

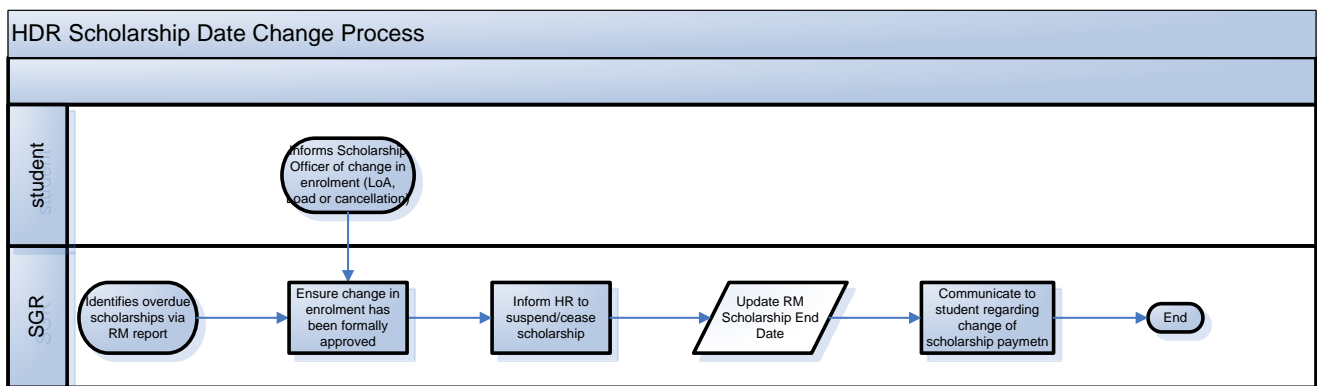
Scholarship changes

HDR Policy and Procedures reference: Item 8.1 and Statute 5.2 - Enrolment

This guide shows staff how to record a change of scholarship end date of a higher degrees by research (HDR) student by modifying the related **Linked Funding** record and creating a related **Significant Dates** record in the Postgraduate Module of ResearchMaster (RM). Scholarship date change is recorded at the School of Graduate Research (SGR).

Guidelines and rules

The end date of a scholarship may change due to Leave of Absence (LoA), change of Academic Load, unsatisfactory progress or enrolment cancellation. The scholarship holder must inform the relevant scholarship officer of any change in enrolment. The scholarship officer will update the record in RM and inform HR to change the payment accordingly.



To update Linked Funding

- 1 Select **Linked Funding** from the list in the selection field for related data types.
- 2 Click to display the **Edit Scholarship** screen.


The screenshot shows the 'Edit Scholarship' window with the 'Application Details' tab selected. The following table represents the data visible in the form:

Application Details				Period Of Funding	Budget Amount Details	Original Awarded Amounts
Scholarship Code	340604		<input checked="" type="checkbox"/> Primary Fund Scheme			
	RMIT PhD Scholarships 2008		<input checked="" type="checkbox"/> Current			
Abbreviation	RPS 08					
Organisation	18	RMIT University				
Date Applied	01/10/2007		Date Rejected	//		
Date Withdrawn	//		Date Combined	//		
Date Transferred	//		Date Approved	01/11/2007		
Date Closed Off	//					
Summary						
Source of Funds	Australian University					


- 3 In the Application Details tab,
 - Tick 'Primary Fund Scheme' for APA or any RMIT Central HDR Scholarship, such as RPS.
 - Tick the 'Current' box for HDRs currently receiving the scholarship or will resume receiving the scholarship after returning from leave of absence. This must be un-ticked when the scholarship expires or is discontinued.

The screenshot shows the 'Edit Scholarship' window with the 'Period Of Funding' tab selected. The following table represents the data visible in the form:

Period Of Funding			
Date Funded From	01/01/2008		
Date Funded To	01/10/2010		
Extension Required	<input checked="" type="checkbox"/>		
Extension Approved	<input checked="" type="checkbox"/>		
Date Ext. Funded To	31/03/2011		
Comments			



- 4 In the Period of Funding tab,
- 'Date Funded From' must be the same as the HDR Candidature Start Date
 - 'Date Funded To' must be the (expected/actual) last day of the scholarship payment. It needs to be updated when there is any change in academic load (full-time/part-time), leave of absence or scholarship cancellation.
 - 'Extension' must be recorded for active doctorate APA and RPS holders whose candidature consumed load is more than 3 EFTSL.
- 5 Click  to save.

To create a Significant Date - Scholarship Suspension

- 6 Select **Significant Dates** from the list in the selection field for related data types.
- 7 Click  to display the **Significant Dates** screen.

8 Complete the **Initial Details** tab as follows

Field	Action
Date of Action	Enter the start date of the suspension period.
Status	Select status of Completed .
Event	Select Scholarship Suspension .
Title	Defaults to the title of the event type. Change or add text as required. Note: If the event in the previous event type field is changed, the title does not change.
Est. Completion Date	Enter the estimated completion date of this suspension period.
Time (days)	Leave blank. The system calculates the total number of elapsed days expected for the significant event. Note: The system does not differentiate between working and non-working days.
Completion Date	Enter the actual end date of this suspension period.
Time (days)	Leave blank. The system calculates the total number of elapsed days expected for the significant event. Please make sure the number of days match with the number of days in the candidature change, such as LoA and load change period. Note: The system does not differentiate between working and non-working days.

- 9 Click  to save.
- 10 Click . If a completion date for the event has been entered and the **Status** has not been ticked as **Completed**, a prompt will display.

Close the student record.