Terms and Conditions of Your Higher Degree Research Offer

By accepting the offer made in the letter of offer, I acknowledge and agree to the following terms and conditions:

COURSES AND CONDITIONS

- The letter of offer, the Declaration of Acceptance Form and these Terms and Conditions describe the course in which you will be enrolled and set out applicable terms and conditions to enrolment.

DEFERRALS

- I understand that deferrals are subject to approval and are not guaranteed. I understand I may not be eligible for future intakes where entry requirements change, where entry is competitive, where a scholarship is no longer available or where supervision is no longer available. If I am approved to defer my offer, a new offer of admission will be required. Higher fees than those quoted in this letter may apply.

ENROLMENT

- The information provided by me to support my application for admission is accurate and true. The provision of false information or lack of disclosure may lead to the cancellation of my enrolment and the University will report any such activity to the relevant authority.
- All documents I submitted with my application and acceptance of offer became the property of the University and will not be returned.
- I understand that I should also provide any original documents of my qualifications (official academic transcripts and degree award certificates) upon my enrolment for verification. Should I fail to provide this documentation, I may be prevented from enrolment.
- I authorise Macquarie University to access the Visa Entitlement Verification Online (VEVO) for verification of my current visa status and entitlements.
- If approved for offsite enrolment, I agree to adhere to the Offsite Research Enrolment Policy.
- If I am a Cotutelle or Joint PhD candidate I agree to adhere to the terms of my Cotutelle or Joint PhD Agreement, and understand the Guiding Principles for Cotutelle/Joint PhD programs are applicable to me.
- If I have been offered a scholarship, I agree to read and comply with the Macquarie University Scholarship Conditions of Award and/or additional conditions of award if it is a co-funded scholarship.
- I will attend and/or read the relevant orientations and access all University information and read my University-assigned email address at least once a week to inform myself and to enable me to comply with the requirements for my course. If I cannot attend the relevant orientations, I must notify the Graduate Research Academy or Department team (whichever is applicable).
- I will provide the University with details of my current residential address, mobile number, email address and emergency contact details within 7 days of arriving within Australia and will notify the University of any change to those details within 7 days of the change for the duration of my study.
- I will obtain my Campus Card within 5 business days of commencing my studies at the University.
• I will notify the University in writing immediately if I am unable to continue with my enrolment in this course, or to remain enrolled as a full-time student, studying on campus.

• Applicable to Bachelor of Philosophy/Master of Research students: I have read the course Handbook and informed myself of the course details, mode of study, assessment methods, pre-requisite, course specifications and inherent requirements. The course may contain compulsory and elective units which are offered Online or by External study mode or require work-based training or placement.

• Applicable to Master of Research students: I will not enrol in more than one-third of the units (or equivalent credits) of the course by online/external study. Nor will I enrol exclusively by online/external study in any compulsory study period.

• If I enrol in units which are contrary to academic advice, I am responsible for the consequences from enrolment in those units, including any fees and penalties that I am liable for, should I incur them for late enrolment and/or changing units.

• I understand that the University will make public research profiles for current MRes Year 2, MPhil/PhD candidates that have published one or more publication with the Macquarie University byline. This profile will show publications, press/media activities, and impacts, as well as contact information. I understand that the University will implement the display of student-supervisor relationships and display my scholarship information on my public research profile. I agree that if I do not want my profile to be made public, I will send an email to oneHelp@mq.edu.au.

• Applicable to Bachelor of Philosophy/Master of Research (year 1) students: I will read the Enrolment Policy and Academic Progression Policy and understand the grounds on which my enrolment may be suspended or cancelled.

• Applicable to Master of Research (year 2) students, Master of Public Health (Research), Master of Philosophy and Doctor of Philosophy: I will read the Graduate Research Continuation Policy and HDR Variations to Candidature Policy and understand the grounds on which my enrolment may be suspended or cancelled.

• I will read and apply the principals of the Macquarie University Code for the Responsible Conduct of Research.

• I will inform myself and act in accordance with the University Student Code of Conduct and understand that misconduct may give rise to disciplinary proceedings. I will conduct myself in an honest, ethical and professional manner consistent with the values of Macquarie University Ethics Framework: mq.edu.au/ethics/.

HOLIDAY BREAKS

• Applicable to Bachelor of Philosophy/Master of Research (year 1): Holiday breaks (or session breaks) are published on the MQ Calendar of Dates.

• Applicable to Master of Research (year 2), MPhil and PhD: There is no formal holiday break (or session break). As per the HDR Variations to Candidature Policy candidates are entitled to up to 20 working days annual leave per year accrued on a fortnightly basis. The supervisor’s agreement must be obtained before leave is taken and candidates should note that it does not extend their thesis submission date.

FEES AND CHARGES

• Tuition Fees are charged on a per credit point basis for the Master of Research Year 1.

• Tuition Fees are charged per Enrolment Period for the Master of Research Year 2.

• Tuition Fees are charged per Enrolment Period for the PhD/MPhil, but calculated on a pro-rata (i.e., daily) basis and are based on the candidate’s study load for that EP.

• The University reviews Fees each year and reserves the right to increase tuition fees in future years.

• Estimated tuition fees in the letter of offer are based on published fees for the current year and, or estimated fee for future year(s) and standard study load in each compulsory study period to complete the course within the specified course duration.
• The costs and course information printed in this offer are accurate as at the date of this letter and apply only for the duration of any enrolment in the course offered to me.

• My financial liability for a course scheduled to commence in the offered intake may be subject to an increase and I will pay fees according to the fees rules and applicable policies.

• International students are not required to pay more than half of their course fees at the time they accept their offer, if the course is longer than 25 weeks. I can contact my Graduate Research Officer with any questions or concerns regarding the tuition fees or tuition fee deposits or due date listed on my Letter of Offer.

• I will access information regarding the costs related to studying at the University at: mq.edu.au/cost-of-living

• I will access information regarding the costs associated with living in Australia or me and any dependents accompanying me at: studyinaustralia.gov.au/english/live-in-australia/living-cost

• Applicable to Bachelor of Philosophy/Master of Research (year 1) students: You will be liable to pay the Student Service Amenities Fees (SSAF) applicable for each study period in which you enrol, however, you will only be charged the SSAF after the census date. The indicative annual SSAF is AUD $313 for 2022. For further information regarding SSAF, please visit https://www.mq.edu.au/study/fees-and-costs/student-services-and-amenities-fee.

• Applicable to Master of Research (year 2), MPhil, and PhD students: The Student Services and Amenities Fee (SSAF) is subject to annual review by the University and may be charged in future years to HDR candidates. In the event it is charged in a future year, and I am enrolled in the program listed in this offer, I understand I will be required to pay it.

• I acknowledge I may be subject to other fees, charges and conditions for each study period in which I am enrolled, and that I should check the current fees, charges and conditions with the University before enrolling at any time at https://www.mq.edu.au/research/phd-and-research-degrees/fees-and-costs. In subsequent study periods, an AUD$200 late payment fee will be incurred if payment is made after the payment due date.

• Applicable to Bachelor of Philosophy/Master of Research (year 1) students only: Should I enrol in year-long units, I will be required to pay the fees for these units in full and upfront by the fee deadline in my first session of study.

• The OSHC premium quoted at https://students.mq.edu.au/study/hdr/accept-offer is accurate as at the time of offer and is subject to an annual increase.

REFUND AND TRANSFERS

• I have read the MRes Fee and Refund Guide or HDR Fee and Refund Guide (whichever is applicable) which forms part of this agreement, and accept its terms and conditions, which the University may alter without prior notice. Please check the refund guide before enrolment in each study period.

• In the unlikely event that the University is unable to offer my course, the University is obliged to provide a refund of unspent, prepaid tuition fees under the Tuition Protection Service (TPS). TPS is a placement and refund service for international students provided by the Australian Government.

• The University retains the right to grant or refuse my release request to transfer to another education provider within the first six months of study in my principal course.

APPEALS

• The University has a number of appeals and complaint policies which set out how to appeal a decision or make a complaint. I will read and follow relevant policy and procedures at https://students.mq.edu.au/study/assessment-exams/appeals and https://students.mq.edu.au/support/complaints as applicable.

• This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
PRIVACY

- Information is collected on this form and during my enrolment in order to meet the University’s obligations under the Education Services for Overseas Students (ESOS) Act 2000 (ESOS Act) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code); to ensure your compliance with the conditions of your visas and your obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act, the ESOS Regulations 2019 and the National Code. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988 and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.
- The University may disclose information about my progress in the course to other educational institutions, which I am, or have been, a student at, where disclosure is necessary for the purpose of complying with the University’s obligations under a collaboration agreement with the relevant educational institution.
- The University may also collect, use and disclose my personal information in accordance with the applicable privacy collection notices within the policy framework: mq.edu.au/privacy consent to the sending and receiving of electronic messages for the purposes of the University sending me information relevant to my studies, personal safety, and university life in accordance with the Spam Act 2003 (Cth) and any corresponding regulations for electronic communication methods.
- The University can publish information on any awards and prizes I have been awarded and, where appropriate, the results for my research course.

LEGAL REQUIREMENTS

- Information about the ESOS framework and the National Code is at: internationaleducation.gov.au/Regulatory-Information/
- If applicable, any school aged dependents accompanying me to Australia will be required to attend school and this will incur additional charges.
- The University may at any time vary these Terms and Conditions by publishing the varied Terms and Conditions on the University’s website and is under no other obligation to notify me of any variation to these Terms and Conditions.
- The University, its agents, contractors and employees will not be liable for me for any loss or damage arising directly or indirectly from my failure to check the available information or from Macquarie University’s amendments to any fee, charge or terms.
- The University will use its reasonable efforts to provide the course as advertised but may, at its sole discretion, postpone or cancel the course, alter any part of the course, including but not limited to their content, structure, entry requirements (including score conversions), practical training requirements and graduation requirements.