Foundation HDR Scholarships
Selection and Administration Guidelines

1. Purpose
These guidelines underpin the allocation of Federation University Australia Foundation Scholarships, which are intended to enhance HDR candidates’ chances of succeeding at Federation University by awarding scholarships.

2. Scholarships available
Available for domestic, CALD, migrant, refugee or international Higher Degree by Research candidates enrolled at Federation University.

3. Eligibility Requirements
3.1 Basic Eligibility Requirements
To meet the basic eligibility requirements for all Federation University Australia Foundation HDR Scholarships, HDR candidates will need to be:

a) enrolled as a Federation University HDR candidate undertaking a Higher Degree by Research at 1 March;
b) intending to submit within the next six months;
c) able to demonstrate past satisfactory progress;
d) able to demonstrate financial circumstances;
e) able to demonstrate commitment to study;
f) Able to provide two written references, one of which must be from the candidate’s Principal Supervisor including information on submission timeline.

3.2 Financial Circumstances
A HDR candidate is not eligible for a Foundation HDR Scholarship unless Federation University is satisfied that the HDR candidate is able to demonstrate financial status through their KickStart application.

3.3 General Circumstances
Scholarships are not available to Federation University employees, employed by the University at a time fraction of 0.5 or above.

4. Applications, Assessment and Selections
4.1 Applicants who do not complete KickStart, answer the Foundation question, and scan and attach the two written references by the due date will be ineligible.

4.2 Applicants who do not include a thesis completion plan signed by the Principal Supervisor by the due date will be ineligible.

4.3 The selection process will be administered by the Federation University Australia Foundation with input from Research staff from Federation University. Finance Department is responsible for payment to successful applicants.

5. Scholarship Payments
5.1 If successful in being awarded a Foundation HDR Scholarship, HDR candidates will receive the scholarship payment for one year only.
6 Conditions

6.1 A HDR candidate must formally accept the scholarship offer in order to receive any payment, and in doing so, accepts the conditions of the scholarship.

6.2 It is the responsibility of the scholarship applicant to maintain current contact details, including email, in the Federation University Student Administration System (mysc.federation.edu.au).

6.3 Termination of a Foundation HDR Scholarship will occur:
   a) if a HDR candidate ceases to meet the eligibility criteria; or
   b) if Federation University determines that the HDR candidate:
      i) has failed to maintain satisfactory academic progress and there are no extenuating circumstances for such failure; or
      ii) has committed serious misconduct during a course of study whilst attending Federation University including, but not limited to, the provision of false or misleading information.

7 Review / Appeal

HDR candidates with a grievance about the selection process should, in the first instance, direct their concerns to the Foundation Office. If the matter remains unresolved, HDR candidates can access the University’s Student Grievance Policy, which is available on the University’s website http://policy.federation.edu.au/university/student_grievance/ch1.pdf

8 Donors

The Federation University Australia Foundation acknowledges with gratitude funds donated to the Foundation to support Foundation scholarships, and warmly thanks corporate donors and individual donors and their families for their generosity.

Successful recipients of a Foundation HDR scholarship are expected to attend a Foundation event with our donors to receive a scholarship certificate in May, and provide feedback to donors prior to the census date in August on what it has meant to receive the scholarship.