

SCHEDULE



MQRES Conditions of Award 2012

Purpose

The Schedule outlines the 2012 Conditions of Award for the Macquarie University Research Excellence Scholarship (MQRES) Scheme. It is consistent with requirements of the 2009-2011 Research Strategic Plan and the 2012 MQRES Schedule.

These Conditions of Award outline eligibility requirements, entitlements and other requirements for the award and retention of a MQRES scholarship. These conditions apply only to research candidates awarded a MQRES who commence at Macquarie in 2012. This scholarship is not transferable to any other institution.

Schedule

1. Eligibility

The MQRES has three flexible component parts – a living allowance (stipend), tuition fee support and other allowances. The letter of offer to the successful scholarship applicant will specify the individual availability of each component part, and is based on applicant eligibility and scholarship availability.

To hold an award a person must:

- a) have qualified for an Australian Bachelors degree with First Class Honours or be regarded by Macquarie University as having demonstrated an equivalent level of academic attainment in prior studies and proven research capacity (eg. relevant work-related research experience and/or peer-reviewed research activity)
- b) be enrolled as a candidate for a Doctor of Philosophy degree at Macquarie University (unless awarded a Macquarie University Indigenous Award)
- c) be enrolled on a full-time attendance basis, unless special approval has been granted for receipt of a part-time award
- d) if an international candidate, be in attendance on campus, unless otherwise specified in, for example, a Joint Doctoral Supervision Agreement (Cotutelle), or varied by approval of the Deputy Vice Chancellor (Research).
- e) 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
- f) not have already completed a research degree or equivalent qualification at the same level
- 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.

2. Award duration

The scholarship duration is a maximum period of 3.5 years full-time, or the equivalent part time. Periods of full time and/or part time study already undertaken towards the Degree or undertaken during a suspension of scholarship will be deducted from the period of tenure of the award. The maximum scholarship tenure will be advised to the successful applicant in the letter of offer. Candidates who submit their thesis for examination with staff certification prior to their advised maximum scholarship date will be automatically granted a continuation of award until the maximum scholarship date, or the Senate approval date, whichever is earlier, up to a maximum of six months (as below).

2.1 Continuation of award after early submission

- a) Scholarship holders who submit their thesis for examination prior to their advised maximum scholarship date will be automatically granted a continuation of award, at the rate payable at the time of submission, until the maximum scholarship date, or the Senate approval date, whichever is earlier, up to a maximum of six months. The continuation of award is intended to support the candidate while addressing matters raised by examiners, attending a conference, preparing papers for publication, or other matters directly related to the thesis submission and examination.
- b) This provision may also apply to APA candidates who submit their thesis for examination prior to their advised maximum scholarship date, since APA conditions of scholarship require the APA to be terminated once the scholarship holder ceases to be enrolled (this occurs at Macquarie when the thesis is submitted). A MQRES early submission supplement will be subject to approval by the Deputy Vice-Chancellor (Research) on a case-by-case basis.
- c) This provision will not apply to Cotutelle or joint award degree scholarship holders.

3. Scholarship components

When offered as part of the scholarship, direct payments relating to these components will be made following candidature commencement and will be subject to completion of the appropriate forms and supplying appropriate supporting paperwork where required.

3.1 Living allowance (stipend)

- a) The living allowance (stipend) in 2012 for full-time award holders is \$23,728 tax exempt. The living allowance (stipend) in 2012 for part-time award holders is \$12,898 taxable. The level of stipend will not be reduced during the tenure of the award unless the award holder changes from full-time to part-time candidature.
- b) The living allowance (stipend) for co-funded scholarships may vary as approved by the Deputy Vice Chancellor (Research).
- c) The living allowance is paid fortnightly in arrears and may not commence prior to the commencement of enrolment for new awardees. For currently enrolled candidates, the earliest the payment may commence is from the beginning of the enrolment period in which the award was offered subject to scholarship eligibility requirements being met.
- d) Cotutelle and joint degree candidates will be paid the living stipend only when they are on-campus in Australia, unless the Cotutelle Agreement states otherwise.
- 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.

3.2 Tuition fee support

- a) For international candidates, the University will provide tuition fee support for the approved program for the scholarship duration, unless otherwise specified in the letter of offer. International candidates who have not submitted their thesis by the end of the scholarship will be required to pay the program tuition fee applicable at the time of scholarship expiry.
- b) All domestic scholarship holders are provided with a sponsored place annually under the Research Training Scheme (RTS) and are not required to pay tuition fees.

3.3 Relocation allowance

For domestic scholarship holders commencing their first postgraduate research study in Australia a relocation allowance may be available for candidates moving to Sydney from another Australian location outside of Sydney. To make a claim, suitable receipts must be lodged within six months of scholarship commencement. The maximum amount payable in 2012 for domestic candidates is \$1,000. International scholarship holders are not entitled to a relocation allowance, unless otherwise specified in the letter of offer.

4. Research off campus

Scholarship holders may undertake research for the degree at locations away from Macquarie

University as follows:

4.1 Offsite research (OSR)

- a) The Higher Degree Research Committee or delegate may approve candidates conducting up to 12 months (18 months for anthropology and other special cases) of their research outside Australia while under scholarship. Approval will only be granted if this research is essential for completion of the degree. The scholarship holder must remain enrolled and adequate supervision must be in place and approved by the Faculty Associate Dean Higher Degree Research. The required Ethics approval from Macquarie University for any research conducted offsite, including overseas, must be obtained prior to the OSR.
- b) Scholarship holders are required to complete an OSR application form and have approval to undertake offsite research prior to their departure. Without this approval in place, the student's access to the University insurance cover may be adversely affected.
- c) 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.
- d) Unless otherwise specified in the Agreement, Cotutelle and joint degree scholarship holders will not be paid a living stipend when undertaking research at the overseas partner institution.

4.2 Research at other organisations

- a) The University 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 required Ethics approval from Macquarie University must be obtained prior to conducting this research.
- b) International scholarship holders must be full time enrolled and in attendance on campus, unless otherwise specified in, for example, a Joint Doctoral Supervision Agreement (Cotutelle), or varied by approval of the Deputy Vice Chancellor (Research).

5. Enrolment variations

The MQRES Schedule outlines the allocation plan for MQRES in 2012. Accordingly, any transfers between Faculties and Departments or changes to the supervisory panel for 2012 scholarship holders may require special approval by the University. A case for such transfers should accompany the transfer documentation.

6. Part-time enrolment

Part time scholarships will be granted only in circumstances where a candidate 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 candidate requests are subject to visa restrictions. The University may also require holders to convert to full-time if compelling reasons as approved no longer apply.

7. Employment

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 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 other form of employment shall not be regarded as an obligation under the conditions of the scholarship.

8. Leave entitlements

8.1. Recreation leave

A scholarship 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:

- a) No more than 20 days recreation leave may be accumulated and leave must be taken during the prescribed period of tenure of the scholarship.
- b) Recreation leave is presumed to be used in the December/January period of each year of tenure.
- c) 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.

8.2 Sick leave

Scholarship holders are entitled to receive up to 10 working days paid sick leave each year of the scholarship. A scholarship holder may be granted additional paid sick leave for up to a maximum of twelve weeks during the duration of the MQRES under the following longer term conditions.

- a) *For the first six (6) weeks of illness* benefits are to continue provided that the scholarship 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). A medical certificate must be provided.
- b) *After the first six (6) weeks of illness* benefits shall continue only where the scholarship holder produces another medical certificate to confirm the inability to resume studies.
- c) The scholarship may be extended by a maximum of 12 weeks to compensate for periods of paid sick leave *in excess of 10 days*. An extension of scholarship will not normally be granted to compensate for periods of sick leave less than eleven days.
- d) Scholarship holders who discontinue enrolment or suspend their scholarship because of illness shall not be entitled to receive any benefits from the scholarship effective from the date of discontinuation or suspension.
- e) Where tenure has been held for less than 6 months, benefits will normally be paid on a pro rata basis of 1 week for each month of tenure. For example, a student who has held a scholarship 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.
- f) Sick leave entitlements may also be extended to cover scholarship holders who are primary care givers with family responsibilities required to care for sick dependents.

8.3 Maternity leave

- a) The scholarship holder may be granted a maximum of 12 weeks paid maternity leave provided that they have completed at least 52 weeks of continuous full time study (or equivalent part time study) while on the scholarship before commencing the leave. The application must be accompanied by a medical certificate from a medical practitioner stating the expected date of birth of the child.
- b) Leave of absence from scholarship and candidature may be taken for that period following the approved maternity leave.
- c) The maximum duration of the scholarship will be extended by that length of time spent by the scholarship holder on approved maternity leave.
- d) The equivalent maternity leave provision may be made available at the time of adoption of a child, and supported by appropriate documentation.

8.4 Parenting leave

- a) Scholarship holders who have completed twelve months of their scholarship and are partners of women giving birth during the duration of the MQRES, may be entitled to a period of one week of paid parenting leave at the time of the birth.
- b) The period of paid parenting leave is added to the scholarship tenure.
- c) The equivalent parenting leave provision may be available for the adoption of a child.

9. Suspension of scholarship

A scholarship holder who applies for Leave of Absence during the tenure of their scholarship will not be entitled to receive any benefits from their scholarship. If a scholarship holder remains enrolled in his/her program of studies (either full time or part time), or enrolls in another course of

study, during an approved suspension of scholarship, this period of study will be considered to be advanced standing. Accordingly, any remaining tenure of scholarship will be reduced by that period of study undertaken during the suspension, upon resumption of the scholarship (ie. the scholarship will not be extended to compensate for the period of study during suspension).

10. Retention of scholarship

Continuation of the scholarship is subject to satisfactory academic progress and compliance with the scholarship conditions.

11. Completion of scholarship

A scholarship 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 scholarship, whichever is earlier; unless a continuation of award after early submission has been granted (Section 2.1).

12. 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 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 candidates 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.

13. Review process

Candidates may request the Higher Degree Research Committee to review decisions affecting their scholarship in relation to the implementation of scholarship conditions.

Candidates wishing to request a review should submit the request to the Director, Higher Degree Research Office, within four weeks of the date of the original decision as advised to the applicant.

14. The University

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

Related Policies / Procedures/Plans

Research Strategic Plan 2009-2011:

http://www.research.mq.edu.au/about/research_@_macquarie/policy_and_strategy/documents/MQRSP_2009_2011_v5_Final_May_09.pdf

2009 Approved Partner Universities: <http://www.international.mq.edu.au/research/partner>

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| Amended | |