

Scoring Procedure for 2019 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 2019.

James Cook University offers several types of competitive scholarship including:

- **Domestic Prestige RTPS Scholarships (DRTPS)**
- **Indigenous RTPS Scholarships (RTPSI)** for applicants who identify as Aboriginal and/or Torres Strait Islander.
- **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

Only one application per person is required to be considered for all eligible scholarships starting from the scholarship with the highest value. (The exception to this is AIMS@JCU where the project must be approved by the AIMS@JCU Management Committee.)

Application Closing Date: 30 September 2018

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. (Note: if you are a currently enrolled HDR Candidate and your Confirmation of Candidature is overdue, you won't be considered for a scholarship until the Confirmation of Candidature Milestone has been successfully completed.)

- demonstrate English Language proficiency at Band 2 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 prior to commencing the scholarship.
- 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 – Summary of scoring components

Applications can score a maximum of 42.5 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 25.

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 6).

Section 3 – Degree and Performance scoring (Max Score 25)

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. Note: This does not automatically include the “UK Honours” degree.

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. Note: This does not automatically include the “UK Honours” degree.

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.

Applications for scholarships from Research Masters applications/candidates will be ranked in a separate order of merit list by a separate scoring framework to allow for Masters applicants not being competitive against Doctorate applicants due to the difference in entry requirements between Research Masters and Doctorates.

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
Masters by Research	25
Postgraduate Degree with significant Research Component. Must have done a research project of no less than 6 months FTE and completed a thesis/dissertation with an overall grade point average of: <ul style="list-style-type: none"> ➤ 65-75% ➤ 75-85% ➤ 85-100% ➤ 85-100% PLUS a significant academic award for research. 	17.5 20 22.5 25
Honours Class 1	25
Honours Class IIA	20
Honours Class IIB	10
Bachelor Degree (at least 3 years) or Postgraduate Degree (at least 6 months) with Extensive Professional Research Experience AND Publication/s.	15
Postgraduate Degree of at least 6 months FTE with an overall grade point average of (<u>Research Masters Applicants Only</u>) <ul style="list-style-type: none"> ➤ 65-75% ➤ 65-75% with a research component < 6 months ➤ 75-85% ➤ 75-85% with a research component < 6 months ➤ 85-100% ➤ 85-100% with a research component < 6 months 	12.5 15 15 17.5 17.5 20
Bachelor Degree with minimum GPA of 78.5% (JCU 5.5) (<u>Research Masters Applicants Only</u>)	10
Bachelor Degree with minimum GPA of 78.5% (JCU 5.5) with Research Methods Subject (<u>Research Masters Applicants Only</u>)	12.5

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 4 – 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 5 – 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 (considerable experience) the skills required	2.5
Applicant has mastered some of the skills required and has knowledge of the remainder	1.5
Applicant has practical experience of using some of the skills required	0.5
Applicant will need to learn all skills required	0
Analytical skills required for proposed project (max. 2.5)	
Applicant has mastered (considerable experience) the skills required	2.5
Applicant has mastered some of the skills required and has knowledge of the remainder	1.5
Applicant has practical experience of using some of the skills required	0.5
Applicant will need to learn all skills required	0
Project management skills (max. 2.5)	
Applicant has mastered (considerable experience, over time) the skills required	2.5
Applicant has mastered some of the skills required and has knowledge of the remainder	1.5
Applicant has some relevant project management experience	0.5
Applicant has no relevant project management experience	0

Section 6 - 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 7 – Process and timeline for scoring and ranking applications

30 September	Applications close
October-November	Scoring of Applications
Mid-November	Finalisation of Order of Merit List
December-January	Offers made

The scoring process is as follows:

- Each application will be scored by the ADRE from the relevant college and an ADRE from another college as well as an independent scorer.
- No individual can score an application more than once.
- 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).
- The scoring for the Publication section is undertaken by the Library and Information Services team.
- The scoring for the Professional Experience section is undertaken by a single academic staff member (not an ADRE) to ensure consistency of scoring between applications.
- Applications for scholarships from Research Masters applications/candidates will be ranked in a separate order of merit list to allow for Masters applicants not being competitive against Doctorate applicants due to the difference in entry requirements between Research Masters and Doctorates.

Section 8 – 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 2019.
- All communication regarding scholarship outcomes after 31 December 2018 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.

Section 9 – 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, 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:
 - i.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.
 - ii.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>.)

Approval Details

Procedure custodian:	Dean, Graduate Research
Approval authority:	DVC Research
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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
18-1	21/6/18	21/6/18	New procedure for scholarship Applications for 2019