

Higher Degree by Research Payments for Successful Supervision

Faculty of Medicine

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Purpose of Payment

The Faculty of Medicine wishes to reward supervisors of Higher Degree by Research students who officially complete their degree in a timely fashion. This payment is designed to directly underpin supervisors in providing maintenance and support for postgraduate students, to encourage timely completions and to provide a research incentive for supervisors.

This is new money that has previously not been available from School budgets and should be considered as a direct research incentive from the Faculty. ***The payments must not be taxed by the School to fund other activities.***

Successful Completion of Degree

In 2005, Prof Les Field, Deputy Vice-Chancellor (Research), defined a completion as the time of thesis submission.

Timely Completion

In 2001, the Department of Education, Science & Training (DEST) introduced the Research Training Scheme (RTS) for local research students.

The expected completion times for a student who commenced after the RTS was introduced are:

- up to a maximum period of four years' full-time equivalent study for a PhD/MD and
- up to a maximum period of two years' full-time equivalent study for a Masters research degree

Once the RTS period has been exceeded by a student, the education provider ceases to receive any DEST funding for the student.

The Associate Dean Research Students may decide to withhold completion payment where the student has experienced significant delays due to poor supervision or research management within the School.

Payment Rates

Payments amounts will be listed in a letter that will be sent to all supervisors eligible to receive payments.

Consistent with DEST guidelines and therefore with the manner in which funds are received by UNSW, disciplines designated as "low cost" by DEST will receive one-half of the year's completions payment rate from 2004 onwards. Consistent also with DEST practice, Masters completions will receive one-half of the payment amount set for a doctoral completion.

The rates of payment are:

Doctoral completion ("high cost")	\$9,000
Masters completion ("high cost")	\$4,500
Doctoral completion ("low cost")	\$4,500
Masters completion ("low cost")	\$2,250

From 2007, payment rates will be indexed according to the time taken to complete.

Bonus payments for **doctoral** theses submitted after a **maximum** enrolment of:

- 8 full-time equivalent (FTE) enrolled Sessions will be \$9,000.00/\$4,500.00*
- 9 FTE enrolled Sessions will be \$4,500.00/\$2,250.00*
- 10 FTE enrolled Sessions will be \$0.00

Bonus payments for **master** theses submitted after a **maximum** enrolment of:

- | | |
|--|------------------------|
| ▪ 4 full-time equivalent (FTE) enrolled Sessions will be | \$4,500.00/\$2,250.00* |
| ▪ 5 FTE enrolled Sessions will be | \$2,250.00/\$1,125.00* |
| ▪ 6 FTE enrolled Sessions will be | \$0.00 |

* high cost/low cost rates

Supervisors Eligible to Receive Payments

In order for a supervisor to be eligible, the following conditions must be met:

- the supervisor/co-supervisor must have an appointment with the Faculty of Medicine, UNSW
- the supervised student completed the research degree within the RTS period
- the supervisor correctly completes the HDR Completion Payment Form and returns it by the set deadline
- the student must be enrolled through the Faculty of Medicine

Payments will not be made to academic supervisors who are no longer at UNSW. If any member/s of the supervisory team leaves the Faculty or UNSW before payments are made, then the payments would go towards the member/s of the supervisory team who still have appointments with the Faculty.

If there had been a change of supervisors during the student's candidature or if the co-supervisor had become the primary supervisor, the Faculty Research Administrator (Petrina Choong) and the Scholarships, Loans and Research Office have to be notified. Supervisor information will then be updated on Citrix NSS Student (from which the Faculty obtains the list of supervisors eligible to receive payments).

Receipt of Payments

In order to receive payments for HDR completions, the HDR Completion Payment Registration Form must be completed and returned to the Faculty by the specified deadline. This involves the written consensus of all supervisors and of all co/joint supervisors. ***Once the deadline has passed, no adjustments to payments are possible and, understandably, forms cannot be processed if they lack the signed consensus of all supervisors & co-supervisors.***

Payments will be distributed directly amongst supervisors and co/joint supervisors and will be done in line with contributions to the supervision of the student.

Sample Calculation of Payment

Student A completes an MD program 0350 (worth \$Y in bonus for timely thesis-submission) under the supervision of B (60% supervisory contribution) & C (40% supervisory contribution).

B receives payment of $\$Y \times 1^* \times 60\%$

C receives payment of $\$Y \times 1^* \times 40\%$

- High cost factor is 1; low cost factor is 0.5

Accessing Payments

Payments will be made into a special account for this purpose within Schools and the Postgraduate Coordinators/Administrative Officer will be responsible for disbursing the bonus payments.

Payments will **not** be deposited directly into a supervisor's account by the Faculty. Supervisors will need to contact the Postgraduate Coordinators/Administrative Officer of the School in which their

payments have been credited in order to access the funds (usually by organising an internal transfer).

The specials accounts are:

School	Project Title	Fund	Dept Id	Project Number	Managers Name	End Date
Medical Sciences	HDR COMPLETIONS - SOMS	SU101	APPP	PS09345	Hatzi, J	31.12.2008
Public Health & Comm Med	HDR COMPLETIONS - PHCM	SU101	PHCM	PS09347	Prakash, A	31.12.2008
Psychiatry	HDR COMPLETIONS - PSYOP	SU101	PSYOP	PS09349	Zhang, L	31.12.2008
Prince of Wales	HDR COMPLETIONS - POWCL	SU101	POWCL	PS09351	Tomossy, I	31.12.2008
St George	HDR COMPLETIONS - STGCL	SU101	STGCL	PS09353	Ghelani, H	31.12.2008
St Vincent's	HDR COMPLETIONS - STVCL	SU101	STVCL	PS09354	Gamulin, M	31.12.2008
South West Syd	HDR COMPLETIONS - SWSCL	SU101	SWSCL	PS09355	D'Cruz, V	31.12.2008
Women's & Children's Hlth	HDR COMPLETIONS - WCH	SU101	WCH	PS09357	Good, T	31.12.2008

Process – Step by Step

1. The Faculty will request a list from the Graduate Research School, in January, of students who successfully complete their research degree in the preceding calendar year.
2. Supervisors & co-supervisors of the completed students will be sent emails advising them of the instructions to register their eligibility to receive payments by the set date. Also included will be the necessary HDR Completion Payment Form.

Heads of School and the Postgraduate Coordinators will be sent a list of all within the School who will be eligible to receive payments.

3. On the next working day after the deadline, a list of all registered supervisors & co-supervisors and their payments due will be sent to the Faculty's Finance Team for the special HDR Completion Payment accounts to be credited.
4. A list stating the supervisors and the amount due to them will be sent to the School's Head, Postgraduate Coordinators and Administrative Officers within four weeks of the deadline.
5. Supervisors may then access their payments by nominating an account for the School's Administrative Officers to organise an internal transfer.

School's Responsibilities

Supervisors

- **Supervisor Registry** – Supervisors need to inform the School and Faculty if there is a change in supervisors for a particular student. If the Register is not updated, a supervisor will miss out on payments.
- **Delay in Degree Completion** – A student may experience some difficulties during their candidature resulting in a delay in completion. The difficulties and the efforts made to overcome the problems need to be properly documented during the Annual Student Progress Reviews. If a student exceeds the duration recommended by DEST as a result of those difficulties, the Faculty will assess the situation accordingly.

- **HDR Completion Payment Form** – The supervisory team is required to correctly complete the form and return it to Petrina Choong at the Office of the Dean by the set deadline.

Administrative/Finance Officers

The administrative officers of each unit will need to liaise with the person in charge of the School's FDP (as listed in "Accessing Payments") and organise a fund transfer.

The Office of the Dean is only involved in transferring the funds as a lump sum to the Schools. It is then the responsibility of the Schools to disburse the funds to the individual academics.

DEST Costings for HDR Program

Program	Name	Program	Name
HIGH COST			
0350	Medicine (Prince Henry/POW)	1820	Obstetrics and Gynaecology
0351	Medicine (SWSAHS)	1830	Paediatrics
0352	Medicine (St George)	1841	Medical Education
0353	Medicine (St Vincent's)	1899	PhD Research (Medicine)
0360	Pathology	2515	Paediatrics
0370	Physiology and Pharmacology	2800	Anatomy
0380	Obstetrics and Gynaecology	2805	Paediatrics
0390	Psychiatry	2815	Medicine (Geriatrics)
0400	Surgery (Prince Henry/POW)	2820	Medicine (Prince Henry/POW)
0401	Surgery (SWSAHS)	2821	Medicine (SWSAHS)
0402	Surgery (St George)	2822	Medicine (St George)
0403	Surgery (St Vincent's)	2823	Medicine (St Vincent's)
0410	Paediatrics	2825	Medicine (POW)
0420	Anatomy	2826	Medicine (SWSAHS)
0440	Psychiatry and Pathology	2827	Medicine (St George)
1750	Anatomy	2828	Medicine (St Vincent's)
1752	Anatomy and Psychology	2830	Obstetrics and Gynaecology
1753	Anatomy and Surgery	2840	Pathology
1770	Medicine (Prince Henry/POW)	2850	Physiology and Pharmacology
1771	Medicine (SWSAHS)	2860	Surgery (Prince Henry/POW)
1772	Medicine (St George)	2861	Surgery (SWSAHS)
1773	Medicine (St Vincent's)	2862	Surgery (St George)
1780	Pathology	2863	Surgery (St Vincent's)
1790	Physiology and Pharmacology	2875	Surgery (Prince Henry/POW)
1800	Psychiatry	2876	Surgery (SWSAHS)
1810	Surgery (Prince Henry/POW)	2877	Surgery (St George)
1811	Surgery (SWSAHS)	2878	Surgery (St Vincent's)
1812	Surgery (St George)	2880	Psychiatry
1813	Surgery (St Vincent's)	2899	Master Research (Medicine)
LOW COST*			
0375	Rural Health	1950	Health Administration
0430	Community Medicine	2810	Community Medicine
0450	Health Services Management	2835	Rural Health
1760	Community Medicine	2845	Public Health
1765	Community Med & Sociology	2885	Health Professions Education
1795	Rural Health	2960	Health Administration
1835	Public Health & Community Med		

* Some students starting in 2005 in the School of Public Health & Community Medicine may belong to a high-cost program. When these students complete, supervisors will be paid accordingly.

Contacts

Petrina Choong – Faculty Research Administrator

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Sample HDR Completion Payment Registration Form

Student Name «Student_Name»
Student ID «SID»
Course Code «Prog»
School «School»

Supervisor (and/or joint/co-supervisor) name	Phone Number	% Contribution	Signature
«Supervisor»			
«CoSupervisor_1»			
«CoSupervisor_2»			

Please nominate the School in which you wish to access your payments from:

- School of Public Health and Community Medicine
- School of Medical Sciences
- School of Psychiatry
- School of Women's and Children's Health
- Prince of Wales Clinical School
- St George Clinical School
- St Vincent's Clinical School
- South Western Sydney Clinical School