

POSTGRADUATE RESEARCH SUPPORT SCHEME PROCEDURES 2019

Issued by: Director, Graduate Research
Dated: 5 March 2019 (commencing 19 March 2019)
Amended: 12 May 2020 (administrative amendment)
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 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 most recent 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
Amended:	12 May 2020 (administrative amendment)
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
5(1)(a)	Insert 'most recent' before 'Annual Progress Review'	12 May 2020