

# POSTGRADUATE RESEARCH SUPPORT SCHEME PROCEDURES 2019

Issued by: Director, Graduate Research  
Dated: 5 March 2019 (commencing 19 March 2019)  
Signature:  
Name: Professor Ross Coleman

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## 1 Purpose and application

- (1) These procedures are to give effect to the [Essential Resources for Higher Degree by Research Students Policy 2016](#) (“the policy”).
- (2) These procedures apply to:
  - (a) the University;
  - (b) staff and affiliates; and
  - (c) higher degree by research students.

## 2 Commencement

These procedures commence on 19 March 2019.

## 3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

**APR** means the annual progress review, conducted consistently with the requirements of Part 3 of the [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#).

**Dean** means, as appropriate, Executive Dean, Dean or Head of School and Dean of a University school.

**faculty** means, as appropriate, a faculty or a University school.

**HDR** means higher degree by research.

**HDRAC** means the Higher Degree by Research Administration Centre.

**Leadership Group** has the meaning given in the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*, which at the date of these procedures is:

means a group established by an Executive Dean, Dean, or Head of School and Dean (University school), in accordance with section 3.14 or 6.14 of [the Governance of Faculties and University Schools] Rule.

**PRSS** means the University's [Postgraduate Research Support Scheme](#), which provides University funding to attend international conferences and support fieldwork or research overseas.

**PRSS Committee** means the committee established under clause 4 at either faculty or school level to set allocation criteria for PRSS funding.

#### 4 PRSS Committees

- (1) The Leadership Group in each faculty will determine the criteria for allocating PRSS funding.
- (2) During the first quarter of the academic year, the relevant Dean will convene a committee to agree criteria for allocating PRSS funding among their eligible research students.
  - (a) This committee may be a new committee, or the responsibility may be given to an existing committee provided that it meets the requirements of subclause 4(3).
- (3) Each PRSS Committee must include at least one HDR student from the faculty.

#### 5 Allocation criteria

- (1) Allocation criteria set by PRSS Committees must include:
  - (a) eligibility requirements, which must require the applicant to receive a 'meets or exceeds objectives' rating at their Annual Progress Review;  
**Note:** See clause 13 of the [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#).
  - (b) performance criteria by which applications will be evaluated;
  - (c) the names of those who will judge applications;
  - (d) expenditure rules and accounting requirements;
  - (e) details of the type and extent of feedback which will be provided to unsuccessful applicants;
  - (f) requirements for identifying and managing conflicts of interests; and
  - (g) opening and closing dates.
- (2) The maximum amount of PRSS funding is \$3,500 per applicant in any one calendar year, which may be held in conjunction with other forms of support.
- (3) The faculty must publish the allocation criteria on its student-facing website.

## 6 Scheduling

HDRAC will schedule PRSS ranking rounds, setting dates in consultation with faculties and schools.

## 7 Communications

- (1) Subject to subclause 7(2), the PRSS Committee must publish the following on the faculty or school's student facing website:
  - (a) opening and closing dates for submitting applications for PRSS funding;
  - (b) the allocation criteria set by the PRSS Committee; and
  - (c) names of successful applicants, and details of the funded work or projects.
- (2) Faculties will notify HDRAC of outcomes from ranking meetings and provide feedback statements for unsuccessful applicants.
- (3) HDRAC are responsible for communicating feedback and outcomes of ranking meetings to students.
- (4) Successful applicants may elect not to have their names or details published.
- (5) Faculties must provide appropriate promotion and recognition opportunities for successful applicants who wish to participate in them.

## NOTES

### Postgraduate Research Student Support Scheme Procedures 2019

Date adopted:	5 March 2019
Date commenced:	19 March 2019
Administrator:	Director, Graduate Research
Review date:	5 March 2024
Related documents:	<i>University of Sydney (Higher Degree by Research) Rule 2011</i> <i>Essential Resources for Higher Degree by Research Students Policy 2016</i> <i>Progress Planning and Review for Higher Degree by Research Students Policy 2015</i>

## AMENDMENT HISTORY

**Provision      Amendment**

**Commencing**