

# Scholarship Application

HDR Policy and Procedures reference: Item 7.10

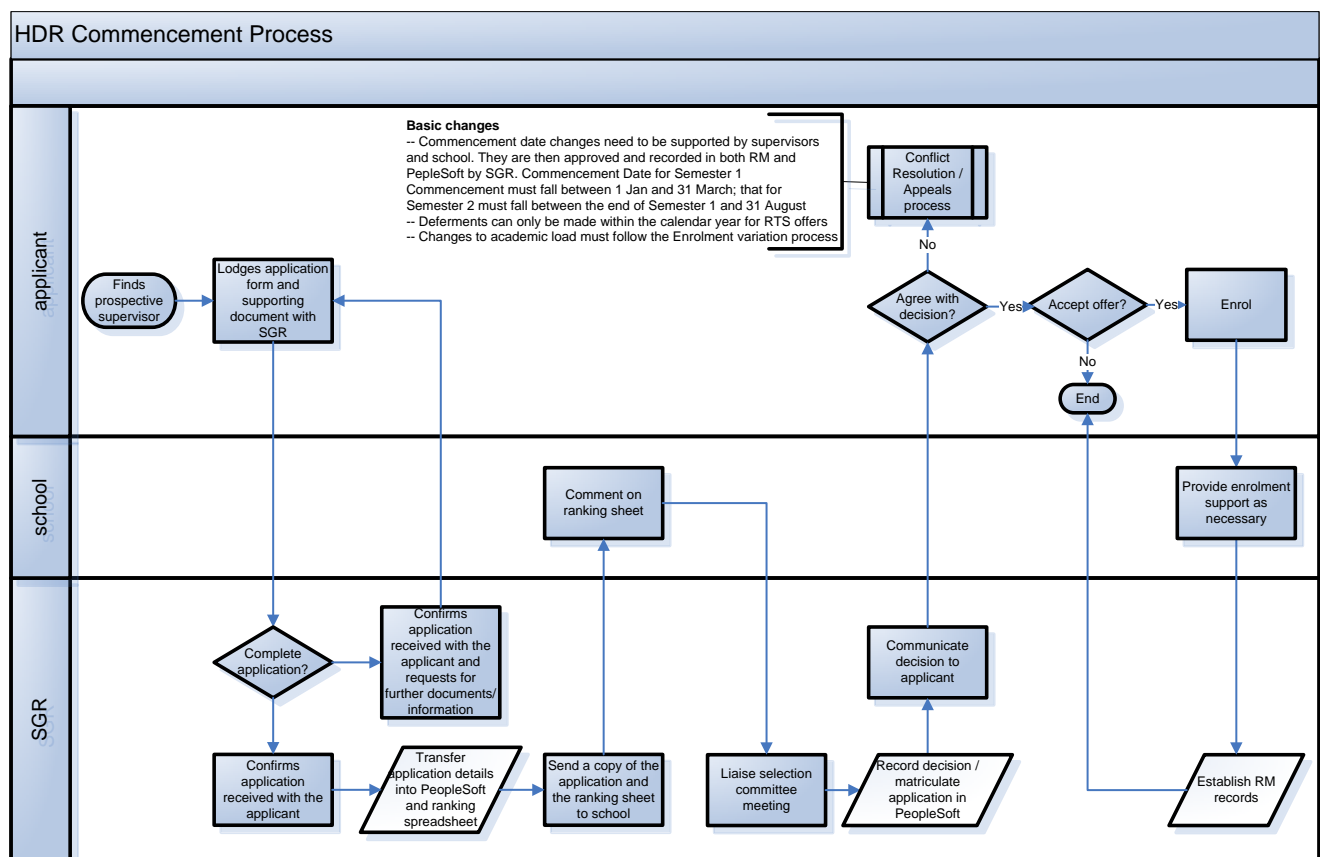
This guide shows staff how to record an application of a Higher Degrees by Research (HDR) scholarship in the **Applications Module** and the **Schol. Recip Module** of ResearchMaster (RM). Applications of Scholarships administered by the School of Graduate Research (SGR) are recorded at the SGR.

## Guidelines and rules


Major domestic HDR scholarships are administered in conjunction with domestic HDR admissions. The generic process is presented below. For further commencement rules, please refer to *RM Guide – Commencement*.


RM is the central database for recording these scholarship applications. The following scenarios need to be noted when performing data entry.

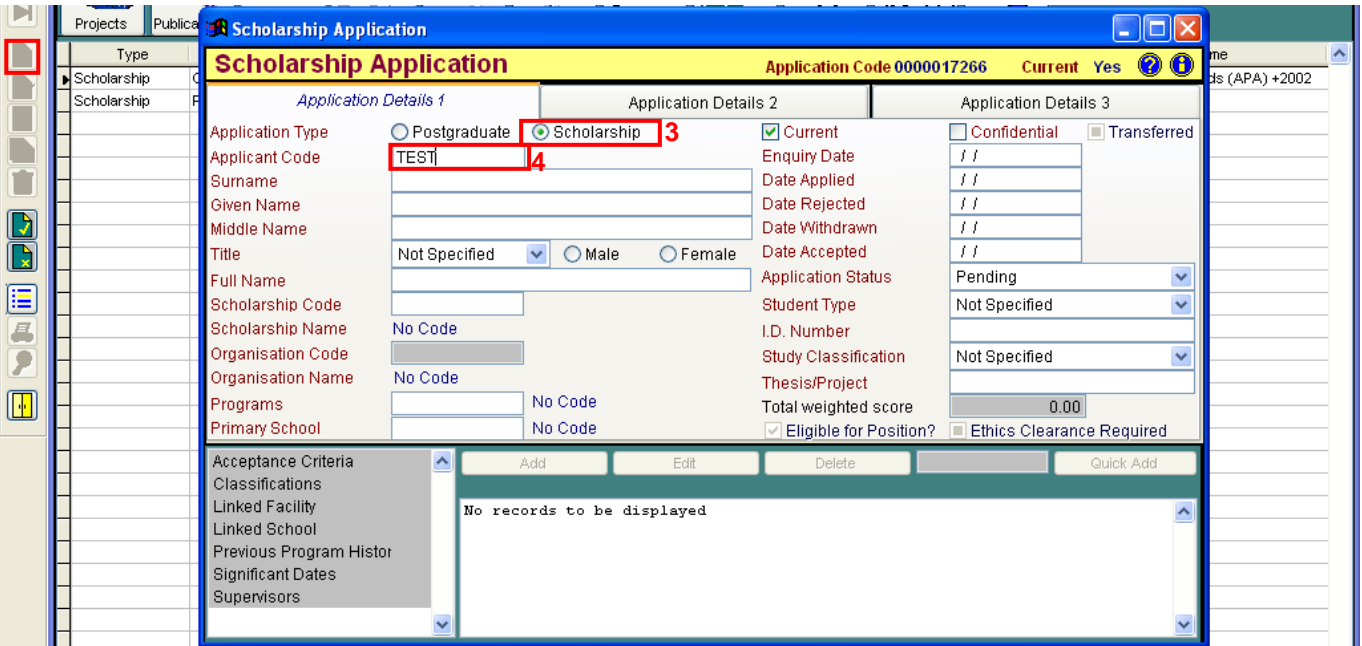
- If an applicant applies for more than one program in the same school, only one record should be created for each scholarship.
- If an applicant applies for more than one program in different schools, one record should be created for each scholarship at each school.
- An Australian Postgraduate Award (APA) record and an RMIT PhD Scholarship (RPS) record should be created separately for application to each school by each PhD applicant. Masters by research applicants are only eligible for APA unless the applicant is a current research candidate planning to upgrade.



## Create a new Scholarship Application record

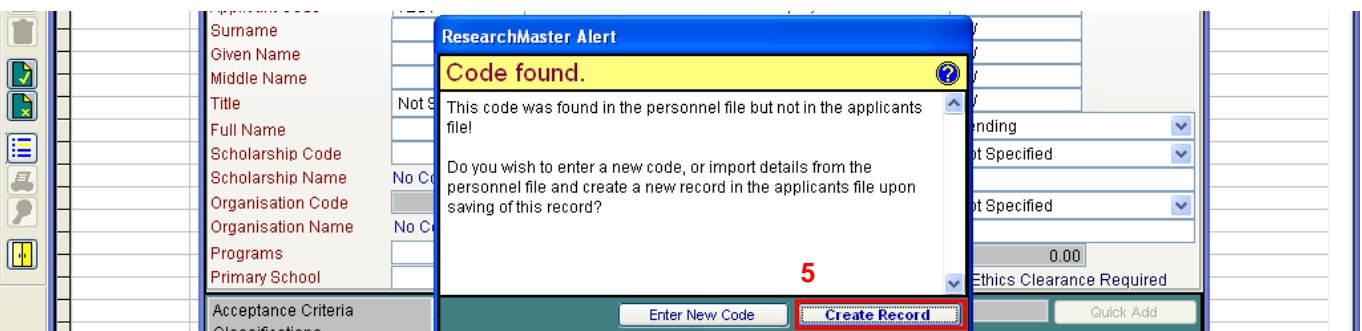
1. Select the **Applicants Module** button on the Control Desk to display the **Applicants Selection** screen.
2. Click  to create a new record.
3. Select **Scholarship**.
4. Enter **Application Code** (Student ID) and Tab out of the field.

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5. Select **Create Record** in the Alert window, if “the code was found in the personnel file but not in the applicants file”. (This creates a shadow record to one in the Personnel Module which is carried through a feeder from PeopleSoft overnight, once an application record is created.)

Otherwise, investigate if an application record is missing in PeopleSoft. If not, note down details from existing **Applications** records, if any. → Delete the **Applications** records → Delete the **Applicants** records (Access from the menu System/Applications/Select Applicants) → Re-create **Applications** records



6. Complete the details on the **Application Details 1** tab as follows –

Field	Action
Scholarship Code	Enter <b>Scholarship Code</b> or select a Scholarship from a list by clicking  (See Figure 4).
Primary School	1. If an applicant has applied for one School, leave the code as is. 2. If an applicant has applied for more than one School, enter the additional School code or select each additional School from a list by clicking  . Create a record for each Scholarship and School applied for. There should be the same number of records for each Scholarship type per applicant as the number of Schools applied for.
Programs	Leave blank.
Date Applied	Type the date the scholarship application was received at SGR.
I.D. Number	Student ID (This is the key identifier for the SAMS to RM feeder.)
Study Classification	Enter Doctorate by Research for DR programs or Master's by Research for MR programs.

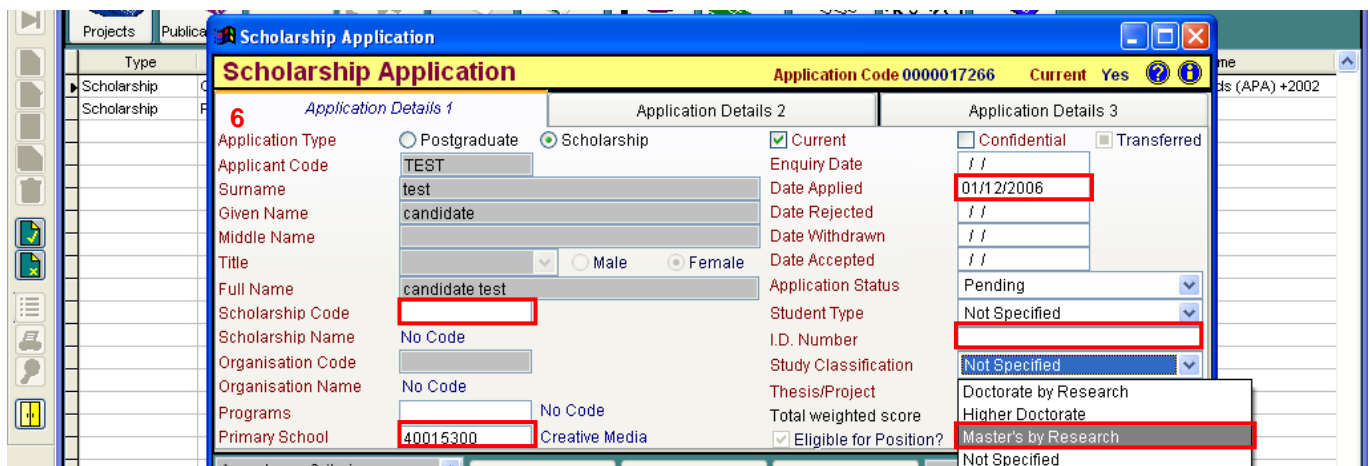
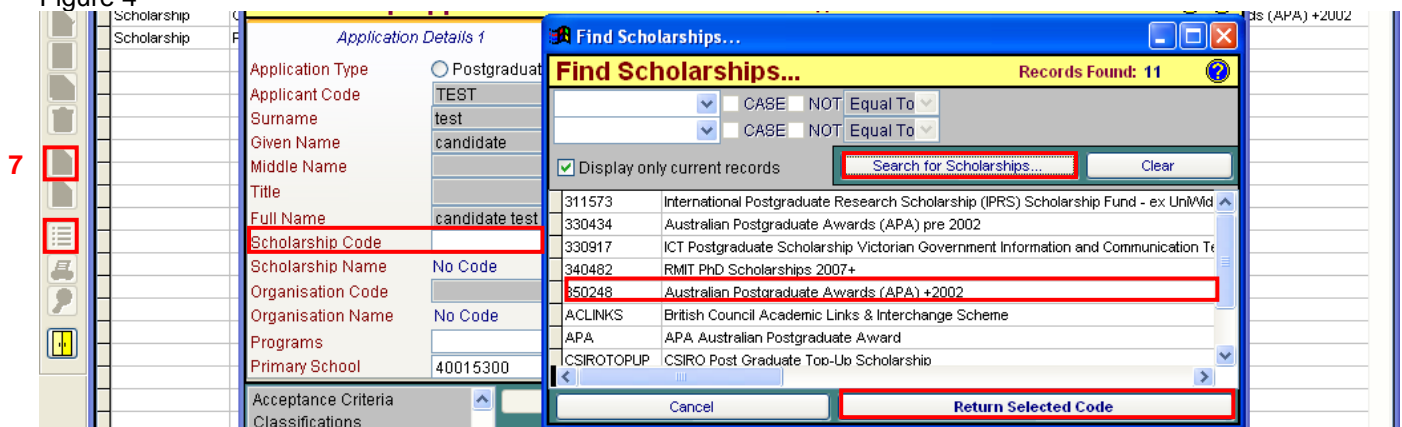



Figure 4



7. Click  to save and display the related items.

## Update the Application Status

**Scholarship Application** Application Code 0000017266 Current Yes

**Application Details 1**

Application Type:  Postgraduate  Scholarship

Applicant Code: TEST

Surname: test

Given Name: candidate

Middle Name:

Title: Not Specified

Full Name: candidate test

Scholarship Code: 350248

Scholarship Name: Australian Postgraduate Awards (APA) +2002

Organisation Code: 18

Organisation Name: RMIT University

Programs: No Code

Primary School: 40015300 Creative Media

**Application Details 2**

Current

Enquiry Date: //

Date Applied: 01/12/2006

Date Rejected: //

Date Withdrawn: //

Date Accepted: //

**Application Details 3**

Confidential  Transferred

Application Status: Offer

Student Type: Expression of Interest

I.D. Number: In Progress

Study Classification: Not Specified






Thesis/Project: Offer

Total weighted score: Pending

Eligible for Position?  Removed

Withdrawn

### 1. Change the Application Status to

- **Offer** if RMIT decides to offer the Scholarship to the applicant. Click  to save.
- **Deny** if RMIT decides NOT to offer the Scholarship to the applicant. Fill out the 'Date Rejected'. Un-tick the 'Current' box. Click  to save.
- **Withdrawn** if the Applicant decides to withdraw the application to the Scholarship before a decision is made by RMIT. Fill out the 'Date Withdrawn'. Un-tick the 'Current' box. Click  to save.
- **Declined** if the applicant decides NOT to accept the offer of the Scholarship. Un-tick the 'Current' box. Click  to save.
- **Accepted** if the applicant decides to accept the offer of the Scholarship. Fill out the 'Date Accepted'. Click  to save. Select **Transfer** in the Alert window. (Then open the candidature record in the Postgraduate Module and add the Student ID in the 'Student ID' field, if it is not already auto-populated.)

**ResearchMaster Alert**

**Accepted Application**

This application has been marked as Approved!

Details for this applicant should now be transferred to the recipients file. This procedure is RECOMMENDED.

Do Not Transfer **Transfer** Quick Add

- The Application Status should remain being **Pending** for short-listed applicants. Click  to save.

Close the candidate record.

**Final application records clean-up:**

1. Search for all records of each scholarship (Scholarship Code = 340604 'RMIT PhD Scholarships 2008'/ 350248 'Australian Postgraduate Awards (APA) +2002'; Scholarships? = Yes; Current Item? = All; Date Applied > application deadline of the previous year)
2. Mark records of final scholarship holders as **Accepted** → enter 'Date Accepted' as '03/12/200x/deadline for final confirmation' → Save and say 'Transfer' in the popup window. (Leave as 'Pending' if any applicant is still waiting for PR.)
3. For the rest, change **Offer** to **Declined**; change **Pending** to **Deny** and fill out 'Date Rejected' as '03/12/200X/deadline for final confirmation'.