

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 or co-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 or co-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 holders are expected to enrol full-time, and onsite, in an accredited **Research Masters** or **Research Doctorate (MRes Year 2 or MPH (Research), MPhil or PhD** including combined PhDs).
- (2) 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) Stipends may also be awarded to students **progressing** from the Bachelor of Philosophy (BPhil) to MRes Y2 or MRes Y2 to PhD. Award of the stipend will be determined through a competitive ranking process each year.

Scholarship offers and tenure

- (6) A successful scholarship awardee will be advised of their scholarship tenure in their Letter of Offer.
- (7) The 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 Y2 studies**.

- (8) Extension of scholarship tenure for PhD awards is in accordance with the Conditions of Award of the COVID-19 Extension Scholarship and the [Variations to Candidature Policy](#) only. No extension of tenure is available for scholarships for MPhil or MRes Y2.
- (9) Periods of study already undertaken towards the degree, or undertaken during a suspension of scholarship, are deducted from the tenure of the Scholarship.
- (10) A student is expected to commence the Scholarship on the intake specified in the Letter of Offer.
- (11) If a student has commenced their studies prior to award of the Scholarship, the Scholarship may commence no earlier than the day it is awarded.
- (12) Deferment of the Scholarship commencement is by approval of the Graduate Research Academy.

Scholarship components

- (13) Scholarship holders who are enrolled full-time will receive a stipend (living allowance) at a fixed rate of **\$35,000 per annum** (2024 rate).
- (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 is [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 51.
- (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 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 (44-46).
- (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 Fee 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) 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.
- (22) Failure to resume study after a period of leave will result in the Scholarship being terminated.

Annual Leave

- (23) 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

- (24) Scholarship holders are entitled to **up to 20 working days paid sick leave** per year credited at the commencement of each year of candidature.
- (25) Paid sick leave is not accumulated year-on-year.
- (26) Students taking sick leave must inform their supervisor as soon as practicable.
- (27) Sick leave is granted on the basis of a medical certificate issued by an Australian Registered Doctor or General Practitioner (GP) or equivalent, which includes specific dates of illness.

- (28) Scholarship holders must notify the Graduate Research Academy of the illness within fourteen (14) days (unless prevented from doing so by circumstances beyond their control).
- (29) Approved periods of paid sick leave will extend a student's Expected Work Submission (EWS) date and scholarship end date.

Parental Leave

- (30) 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.
- (31) Students applying for paid parental leave should do so at least four (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.
- (32) Parental leave extends the scholarship end date.
- (33) Scholarship holders who have not completed 12 months of their Scholarship may access paid leave if they 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

- (34) The total period of Personal Leave, and circumstances for which personal leave will be granted, is in accordance with the [Variations to Candidature Policy](#).
- (35) **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.
- (36) 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.
- (37) Periods of Leave are cumulative.

Internship Leave

- (38) Internship Leave is available in accordance with the [Variations to Candidature Policy](#).
- (39) Stipend 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

- (40) 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.
- (41) Applications for part-time enrolment are in accordance with clause 7 – 10 of the [Variations to Candidature Policy](#).

Place of Research

- (42) In accordance with the [Offsite Research Enrolment Policy](#) and these Conditions of Award, scholarship holders are expected to enrol on an onsite basis.
- (43) 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

- (44) Subject to clause (18), the University advises paid employment should take up no more than 728 hours per scholarship year. This equates to approximately fourteen (14) hours per week on average throughout the scholarship year.

- (45) 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.
- (46) The undertaking of teaching or academic work or other forms of employment shall not be regarded as an obligation under the Scholarship conditions, and International Student Visa holders must adhere to their visa requirements.

Scholarship Retention, Expiration, and Termination

- (47) 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.
- (48) For domestic students, termination of the Scholarship means stipend payments will cease.
- (49) For international students, termination of the Scholarship means stipend payments *and* the Tuition Offset Scholarship will cease.
- (50) Scholarships will expire at the end of the tenure stated in the Letter of Offer.
- (51) The following circumstances will result in termination of the Scholarship:
 - a. The scholarship holder withdraws from their program
 - b. The scholarship holder does not comply with one or more of the Scholarship obligations
 - c. The thesis is submitted (for PhD/MPhil students only)
 - d. 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, or fails to maintain satisfactory progress, or has committed serious misconduct. Stipend payments will be suspended throughout the duration of the enquiry/appeal process.

Transfer

- (52) Students who change from one university to another will **not** continue to receive their same Scholarship.
- (53) 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

- (54) All changes to enrolment are governed by the [Variations to Candidature Policy](#).
- (55) 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.
- (56) 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

- (57) A 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.
- (58) 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.
- (59) Students who are awarded a 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](#).
- (60) All 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](#), and the [Research Data Management Policy and Procedure](#).

- (61) A 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

- (62) Students may request for the Higher Degree Research Management Committee to review decisions affecting their Scholarship in relation to the implementation of Scholarship Conditions of Award.
- (63) Students wishing to request a review should submit the request to the Pro Vice-Chancellor (Graduate Research) within four (4) weeks of the date of the original decision as advised to the student.
- (64) The University reserves the right to amend these Conditions of Award for commencing and continuing Scholarship holders.

Status and Details

Status	Current
Effective Date	September 2022
Review Date	
Approval Authority	Deputy Vice-Chancellor (Research)
Approval Date	
Expiry Date	
Responsible Officer	Simon Handley Pro Vice-Chancellor (Graduate Research)
Responsible Executive	Sakkie Pretorius Deputy Vice-Chancellor (Research)
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Associated Information

[Research Training Program Scholarships Policy](#)

[Graduate Research Continuation Policy and Procedure](#)

[Variations to Candidature Policy](#)