

# 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)  
24 April 2023 (administrative amendments)  
17 April 2024 (administrative amendments)

Signature:

Name: Professor Ross Coleman

Current Policy Approver: Pro-Vice-Chancellor (Researcher Training)

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## 1 Purpose and application

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

<b>Dean</b>	means, as appropriate, Executive Dean, Dean or Head of School and Dean of a University school.
<b>faculty</b>	means, as appropriate, a faculty or a University school.
<b>HDR</b>	means higher degree by research.
<b>HDRAC</b>	means the Higher Degree by Research Administration Centre.



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

#### 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](#)

#### 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](#).

- (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](#).

## **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)
	24 April 2023 (administrative amendments)
	17 April 2024 (administrative amendments)
Current Policy Owner:	Pro-Vice-Chancellor (Researcher Training)
Review date:	5 March 2024
Related documents:	<i>University of Sydney (Higher Degree by Research) Rule</i>
	<i>Progress Planning and Review for Higher Degree by Research Students Policy</i>
	<i>Higher Degree by Research Supervision Policy</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
Page 1 and Notes	Amended Determining Authority from Director, Graduate Research to Current Policy Approver: Pro-Vice-Chancellor (Researcher Training). Amended Policy Administrator from Director, Graduate Research to Current Policy Owner: Pro-Vice-Chancellor (Researcher Training)	24 April 2023
Throughout	Administrative amendments to remove the year in policy references.	17 April 2024