

FEE WAIVER GUIDELINES FOR INTERNATIONAL HDR STUDENTS

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In scope

These guidelines relate to fee waivers for HDR international students.

Out of scope

HDR fee waivers for domestic students will be referred to the Welfare Officer, following University's Fee Policy (<https://policy.vu.edu.au/document/view.php?id=211&version=2>)

VU Fee Waiver Related Policies

The three policies relevant to VUR fee waivers and discounts criteria are:

- 1) Fees policy (INTERIM) (<https://policy.vu.edu.au/document/view.php?id=211&version=2>)
- 2) Fee adjustments procedure – International:
(<https://policy.vu.edu.au/document/view.php?id=215&version=2>)
- 3) Higher degrees by research procedure 3 pre-candidature and candidature:
<https://policy.vu.edu.au/document/view.php?id=237&version=3>

Fee Waivers and Research Training

For Research Training programs, Fee Waivers are currently offered in line with the University Fees Policy (INTERIM) (<https://policy.vu.edu.au/document/view.php?id=211&version=2>), on the basis that it will bolster the University's strategic aims (Fees Policy (INTERIM) Section 24B).

Fee Waivers arise in several contexts in Higher Degrees by Research:

- International Funding Agency Agreements
- Industry Funded PhD Projects
- VU Scholarships
- Ad hoc fee waiver extensions for international students

The term Fee Waiver is the term used in the University's policies to cover full or partial Fee Waivers – foregoing part or all of a tuition fee for a specified duration. Ad hoc Fee Waivers are *normally* the complete waiving of a fee for a certain number of Semesters, typically one semester at a time. However, when negotiating with international funding agencies Fee Waivers are simply a discounted fee – the fee is not partially waived.

The purpose of providing a Fee Waivers is to secure an Agreement with a sponsor or to secure a completion which would otherwise not be achieved as the student would not have the ability pay the fees.

General Principles for Fee Waivers

The following principles apply to the use of Fee Waivers within VU Research:

1. The portfolio of HDR Fee Waivers is managed only on a financially sustainable basis. A maximum annual limit will be set for Fee Waivers to ensure that the overall Fee Waiver support is financially sustainable, within Institutes' and Centres' budgets.
2. The PhD projects supported for Fee Waivers must advance Flagship prioritised research, aligning with:
 - 2.1 Research Focus Areas
 - 2.2 Priority and Accreditation FORs (you may find that they are not at the moment)
3. Industry partners, who fully fund stipends, are not normally expected to contribute to tuition fees. Usually they are domestic and thus RTP
4. Fee Waivers are used as leverage to increase the number of high-quality international students with living stipends.
5. Fee Waivers can facilitate timely HDR completions for international students.
6. Specific Partnership arrangements done on a case-by-case basis.

Externally Funded Scholarships for Students

International Funding Agency Agreements

International funding agencies tend to negotiate an overall package for their students studying in Australia. As funders of multiple scholarships, funding agencies typically expect universities to offer their scholarship recipients (and the agencies) value for money. Experience to date has been that sponsors who fund living allowance scholarships for students expect a fee waiver to some extent but not always for the entire period of enrolment.

The main elements of the package that international funding agencies negotiate include:

- Fees including discounts (partial fee waiver)
- Living stipend
- Relocation costs
- Health Insurance
- English language tuition

Fee Waivers (partial or full) offer an avenue to leverage VUR resources in the advancement of our international strategy. Given that they represent a substantial opportunity cost, VUR must be confident that it is offering Fee Waivers in a manner, which maximises their value in terms of the Institutes and Centres, VUR and the University strategy.

Agreements with Funding Agencies need to articulate who will be responsible for covering fees post-maximum duration or at the expiration of the fee support from the sponsor as the sponsor usually does not pay fees at this point in time.

The financial modelling illustrated in Appendix 1 shows that even a very substantial fee discount can still allow the University to cover costs (once RTP funding is taken into account). Likewise, the University currently has a low number of students on international funding agency-sponsored stipends.

Analysis of Opportunity

Before deciding to enter an agreement with an International Funding Agency, a short business case will be developed by the proponent of the agreement and submitted to the Deputy Vice-Chancellor (Research) for consideration, and will cover:

- Profile of the sponsorship agency and extent of relationship with Victoria University
- Alignment to Research Programmes of the Institutes and Centres
- Value Proposition
- Overall investment
- Quality of students
- Australian competitors' engagement

Industry Partners

The pool of potential applicants for a project-specific PhD scholarship is often very small. Externally funded stipends will firstly be offered to Domestic students (unless the University is contractually obliged to advertise to international students). Only if it can be demonstrated that there is no domestic demand for a scholarship (normally by advertising a round to domestic students only) will it be advertised to international students.

Proposed Fee Waiver Criteria for International Funding Agencies and Industry Partners

The following table provides guidance on possible discounts, following the principles listed above.

Table 1: Fee Waiver Criteria for International Funding Agencies and Industry Partners

CRITERIA	FEE WAIVER RANGE FOR INTERNATIONAL HDR STUDENTS (% shown is % of Full Fees)	REASONING
1. Priority Country	NA	Normal factors influencing discount apply (see below)
2. A stipend equivalent to the RTP minimum is being provided by the Industry Partner or International Funding Agencies	Full fee waiver offered if it can be demonstrated that there is no domestic demand for a scholarship (normally by advertising a round to domestic students only)	Minimise fee waivers while meeting commitments to industry partners
3. How much of a stipend is being provided by the International Funding Agency. (Must be equivalent to RTP minimum)	0 – 100%	<ul style="list-style-type: none"> • The more stipend the sponsorship agency covers, the greater discount is offered up to 100% as per criterion (2) in this table • Incentivises students while stipend is funded
4. Duration of stipend includes an extension period	0 - 25%	<ul style="list-style-type: none"> • If the stipend includes an extension period (3.5 – 4 years) this reduces the University's risk of needing to provide a full Fee Waiver at the end of the degree (or the student discontinuing because they can't afford the fee)

CRITERIA	FEE WAIVER RANGE FOR INTERNATIONAL HDR STUDENTS (% shown is % of Full Fees)	REASONING
		<ul style="list-style-type: none"> Need to be clear who pays any fees for extensions of candidature beyond the life of the scholarship (funder, University or student) If a student pays, this should be at a rate no higher than the rate agreed with the funding agency
5. If students in this scheme are commonly very high quality	0 - 10%	For high-quality students likely to complete the degree on time with publications and adding value to their team (e.g. with track record of attracting strong GPA from comparable universities; or, conversely, likelihood that students will enrol in PhD Integrated). The focus is on the number of scholarships
6. Competitors offering	0 - 30%	Need to be competitive in VUR's targeted countries
7. Number of students likely to be recruited through the scheme	0 - 20%	Discount for the volume of students Incentivise sponsorship agency to consider working with Victoria University
8. Resources required administering agreement	NA - modifies discount available	Value of funding is reduced if the administration burden is high and so the discount may need to be reduced. (This includes if the fees are paid by the funding organization via the students)

NOTE: Sponsors meeting more than one criteria may increase the percentage discount. This will be considered on a case-by-case basis; full fee waivers will not be offered.

Ad hoc Fee Waivers

Ad hoc Fee Waivers may be required through the business units or Institutes and Centres when a student's sponsorship agreement has expired and they have not yet submitted their thesis for examination. These Ad hoc Fee Waivers are provided in an effort to ensure completion. With a student so far into their program, the best way to ensure completion has been thought to be by maintaining continuity of enrolment until submission (and entitlement to a visa to remain in Australia) for international students. These Ad hoc Fee Waivers are normally awarded for one semester at a time where there are compelling reasons for the waiver to be applied – for instance the student proceeding through the milestones in reasonable time and preparing good quality work.

Ad hoc Fee Waiver Applications Criteria

Given that the aim of an ad hoc fee waiver is to maximise their chance of a completion, Fee Waivers should primarily be applied where there is a strong likelihood of timely completion, for instance by ensuring fees apply for extensions. Fee waivers should only be offered to the extent that avoiding the need for an extension was within the student's control.

Therefore, it is recommended that the following criteria should be applied for Ad hoc Fee Waivers, balancing opportunity with an increasing (financial) pressure to complete on time:

Table 2: Ad hoc Fee Waiver Criteria

Student circumstance: why is the extension needed?	Semester fee
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On track, no further extension needed	na
International student, supported by Funding Agency for 3.5 years, who runs over 3.5 years FROM CESSATION OF AGREEMENT	\$4,800*
Any HDR student delayed beyond Maximum Duration (4 years for PhD; 2 years for Masters)	\$4,800*

* \$4,800 is based on supervision cost for 1 semester (academic with \$175kpa salary (inc HR on-costs) plus 30% infrastructure on-cost). It is assumed at this late stage that a student would have completed project-related spending and only need supervision.

Current Policy for Fee Waivers

It is important to note that the current Fee Waiver sections in the Fee Policy (<https://policy.vu.edu.au/document/view.php?id=211&version=2>) are geared towards overall coursework programs rather than research programs. These are mainly framed for undergraduate students for whom the revenue is attached to **enrolment** numbers and where Fee Waivers are granted on welfare grounds. The HDR environment is different as revenue is attached to **completion** of candidature. In addition, usually HDR students seek an extension for reasons other than welfare related matters.

Currently, Fee Waivers are granted by the Director Student Wellbeing at the University. VUR is not following this process. An amendment to these policies will be required in order to accommodate the VU Research recommendations made in this document.

Administration, Management and Approval of Fee Waivers

It is recommended that Research Institutes and Centres Deputy Directors have the authority to approve Ad hoc Fee Waivers for HDR students. Responsibility for approving individual fee waivers for the categories in the following table can be delegated in writing to the Institute Deputy-Director.

Approval Authority

Matter requiring decision	Approver
Fee waiver guidelines for international HDR students	Deputy Vice-Chancellor (Research)
Agreement with sponsorship agency	Deputy Vice-Chancellor (Research)
Waiver under an (already executed) agreement with sponsorship agencies	Institute Executive Directors
Ad hoc Fee Waivers for individual students	Institute Executive Directors
Individual industry funded scholarship fee waivers	Institute Executive Directors
Students requiring a fee waiver due to hardship	University Welfare Officer as per University policy (https://policy.vu.edu.au/document/view.php?id=215&version=2).

Management

Fees are managed within the student administration process at enrolment of the student as follows:

Activity	Responsibility
Recording and management of fee waivers (as per agreement or ad hoc) in VU Connect and/or QUEST	ORTQI
Monitoring progress of students under fee waiver agreements	ORTQI
Managing stipends	Funding Team (Research Services)

Advise Deputy Vice-Chancellor (Research), Institute and Center Executive Directors and ORTQI of any budget parameters applying to forgone revenue for fee waivers	Finance Office
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Budget

The Institute and Center Executive Directors will offer fee waivers within the constraints of their annual budget, for fee waivers, which will take into consideration HDR student load and position industry funded scholarships.

Appendix

Appendix 1: Financial Analysis

Appendix 2: Current International HDR Fee Waiver Agreements

Appendix 3: Competitors Current Fee Waivers

Appendix 4: Policy Change Procedure

Appendix 5: Fee Waiver Guidelines for International HDR Students - Stages

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Appendix 1

Financial Analysis

A major income source for the University's research training programs is the Commonwealth government's Research Training Program (RTP) block grant. In 2018, this was worth \$7.5m. The RTP is calculated using two performance components measured over 2 years, each weighted 50%: HDR completions and research income. Technically, this means that completions generate 50% of the \$7.5m and the following financial analyses are calculated on this basis. However, it is important to stress that the entire \$7.5m depends on University having a HDR program.

In light of this, it is also worth reiterating that the down side of discounting fees in order to achieve the principle aim of attracting stipends for HDR students is low. Even a fee discount of 70% would still provide a profit for all degree types (including RTP income) except low cost masters, for which a small loss of \$1693 would be incurred if Victoria University also offered insurance and ESL training.

For selected students (see Table 2 in main document) a fee of \$4,800 can be offered, since this will cover supervision and other direct costs will not be required. This still provides a substantial disincentive to continue beyond the timely completion date.

Table 1: Financial analysis on PhD and Masters by Research degrees

High Cost PhD (7 Semesters)							
Income							
Fee	\$100,800						
RTP Income	\$44,953						
Total Income	\$145,753						
Expense	Discount						
Fee Discount	0%	5%	10%	20%	25%	30%	70%
	\$ -	\$5,040	\$10,080	\$20,160	\$25,200	\$30,240	\$70,560
Supervision cost	\$25,725						
Infrastructure on-cost	\$7,718						
Project Cost	\$6,000						
Total expense	\$39,443	\$44,483	\$49,523	\$59,603	\$64,643	\$69,683	\$110,003
Net position	\$106,311	\$101,271	\$96,231	\$86,151	\$81,111	\$76,071	\$35,751
Net after OHSC & ELICOS	\$93,887	\$95,144	\$90,104	\$80,024	\$74,984	\$69,944	\$29,624
Low Cost PhD (7 Semesters)							
Income							
Fee	\$100,800						
RTP Income	\$19,129						
Total Income	\$119,929						
Expense	Discount						
Fee Discount	0%	5%	10%	20%	25%	30%	70%
	\$ -	\$5,040	\$10,080	\$20,160	\$25,200	\$30,240	70,560
Supervision cost	\$25,725						
Infrastructure on-cost	\$7,718						
Project Cost	\$3,300						

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Total expense	\$36,743	\$41,783	\$46,823	\$56,903	\$61,943	\$66,983	\$107,303
Net position	\$83,187	\$78,147	\$73,107	\$63,027	\$57,987	\$52,947	\$12,627
Net after OHSC & ELICOS	\$70,763	\$72,020	\$66,980	\$56,900	\$51,860	\$46,820	\$6,500
High Cost Masters (4 Semesters)							
Income							
Fee	\$57,600						
RTP Income	\$22,476						
Total Income	\$80,076						
Expense	Discount						
	0%	5%	10%	20%	25%	30%	70%
Fee Discount	\$ -	\$2,880	\$5,760	\$11,520	\$14,400	\$17,280	\$40,320
Supervision cost	\$14,700						
Infrastructure on-cost	\$4,410						
Project Cost	\$3,300						
Total expense	\$22,410	\$25,290	\$28,170	\$33,930	\$36,810	\$39,690	\$62,730
Net position	\$57,666	\$54,786	\$51,906	\$46,146	\$43,266	\$40,386	\$17,346
Net after OHSC & ELICOS	\$47,941	\$48,659	\$45,779	\$40,019	\$37,139	\$34,259	\$11,219
Low Cost Masters (4 Semesters)							
Income							
Fee	\$57,600						
RTP Income	\$9,564						
Total Income	\$67,164						
Expense	Discount						
	0%	5%	10%	20%	25%	30%	70%
Fee Discount	\$ -	\$2,880	\$5,760	\$11,520	\$14,400	\$17,280	\$40,320
Supervision cost	\$14,700						
Infrastructure on-cost	\$4,410						
Project Cost	\$3,300						
Total expense	\$22,410	\$25,290	\$28,170	\$33,930	\$36,810	\$39,690	\$62,730
Net position	\$44,754	\$41,874	\$38,994	\$33,234	\$30,354	\$27,474	\$4,434
Net after OHSC & ELICOS	\$35,029	\$35,747	\$32,867	\$27,107	\$24,227	\$21,347	-\$1,693

NOTE: The above figures are illustrative figures only to demonstrate the budget tolerance.

Other Expenses	
OHSC	\$1,799
15 Weeks ELICOS	\$6,127
Total other expenses	\$7,926

NOTE: Final packages often involve the above additional costs to fee discounts, which represent added costs to the University.

Appendix 2

Current International HDR Fee Waiver Agreements

NO.	Country	Name of Sponsor	Name of Scholarship or Program	Agreement Status	Study Program/ Level	Number of Fee Waiver Offered (per annum)	Degree Duration (Years)	Tuition Fee Arrangement		Total Enrolled students			Comments
								Tuition Fees paid by sponsor	Tuition waiver by VU	2017	2018	Total till now	
1	China	China Scholarship Council	VU-China Scholarship Council Joint Scholarship	Current (30/06/2015 - 29/06/2020)	PhD	10	4 Years	No	Full	2	1	7	
2	China	Trace Foundation	VU-Trace Foundation Joint Scholarship	Current (26/08/2015 - 25/08/2018)	Master (research)/PhD	1	2 or 4 Years	50% (2017 and 2018)	50% (2017 and 2018)	1		1	Tuition fee increment no more than 10% per annum (Agreement with College of Education - TRACE undergoing restructure Feb 2018 - may not proceed with this agreement TBC)
3	Guatemala	Fundacion Guatefuturo	Joint Graduate-Research Loan	Current (5/09/2016 - 5/11/2019)	Master (research)/PhD	2 (full tuition fee scholarships) 3 (50% tuition fee scholarships)	2 to 4 years	50%	2 (full) 3 (partial - 50%)			0	Unconditional offers only and must commence
4	Indonesia	Directorate General of Resources for Science, Technology and Higher Education	BUDI previously known as DIKTI)	Current (20/04/2016 - 19/04/2021)	Master (research)/PhD	Did not specify	4 years	Full - 3 years	Full - 4th year	1		1	Tuition fee increment no more than 5% per annum
5	Indonesia	Ministry of Religious Affairs	MORA	Current (3/11/2016 - 2/11/2021)	Master (research)/PhD	Did not specify	4 years	Full - 3 years	Full - 4th year			1	
6	Thailand	Chiang Rai Rajabhat University	CRRU	Current (15/11/2016 - 14/11/2021)	PhD	5	4 years	75% - 4 years	25% discount			0	

NO.	Country	Name of Sponsor	Name of Scholarship or Program	Agreement Status	Study Program/ Level	Number of Fee Waiver Offered (per annum)	Degree Duration (Years)	Tuition Fee Arrangement		Total Enrolled students			Comments
								Tuition Fees paid by sponsor	Tuition waiver by VU	2017	2018	Total till now	
7	Thailand	Rajabhat University Network	RUN	Current (15/11/2016 - 14/11/2021)	PhD	5	4 years	75% - 4 years	25% discount	1		1	
8	Vietnam	Vietnam International Education Development	Ministry of Education and Training	Current	PhD	5	4 years	US\$15,000 - 3 years	Tuition fee gap payment - 3 years & full - 4th year	2	1	4	Final intake semester 1, 2018
9	Colombia	Fundacion Para El Futuro De Colombia	COLFUTURO Joint Graduate-Loan	Pause	Master (research)/PhD	2 (Full tuition fee scholarships - PhD) 8 (50% tuition fee scholarships)	2 or 4 Years	50%	2 (full) 8 (partial - 50%)			1	Paused on 27 March 2018

Legend: **Green – current**, **Red – paused**

Source: International Scholarship Agreement from Keith Ong, VUI Scholarship, Updated on 7th May 2018

Definition

Scholarship: Funding to support students degree which pays for both living allowance and tuition fee.

Fee Waiver: VU provides an exemption of student fees payment which means that there is no cash flow to VU.

Comments

- Seven current tuition fee waiver agreements; two agreements are pending to be finalised;
- This list does not include scholarship agreements.
- Based on the seven current agreements, VUR has a total of 26 fee waiver places. This figure does not include the two Indonesian agreements (see table) where the number of spots are not specified in the agreement.
- In 2017, there were a total of seven fee waiver research students enrolled at VU and in 2018, two tuition fee waiver students (till 8th May 2018). These figures relate to the agreements included in this document only.
- In 2017, VUR provided four international scholarships (RTPs). Number for 2018 are yet to be determined.
- Among the above, the China CSC agreement appears to be the one that has generated more students, followed by Vietnam International Education Development.

Appendix 3

Competitors Current Fee Waivers

Background

A brief Google search was conducted on universities in Australia regarding tuition fee scholarships offered to international HDR students¹. The result shows that with exception from Deakin University, most investigated universities provide full tuition fee waiver (100%) for international HDR students who meet their eligibility and selection criteria.

Universities refer to tuition fee waiver differently. For example, the University of Melbourne uses “fee remission” and “fee waivers” interchangeably. Monash University uses “tuition fee sponsorship”. La Trobe University calls it “full fee research scholarships” or “fee-relief scholarship”. Deakin University calls it “25% of student contributions (tuition fees)”. These terms are quoted interchangeably in this document.

In summary, in addition to the Australian Government’s Research Training Program (RTP), there are different schemes of **tuition fee, stipend or full scholarships**² in different universities. The public information about these schemes suggests that if a tuition fee scholarship is offered, either as a standalone scholarship or a part of a full scholarship, it covers the full duration of the HDR degree, with or without extension opportunities.

The tuition fee scholarships or full scholarships that cover tuition fees offered by ANU and Swinburne are detailed in Table 1. Brief information on HDR scholarships at the other universities is provided in Table 2.

Table 1: Summary of tuition fee component in scholarships offered by ANU & Swinburne

University	Scholarship	Eligibility/Selection Criteria
ANU	Tuition Fee Scholarship - PhD ³ <ul style="list-style-type: none"> Full tuition fee waiver Three years Two six months extension 	Bachelor’s degree with first-class or upper second-class honours, or a research Master’s degree from a recognised university; International Students.
	Tuition Fee Scholarship – Master of Philosophy ⁴ <ul style="list-style-type: none"> Full tuition fee waiver One year Extension: limited periods not exceeding one further calendar year 	Bachelor degree with first-class or upper second-class honours, or a research Master degree from a recognised university; International students.
	ANU-CSC Scholarship – PhD ⁵ <ul style="list-style-type: none"> 20 PhD scholarships each year ANU will provide an HDR Fee Remission Merit Scholarship to cover all tuition fees for (maximum) four years 	Selection criteria set out by the China Scholarship Council
	Australian Government Research Training Program (AGRTP) International Fee Offset Scholarship ⁶ <ul style="list-style-type: none"> Covers tuition fees for 3 years with the possibility of two six month extensions Provides program length overseas student health cover for the student and their immediate family 	Candidates are ranked, and scholarships are awarded based on a competitive ranking process, to the top-ranked candidates, subject to evidence they meet merit-based selection criteria, and subject to confirmation of a qualified supervisor, space and resources being available, in an area of research that is aligned with ANU research strategy.
	HDR Fee Remission Merit Scholarship ⁷ <ul style="list-style-type: none"> Covers the tuition fees for the standard duration of a PhD or Master of Philosophy program 	Be enrolled in a postgraduate research program; an International student; be ranked as part of a competitive scholarship process for another ANU or external scholarship.

¹ Search terms included different combinations of “tuition fee scholarship”, “fee waiver”, “fee discount”, “HDR”, “PhD”, “Masters” and “International”. All information in this document was extracted from relevant online sources on 6th September 2018.

² Three types of scholarships will be frequently referred to in this document. Tuition fee scholarships cover tuition fee only (occasionally cover OSHC). Stipend scholarships offer living allowance to students. Full scholarships cover both tuition fee, living allowances and often offer other benefits.

³ Reference: http://www.anu.edu.au/files/financial-support-option/hdr_tuition_fee_scholarship_2011-2015.pdf.

⁴ Reference: <http://www.anu.edu.au/students/scholarships-fees/scholarships/anu-tuition-fee-scholarship-mphil>.

⁵ Reference: <http://www.anu.edu.au/students/scholarships-fees/scholarships/anu-csc-scholarship>.

⁶ Reference: <http://www.anu.edu.au/students/scholarships-fees/scholarships/australian-government-research-training-program-agrtp-1>

⁷ Reference: <http://www.anu.edu.au/students/scholarships-fees/scholarships/hdr-fee-remission-merit-scholarship>

University	Scholarship	Eligibility/Selection Criteria
	Taiwan Australian National University Scholarship ⁸ <ul style="list-style-type: none"> \$27,082 per annum plus full tuition (2018 value), jointly funded by ANU and MOE 	Students selected for the Scholarships must be exemplary students who have demonstrated merit through consistently achieving high academic results.
Swinburne University of Technology	Tuition Fee Scholarship (TFS) ⁹ <ul style="list-style-type: none"> Fee waiver for four years for doctoral candidates Two years for Masters candidates Students will be required to pay the tuition fee at the end of the scholarship 	Available to PhD candidates and Masters by Research candidates. Tuition Fee Scholarships are considered on a case-by-case basis. International students seeking a Tuition Fee Scholarship must seek support from their Principal Coordinating Supervisor.
	Research Training Program <ul style="list-style-type: none"> Stipend (RTPS)¹⁰ Fee waiver for four years for doctoral candidates Students will be required to pay the tuition fee at the end of the scholarship. Stipend: AU\$26,682 (tax-free) per year for three years full time (2017 rate). This may be extended for a further six months in some cases. 	Available for PhD programs only.
	Postgraduate Award (SUPRA) ¹¹ <ul style="list-style-type: none"> Fee waiver for four years for doctoral candidates Students will be required to pay the tuition fee at the end of the scholarship. Stipend: AU\$26,682 (tax-free) per year for three years full time (2017 rate). This may be extended for a further six months in some cases. 	Available for PhD programs only.
	Research Training Program Fee Offset (International) ¹² <ul style="list-style-type: none"> Fee waiver for four years for doctoral candidates Students will be required to pay the tuition fee at the end of the scholarship. 	The IPRS is awarded together with a stipend scholarship. Available for PhD programs only. All international applicants except New Zealand citizens

In Table 2, Column A presents a full scholarship or stipend the only scholarship offered at different universities. Most scholarships cover tuition fees for the duration of the course (three years/four years for PhD or one/two years for Masters). Column B includes scholarships that only cover tuition fees for the duration of the HDR courses. Generally, they are awarded together with a stipend scholarship.

All tuition fee scholarships included in Table 2 cover the full duration of the courses. Except for Deakin University, all listed universities provide 100% tuition fee waiver.

Table 2: Summary of scholarships for international HDR students at other Australian universities

University	Column A	Column B
	Full/stipend scholarship for international HDR students	Tuition fee scholarship for international HDR Students
University of Adelaide ¹³	<p>Full scholarships:</p> <ul style="list-style-type: none"> Adelaide Graduate Research Scholarships (Offered to its recent graduates) Australian Government Research Training Program Scholarship Beacon Scholarships for PhD Applicants (open to students from international partner institutions only) CSC – University of Adelaide Scholarship Luong Van Can Scholarships Master of Philosophy Scholarships – International PhD scholarship (School of Mathematical Sciences) Vietnam International Education Development / University of Adelaide Scholarships University of Adelaide-University of Nottingham Joint Doctoral Training Partnership <p>Stipend only scholarships:</p> <ul style="list-style-type: none"> ARC Training Centre for Innovative Wine Production (Stipend only) 	<p>Full Fee Scholarships</p> <ul style="list-style-type: none"> Applicants must be nominated by their Principal Supervisor and Executive Dean. ONLY be allocated to international students who have been previously awarded a stipend by the host School, Faculty, or Research Institute. Students in receipt of overseas government funding will be deemed ineligible for a fee waiver unless a Memorandum of

⁸ Reference: <http://www.anu.edu.au/students/scholarships-fees/scholarships/taiwan-australian-national-university-scholarship>

⁹ Reference: <http://www.swinburne.edu.au/media/swinburneeduau/research/docs/pdfs/scholarships/scholarships-entitlements-easy-guide.pdf>

¹⁰ Ibid.

¹¹ Ibid.

¹² Ibid.

¹³ Reference: <https://www.adelaide.edu.au/graduatecentre/scholarships/research-international/opportunities/#> (Only scholarships that are currently open for applications are included.)

University	Column A	Column B
	Full/stipend scholarship for international HDR students	Tuition fee scholarship for international HDR Students
	<ul style="list-style-type: none"> Adelaide Scholarship International Centre for Energy Technology Scholarships Materials Development for Solar-Driven Production of Fuels and Chemicals PhD study in Improving Thermal Comfort of Housing for Older People Scholarship 	Understanding exists between the University and the Sponsor to cover such awards.
University of Melbourne	<p>The Melbourne Research Scholarship (Stipend) and Australian Government Research Training Program Scholarship (Stipend) provide the following benefits:</p> <ul style="list-style-type: none"> A living allowance of \$30,000 per year (2018 full-time pro-rata rate) for up to 2 years for students undertaking a Master by research degree and 3.5 years for a student undertaking a Doctoral by research degree. a relocation grant of \$2,000 for students who need to move from outside Victoria or \$3,000 for students who need to move from outside Australia to study at the University of Melbourne limited paid sick, maternity and parenting leave <p>Other graduate research scholarships include¹⁴:</p> <ul style="list-style-type: none"> O. Capell Scholarship Harbison-Higinbotham Research Scholarship Melbourne International Research Scholarship Melbourne International Engagement Award Fay Marles Scholarship Fredrick Blake Shepherd Scholarship Baillieu Research Scholarship Human Rights Scholarship Sir John and Lady Higgins Research Scholarship Ernst and Grace Matthaei Research Scholarship Stella Mary Langford Scholarship Henry James Williams Scholarship Elizabeth and Vernon Puzey Scholarship Helen MacPherson Smith Scholarship. <p>Some scholarships can be held concurrently with another graduate research scholarship.</p> <p>There are many other stipends only scholarships, which are paid annually to research students studying a specific discipline. For example:</p> <ul style="list-style-type: none"> Alfred Nicholas Fellowship¹⁵ Hansen Trust PhD Scholarship in History¹⁶. <p>Scholarships of single payments with varying values from \$500 to \$120,000 are also available. For example:</p> <ul style="list-style-type: none"> Georgina Sweet Scholarship Genetics Research Award. <p>Other full scholarships:</p> <ul style="list-style-type: none"> CSC-UOM PhD Scholarship Victorian International Research Scholarship¹⁷ and more. 	<p>The Melbourne Research Scholarship (Fee Offset) and Australian Government Research Training Program Scholarship (Fee offset) provide a full tuition fee offset for up to 2 years for students undertaking a Master by research degree and up to 4 years for a student undertaking a Doctorate by research degree.</p> <p>Graduate Research Scholarships (Research Training Program Scholarships and Melbourne Research Scholarships) are awarded by academic merit, strategic alignment and supervisor availability¹⁸. International graduate researchers are automatically considered for Graduate Research Scholarships and do not need to apply separately.</p>
Deakin University ¹⁹	<p>In addition to the Research Training Program Scholarship (RTP) / Deakin University Postgraduate Research Scholarship (DUPR), most of Deakin University's HDR scholarships are offered to specific research areas. For example, scholarships that are currently open include:</p> <ul style="list-style-type: none"> HDR Scholarship - Beyond Recognition: Postcolonial Relationality Across Difference HDR Scholarship - Effects of electronic bikes (ebikes) on physical activity and cardiometabolic health in at-risk populations HDR Scholarship - Development of a predictive tool for material wear using experiment and coupled SPH and DEM simulation 	<p>Deakin International Scholarship²⁰</p> <ul style="list-style-type: none"> 25% of tuition fees (named student contribution on Deakin's website) <p>Deakin Vice-Chancellor's International Scholarship</p>

¹⁴ Reference:

https://ask.unimelb.edu.au/app/answers/detail/a_id/5975/session/L3RpbWUvMTUzNjIxNTUzMC9zaWQvZlVvcTNzU0RfZzZSdFdleWVuVExlMmlzV1NnazlTdWY5VWZVUmlDeHUIN0VWUf9oMWYwN1d3eGJLNTIIN0VpOU9Lbm1hdk1fRmdKbUzMjcVETVjzOVFRajInWkc4JTdFMFp0Y1gxSBfdTR2ODFXbJRRMOE5eXRxRUJYT2NRJTlxTlx

¹⁵ Reference: <https://scholarships.unimelb.edu.au/awards/alfred-nicholas-fellowship>

¹⁶ Reference: <https://scholarships.unimelb.edu.au/awards/hansen-trust-phd-scholarship-in-history>

¹⁷ Reference: <https://scholarships.unimelb.edu.au/awards/victorian-international-research-scholarship>

¹⁸ Reference: <https://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/melbourne-research-scholarship-mrs>

¹⁹ Reference: <http://www.deakin.edu.au/courses/scholarships/find-a-scholarship>. Only scholarships that are currently open for applications are included.

²⁰ Reference: <http://www.deakin.edu.au/courses/scholarships/find-a-scholarship/deakin-international-scholarship>

University	Column A	Column B
	Full/stipend scholarship for international HDR students	Tuition fee scholarship for international HDR Students
	<ul style="list-style-type: none"> Baker Heart and Diabetes Institute & Deakin University Joint Scholarships HDR Scholarship - Addressing the challenges of increasing children's physical activity levels HDR Scholarship - Lina Ricciardelli Memorial Scholarship HDR Scholarship - Mimicry of wear resistant biomaterials HDR Scholarship - Multiculturalism, Migration and Youth HDR Scholarship - Seagrass Restoration: Development of methods for the recovery of intertidal seagrass meadows in Western Port PhD scholarship - Fulbright Commission PhD scholarship - Glendon A. Lean Memorial Award in mathematics education 	<ul style="list-style-type: none"> All tuition fees or 50% tuition fees Participation in the Vice-Chancellor's Professional Excellence Program Priority place for on-campus accommodation
RMIT	<p>RMIT has two stipend scholarships available. These are the RTP Stipend Scholarship (RSS) and the RMIT Research Stipend Scholarship (RRSS).</p> <p>There are also scholarships available to different research areas²¹. For example, scholarships available to all research areas include:</p> <ul style="list-style-type: none"> Chile Bicentennial Research Scholarship PhD Scholarship in Urban Futures Social Inequities Vice-Chancellor's PhD Scholarship (VCPS). <p>There are also over 65 scholarships offered to specific research areas.</p>	<p>RTP International Fee Offset Scholarship (RIFOS) and RMIT Research International Tuition Fee Scholarship (RRITFS)²².</p> <p>Both RIFOS and RRITFS scholarships provide tuition fees for a period of 3 years, with the possibility of a six month extension.</p>
La Trobe University	<p>Living allowance scholarships:</p> <ul style="list-style-type: none"> Research Training Program (RTP) Stipend Scholarships <p>Full scholarships²³:</p> <ul style="list-style-type: none"> Joint Baker Heart and Diabetes Institute – La Trobe University Research Scholarships Australian Futures Research Scholarships The David Myers Research Scholarship James T. Riady Research Scholarship Fong Tam Yuen Leung Medical Research Fellowship 	<p>La Trobe University Full Fee Research Scholarships (LTUFFRS)</p> <ul style="list-style-type: none"> Cover tuition fees for two years for a Master's by research degree, and four years for a doctoral degree. Does not cover Overseas Student Health Cover (OSHC) Offered each year for outstanding international applicants on the basis of academic merit and research capacity
Monash ²⁴ University	<p>Scholarships:</p> <ul style="list-style-type: none"> Research training program (RTP) stipend Monash Graduate Scholarship (MGS) Maxwell King PhD scholarship Monash Silver Jubilee Postgraduate Research scholarship Sir James McNeil Foundation Postgraduate Research Scholarship Monash-Museums Victoria scholarship IITB-Monash joint PhD scholarship Co-funded Monash graduate scholarship Monash University-CSC joint scholarship Monash University-Pakistan Higher Education commission joint scholarship Indonesian women in STEM scholarship 	<p>Monash international tuition scholarship (MITS)</p> <ul style="list-style-type: none"> Full tuition fees and single OSHC Generally awarded together with a stipend scholarship <p>Vera Moore international postgraduate research scholarship (VMIPRS)</p> <ul style="list-style-type: none"> Full tuition fees and single OSHC Generally awarded together with a stipend scholarship

²¹ Reference: <http://www1.rmit.edu.au/scholarships/research>

²² Reference: <http://www1.rmit.edu.au/browse:ID=87h8ft98hxc>

²³ Reference: <https://www.latrobe.edu.au/research/future/costs-scholarships/named-scholarships>

²⁴ Reference: <https://www.monash.edu/graduate-research/future-students/scholarships>

Appendix 4

Policy Change Procedure

The table below presents all steps that are involved in changing a policy at Victoria University. Key roles and responsibilities include:

- Policy Owner (VU Business Unit):** Manages policy development, review and maintenance. Identifies areas requiring policy change or creation in consultation with Manager, Policy and Compliance Services, with advice from Legal Services. Authorises and oversees the policy brief for policy development. Seeks advice from relevant bodies/authorities on developed policy and seeks approval from the relevant Policy Maker. Implements approved policy. Reviews policy need and content every 3 years or earlier if required.
- Policy Advisor (VU Business Unit):** Drafts policy brief to capture an identified need for policy change or creation. Drafts the proposed policy in consultation with the Manager, Policy and Compliance Services. Provides ongoing direction and input to the Manager, Policy and Compliance Services throughout the development of a policy. Assesses feedback received on developed policy and makes suggestions on required changes to the Manager, Policy and Compliance Services. Drafts and manages any procedures that support a policy. Ensures the currency of any procedures that support a policy.
- Manager, Policy and Compliance Services (Office of the Vice-Chancellor):** Manages the policy development process. Manages overall policy scope and quality. Reviews submitted policy brief, determines, in consultation with Legal Services, whether the identified need is best met by policy and makes a recommendation to the Policy Advisor on how to proceed. Provides policy drafting support to Policy Advisor as appropriate, considering strategic priorities and resourcing. Conducts consultation on developed policy and makes required changes after considering feedback. Communicates approved policy to the University community. Determines whether a policy change is minor or substantive.

	Procedure	Research Services Involvement
1	Require for policy change: Policy Owner identifies areas requiring policy change in consultation with Manager, Policy and Compliance Services and advice from Legal Services.	Contact policy owner
2	Request policy brief to be prepared: Policy Owner requests that the Policy Advisor create a policy brief to capture the identified need and required content.	
3	Draft policy brief: Policy Advisor to draft policy brief capturing the identified need and required content based on research and input from the Policy Owner and other relevant stakeholders.	
4	Review policy brief:	
	- Manager, Records Services and Archives will determine if the need is met by policy or whether other means (e.g. procedure) are more appropriate. Determine if any existing policy or procedure relates to the need, and whether amendment to existing policy or procedure is required. Classify the policy under one of the following categories: governance, academic or operational. Refer to Legal Services for review	

	Procedure	Research Services Involvement
	- Legal Services assess whether the identified need and required content is consistent with and does not duplicate other University statute, regulation or policy.	
5	Make recommendation: Manager, Policy and Compliance Service will make one of the following recommendations following the review of the policy brief: Create new policy. Amend existing policy. No policy change required.	
6	Draft policy:	
	- Policy Advisor to draft policy	
	- Manager, Policy and Compliance Services provide support as appropriate in drafting proposed policy, considering strategic priorities and resourcing. Manager, Policy and Compliance Services retains editorial control.	
7	Consult relevant stakeholders and develop policy content: Manager, Policy and Compliance Services to consult relevant stakeholders to assess impact of required content and seek feedback to improve policy content.	Provide consultation
8	Legal review:	
	- Manager, Policy and Compliance Services refer proposed policy to Legal Services for review.	
	- Legal Services to provide comment on proposed policy	
9	Feedback on policy:	
	- Manager, Policy and Compliance Services to publish and communicate developed policy on the online consultation noticeboard for a minimum period of 10 business days. Consult with University community on developed policy and seek feedback.	Provide feedback
	- Policy Advisor assesses feedback and suggest required changes to Manager, Policy and Compliance Services.	
	- Manager, Policy and Compliance Services assess feedback. Assess suggested changes from Policy Advisor. Make changes to policy.	
10	Policy Owner to seek advice from relevant bodies/authorities. If the policy is a governance policy, submit the policy to the Academic Board and Vice-Chancellor for advice to the Council. If the policy is an academic policy, submit the policy to the Academic Board for advice to the Vice-Chancellor.	Provide advice
11	Policy Owner to submit policy to Policy Maker: If the policy is a governance policy, submit the policy to the Council for making. If the policy is an academic policy or operational policy, submit the policy to the Vice-Chancellor for making.	
12	Communicate approved policy: Manager, Policy and Compliance Services will communicate to the University community that the policy has been approved via email announcement and the central policy register.	
13	Implementation of policy: Policy Owner to implement policy across the University.	Assistance in implementation

References:

1. Policy Development Policy <<https://policy.vu.edu.au/document/view.php?id=144>>
2. Policy Development Procedure <<https://policy.vu.edu.au/document/status-and-details.php?id=145>>
3. Policy – Procedure Development Procedure <<https://policy.vu.edu.au/document/status-and-details.php?id=221&version=1>>

Appendix 5

Fee Waiver Guidelines for International HDR Students - STAGES

