

# Graduate Research Scholarships

## Conditions of Award

Research Training Program (RTP) Scholarship

Macquarie University Research Excellence Scheme (MQRES) Scholarship

### Section 1 – Preamble

These terms and conditions need to be read in conjunction with the [RTP Scholarship Policy of Macquarie University](#), the [Variations to Candidature Policy](#) and other relevant policies.

#### Scope

These Conditions of Award will apply to:

- (1) Domestic students in receipt of **stipend** scholarships ('Scholarship') at Macquarie University funded by the Research Training Program (RTP) or Macquarie University Research Excellence Scheme (MQRES).
- (2) International students in receipt of stipend scholarships ('Scholarship') and/or a tuition fee offset scholarships ('Tuition Offset Scholarship') at Macquarie University, funded by the Research Training Program (iRTP) or Macquarie University Research Excellence Scheme (iMQRES).

#### Definitions

Domestic student: means an Australian citizen, a New Zealand citizen, or an Australian permanent resident.

International student: means a student who is **not** an Australian citizen, a New Zealand citizen, or an Australian permanent resident.

### Section 2 – Conditions of Award

#### Applications

- (1) Scholarship and Tuition Offset Scholarship holders are expected to enrol full-time, and onsite, in an accredited **Research Masters** or **Research Doctorate (MRes or MPH (Research), MPhil or PhD** including combined PhDs).
- (2) Scholarship and Tuition Offset Scholarship holders must meet the criteria of the [Macquarie University Graduate Research Scholarship Rating Sheet](#).
- (3) Applicants are assessed against the scholarship rating criteria and ranked in order of rating by the Faculty Scholarship Selection/Ranking Committee, for scholarships through advertised rounds.
- (4) The Faculty ranking is reviewed by the University Scholarships Selection Committee.
- (5) Scholarships may also be awarded to students **progressing** from the Bachelor of Philosophy (BPhil)/Graduate Diploma of Research (GradDip) to MRes or MRes to PhD. Award of the Scholarship will be determined through a competitive ranking process each year.

#### Scholarship offers and tenure

- (6) A successful Scholarship and/or Tuition Offset Scholarship awardee will be advised of their scholarship tenure in their Letter of Offer.
- (7) The Scholarship and/or Tuition Offset Scholarship may be held for a **maximum of three years** (full-time) for **PhD** courses, **two years** (full-time) for **MPhil** or **one year** (full-time) for **MRes studies**.

- (8) No extension of tenure is available for Scholarships and/or Tuition Offset Scholarships for PhD, MPhil or MRes. Some exceptions may be made for externally funded scholarship holders, noting that any such exception will be articulated in their scholarship agreement.
- (9) Periods of study already undertaken towards the degree, or undertaken during a suspension of scholarship, are deducted from the tenure of the Scholarship and/or Tuition Offset Scholarship.
- (10) A student is expected to commence the Scholarship and/or Tuition Offset Scholarship on the intake specified in the Letter of Offer.
- (11) If a student has commenced their studies prior to award of the Scholarship and/or Tuition Offset Scholarship, the Scholarship and/or Tuition Offset Scholarship may commence no earlier than the day it is awarded.
- (12) Deferment of the Scholarship and/or Tuition Offset Scholarship commencement is by approval of the Graduate Research Academy.

### Scholarship components

- (13) Scholarship holders who are enrolled full-time will receive a base stipend (living allowance) at a rate of **\$38,500 per annum** (2025 rate), indexed thereafter.
- (14) The stipend 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 Scholarship holders to seek their own taxation advice.
- (15) In exceptional circumstances, where a Scholarship is approved for part-time study, the stipend rate is 50% of the full-time rate, and may be [taxable](#).
- (16) Unless by prior arrangement, stipend payments are made fortnightly, in arrears from the date of commencement of scholarship until the end of the Scholarship tenure or as outlined in clause 56.
- (17) Cotutelle and Joint degree students' entitlements to stipends are detailed on their Letter of Offer.
- (18) Scholarship holders receiving a stipend may receive concurrent income in the form of a stipend top up to a maximum of 75% of the stipend to support their general living costs. The Scholarship will be terminated if the concurrent income is more than 75%. Income unrelated to the student's course of study, or income received for the student's course of study but not for the purposes of supporting general living costs is not considered under this clause. Refer to Employment conditions (45-51).
- (19) International Tuition Offset Scholarship holders will not receive direct payment for the tuition fees, as the Graduate Research Academy will organise the payment of tuition fees directly on their behalf, up until the end of the Tuition Offset Scholarship tenure as indicated in the Letter of Offer.

### General leave conditions

- (20) Scholarship leave is subject to approval of leave from candidature. Please refer to the [Variations to Candidature Policy](#).
- (21) Paid leave provisions are for Scholarship holders whose base stipend is funded through the RTP/iRTP or MQRES/iMQRES. All students whose scholarship is partially or fully funded by a unit or organisation separate to the Graduate Research Academy (including top up stipend) must check the terms of their individual scholarship agreement for all paid leave provisions.
- (22) International students should ensure they are aware of their visa obligations. Please refer to the [Variations to Candidature Policy](#) for information on University obligations and the impact of leave to an International Student Visa holder.
- (23) Failure to resume study after a period of leave will result in the Scholarship being terminated.

### Annual Leave

- (24) Scholarship holders receive up to **20 working days** paid annual leave for each year of full-time study. Any unused leave when the Scholarship is terminated or completed will be forfeited. Annual leave does not attract a leave loading. The supervisor's agreement must be obtained before leave is taken. Annual leave **does not** extend a student's expected work submission (EWS) date.

### Sick Leave

- (25) Scholarship holders are entitled to **up to 20 working days paid sick leave** per year credited at the commencement of each year of candidature.
- (26) Paid sick leave is not accumulated year-on-year.

- (27) Students taking sick leave must inform their supervisor as soon as practicable.
- (28) Sick leave is granted on the basis medical certificate issued by an Australian Registered Doctor or General Practitioner (GP) or equivalent, which includes specific dates of illness.
- (29) All scholarship holders must notify the Graduate Research Academy of the illness within 14 days (unless prevented from doing so by circumstances beyond their control).
- (30) Approved periods of paid sick leave will extend a student's Expected Work Submission (EWS) date and scholarship end date.

### Parental Leave

- (31) Scholarship holders who have completed **12 months** of their Scholarship are eligible for up to **60 working days paid parental leave** during the tenure of the Scholarship if they have given birth, adopted a child, are primary care givers with family responsibilities or are partners of the woman giving birth.
- (32) Students applying for paid parental leave should do so at least 4 weeks prior to the expected date of birth. The application must be accompanied by a medical certificate from a medical practitioner stating the expected date of birth of the child.
- (33) Parental leave extends the scholarship end date.
- (34) Scholarship holders who have not completed 12 months of their Scholarship may access paid leave if they have given birth, adopted a child, are primary care givers with family responsibilities or are partners of the woman giving birth through the Personal Leave provisions.

### Personal Leave

- (35) The total period of Personal Leave, and circumstances for which personal leave will be granted, is in accordance with the [Variations to Candidature Policy](#).
- (36) **Up to 60 working days paid leave** is available to Scholarship holders to take as Paid Personal Leave where they have exhausted other leave types.
- (37) Unpaid Personal Leave periods must be taken as a leave from candidature and will extend the scholarship end date by the same amount of time of Personal Leave.
- (38) Periods of Leave are cumulative.

### Internship Leave

- (39) Internship Leave is available in accordance with the [Variations to Candidature Policy](#).
- (40) Scholarship holders who are approved for Internship Leave will have their base stipend suspended for the equivalent period, but alternative stipends may apply for paid internships.

### Return to Research

- (41) To assist Scholarship holders in resuming their studies after a return from Parental Leave, on application, the University will approve at least 6 months of a part-time stipend should a request for Change of Attendance be approved.
- (42) Applications for part-time enrolment are in accordance with clause 7 – 10 of the [Variations to Candidature Policy](#).

### Place of Research

- (43) In accordance with the [Offsite Research Enrolment Policy](#) and these Conditions of Award, Scholarship holders and/or Tuition Offset Scholarship holders are expected to enrol on an onsite basis.
- (44) Unless otherwise specified in the Joint PhD or Cotutelle agreement, Cotutelle and joint award degree Scholarship holders will not be paid a stipend from Macquarie University when undertaking research at the overseas partner institution.

### Employment

- (45) Subject to (18), Scholarships are awarded to students to support general living costs while they study full time.

- (46) In accordance with the [Graduate Research Rules](#) full time enrolment means at least an average weekly commitment by a Graduate Research Student of 35 hours per week throughout the year on a program of research and advanced study (17.5 hours for part time enrolment). Students engaging in other activities such as paid employment must not compromise the average weekly amount of time they devote to their research project.
- (47) Scholarship holders are permitted to undertake paid employment of no more than 910 hours per scholarship year. This equates to approximately 17.5 hours per week on average throughout the scholarship year. Scholarship holders must seek approval of their Research Training Director prior to engaging in paid employment in excess of 17.5 hours per week. Details of paid employment or other activities, which temporarily interfere with the capacity to devote the required minimum hours per week to the research project, must be recorded in the student's review of progress.
- (48) If employed by the University, the appointment should not exceed half-time or 50% of a full-time position. Scholarships are not available to employees of the University holding a position at a greater FTE than 50% (0.5FTE).
- (49) Scholarship holders must discuss their intended employment with their 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.
- (50) The undertaking of teaching or academic work or other forms of employment shall not be regarded as an obligation under the scholarship conditions.
- (51) International Student Visa holders must adhere to their visa requirements in relation to work rights.

### Scholarship Retention, Expiration, and Termination

- (52) Continuation of the Scholarship is subject to satisfactory academic progress in accordance with the [Graduate Research Continuation Policy and Procedure](#), and compliance with the Scholarship Conditions of Award.
- (53) For domestic students, termination of the Scholarship means stipend payments will cease.
- (54) For international students, termination of the Scholarship and/or Tuition Offset Scholarship means stipend payments and/or the Tuition Offset Scholarship will cease.
- (55) Scholarships and/or Tuition Offset Scholarships will expire at the end of the tenure stated in the Letter of Offer.
- (56) The following circumstances will result in termination of the Scholarship and/or Tuition Offset Scholarship:
  - a. The Scholarship and/or Tuition Offset Scholarship holder withdraws from their program
  - b. The Scholarship and/or Tuition Offset Scholarship holder does not comply with one or more of the Scholarship obligations
  - c. The Scholarship holder exceeds their paid employed conditions as outlined in clauses 45-51
  - d. The thesis is submitted (for PhD/MPhil students only)
  - e. If after due enquiry, the University concludes that a student has not carried out the course of study with competence and diligence or in accordance with the offer of the Scholarship and/or Tuition Offset Scholarship, or fails to maintain satisfactory progress, or has committed serious misconduct. For Scholarship holders, stipend payments will be suspended throughout the duration of the enquiry/appeal process.

### Transfer

- (57) Students who change from one university to another will **not** continue to receive their same scholarship.
- (58) It is incumbent upon transferring students leaving Macquarie University to ensure that they have an appropriate scholarship to continue their studies at another institution.

### Changes in enrolment

- (59) All changes to enrolment are governed by the [Variations to Candidature Policy](#).
- (60) Changing from full-time to part-time will usually result in the termination of the Scholarship unless special consideration is approved. The tenure of the Scholarship will be adjusted to reflect any approved changes.
- (61) If the Scholarship holder does not apply for changes to their enrolment at least four (4) weeks prior to the change being effective, there may be a resulting overpayment of stipend and the Scholarship holder will need to repay the applicable amount accordingly.

## Obligations

- (62) A Scholarship and/or Tuition Offset Scholarship holder who is unable to pursue their degree, other than while on approved leave, must notify the Graduate Research Academy so that the scholarship can be terminated.
- (63) Scholarship holders are required to repay to the University any overpaid stipend or allowances, whether through the student's failure to comply with the conditions governing the Scholarship or from any other cause.
- (64) Students who are awarded a Scholarship and/or Tuition Offset Scholarship must ensure that the contribution is acknowledged when, at any time during or after the completion of their program, the recipient of the Scholarship or their supervisor or any other party publishes or produces materials such as books, articles, newsletters, or other literary or artistic works, which relate to the research project carried out by the Scholarship recipient. Explicit requirement for acknowledgement of RTP/iRTP Scholarships is in the [Research Training Program Scholarships Policy](#).
- (65) All Scholarship and/or Tuition Offset Scholarship holders must take responsibility for making themselves aware of and complying with the relevant University Policies, Procedures and Guidelines, including but not limited to the [Macquarie University Code for Responsible Conduct of Research](#), the [Student Conduct Procedure](#), the [Intellectual Property Policy](#) and the [Research Data Management Policy and Procedure](#).
- (66) A Scholarship and/or Tuition Offset Scholarship holder must not 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 scholarship.

## Review

- (67) Students may request for the Graduate Research Management Committee to review decisions affecting their Scholarship and/or Tuition Offset Scholarship in relation to the implementation of Scholarship Conditions of Award.
- (68) Students wishing to request a review should submit the request to the Pro Vice-Chancellor (Graduate Research) within 4 weeks of the date of the original decision as advised to the student.
- (69) The University reserves the right to amend these Conditions of Award for commencing and continuing Scholarship and/or Tuition Offset Scholarship holders.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	September 2022
<b>Review Date</b>	
<b>Approval Authority</b>	Deputy Vice-Chancellor (Research)
<b>Approval Date</b>	
<b>Expiry Date</b>	
<b>Responsible Officer</b>	Simon Handley Pro Vice-Chancellor (Graduate Research)
<b>Responsible Executive</b>	Sakkie Pretorius Deputy Vice-Chancellor (Research)
<b>Enquiries Contact</b>	Louise Dwyer Operations Director (Graduate Research)

## Associated Information

[Research Training Program Scholarships Policy](#)

[Graduate Research Continuation Policy and Procedure](#)

[Variations to Candidature Policy](#)