



Australian Postgraduate Awards and University of Sydney Postgraduate Awards: Method of Award

NB: Refer also to Australian Postgraduate Awards (APA) and
University of Sydney Postgraduate Awards (UPA) Ranking Guidelines

Approved by: Academic Board on 14 August 2002
Amended by: Academic Board on 30 May 2007
Date of effect: 31 May 2007

1. Introduction

At its meeting of 30 May 2007, the Academic Board revised its policy relating to the awarding of APAs and UPAs. The allocation of these scholarships to the former Colleges based on enrolment and completions will be replaced by the use of a single merit list.

2. Guidelines

The following guidelines govern the ranking and ranking procedures:

(1) Ranking

All applicants are to be ranked in accordance with the current APA/UPA ranking guidelines as approved by the Postgraduate Awards Sub-Committee of the Graduate Studies Committee, which will be distributed by the Research Office.

(2) Category Five applicants and Anomalous Cases

A small number of scholarships is to be set aside to cover Category 5 applicants and anomalous cases as follows:

- (a) these scholarships will be determined by the Postgraduate Awards Sub-Committee of the Graduate Studies Committee;
- (b) category five applicants are candidates who have not obtained an Honours 1 or H1 equivalent degree. They must be currently enrolled in a postgraduate research degree at the University of Sydney and have shown exceptional performance after at least one full-time equivalent year of candidature at the time the scholarships are awarded;
- (c) anomalous cases would include applicants who do not fully satisfy the requirements specified in any category but are determined by a Faculty that the applicants have a qualification of equal standing to one on the current APA/UPA ranking guidelines.
- (d) The School or Department concerned must provide detailing the reasons for support of the applicant. Where relevant, there must be a report from the thesis supervisor.

(3) Ranking Procedures

Detailed ranking procedures are as follows:

- (a) each Faculty is required to compile a ranking list of supported applicants according to the current APA/UPA ranking guidelines. Such lists must contain the requisite information about each supported applicant and be ready for examination by the one of the three cluster representatives nominated by the Postgraduate Awards Sub-Committee of the Graduate Studies Committee;
- (b) each nominated cluster representative is to check the faculty ranking lists of all supported applicants and to verify all Categories 2b and 5 and anomalous cases put forward by its member faculties;
- (c) the nominated cluster representatives and Manager, Research Scholarships to meet and discuss/determine:
 - (i) the faculty ranking lists and the combined single merit list; and
 - (ii) any Categories 2b and 5 applicants and anomalous casesfor consideration by the Postgraduate Awards Sub-Committee of the Graduate Studies Committee.
- (d) The Postgraduate Awards Sub-Committee of the Graduate Studies Committee to meet and decide on:
 - (i) the Category 2b applicants and the University single merit list;
 - (ii) the allocation of awards to approved applicants under the provisions for Category 5 and anomalous cases;
 - (iii) the award of the A.E. & F.A.Q. Stephens Scholarship and the Chancellor's Committee Research Scholarship (if available), and the Alumni Scholarships;
 - (iv) the number of first round offers to be made; and
 - (v) the number of applicants to be put on the reserve list.

3. Membership of Cluster Ranking Committees and Postgraduate Awards Sub-Committee

- (1) Each Cluster Ranking Committee shall comprise of one representative from each of its member faculties. The chairperson shall be the cluster representative nominated by the PGASC.
- (2) The Postgraduate Awards Sub-Committee of the Graduate Studies Committee shall comprise of:
 - (a) the Chair of the Graduate Studies Committee (or nominee), the Dean of Graduate Studies who shall be the chairperson; and
 - (b) six academic staff members appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Graduate Studies Committee.

4. Responsibility

The Postgraduate Awards Sub-Committee of the Graduate Studies Committee will be responsible for decisions about the offer of an APA or a UPA. In this way, flexibility will be maintained so that the University can best utilise the funding available through the

APA scheme.

5. Administrative Arrangements

The Research Office will continue to provide administrative support by:

- (a) forwarding forms to and answering enquiries from intending applicants;
- (b) logging applications on a central database;
- (c) preparing sets of papers and forwarding them to faculties for ranking;
- (d) checking of faculty ranking lists and combining them into a University single merit list; and
- (e) making first and subsequent round offers in accordance with the number of scholarships available and the decisions of the Postgraduate Awards Sub-Committee of the Graduate Studies Committee.

6. Timetable (to be confirmed before each round of applications open)

- (a) Annual APA/UPA round:
 - last working day in: applications close;
 - by mid November: applications distributed to faculties;
 - first 1.5 weeks in December: cluster ranking meetings, checked faculty ranking lists due at Research Office, meeting of nominated cluster representatives and Manager, Research Scholarships;
 - around 10 December: Postgraduate Awards Sub-Committee meeting;
 - around 12 December: first round offer letters posted by close of business.
- (b) UPA (Co-funded) round for Semester 2:
 - mid June: applications close;
 - one week after applications close: applications distributed to faculties;
 - first week in July: cluster ranking meetings, checked faculty ranking lists due at Research Office,, meeting of nominated cluster representatives and Manager, Research Scholarships;
 - around 9 July: Postgraduate Awards Sub-Committee meeting;
 - around 10 July: first round offer letters posted by close of business

7. Review

The Deputy Vice-Chancellor (Research) shall review this policy annually in May and submit any recommendations for amendment to the Graduate Studies Committee for consideration and referral to the Academic Board.