

MACQUARIE UNIVERSITY

GENERAL CONDITIONS OF AWARD 2008

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Every effort has been made to ensure these conditions were correct at the time of going to print, however some small changes may occur.

1. Eligibility

All applicants for scholarship at Macquarie University are automatically considered for both Government, University or other funded scholarships as appropriate.

In order to maximise the total number of awards offered, the University reserves the right to offer the type of scholarship considered most appropriate to the overall award program.

1.1 General

To hold an award a person must:

- a) have qualified for an Australian Bachelor with First Class Honours degree or be regarded by Macquarie University as having demonstrated an equivalent level of academic attainment in prior studies, relevant work or research experience, research publications, referee reports.
- b) be enrolled as a candidate for a Higher Degree by Research (MQRES/RAACE/iMURS Awards for PhD only)
- 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 Award
- e) not have already completed a Research degree or equivalent qualification at the same or a higher level than the proposed degree
- f) if domestic, not have previously held an Australian Government-funded research award (excluding an International Postgraduate Research Scholarship) for six months or longer.
- g) 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 award. In the case of APA awards, DEST will be notified of the suspected misdemeanour.

1.2 APA Australian Postgraduate Award/APAI Australian Postgraduate Award Industry

To hold an APA/APAI a person must also:

- a) be an Australian/New Zealand citizen or Australian Permanent Resident

1.3 Domestic University-Funded Scholarships

To hold a MUPGRA/RAACE/domestic MQRES scholarship a person must also:

- a) be an Australian/New Zealand citizen or Australian Permanent Resident
- b) not have previously held a MUPGRA/RAACE/domestic MQRES for six months or longer.

1.4 International University-Funded Scholarships

To hold an iMURS/international MQRES scholarship a person must also:

- c) Be an international citizen (not a New Zealand citizen or also an Australian Permanent Resident)
- d) not have previously held a Macquarie University funded Research scholarship for six months or longer.

2. Tenure of award (duration of the award)

- 2.1** An award may be held for:
- a) not more than 2 years full time, or the equivalent part-time, by a candidate for any Masters Degree
or
 - b) not more than 3 years full-time, or the equivalent part-time, by a Doctoral candidate on a Government-funded scholarship. Doctoral program candidates may apply for an extension of 6 months full-time tenure, or the equivalent part-time, for research related (not personal) delays experienced that were beyond the candidate's ability to control.
or
 - c) not more than 3.5 years full-time, or the equivalent part time, for a Doctoral candidate on University-funded scholarship (MQRES/RAACE/iMURS /MUPGRA)
or
 - d) only for the period of enrolled study at Macquarie University for Co-tutelle students enrolled primarily at an overseas institution
- 2.2** Periods of full time and/or part time study already undertaken towards the Degree or undertaken during a suspension of award will be deducted from the period of tenure of the award. APA holders will be exempt from prior study conducted whilst on suspension if this was conducted whilst on an Australian Government funded International Postgraduate Research Scholarship.
- 2.3** Continuation of an award is subject to satisfactory progress in the Degree being maintained.

3. Commencement of award

- a) An award holder shall commence study within the University in the year in which the award is granted unless special approval has been given for deferral.
- b) No payments or benefits of the award are available prior to the commencement date for an individual award holder.

4. Stipend, allowances and other benefits

The stipend rates and other benefit payments related to travel, relocation and thesis submission may vary from year to year. Details for the current year are available from the Higher Degree Research Office.

4.1 Stipend

- a) A living allowance (stipend) is payable fortnightly and indexed from 1 January each year.
- b) Payment of the stipend will commence after submission of a Living Allowance Claim Form to the Higher Degree Research Office. Payments are made fortnightly in arrears.
- c) Payment of the stipend shall be calculated from the date on which study commences, or the date on which the Award is accepted in writing if the award holder is already enrolled as a candidate for the degree for which the award has been granted, provided that that date may not be earlier than 1 January in the year for which the award is granted.
- d) The level of the stipend will not be reduced during the tenure of the award with the exception of an approved change to part time award by the award holder.
- e) The stipend for the full time award is currently tax exempt under Section 23(z) of the Income Tax Act 1936 (as amended). 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.

- f) A part time award carries a stipend of approximately half the full time award, allowing for tax. All part time awards are taxable.
- g) An award holder may not receive another equivalent or major award, scholarship or salary to undertake the proposed program.

4.2 Allowances

- a) Relocation / Removal

A candidate moving to Sydney from a location outside NSW or the ACT to take up their award may on production of appropriate tax receipts within 6 months of commencing their award receive up to the current maximum entitlement for their relocation/removal expenses: These expenses may include receipts for economy fares for the award holder and dependants (air/train/bus/ship) or costs of relocating their belongings (removalists/courier/mail).

- b) Thesis Allowance

A candidate who submits their thesis is entitled to an allowance towards the cost of production of the thesis itself up to the current maximum entitlement when they provide appropriate tax receipts. These costs may include binding, typographical costs, printing etc (but not the cost of equipment used), provided that:

- i) the thesis is submitted within two years of the award expiring
- and*
- ii) a claim is lodged with the Higher Degree Research Office within twelve months of the submission of the thesis *and* within two years of the award expiring.

4.3 Other Benefits

- a) Award holders with dependant children may also be eligible for the Family Tax Benefit (FTB) and other benefits. They should contact Centrelink for advice.
- b) A Research Training Scheme (RTS) placement is provided on an annual basis, subject to allocations to the University from Department of Education, Science and Training (DEST).

5. Leave entitlements

5.1. Recreation leave

- a) An award holder undertaking a research program is entitled to 20 days paid recreation leave for each year of full-time study calculated on a pro-rata basis, subject to the following conditions:
 - (i) No more than 20 days recreation leave may be accumulated and leave must be taken during the prescribed period of tenure of the award.
 - (ii) Recreation leave is presumed to be used in the December/January period of each year of tenure.
 - (iii) If recreation leave is taken at any other time than the December/January period, the supervisor's agreement must be obtained before that leave is taken and advice forwarded to the Higher Degree Research Office.

5.2 Sick Leave

- a) An award holder will receive up to 10 days sick leave each year which may be accrued over the tenure of the award.
- b) An award holder [excluding APAI award holders] undertaking a research program may be granted paid sick leave up to a maximum of three months under the following conditions.
 - (i) *For the first six (6) weeks of illness* benefits are to continue provided that:

The award holder notifies the Higher Degree Research Office of the illness within fourteen days (unless prevented from doing so by circumstances beyond his or her control).

The award holder at the same time provides a certificate signed by a registered medical practitioner indicating the likely duration of the illness and certifying that the Award holder is unable to undertake full-time study as a result of the illness.

(ii) *After the first six (6) weeks of illness* benefits shall continue *only* where:

The award holder produces another medical certificate signed by a registered medical practitioner providing further details about the likely duration of the illness, the duration of any after-effects, the likely effect of the illness on the award holder's studies, and indicating that the award holder will be fit enough to resume study within a further six (6) weeks.

A statement is provided by the award holder's Dean of Division/Director of Centre to the effect that on academic grounds the student may resume study within the constraints specified in the preceding paragraph.

(iii) The award may be extended by 12 weeks to compensate for periods of sick leave in excess of ten days. An extension of award will not be granted for periods of less than eleven days.

- c) Award holders who discontinue enrolment or suspend their award because of illness shall not be entitled to receive any benefits from the award effective from the date of discontinuation or suspension. In cases where a suspension is sought due to an illness, the regulations governing suspension of an award apply. Scholarship holders may apply for Leave of Absence during periods of paid maternity leave subject to Leave of Absence conditions.
- d) Where tenure has been held for less than 6 months, benefits will be paid on a pro rata basis of 1 week for each month of tenure. For example, a student who has held an award for 4 months is entitled to a maximum of 4 weeks paid sick leave. Periods of paid sick leave may not count towards the 6 months of tenure required for full benefits.
- e) Sick leave entitlements may also be extended to cover scholarship holders with family responsibilities caring for sick children or relatives.

5.3 Maternity leave

- a) An award holder undertaking a research program may be granted maternity leave by the Deputy Vice-Chancellor (Research) provided that she has completed at least 52 weeks of continuous full time study (or equivalent part time study) while on an award before commencing the leave. Scholarship holders may apply for Leave of Absence during periods of paid maternity leave subject to Leave of Absence conditions.
- b) Application for maternity leave must be made to the Higher Degree Research Office through the Dean of her Division or Centre, not later than four weeks before the expected date of commencement of leave. The application must be accompanied by a medical certificate from a medical practitioner stating the expected date of birth of the child. The University reserves the right to fix the commencement date of leave after receiving advice from the Head of Division or Centre or a medical practitioner.
- c) An award holder shall be entitled to receive award benefits during maternity leave for a maximum of twelve weeks. Any further leave of absence, up to a total absence of maternity leave of 52 weeks, may only be taken by suspending the award for that period following the approved maternity leave. An exception to this provision is where the award holder is unable to resume her award following approved maternity leave for medical reasons. Sick leave provisions may then apply.
- d) The maximum duration of the award may be extended by that length of time spent by the award holder on approved maternity leave.
- e) Where a part-time award holder transfers to full-time during the year prior to requesting maternity leave, the benefit will be determined on a pro-rata basis.

- f) Equivalent maternity leave provision will be made available at the time of adoption of a child.

5.4 Parenting Leave

- a) Scholarship holders [excluding APAI award holders] who are partners of women giving birth and who have completed twelve months of their award, may be entitled to a period of paid parenting leave of one week at the time of the birth. The period of paid parenting leave is added to the award tenure.
- b) Equivalent parenting leave provision will be made available to partners at the time of adoption of a child.

6. Suspension of award

- a) If an award holder is unable to pursue their degree other than while on leave as permitted by Condition 5, he or she must notify the Deputy Vice-Chancellor (Research) to have their award suspended. An award holder may apply for up to 12 months scholarship suspension and Leave of Absence during the tenure of their award and candidature.
- b) During a period of approved suspension the award holder shall not be entitled to receive any benefits from their award.
- c) If an award holder remains enrolled in his/her program of studies (either full time or part time) during an approved suspension of award, this period of study will be considered to be advanced standing. Accordingly any remaining tenure of award will be reduced by that period of study undertaken during the suspension, upon resumption of the award.
- d) Limit on the period of suspension of award: Suspension will not generally be approved until at least 12 months tenure of award has been held. Each application should be a minimum 2 months and maximum 6 months. Exceptional cases may be referred to the Higher Degree Research Committee (or delegate).
- e) Where a candidate does not resume study by the expected date of return from suspension nor seek approval for a further suspension within 4 weeks after that date;

or

where approval for further suspension is not granted and the candidate so advised does not resume study by the date specified by the Higher Degree Research Office;

the candidate's award will be terminated by the Deputy Vice-Chancellor (Research).

7. Research overseas

- a) The Higher Degree Research Committee may approve candidates conducting up to 12 months (18 months for anthropology and other special cases) of their research outside Australia while under award. Approval will only be granted if this research is essential for completion of the degree.
- b) The Higher Degree Research Committee will only approve overseas research if there is adequate supervision, the student remains enrolled and the work can be credited to the candidate's course.
- c) Progress reports must be submitted on a quarterly basis to the Higher Degree Research Office.
- d) Failure to resume study at the University on the date specified for return after a period of paid overseas study shall result in the award being suspended.
- e) Where a candidate does not resume study by the expected date of return from overseas research nor seek approval for a further period of overseas research or for other leave or suspension within 4 weeks after that date;

or

where approval for further overseas research, leave or suspension is not granted and the candidate so advised does not resume study by the date specified by the Higher Degree Research Office;

the candidate's award will be terminated on the recommendation of the Deputy Vice-Chancellor (Research).

- f) Scholarship holders, including Cotutelle students, are required to complete OSR formalities and have approval to undertake overseas research prior to their departure. Without this approval in place the student may adversely affect their access to the University's insurance cover.

8. Research at other organisations

The Higher Degree Research Committee may approve a candidate conducting research at organisations outside the higher education system, provided that in such cases, the University is assured that the student has adequate support, supervision, training and research freedom. The rights to intellectual property should be resolved prior to commencement at the organisation. The Research Office should be consulted regarding assigning individual intellectual property to Macquarie University.

9. Transfer to other institutions

Although candidature may be transferred, scholarships are not transferable to other institutions. Government award holders wishing to transfer would need request funding from their new institution.

10. Transfer between Masters and Doctoral award

- a) The Higher Degree Research Committee may permit an award holder to transfer their current enrolment from Master of Philosophy, Master Honours or Master by Research candidature to Doctoral candidature, or vice-versa. In such cases, the period of tenure of the award will be that applicable to the new degree minus the period of tenure already taken.
- b)
 - i) An award holder who submits a thesis for a Master of Philosophy, Master Honours or Master by Research degree may continue to hold his/her award for Doctoral studies provided that there is no interval between Master and Doctoral candidature, or such an interval is covered by a suspension of award. The award holder must indicate their intention to continue to Doctoral candidature prior to submitting the Master thesis.
 - ii) Subject to leave taken in accordance with Condition 5 the maximum period of award for a student progressing from Master to Doctoral study is 3 years for Government award holders (3.5 years if an extension is approved) or 3.5 years for University-funded Scholarships from the date the student took up their award as a Masters student.

11. Employment

- a) Award holders may be permitted to undertake a strictly limited amount of paid employment provided that such employment does not interfere with their program of study.
- b) The same restrictions on employment apply to full-time and part-time award holders - except that part-time award holders are required to apply in writing to the Higher Degree Research Office for permission to undertake paid employment providing confirmation that the reasons that a part-time award was granted still apply.
- c) The University recommends paid employment should take up no more than 10 hours per week on average throughout the year (520 hours per scholarship year). Award holders shall discuss their intended part-time employment with their supervisor and come to an agreement on the appropriate amount of time they may spend in employment without affecting their study. Please note this may be less than the University's recommended rate.

- d) The undertaking of teaching or academic work or other form of employment shall not be regarded as an obligation under the conditions of the award.
- g) Delays in study caused by employment will under no circumstances be considered as grounds for an extension of award.

12. Progress reports

- a) The award holder shall be required to complete an Annual Report on their study each year, together with a list of any publications, for submission to the Higher Degree Research Office by a date set by the Higher Degree Research Committee. Renewal of the award is based on a satisfactory report of the candidate's progress.
- b) Award holders on approved overseas study shall be required to submit quarterly reports during periods overseas, in addition to the regular Annual Report.
- c) Part-time award holders are expected to progress at least half the rate of full time award holders for continuation of award.

13. Termination

- a) An award will normally be terminated at the end of the fortnightly pay period following the one in which the candidate's thesis is accepted for submission to the examiners, or on the expiry date of the award, whichever is earlier.

An award will be terminated if the award holder does not resume study at the conclusion of a period of suspension, or does not within four weeks of the conclusion of this period of suspension, make arrangements to extend that period of suspension.

- b) At any time before the due expiry date, an award may be terminated by the Higher Degree Research Committee on the recommendation of the Dean of the Division or Director of the Interdisciplinary Centre concerned, if the award holder fails to make satisfactory progress in their program of study, or if the award holder becomes otherwise ineligible to continue to hold the award. Payment of benefits will cease on the date of termination of the award.
- c) An award holder whose award is terminated because of unsatisfactory progress may appeal to the Higher Degree Research Appeals Committee against the termination, provided that such an appeal shall be submitted within 30 days of the date of notification of the decision by the Registrar.

14. Intellectual property

Details of the University's Intellectual Policy Statement can be found on the Research Office Website: www.research.mq.edu.au/students/ipissues#IP. Copyright ownership in a candidate's thesis lies entirely with the student, however there are certain circumstances where the university seeks a student's cooperation in the protection of intellectual property. The Research Office should be contacted if any questions arise in relation to Intellectual Property policy. All scholarship holders will be requested to sign the Macquarie University Intellectual Property Assignment Agreement at enrolment.

15. Multiple awards

- a) Awards are intended to provide a reasonable income and are not intended to be an adjunct to a full income or held in conjunction with another equivalent award or salary which directly duplicates the purpose of the award by providing a living allowance. Therefore candidates may not hold another equivalent award or salary under these circumstances but may seek additional funds which are supplementary to the main award.

An equivalent award is defined as an amount of money which is greater than 75% the basic APA stipend.

A supplement to a living allowance may be any amount which is less than 75% of the basic APA stipend.

- b) Award holders may be in receipt of additional funds for fieldwork, equipment or other expenses not covered by the award.

16. Award holders who commenced an award prior to 2008

If award holders who commenced tenure of their award prior to 2008 would be disadvantaged by any condition in these guidelines, in comparison with the relevant condition in the guidelines covering the year of their award, the original condition will apply.

EXTRA CONDITIONS APPLY TO THE FOLLOWING AWARDS:

17. Part time awards

- a) Part time awards shall be granted only in circumstances where a candidate is unable to study full time due to compelling reasons related to heavy carer commitments or a medical condition.

A part time award shall not be granted for reasons related to paid employment.
- b) A part-time award carries a stipend of approximately half the full-time award, allowing for tax. All part-time awards are taxable.
- c) A student holding a part-time award must be enrolled at Macquarie University as a part-time student.
- d) Holders of part-time awards may convert to full-time at any stage. The University may also require holders to convert to full-time if compelling reasons as approved no longer apply.
- e) The same restrictions on employment apply to part-time award holders as apply to full-time award holders (refer Condition 11). Part-time award holders must apply to the Higher Degree Research Office for approval to obtain part-time work providing confirmation that the compelling reasons that a part time award was granted still apply.

18. University industry research awards - APAI

- a) An award holder must have qualified for the award of at least a four year Australian Bachelor Honours degree in the First Class or Second Class Division 1 or qualification deemed to be equivalent.
- b) Industry awards are granted for a project in a specific research area and are dependent on industry funding.

If a candidate transfers or changes his/her research area of study without approval of his/her supervisors and the industry partner the award will be terminated.

Industry awards are subject to special conditions and provisions relating to Intellectual Property, Confidentiality and Publication. These and other provisions form part of the Award conditions for APAI and the candidate must obtain full details from the Research Office before accepting and commencing his/her award.

- c) Award holders must commence the award in the time frame set by the ARC, as agreed with the grantee and Deputy Vice-Chancellor (Research). APAI awards may not be suspended except under special circumstances and such suspensions must have the approval of the university and the industry partner.

19. MQRES/RAACE/iMURS Awards

MQRES/RAACE/iMURS awards are available for PhD degrees **only**. They are available only in the area in which they were awarded unless approved under special circumstances. Holders must be resident in Australia whilst studying under the award except when on approved overseas research.

20. Further obligations of award holders

- a) Award holders shall diligently and to the best of their ability apply themselves to the successful completion of the degree.
- b) Scholarship holders shall abide by the joint NHMRC/AVCC statement and guidelines on Research Practice; all relevant legislation, codes and guidelines governing research that involves human participants, animals, genetic manipulation (recombinant DNA experimentation) and/or biosafety issues; and the rulings of the biosafety and Ethics Committees of the University.
- c) An award holder must advise the Deputy Vice-Chancellor (Research) in writing if he or she amends their enrolment in a degree for which the award is not tenable. (See also Condition 1).
- d) Award holders agree to repay to the University any allowance or stipend overpaid whether through the candidates failure to comply with the Conditions governing the award or from any other cause.
- e) An award holder must advise the Deputy Vice-Chancellor (Research) in writing if he or she proposes to leave Australia for reasons other than approved suspension or approved recreation leave or approved research overseas pursuant to Condition 7 or proposes to discontinue full-time study.
- f) An award holder must advise the Deputy Vice-Chancellor (Research) in writing within 7 days if he or she has not been undertaking the approved study for a period of 14 days or longer without prior approval of the Higher Degree Research Committee.
- g) Award holders are required to conform to the rules and regulations of the University.
- h) Award holders must provide all reports required by the University by the specified due dates including an annual report submitted through the supervisor and the Division. Reports not submitted by the due date may result in the award being suspended or the Higher Degree Research Committee determining that progress is unsatisfactory. If the Higher Degree Research Committee does not consider that progress is satisfactory the award may be terminated or the student placed on probation.
- i) An award holder shall advise the Deputy Vice-Chancellor (Research) if an offer is accepted for any other scholarship in addition to this award.
- j) An award holder shall advise the Deputy Vice-Chancellor (Research) if in receipt of a scholarship from any source at the time of accepting an offer of this award.
- k) A part-time award holder must advise the Deputy Vice-Chancellor (Research) in writing where the circumstances given for requiring a part-time award have changed.
- l) A part-time award holder must advise the Deputy Vice-Chancellor (Research) in writing where he or she wishes to transfer to full-time candidature.
- m) Scholarship holders failing to abide by the conditions of award may face immediate award termination.

21. Obligations of the University to students

- a) **Supervision**
The University will use its best endeavours to abide by the code for supervision of postgraduate research degrees. Refer to the "Higher Degree Research Guide" for details.
- b) **Administration**
 - i) The University will be fair and equitable in the use of its discretionary powers.
 - ii) These conditions recognise the rights of students to appeal against decisions. The University has, and will advise students of appropriate appeal mechanisms for resolution of any dispute that might arise out of their candidature (refer Condition 22).
 - iii) The University will pay the student all eligible entitlements under the award as and when due.
 - iv) The University will provide a contact person for enquiries related to awards and to provide advice to award holders.

22. Appeals

Candidates may appeal to the Higher Degree Research Committee against decisions affecting their award which fall into the following procedural areas relating to scholarships:

- a) ranking of scholarship applicants and the awarding of scholarships.
- b) implementation of scholarship conditions.

Candidates wishing to lodge an appeal should contact the Higher Degree Research Office for further details of procedures.

23. Enquiries

For enquiries regarding scholarship applications and further information on awards or conditions, contact the:

Scholarships Officer
Office of the Deputy Vice-Chancellor Research
Higher Degree Research Office
Macquarie University NSW 2109

Telephone: +61-2-9850 7663

Fax: +61-2-9850 6198

Email: hdrschol@vc.mq.edu.au

Website: www.research.mq.edu.au/students/scholarships

Current Scholarship Holders seeking advice on Overseas Research, Leave or Thesis allowances may contact the Progressions Officer, telephone (02) 9850 7277; email progressions@vc.mq.edu.au.