Research Training Program and Macquarie University Research Excellence Scheme (Domestic) Doctor of Philosophy, Master of Philosophy and Master of Research Year 2 Scholarships Conditions

Pre-amble
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. These scholarship conditions will apply to any candidates commencing their program from 2020 onwards.

Applications
1. A domestic applicant is an Australian citizen, a New Zealand citizen or an Australian permanent resident at the time of application.
2. Macquarie University Research Excellence Scheme Scholarship (‘Scholarship’) holders are expected to enroll full time, on an internal attendance basis and onsite in either the Doctor of Philosophy (PhD), Master of Philosophy (MPhil) or Master of Research Year 2 (MResY2) degree.
3. Scholarship holders must meet the criteria of the Macquarie University Higher Degree Research Scholarship Rating Sheet.
4. 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.
5. The Faculty ranking is reviewed by the University Scholarships Selection Committee.
6. Award of the MRes Year 2 stipend will be determined through a competitive ranking process only the top ranked candidates will be awarded a Year 2 Scholarship. The same rank will apply to all MRes Y2 cohorts across commencing sessions in the same calendar year.

Tenure
7. A successful scholarship awardee will be advised of their scholarship tenure in their letter of offer.
8. The Scholarship may be held for three years (full time) for PhD studies, two years (full time) for MPhil or one year (full time) for MRes Y2 studies.
9. No extension of tenure is possible for PhD, MPhil or MRes Y2 candidates.
10. Periods of study already undertaken towards the degree, or undertaken during a suspension of scholarship, are deducted from the tenure of the Scholarship.
11. A candidate is expected to commence the Scholarship by the census date of their commencing intake, during the year in which the Scholarship is awarded.
12. If a candidate has commenced their studies, the Scholarship may commence no earlier than the day it is awarded.
13. Deferment of the Scholarship is only possible in the same calendar year.

Stipend and Allowances
14. Scholarship holders who enrol full time will receive a stipend, indexed annually on 1 January. The rates can be found here: https://www.education.gov.au/research-training-program.
15. The Scholarship 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.
16. The Scholarship stipend payments will be made fortnightly in arrears from the date of confirmation of enrolment until the end of the Scholarship tenure or date of withdrawal, in the case of candidates withdrawing from the program.
17. Cotutelle and Joint degree candidates’ entitlements to stipends are detailed on their Letter of Offer.
18. Scholarship holders may receive concurrent income to less than 75% of the Scholarship. The Scholarship will be terminated if the concurrent scholarship or salary is more than 75%. Income unrelated to the candidate’s course of study, or income received for the candidate’s course of study but not for the purposes of supporting general living costs is not considered under this clause. Refer to Employment conditions (45-47).
Leave

19. Scholarship leave is subject to approval of leave from candidature. Please refer to the Variations to Candidature Policy

Annual Leave

20. 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 candidate’s expected work submission (EWS) date.

Sick Leave

21. Scholarship holders are entitled to up to 10 working days **paid sick leave** per year, pro-rated and cumulative over the tenure of the Scholarship.

22. Candidates taking sick leave must inform their supervisor as soon as practicable.

23. Scholarship holders may receive additional **paid sick leave of up to a total of 60 working days** during their scholarship for medically substantiated periods of illness.

24. Scholarship holders must notify the Office of Higher Degree Research Training and Partnerships (OHDRTP) of the illness within fourteen (14) days (unless prevented from doing so by circumstances beyond his or her control). A minimum of 5 days needs to be requested for a sick leave form to be submitted. A medical certificate issued by an Australian Registered Doctor or General Practitioner (GP) which includes specific dates of illness must be provided.

25. Additional paid sick leave will extend a candidate’s Expected Work Submission (EWS) date. An extension of the Scholarship will not be granted to compensate for periods of sick leave less than eleven (11) working days.

Maternity and Parental Leave

26. Once PhD Scholarship holders **have completed 12 months** of their Scholarship, they are entitled to a maximum of **60 working days paid maternity and 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.

27. Once MResY2 and MPhil Scholarship holders **have completed 6 months** of their Scholarship, they are entitled to a maximum of **60 working days paid maternity and 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.

28. Candidates applying for paid maternity 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.

29. Maternity and Parental leave extends the scholarship end date

30. Scholarship holders who have not completed the specified months of their Scholarship may access unpaid maternity leave through the leave of absence provisions.

Leave of Absence

31. PhD Scholarship holders cannot suspend their Scholarship within the first 12 months.

32. MResY2 and MPhil Scholarship holders cannot suspend their Scholarship within the first 6 months.

33. PhD Scholarship holders may apply for up to 12 months suspension, MResY2 and MPhil Candidates may apply for up to 6 months suspension, during the tenure of their Scholarship under exceptional circumstances such as;

- A significant health event meaning a candidate is unable to work or study (documentary evidence must be provided),
- Exhaustion of paid maternity and parental leave,
- A Major political upheaval or natural disaster in home country requiring emergency travel and where this has affected the candidate’s studies
- A traumatic experience – for example involvement in or witnessing a serious crime or accident which has serious impacts on a candidate’s physical or mental health (documentary evidence such as a police report for the event must be provided), and;
- or other family commitments.
34. Leave of absence periods **are not paid and do not impact the length of the Scholarship if the scholarship tenure is ended.** However, if a candidate is taking Leave of absence and has some tenure of his scholarship still left, then the Leave of absence should automatically be with a Suspension of the award (SOA). This will extend the Scholarship end date by the same amount of time of Leave of absence.

35. Periods of suspension are cumulative. Failure to resume study after suspension will result in the Scholarship being terminated.

Return to Research

36. To assist scholarship holders in resuming their studies after a return from parental leave the University will provide at least 6 months part time paid enrolment upon receipt of a completion plan and the documentary evidence of the birth/adoption of a child and a statement demonstrating they are the primary care-giver.

Offsite Research

37. The Deputy Vice-Chancellor (Research) or delegate may approve candidates conducting up to 12 months of their research away from the Macquarie University campus while under scholarship.

38. All periods of overseas research are cumulative and will be counted towards a student's candidature.

39. Candidates must remain enrolled at the University and receive approval to conduct Offsite Research (OSR).

40. Approval is based on whether OSR is essential for completion of the degree.

41. The scholarship holder must remain enrolled and adequate supervision must be in place and approved by the Faculty Associate Dean Higher Degree Research.

42. The required ethics approval from Macquarie University for any research conducted offsite, including overseas, must be obtained prior to the OSR.

43. Failure to resume study at the University on the date specified for return after a period of paid OSR will result in the Scholarship being suspended.

Employment

44. 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 part time 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.

Scholarship Retention

47. Continuation of the Scholarship is subject to satisfactory academic progress and compliance with the Scholarship conditions and candidature policies.

Scholarship Termination

48. A Scholarship will also terminate if the holder does not comply with one or more of the Scholarship obligations including if the concurrent Scholarship or salary (or is it research income) is more than 75% of the Scholarship (see Section 17).

49. Termination of the Scholarship means stipend payments and Tuition Fee Offset Scholarship will cease.

50. If the PhD thesis is submitted prior to the expiry of the Scholarship, the Scholarship will normally be terminated at the end of the fortnightly pay period in which the candidate’s thesis is accepted for submission to the examiners. MRes candidates will retain their Scholarship between thesis submission and the end date of the Scholarship.

51. The Scholarships will be terminated on resignation or withdrawal of the student, upon submission of the thesis or at the end of the Scholarship, whichever occurs first. The Scholarships will be terminated before this time 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 payment will be suspended throughout the duration of the enquiry/appeal process.

Transfer

52. Candidates who change from one university to another will not continue to receive their same Scholarship.

53. It is incumbent upon transferring candidates to ensure that they have appropriate Scholarship to continue their studies at another institution.
Changes in Enrolment
54. Scholarship holders must notify the OHDRTP promptly of any planned changes to their enrolment including but not limited to: attendance pattern, suspension, leave of absence, withdrawal, and course transfer. All changes to enrolment are subject to approval by the University.
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 provide notice of the changes identified above, the University may require repayment of any overpaid stipend.

Obligations
57. A Scholarship holder who is unable to pursue their degree, other than while on approved leave, must notify the OHDRTP so the scholarship can be terminated.
58. Scholarship holders are required to repay to the University any allowances or stipend overpaid, whether through the candidate’s failure to comply with the conditions governing the scholarship or from any other cause.
59. 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.
60. 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 Australian Code for the Responsible Conduct of Research (2018), The Macquarie Code and relevant external and internal ethical guidelines see http://www.research.mq.edu.au/research_integrity
61. All Macquarie University research must adhere to The Macquarie Code irrespective of its funding source or whether it requires ethical review. Failure to adhere to The Macquarie Code or the Australian Code for the Responsible Conduct of Research (2018) may be a ground for disciplinary action.
62. All Macquarie University staff and candidates have an obligation to report any possible breaches of The Macquarie Code or the Australian Code for the Responsible Conduct of Research (2018), or possible research misconduct to the Director, Research Ethics and Integrity.
63. The preparation and presentation of reports should follow The Macquarie Code, and include any advice received from a Research Integrity Advisor, as well as indicating if the individual requests that their identity is protected. Reports should be made in writing.
64. 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 candidate’s entitlement to the Scholarship.

Appeal
65. Candidates may request the Higher Degree Research Management Committee to review decisions affecting their Scholarship in relation to the implementation of Scholarship Terms and Conditions.
66. Candidates wishing to request a review should submit the request to Deputy Director, Scholarships and Partnerships, OHDRTP, within four weeks of the date of the original decision as advised to the candidate.
67. The University reserves the right to amend these Terms and Conditions for commencing and continuing Scholarship holders.