### Summary

This document outlines the 2014 Conditions of Award for the Macquarie University Research Training Pathway Scholarship Scheme. It is consistent with requirements of the Macquarie University Research Strategic Plan and the 2014 Macquarie University Research Training Pathway Scholarship (RTP and iRTP) Scheme Schedule.

These Conditions of Award outline eligibility requirements, entitlements and other conditions for the award and retention of a domestic Research Training Pathway (RTP) scholarship and international Research Training Pathway (iRTP) scholarship. These conditions apply only to candidates awarded an RTP or iRTP scholarship who commence at Macquarie in 2014. This scholarship is not transferable to any other institution.

### Detail

#### 1. Eligibility

The domestic Research Training Pathway (RTP) scholarship and international Research Training Pathway (iRTP) scholarship are subject to funding availability, applicant eligibility and scheduled commencements. The letter of offer to the successful scholarship applicant will specify the details of the awarded scholarship.

Scholarships are awarded on the basis of the criteria outlined below to support and ensure excellence in research training skills for domestic candidates enrolled in the Bachelor of Philosophy/Master of Research (BPhil/MRes) or international candidates enrolled in the Master of Research (MRes) degree.

To hold an award a person must:

a) fulfill the criteria and gain admission to the Macquarie University Bachelor of Philosophy/Master of Research (BPhil/MRes) or the Master of Research (MRes) program

b) be enrolled as a student for a BPhil/MRes or MRes program

c) be enrolled on a full-time attendance basis, unless special approval has been granted for receipt of a part-time award

d) not be in receipt of another award, scholarship or salary considered to be equivalent to or to duplicate the purpose and benefits of the scholarship. An equivalent award is defined as an amount of money which is greater than 75% of the basic stipend rate

e) not withhold or provide false or misleading information to the University. Where there is reason to believe this condition has not been upheld, the University reserves the right to reassess the student's entitlement to the award.

f) Students who receive 32 credit points of advanced standing and enter the MRes program in Year 2 and meet the standard entry requirements for admission will require an overall average 75 SNG from Macquarie University, or equivalent in the highest level of previous study, in order to be eligible for a Year 2 award.

#### 2. Ongoing Eligibility

Continued eligibility for the RTP or iRTP scholarship is subject to satisfactory academic performance, as outlined below, and continued full-time enrolment in the BPhil/MRes or MRes program.
Any variations to enrolment, including but not limited to deferral, suspension, change of study load or change of residency status, may affect the scholarship holder’s eligibility for the scholarship.

**Year 1**

Full time enrolled students who are awarded a RTP or iRTP scholarship will be paid a stipend of AUD$4000 in Session 1. Students who achieve a minimum overall average of 65 Standardised Numerical Grade (SNG) at the end of Session 1 will be eligible for a stipend of AUD$4000 in Session 2.

If a student withdraws from any unit(s) after the census date in either Session in Year 1, and becomes ineligible, then the student will not be entitled to receive RTP or iRTP scholarship funding for that session, and any payments that have already been made (regarded as an overpayment) will need to be returned to the University.

**Year 2**

Students awarded a RTP or iRTP scholarship for the whole of Year 1 of the BPhil/MRes or MRes program, and given provisional admission to the Year 2 MRes program the following year, will be considered eligible for continuation of a RTP or iRTP scholarship if, at the end of Year 1, they have achieved a minimum overall average of 75 Standardised Numerical Grade (SNG).

### 3. Scholarship Components

#### 3.1 Stipend

**Year 1**

The Year 1 RTP and iRTP scholarship allowance in 2014 for full time enrolled award holders is $8,000 per annum paid in two tranches following confirmation of continued enrolment after each sessional census date. Approved part time scholarship holders will be paid an amount pro-rata based on course unit enrolment.

**Year 2**

The Year 2 RTP and iRTP scholarship allowance in 2014 for full time enrolled award holders is $16,000 per annum. Year 2 scholarship payments will be made fortnightly in arrears from the date of confirmation of enrolment until the end of year, or date of withdrawal in the case of students withdrawing from the program during the year. Approved part time scholarship holders will be paid a pro-rata amount based on enrolment study load.

The stipend for the full-time award is currently tax exempt under Section 51-10 of the Income Tax Assessment Act 1997. This tax exemption status is determined by the Australian Government and no guarantee can be given by the University on this matter. It is the responsibility of individual award holders to seek their own taxation advice.

#### 3.2 Tuition fee support

**Domestic candidates**

All domestic scholarship holders in Year 1 of the Bachelor of Philosophy/Master of Research (BPhil/MRes) are provided a Commonwealth supported place. Commonwealth supported students are liable for a student contribution towards the units they study.

All domestic scholarship holders in Year 2 of the Master of Research (MRes) program are provided with a Commonwealth sponsored place under the Research Training Scheme (RTS) and are not required to pay tuition fees.

**International candidates**

If approved as part of a co-funded or other agreement, the University may provide full or partial tuition fee support for international candidates in Year 1 and/or Year 2 of the approved program as specified in the letter of offer.
4. Part-time enrolment
Part-time scholarships are ordinarily unavailable, and will be granted on a pro-rata basis only in circumstances where a student is unable to study full-time due to compelling reasons, such as documented evidence of significant carer responsibilities or a medical condition. A part-time scholarship will not be granted for reasons related to paid employment, and international student requests are subject to visa restrictions. The University may require part-time students to convert to full-time if compelling reasons as approved no longer apply.

5. Employment
In Year 2, the University recommends paid employment should take up no more than 14 hours per week on average throughout the year (728 hours per scholarship year). Scholarship holders must discuss their intended part-time employment with their MRes Advisors and supervisor and seek agreement on the appropriate amount of time they may spend in employment without affecting their study. This may be less than the University’s recommended rate. The undertaking of teaching or academic work or any other form of employment shall not be regarded as an obligation under the conditions of the scholarship. International students must check their individual Visa requirements.

Scholarship holders who are employed full time, or for more than the number of hours recommended above, may be required to relinquish their scholarship.

6. Sick Leave
Year 1
In the first year enrolment is based around sessional dates, and breaks are scheduled. If performance within study terms has been impacted by a serious and unavoidable disruption (as defined in the Macquarie University Special Consideration Procedure) such that they do not reach their usual demonstrated performance level, students should discuss their situation with their Faculty MRes Advisor and follow the University’s Special Consideration procedure.

Year 2
Scholarship holders may submit a request for sick or other leave where the illness or other circumstance will have serious impact and disrupt the candidate’s program of study. All requests for leave should be discussed and endorsed by the MRes Advisor and supervisor and accompanied by appropriate supporting documentation, such as a medical certificate. Applications will be considered individually on a case-by-case basis. Scholarship payments may be suspended as a result of any approved leave.

7. Obligations of the scholarship holder
a) A scholarship holder who is unable to pursue their degree, other than while on approved leave, must notify the Scholarships Officer, Higher Degree Research Office, so the scholarship can be terminated.
b) Scholarship holders are required to repay to the University any allowances or stipend overpaid, whether through the student’s failure to comply with the conditions governing the scholarship or from any other cause.
c) While the scholarship holder may be free to publish any results arising from research completed while on scholarship, any publications must acknowledge that the work was done while holding the scholarship.
d) Scholarship holders must be aware of and comply with the University’s research ethics policies and procedures about the gathering and use of data, and comply with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines (see http://www.research.mq.edu.au/about/research_macquarie/policies_procedures_conduct).

8. Review process
Students may request a review by the Deputy Vice Chancellor (Research) of any decision affecting their scholarship in relation to the implementation of these scholarship Conditions of Award.
Students wishing to request a review should submit the request to the Director, HDRO within four weeks of the date of the original decision as advised to the applicant.

9. The University
The University reserves the right to amend these Conditions of Award for commencing scholarship holders.

Related Plans/Resources/Documents
- Research Strategic Plan 2009-2011
- Macquarie University Research Training Pathway Scholarship (RTP and iRTP) Scheme 2014
- Macquarie University Special Consideration Policy
- Macquarie University Special Consideration Procedure

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