

Version	5.0
Short description	This document outlines the procedure for awarding HDR Fee-waiver Scholarships
Relevant to	HDR candidates enrolled in the Doctor of Philosophy
Authority	Academic Board
Policy owner	Director Higher Degree Research
Responsible office	Research Services
Date approved	12 April 2023
Date effective	10 May 2023
Review due	April 2028
Related Avondale documents	Rules of Candidature – MPhil Rules of Candidature – PhD Confirmation of Candidature Guidelines Advanced Study Policy Complaint Resolution Procedure
Related legislation	
Key words	candidate, fee-waiver, HDR, progression, research, scholarship, sponsorship

1. PURPOSE

- 1.1 This document outlines Avondale University's (Avondale) procedure for awarding the HDR Fee-waiver Scholarship to Doctor of Philosophy (PhD) candidates and monitoring its provision.

2. SCOPE

- 2.1 This procedure applies to all HDR candidates enrolled in the Doctor of Philosophy.

3. DEFINITIONS

- 3.1 **Fee-waiver scholarship:** a scholarship that covers the cost of tuition fees only. Other costs related to the candidate's study are the responsibility of the candidate, such as the Student Services Amenities Fee (SSAF), travel costs, inter-library loans, research assistant costs and specialised software.
- 3.2 **HDR candidate:** a student enrolled in a higher degree research program.

4. ELIGIBILITY

- 4.1 Applicants must be:
- a) enrolled in, or be in the process of making application to, the Doctor of Philosophy degree at Avondale;
 - b) an Australian or New Zealand citizen or be employed by the Seventh-day Adventist Church in the South Pacific Division of Seventh-day Adventists and
 - c) ineligible for funding from alternate sources.
- 4.2 Avondale employees are not eligible for a fee-waiver scholarship and should refer to the *Advanced Study Policy*.

5. CRITERIA

- 5.1 The following criteria will be considered in the HDR Fee-waiver Scholarship selection process:
- Quality of the application
 - Availability of funding¹
 - The potential contribution of the research to Avondale's Research Strategy
 - Likely publication outcomes beneficial to Avondale
 - Previous progress of the candidate throughout their degree (for existing HDR candidates)

¹ As determined by Executive Committee in October each year

6. PROCEDURE

Application

- 6.1 Scholarship applications must be submitted to Research Services (researchservices@avondale.edu.au) using the HDR Fee-waiver Scholarship Application Form which can be found with this procedure in the Policy Repository.
- 6.2 The Director HDR will consult with the appropriate Research Centre Director/s to determine the suitability of the application and the availability of a scholarship.
- 6.3 The Director HDR will make a recommendation to the Research Committee regarding the scholarship application.
- 6.4 The Research Committee will make the final determination regarding the awarding of the scholarship.
- 6.5 The applicant will be provided with a notification letter signed by the Chair of Research Committee. Student Finance, the supervisory team, relevant Research Centre Director/s and the Director HDR will be copied into successful applicant notifications.

Continuation

- 6.6 The awarding of the scholarship will continue subject to satisfactory progress in the degree and will be evidenced by the following:
 - a) Progress report process
Completing progress reports as required (annually for part-time candidates, biannually for full-time candidates).
 - b) Meeting candidature milestones within the expected timeframes:
 - Confirmation of Candidature: 6-12 months full-time, 12-24 months part-time
 - Submission of thesis: 3 years full-time, 6 years part-time (timely completion)
 - c) Publication Plan
Completing, submitting and enacting a Publication Plan as part of the Confirmation of Candidature milestone.
 - d) Annual presentation
Taking part in an annual research presentation, usually as part of a research centre colloquium.

Cancellation

- 6.7 The Research Committee may cancel a scholarship or place conditions on a candidate who fails to make satisfactory progress.
- 6.8 Long periods of inactivity (such as inactive status, or extended periods of intermission) by the candidate may also result in the cancellation of the scholarship.
- 6.9 The Chair of Research Committee will notify candidates of any conditions issued for the continuation of the scholarship, or cancellation of the scholarship.

Appeal

- 6.10 Where a candidate believes there are grounds to appeal a decision relating to the HDR Fee-waiver Scholarship, they may lodge a complaint in accordance with the [Complaint Resolution Procedure](#).

7. REPORTING

- 7.1 The Director HDR will submit an annual report on the performance and progress of HDR candidates receiving the HDR Fee-waiver Scholarship to the Research Committee.

Table of amendments

Version Number	5.0	Replaces Version	4.0, May 2020
Implementation Date	10 May 2023	Scheduled Review Date	April 2028
Approving Body	Academic Board	Approval Date	12 April 2023
Policy Owner	Director HDR	Date first introduced	1 April 2009
Short description of amendment	Updated responsibilities to reflect new organisational structure. Removal of MPhil eligibility. Addition of presentation requirement and Publication Plan under Continuation.		