

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. Ongoing enrolment is subject to compliance with University policies, procedures and processes. Information about some of the important requirements is set out in the Important Information document included with this Letter of Offer which you are expected to read.

DEFERRALS

- Deferrals are subject to approval and are not guaranteed. If you defer you 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 deferment is approved, a new offer of admission will be issued. Higher fees than those set out in this letter may apply.

ENROLMENT

- Your enrolment is on the basis of information provided by you in relation to your application for admission which must be accurate, complete and true. Providing false or incomplete information may result in cancellation of your enrolment or revocation of the award of a degree and the University will report any such activity to a relevant authority.
- Original documents of qualifications such as official academic transcripts and degree award certificates may be required to be produced for verification. Failure to produce this documentation may prevent enrolment.
- All documents submitted with your application and acceptance of offer are the property of the University and will not be returned. This does not apply to official original documents such as official academic transcripts and degree award certificates.
- Your letter of offer will confirm the English proficiency requirement, if any, for your course. For information about English proficiency requirements, please refer to our website <https://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply>
- You authorise Macquarie University to access the Visa Entitlement Verification Online (VEVO) for verification of visa status and entitlements. This authorisation continues throughout your enrolment.
- If approved for offsite enrolment the [Offsite Research Enrolment Policy](#) applies.
- You must notify the University in writing immediately if you are not continuing with your enrolment in this course, or cease to be a full-time student, studying on campus.

RESTRICTIONS ON ENROLMENT

- Master of Research students must not enrol in more than one-third of the units (or equivalent credits) of the course by online/external study or not enrol to study only online/externally in any compulsory study period.
- For some courses, such as the Masters of Research, the Faculty will provide guidance and approval in relation to units in which you should enrol. It is your responsibility to enrol in individual units of your course in accordance with this guidance/approval. If you do not follow the guidance/approval you do so at your own risk and may incur fees or costs for late enrolment or unit changes or may incur other disadvantage such as delay in completing the course.

OTHER AGREEMENTS

- A Cotutelle or Joint PhD candidate must comply with their Cotutelle or Joint PhD Agreement and understand the [Guiding Principles for Cotutelle/Joint PhD programs](#).
- Scholarship holders must comply with the Macquarie University [Scholarship Conditions of Award](#) and/or the conditions of award of a co-funded scholarship if applicable.

PUBLIC RESEARCH PROFILE

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

FEES AND CHARGES

- Master of Research**
Year 1: Tuition Fees are charged on a per credit point basis.
Year 2: Tuition Fees are charged on a six-monthly basis.
- PhD/MPhil**
Tuition Fees are charged on a six-month basis and any refund is calculated pro-rata on a daily basis according to the candidate's study load for the relevant six month period.
 - The University reviews Fees each year and may increase tuition fees in future years.
 - The estimated fee includes future year(s) and standard study load in each compulsory study period for completing the course within the specified course duration.
 - The costs and course information set out in this offer are accurate at the date of this letter (subject to other terms of these Terms and Conditions) and apply only to this offer.
 - 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. You can contact your Graduate Research Officer with any questions or concerns regarding the tuition fees or tuition fee deposits or due date listed on your Letter of Offer.
- 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>.
- 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 you are enrolled in the program listed in this offer, you will be required to pay it.

- There may be other fees, charges and conditions for each study period in which you are enrolled, and you 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.
- Master of Research (year 1) students: Should you enrol in year-long units, you 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.

REFUNDS AND TRANSFERS

- The [MRes Fee and Refund Guide](#) or [HDR Fee and Refund Guide](#) (whichever is applicable) forms part of this agreement and is part of these terms and conditions. These Guides may change from time to time however the version of the Guide included in this Agreement will remain valid for the duration of the Agreement.
- In the event that the University is unable to offer your course, the University will refund 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.
- If you withdraw from your course within the first six months of study in your principal course the University may grant or refuse your request for a release to transfer to another education provider, in accordance with the [Transfer and Release for International Students Policy](#).

PRIVACY

- Information collected on this form and during your enrolment may be used and disclosed:
 - for the purposes of the requirements of applicable legislation including:
 - the *Education Services for Overseas Students (ESOS) Act 2000* (ESOS Act)
 - the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code)
 - visa and immigration laws
 - the tuition protection service and
 - as otherwise required or authorised by State or Commonwealth law.
 - for the purposes of the administration of your enrolment, your studies and University - related activities generally, including communications to you as an alumnus after graduation.
- The University may disclose information about your progress in the course to other educational institutions, which you are, 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 your personal information in accordance with the University's privacy framework: mq.edu.au/privacy.
- The University may publish information on any awards and prizes you have been awarded and, where appropriate, the results of your research.

VARIATION OF TERMS AND COURSES

- The University may vary these Terms and Conditions by publishing the varied Terms and Conditions on the University's website. You will be notified of the variation through your University email address. Please note that where the Terms and Conditions refer to other documents, including University documents, these documents may be updated, changed or replaced from time to time without notification to you. The University will endeavour to inform you of key changes but does not undertake to provide you with updates on any or all changes.
- The University will endeavour to provide the course as advertised but may postpone or cancel the course, alter any part of the course, including content, structure, entry requirements (including score conversions), presenters, practical training requirements and graduation requirements. If this occurs the University will give you as much notice as practicable of any such change and will consult with you about suitable alternatives where there is a material adverse impact on your studies.

CONTACT INFORMATION

- You must provide the University with details of your residential address, mobile number, email address and emergency contact details within 7 days of arriving within Australia and notify the University of any change to those details within 7 days of the change for the duration of your study.

COMPLAINTS AND APPEALS PROCESSES

- The University has processes and procedures for student complaints and appeals. There are also bodies external to the University who deal with complaints about the University. More information is provided in the Important Information document which accompanies these Terms and Conditions.

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.

[Effective Date: March 14th 2023]