Non-Confidential

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<tr>
<th>Author</th>
<th>Hugh O’Dwyer, Senior Policy and Project Officer</th>
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<tr>
<td>Reviewer/Approver</td>
<td>Prof. Ross Coleman, Director - Graduate Research</td>
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<tr>
<td>Paper title</td>
<td>Draft Postgraduate Research Support Scheme Procedures</td>
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<tr>
<td>Purpose</td>
<td>To provide draft procedures document for endorsement by the Graduate Studies Committee.</td>
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RECOMMENDATION

*That the Graduate Studies Committee endorse the draft Postgraduate Research Support Scheme Procedures (attachment 1).*

EXECUTIVE SUMMARY

The Postgraduate Research Support Scheme (PRSS) provides University funding to attend international conferences, fieldwork, or research. In 2018, the University Executive Research Education Committee requested that procedures be developed that advises faculties on the composition of PRSS committees, the allocation criteria that needs to be adhered to, and the communications requirements for ensuring a transparent funding process. These procedures are provided in [attachment 1](#). The draft procedures will give effect to *Essential Resources for Higher Degree by Research Students Policy*.

CONTEXT

In May 2018, the University Executive Research Education Committee asked the Director – Graduate Research to produce a set of principles and subsequent process for the awarding of PRSS funding. Following this, revised principles for awarding funds under the scheme were endorsed at the 5 September meeting of the Research Education Committee, which would be formalised in a new procedures document.

The current scheme sets limits for PRSS awards based on specific support types, whereby applicants may apply for one of the following:

- Thesis production expenses: up to $600 (printing is excluded).
- Conference expenses:
  - up to $3000 to support presentations at conferences held in countries in Africa, Europe, and North and South America
  - up to $2000 to support presentations at conferences held in Asia and Australia.
- All other categories: minimum amount of $200 and a maximum amount of $1200.

Following consultation at the 5 September meeting, it was agreed that the rigid distribution guidelines should be removed with the funding allocation to be at the discretion of Faculties and University Schools. Furthermore, the committee proposed and endorsed increasing the application limit to $3,500, as PRSS costs often exceed the current funding cap.

The draft procedures establish the composition requirements of faculty PRSS committees, which must include at least one HDR student representative. The allocation criteria to be followed by PRSS committees reflects the consultation conducted in 2018 and the publication of successful applicants ensures a transparent funding process. Additionally, the Higher Degree by Research Administration Centre will have responsibility for scheduling ranking rounds and setting dates in consultation with faculties. The draft procedures will give effect to *Essential Resources for Higher Degree by Research Students Policy*, which already references the PRSS in clause 13(2).

ATTACHMENTS

Attachment 1: Draft Postgraduate Research Support Scheme Procedures
POSTGRADUATE RESEARCH STUDENT SUPPORT SCHEME PROCEDURES 2019

Issued by: Director, Graduate Studies
Dated: [insert date the final document is approved/signed]
Last amended: [this field remains blank until an amendment occurs]
Signature: Name: Professor Ross Coleman

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 [date].

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.
Head of School means the head of a school within a faculty, including a Head of School and Dean.

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 whether the criteria for allocating PRSS funding are set at a faculty or a school level.

(2) During the first quarter of the academic year, the relevant Dean or Head of School 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 or school.

5 Allocation criteria

(1) Allocation criteria set by PRSS Committees must include:

(a) eligibility requirements, which must include satisfactory outcomes in Annual Progress Reviews;

Note: See clause 7 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 for each successful applicant.
(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) Successful applicants may elect not to have their names or details published.

(3) Faculties and schools 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: [This is the date on which the procedures are formally signed]

Date commenced: [This is the date on which the procedures will commence, suggest at least two weeks from date of adoption/approval, consider if dates need to align with other documents]

Administrator: [WHO?]

Review date: [This date must be no more than 5 years from the date of commencement.]

Related documents:

University of Sydney (Higher Degree by Research) Rule 2011

Essential Resources for Higher Degree by Research Students Policy 2016

Progress Planning and Review for Higher Degree by Research Students Policy 2015
AMENDMENT HISTORY

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<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
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<td>5 February 2019</td>
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