualification are assessed to provide a score out of a maximum of 27.5.

2. Publications Scoring

An applicant’s eligible publications are assessed to provide a score out of a maximum of 10.

3. Professional Experience

Relevant professional experience of at least 3 months full time equivalent, that has been obtained in the last 10 years is assessed to provide a score out of a maximum of 7.5.

If two or more scholarship applications have the same score and there are not sufficient scholarships to award to all applicants with that score, the applications will be ranked according to specific criteria (see Section 7).

Section 4 – Degree and Performance scoring (Max Score 27.5)

Definitions for Degree and Performance

Honours degree – A Bachelor degree with an additional honours year or component that included an advanced level project which resulted in the production of a thesis or dissertation which was formally examined.

Honours First Class – Outstanding performance – An Honours Class I with outstanding examiners’ reports or a statement from the honours co-coordinator indicating that the work was outstanding and/or University Medal.

Masters by Research – A Masters degree that included an advanced level research project of at least 12 months full-time or equivalent and resulted in the production of a thesis or dissertation which was formally examined.

Masters by Research – Outstanding performance –Outstanding examiners’ reports or degree awarded with Cum Laude or Honours 1.

Postgraduate degree with significant research component – A Masters, Graduate Diploma or Graduate Certificate which included an advanced level research project of at least six months full-time or equivalent which resulted in the production of a thesis or dissertation which was formally examined and completion of a Research Training Subject.

Research Training Subject – a formally taught and examined subject comprising at least 0.125 of an annual full-time load (e.g. one subject out of eight equally weighted subjects completed in a year of full time enrolment) which provided training in research e.g. literature review, qualitative methods, statistics, epidemiology.

Rules for Degree & Performance Scoring

Only one Degree and Performance criterion can be used i.e. the scores from two or more components cannot be summed.

Where an applicant is eligible for to be more than one score for the Degree and Performance component, the higher of the scores will always be used.

Please indicate on the transcripts or attachment to your application specifically which formal subject/s are thesis subjects and what the result was as a score out of 100, as well as the overall course grade point average out of 100. Separately indicate any research training subjects.

If Confirmation of Candidature outcome is used towards a Degree and Performance score, additional points from the qualifying degree cannot be used towards a Degree and Performance score.

For a Confirmation of Candidature outcome to be used this milestone must have been completed and the completed evaluation form submitted to the Graduate Research School by the relevant scholarship deadline.

The Degree and Performance score is allocated according to the criteria below:

Qualifying Degree and Performance	Score
Honours Class 1	25
With outstanding performance	27.5
Masters by Research	22.5
With outstanding performance	25
Postgraduate Degree with significant Research Component. Must have a thesis/dissertation graded at 75% or above and an overall grade point average of:	
➤ 65-75%	17.5
➤ 75-85%	20
➤ 85-100%	22.5
➤ 85-100% PLUS a significant academic award for research.	25
Honours Class IIA	20

Honours Class IIB	10
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For applicants who are already enrolled in a Higher Degree by Research at JCU who have completed their Confirmation of Candidature Milestone, the outcome of this milestone may be used for the Degree and Performance scoring component.

The Confirmation of Candidature outcome contributes to the scholarship score as follows:

Evaluation of the overall standard of the Confirmation of Candidature	Score
Group A – Outstanding Outstanding in all components of the Confirmation of Candidature.	25
Group B – Excellent Excellent and original approach to the project but falls outside the very best.	20
Group C – Very Good Solid performance in all components of the Confirmation of Candidature but demonstrating less flair and originality than Groups A or B.	17.5
Group D – Good Either: (1) Variable performance which on balance is of an appropriate standard; and/or (2) Confirmation of Candidature has been delayed >12 months FTE without substantive reason(s) and permissions.	15

Section 5 – Publications scoring (Max Score 10)

Publications that can contribute towards the scholarship score must be:

- Excellence for Research in Australia (ERA) eligible publications. Publications **must be PUBLISHED or ACCEPTED** (provide evidence) journal articles, book chapters, books and conference proceedings. “ERA eligible” means that the publication must meet specific criteria, such as being based on research, peer-reviewed and published in a reputable journal. A link to Excellence for Research in Australia criteria can be found at: <http://libguides.jcu.edu.au/publishing/ERA>
- Published technical reports including program evaluation, professional research reports, policy analyses and non-peer reviewed publications in professional association journals.

Please use the Publication Table Form to provide the details of your publications. You do not need to provide copies of the publications. For a publication to be considered it must be published or accepted for publication by the scholarship deadline. Publications will be scored as follows:

Publication	Score (per publication)
First author of ERA eligible publication	5
Non-first author ERA eligible publication	2.5
First author of Published Technical Report	2.5

Section 6 – Professional Experience scoring (Max Score 7.5)

The professional experience score is based on the evidence supplied that demonstrates the applicant’s skills in the following categories which have been developed through ***professional experience in the last 10 years in***

the proposed area of research. The professional experience must have been conducted for a minimum of 3 months full time equivalent.

Scoring categories	
Methodological skills required for proposed project (max. 2.5)	
Applicant has mastered all/some of skills required and has knowledge of remainder	2.5
Applicant has practical experience of using some of the skills required	1
Applicant will need to learn all skills required	0
Analytical skills required for proposed project (max. 2.5)	
Applicant has mastered all/some of skills required and has knowledge of remainder	2.5
Applicant has practical experience of using some of the skills required	1
Applicant will need to learn all skills required	0
Project management skills (max. 2.5)	
Applicant has mastered all/some of skills required and has knowledge of remainder	2.5
Applicant has some relevant project management experience	1
Applicant has no relevant project management experience	0

Section 7 – Ranking of applications with the same score

Where two or more applicants have received the same final overall score, but there are not sufficient scholarships to award to all applicants on that score, the applications will be ranked by two Associate Deans of Research Educations from Colleges other than that of the applicant, according to the following criteria which will be used in the order listed below:

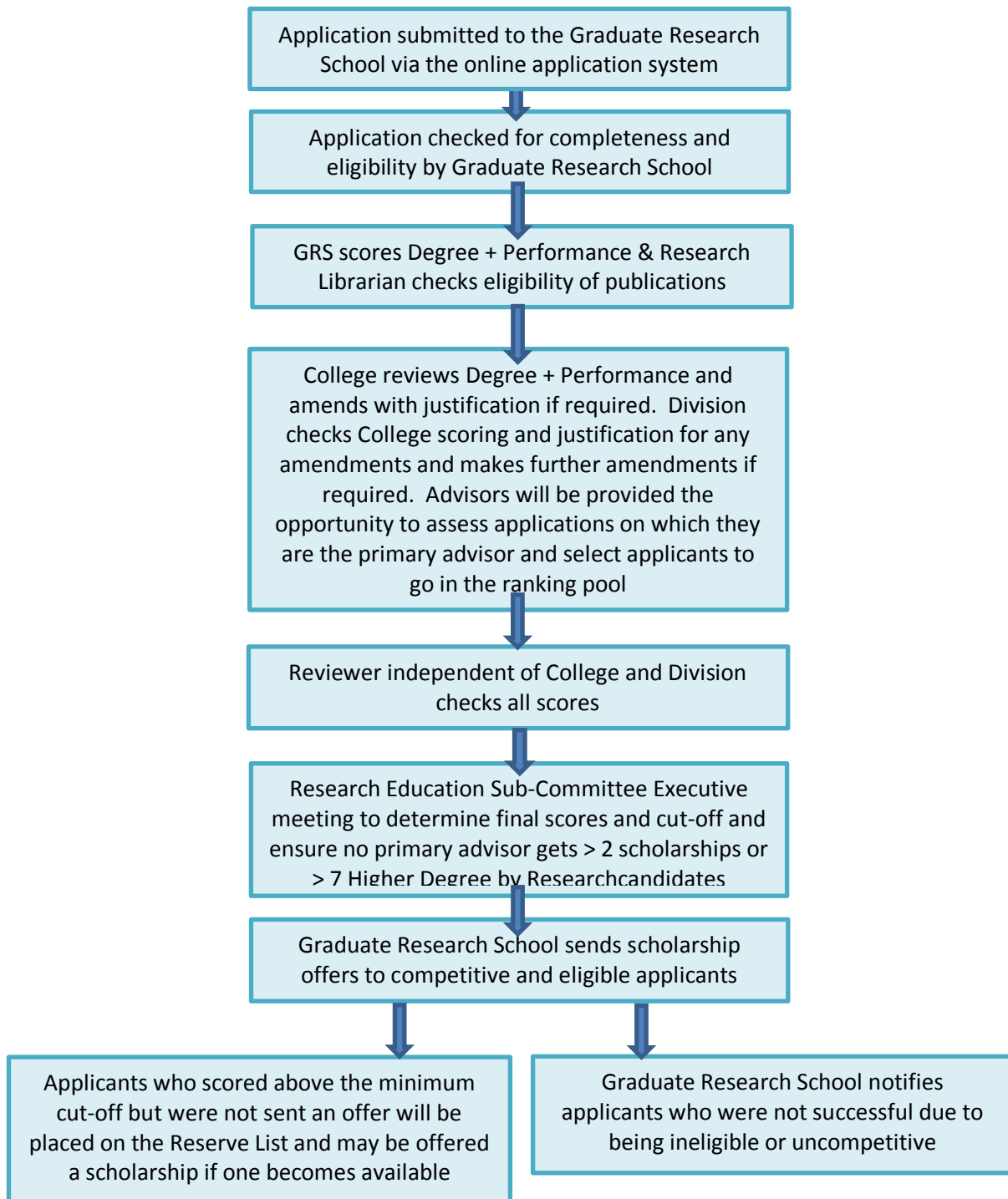
1. The project is supported by secured, dedicated Government or External Grant funding.
2. The GPA of the most recently completed year of coursework, based on a full time load or equivalent.
3. The project is in a designated priority area.

Section 8 – Process for scoring and ranking applications

A flowchart outlining the process is provided on the next page. This process will be followed for each of the rounds. The following information about the process should be noted:

- No individual is permitted to score an application more than once, e.g. whoever scores the application at the College level cannot score it again at the Division level.
- Advisors cannot score an application for a candidate whom they are on the current or proposed Advisory Panel.
- Where the Final Score received by an applicant is questioned, an Associate Dean of Research Education from a different College than the applicant will review the scoring.
- Changes to a Final Score will only be made where a genuine mistake has been made (e.g. data entered incorrectly).

Section 8 – Process for scoring and ranking applications - continued



Section 9 – Timeline for scholarship scoring and offers

31 August	International applications close
16 September	College and Division Scoring of International Applications
23 September	Finalisation of Order of Merit of International Applications
28 September	International offers start
31 October	Domestic applications close
18 November	College and Division Scoring of Domestic Applications
30 November	Finalisation of Order of Merit of Domestic Applications
3 December	Offers continued
December 2017 – February 2018	Offers continued to be made if scholarships become available
21 January 2018	Deadline for completion of any degree being used to contribute to the scholarship score and degree entry criteria

Section 10 – Communication of Scholarship Application outcomes

- Prior to finalisation of the results, all inquiries regarding scholarship scoring should be directed to the relevant College Associate Dean Research Education.
- No individual applicant's score will be released to the applicant, Advisors, Deans of College or any other party unless by express permission of the Dean, Graduate Research.
- The GRS will not enter into correspondence regarding unsuccessful applications prior to January 2018.
- All communication regarding scholarship outcomes after 31 December 2017 should be directed in the first instance to grs@jcu.edu.au
- College Deans will be notified by the Graduate Research School when scholarship offers are made to candidates of their College
- Primary Advisors will be included in communication to applicants regarding the scholarship outcome.

Approval Details

Procedure custodian:	Dean, Graduate Research
Approval authority:	SDVC
Version no.:	17-1
Date for next review:	April 2018

Modification History

Version no.	Approval date	Implementation date	Details
16-1	20 May 2016	1 July 2016	New procedure for scholarship Applications for 2017
17-1	29 June 2017	4 July 2017	New procedure for scholarship Applications for 2018