

POSTGRADUATE RESEARCH SUPPORT SCHEME PROCEDURES 2019

Issued by: Director, Graduate Research
Dated: 5 March 2019 (commencing 19 March 2019)
Amended: 17 November 2020 (commencing 1 January 2021)
Signature:
Name: Professor Ross Coleman

1 Purpose and application

- (1) These procedures are to give effect to the [Higher Degree by Research Supervision Policy 2020](#) (“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.

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.

PEM	means the progress evaluation meeting, conducted consistently with the requirements of Part 3 of the Progress Planning and Review for Higher Degree by Research Students Policy 2015 .
PRSS	means the University's Postgraduate Research Support Scheme , which provides University funding to attend international conferences and support fieldwork or research overseas.
RECS	means the Research Education Candidature Support System, the software system provided by the University to support and manage research education candidature
Research Education Committee	means for each faculty or University school, the committee of that name established under Part 3A of the University of Sydney (Governance of Faculties and University Schools) Rule 2016

4 Purpose of the PRSS

- (1) PRSS funds are intended to support additional student research activities that add value to their principal research activities.
- (2) PRSS funds are not a replacement for support provided by faculties and supervisors, but should be used for activities that help the student to:
 - (a) achieve successful research outcomes;
 - (b) disseminate research findings; or
 - (c) for PhD students, meet the Research Graduate Qualities.

Note: See [Higher Degree by Research Supervision Policy 2020](#)

5 Eligibility criteria

- (1) PRSS funding is limited to currently enrolled students.
 - (a) Students under suspension may apply for PRSS in the research period immediately prior to their return to candidature; and
 - (b) can receive PRSS if enrolment is recommenced prior to allocation of funding.
- (2) At the minimum, applicants must have:
 - (a) completed preliminary appraisal activities; and
 - (b) noted these in RECS.

Note: See Schedule 1 to the [Progress Planning and Review of Higher Degree by Research Students Policy 2015](#).

- (3) Faculties may set additional eligibility criteria.
- (4) Detailed eligibility criteria must be published on faculty student facing websites at least two weeks before the opening date of a given PRSS round.
- (5) Doctoral students may receive up to three PRSS awards during candidature.

- (6) Masters by research students may receive one PRSS award during candidature.
- (7) Applicants who are sufficiently advanced in their candidature to have had a progress evaluation meeting prior to application must have received a 'satisfactory or excellent progress' ranking at their most recent PEM.

Note: See clause 17 of the [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#).

6 Allocation criteria

- (1) During the first quarter of the academic year, the faculty Research Education Committee will determine the criteria for allocating PRSS funding among their eligible research students.
- (2) Allocation criteria must include:
 - (a) performance criteria by which applications will be evaluated;
 - (b) the names of those who will judge applications;
 - (c) expenditure rules and accounting requirements;
 - (d) details of the type and extent of feedback which will be provided to unsuccessful applicants;
 - (e) requirements for identifying and managing conflicts of interests; and
 - (f) opening and closing dates.
- (3) 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.
- (4) The faculty must publish the allocation criteria on its student-facing website at least two weeks before applications close.

7 Scheduling

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

8 Communications

- (1) Subject to subclause 8(2), the Research Education 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;
 - (c) the total amount to be allocated in that round; and
 - (d) 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
Amended:	12 May 2020 (administrative amendment) 17 November 2020 (commencing 1 January 2021)
Administrator:	Director, Graduate Research
Review date:	5 March 2024
Related documents:	<i>University of Sydney (Higher Degree by Research) Rule 2011</i> <i>Progress Planning and Review for Higher Degree by Research Students Policy 2015</i> <i>Higher Degree by Research Supervision Policy 2020</i>

AMENDMENT HISTORY

Provision	Amendment	Commencing
5(1)(a)	Insert 'most recent' before 'Annual Progress Review'	12 May 2020
1(1); Notes	<i>Essential Resources for Higher Degree by Research Students Policy 2016</i> replaced with <i>Higher Degree by Research Supervision Policy 2020</i>	1 January 2021
3	Definitions for APR, Leadership Group, PRSS Committee deleted	1 January 2021
3	Definitions for PEM, RECS and Research Education Committee added	1 January 2021
4	Clause PRSS Committee deleted	1 January 2021
4	New clause added: Purpose of the PRSS	1 January 2021
5	New clause: Eligibility criteria added; consequent renumbering	1 January 2021



6(1)	New subclause added; consequent renumbering	1 January 2021
6(2)	'set by the PRSS Committee" deleted	1 January 2021
6(2)(a)	Subclause deleted; consequent renumbering	1 January 2021
6(4)	'at least two weeks before applications close' added to end of existing subclause	1 January 2021
8(1)	Replace 7(2) with 8(2)	1 January 2021
	Replace 'PRSS Committee' with 'Research Education Committee	
8(1)(b)	'set by the PRSS Committee' deleted	1 January 2021
8(1)(c)	New subclause added	1 January 2021