



Policy Number	: POL-HDR-01
Title	: Curtin Malaysia Postgraduate Research Scholarship (CMPRS) Scheme
Effective Date	: 13 th December 2012
Category	: Student Support & Scholarship
Organisational Unit	: Graduate School/Higher Degree by Research

1. POLICY PURPOSE

This document provides the overarching policy governing the provision of Higher Degree Research (HDR) Scholarships by Curtin University Malaysia to support the healthy growth of its HDR programmes and to increase the number of good-quality HDR students enrolled at this campus. Curtin Malaysia Postgraduate Research Scholarship (CMPRS) Scheme is intended to boost the number of recruitments of quality HDR students with the potential to publish in high-quality journal and to complete the HDR course on time, contributing towards MyRA score.

2. APPLICATION

This Policy document applies to CMPRS for HDR programmes, principally for PhD. Students under targeted or prioritized Master of Philosophy (MPhil) degree programmes may qualify under this Scheme at the discretion of the Dean, Curtin Malaysia Graduate School (CMGS)/Chair, Curtin Malaysia Graduate Studies Committee (CMGSC), for which the scholarship awarded can be full or partial.

This policy document applies to Curtin Malaysia Academic Staff to recruit a potential Ph.D. student who wishes to be considered for CMPRS. It may also be extended to include Master or Philosophy (MPhil) degree students under partial tuition fee waiver scholarship and/or other scholarship schemes at the discretion of the Dean of Graduate School/Chair of Curtin Malaysia Graduate Studies Committee.

3. EXCEPTIONS

Applicants for external grants or other internal grants.

4. DEFINITIONS

(Note: Commonly defined terms are in the Curtin Common Definitions. Any defined terms below are specific to this document).

5. POLICY STATEMENT

The Curtin Malaysia Postgraduate Research Scholarship (CMPRS) Scheme is an initiative to increase the number of good-quality HDR students enrolled at Curtin Malaysia and enhance research activities and research performance of our HDR students and their respective supervisors within the culture of research excellence on this campus. The scholarships are awarded competitively based on academic records of the applicants and offered in the following categories:

a) CMPRS Ph.D. Merit Scholarship

Eligible Ph.D. candidates possessing superior prior learning and/or research track records will be awarded full tuition fee waiver and stipend for 3 years. Publications in high-quality journal publications will be expected. This scheme may also be offered as CMPRS Strategic Ph.D. Scholarship targeting the University's research priority areas.

b) CMPRS Partial Ph.D./MPhil Tuition Fee Scholarships

- i. Eligible MPhil candidates will be given a tuition fee waiver of 50% for 1.5 years.
- ii. Eligible Ph.D. candidates may be given a partial scholarship in the form of tuition fee waiver of 50% for a period of 3 years.

6. OBJECTIVES or PRINCIPLES

6.1. Nature of Support

- This scholarship scheme supports only full-time students who are enrolled for a higher degree by research programme at Curtin Malaysia.
- The Scheme covers scholarships that include full course fees and a monthly stipend at the prevailing rate (for Merit Scholarships) and partial tuition fee waiver (for Partial Ph.D./MPhil Tuition Fee Scholarships).
- The maximum duration for a scholarship is three years for Ph.D. (Merit Scholarship) and Partial Tuition Fee Scholarship (50%) for 3 and 1.5 years for Ph.D. and MPhil, respectively.
- For duration beyond the scholarship limit, tuition fee waiver only extension is possible with the following conditions:
 - a) A 3-month extension can be applied for at the end of the scholarship period and is subject to approval by the Dean of CMGS /Chair, CMGSC. The approval will be based on student's progress, milestone attainments and the next 3-month measurable outcomes.
 - b) A second 3-month extension (under the same conditions stated in (a)) above may be granted under exceptional circumstances as approved by the Dean, CMGS/Chair, CMGSC.
- The value of the stipend is set by the Curtin Malaysia Graduate Studies Committee.
- The Scholarship will take effect from the enrolment date of the recipient and the stipend will be remitted each month to the awardee's bank account. For international students, the Stipend will be withheld in an accrued account until such time when the student is physically on campus and has reported to CMGS. The first payment of stipend to the students will be from the date of enrolment to the last date of the month of their arrival based on a pro-rata basis.
- The stipend will be automatically suspended during approved Leave of Absence or annual leave without consent or annual leave after 20 days (of approved leave).
- For students on conditional academic status, the stipend may be suspended subject to recommendation by CMGSC.

6.2. Eligibility as Project Leader/Supervisor for CMPRS Students

- A successful completion of past supervised CMPRS funded student is desirable to be a Project Leader/Supervisor.
- Early career researchers/new staff are eligible to be a Project Leader/Supervisor.

6.3. Project Leader/Principal Supervisor Obligations

- The project leader and/or principal supervisor is responsible for providing expert knowledge and skills to supervise the student to be well-progressing in achieving Milestones 1, 2 and 3 within the student's timelines.
- Project leader and/or principal supervisor, together with the student, must publish at least two Q1/Q2 journal publications (or equivalence) for Ph.D. students under Merit scholarships. For Ph.D. students, the first publication must take place before Milestone 2 and the second manuscript must be officially submitted within 30 months of the candidature. Failure to achieve these expectations may result in the suspension of the tuition fee waiver or stipend or both in the remaining months of the project/candidature.
- In the case of the project going beyond 3 years, the principal supervisor and the students must be responsible for the stipend. For tuition fee, the principal supervisor and the students must be responsible for the tuition fee after the maximum allowable extension of tuition fee-waiver.

6.4. Student Obligations

- A student is required to conform to the rules (including disciplinary provisions) of Curtin Malaysia.
- This award is conditional on the awardee's adherence to the Curtin University Higher Degree by Research Regulations (Rules No. 10 or No. 11 Made Pursuant to Statute No. 12) and other relevant and latest rules and policies for the entire duration of study.
- A student shall remain enrolled continuously until the thesis has been submitted for examination, except during periods of approved Leave of Absence.
- Awardees shall diligently and to the best of their ability apply themselves to the successful completion of the degree and shall make satisfactory progress in their candidature.
- If Curtin Malaysia does not consider that progress to be satisfactory, the student will be placed on conditional status and/or the award may be suspended or terminated.
- Students are required to engage in teaching-related activities within their faculty to a maximum of 4 hours per week in the teaching terms for recipients of CMPRS Merit Scholarship.
- A student, together with the principal supervisor/supervisors, must publish at least two Q1/Q2 journal publications (or equivalence) for Ph.D. students under CMPRS Merit scholarships. For Ph.D. students, the first publication must be before Milestone 2, and the second manuscript must be officially submitted within 30 months of the candidature or prior to Milestone 3 approval, whichever comes first. Failure to achieve these expectations may result in the suspension of the tuition fee waiver or stipend or both in the remaining months of the candidature.

6.5. Reimbursement of the Course Fee and Other Costs

A student will be required:

- a) to reimburse 100% of the course fee and any other costs incurred up to the date of the withdrawal/cancellation of enrollment if the student withdraws or has the enrollment cancelled from the HDR programme. The funds shall be reimbursed within sixty (60) days. This obligation may be waived for a valid reason as approved by Curtin Malaysia Graduate Studies Committee.
- b) to reimburse 50% of the course fee and any other costs incurred on the date of the withdrawal, if the student converts his/her study mode to part-time. The funds shall be reimbursed within sixty (60) days. This obligation may be waived for a valid reason as approved by Curtin Malaysia Graduate Studies Committee.
- c) Switching the programme to part-time will also result in the suspension of the tuition fee waiver and stipend.

6.6. Termination of Scholarship

The Scholarship will end on the day the student submits his/her thesis for examination, when terminated in accordance with clause 6.6.1 below, or at the end of the Scholarship Term, whichever is earlier.

6.6.1 Curtin University Malaysia may at its discretion, terminate a scholarship before the end of the Scholarship Term on any of the following grounds:

- You cease to meet the eligibility criteria for the Scholarship, other than during an approved period of suspension of the Scholarship or during the Leave of Absence.
- You fail to comply with the requirement of your Scholarship or Course contained in any Curtin Policies and Procedures
- In Curtin Malaysia's opinion, or in the opinion of any external funding party responsible for funding the Scholarship, you are not carrying out the Course with competence and diligence or in accordance with your Offer Letter.
- Your Scholarship has been suspended, and you fail to demonstrate progress towards being re-instated to Good Standing within a reasonable time frame.
- You withdraw from the Course.
- You are found guilty of misconduct in accordance with Statute No. 10 – Student Discipline and associated Rules.
- You have provided false or misleading information in relation to your scholarship.
- You do not resume study at the conclusion of a Leave of Absence or period of suspension or extend the Leave of Absence or period of suspension.

- You do not resume study at Curtin Malaysia on the date specified for return after a period of approved research off campus.
- You cease to be a full-time student when Curtin Malaysia's approval has not been obtained to hold the Scholarship on a part-time basis.
- You are absorbed in any external research grant or receive funding from other scholarships, CMPRS will be automatically terminated.
- You die or become incapable of continuing the Course.

<https://scholarships.curtin.edu.au/wp-content/uploads/sites/8/2021/10/HDR-Scholarship-Conditions-of-Award-18.10.2021.pdf>

6.7. Visa and Student Pass Information (for international and non-Sarawakian students ONLY)

It is the responsibility of the sponsored students to ensure that they hold a valid student visa and/or student pass while studying at Curtin Malaysia. If the student visa and/or student pass expires, the student may be required to leave Malaysia/the State of Sarawak, and the scholarship will be automatically suspended. The scholarship does not cover the costs of the student visa and/or student pass and medical checkup.

6.8. Group Hospitalisation & Surgical Insurance (GHSI) (For International students ONLY)

- It is compulsory for all international students who wish to study at Curtin Malaysia to purchase GHSI.
- The scholarship does not cover the costs of (GHSI)

6.9. Transfer

The scholarship cannot be transferred to another campus of Curtin University or another university.

6.10. Provision of False or Misleading Information

If the Curtin Malaysia knows or has reason to believe that a student and/or project leader/main supervisor has provided false or misleading information to Curtin Malaysia in relation to the Scholarship, Curtin Malaysia will immediately:

- reassess the student's entitlement to the Scholarship or terminate Scholarship; and
- where relevant, notify the Malaysian Immigration Department of the suspected offence and provide any other relevant information requested by the department (for international students only).

7. Confidentiality

Curtin Malaysia's deliberations and decisions relating to the allocation, selection and award of scholarships are confidential.

8. Variation of Conditions

Curtin Malaysia may vary these conditions from time to time.

9. PROCEDURES

9.1 Application for CMPRS Scholarship

Please refer to PRO-CMGS-01 Administration of HDR Enrolment for details on admission and enrolment.

9.2 Distributing Stipends

- i. Once a CMPRS sponsored student is enrolled with Curtin Malaysia and starts his/her HDR programme, the Dean, CMGS /Chair, CMGSC, advises the Financial Services Department of the scholarship recipient's name, bank account details, starting date of the study, so that the awardee's first stipend payment can be made.
- ii. At least ten (10) working days prior to the 25th of each month, the Dean, CMGS /Chair, CMGSC sends a memorandum to the Financial Services Department listing the names of stipend payees and the stipend amount for each of the recipients.
- iii. Using this list, the Financial Services Department arranges direct credit of the stipulated stipend amount into the payees' bank account by the end of the relevant month.

9.3 Setting stipends

- i. The Curtin Malaysia Graduate Studies Committee may recommend a variation to the monetary value of the stipend ("the Stipend") for awards under the Curtin Malaysia Postgraduate Research Scholarship (CMPRS) and specify the effective date of change in the event that there is a variation in the amount of the Stipend.
- ii. The recommendation will be submitted to the Curtin Malaysia Budget Review Committee at one of its sittings, or if the matter needs to be resolved before such a meeting, a paper may be submitted to the Curtin Malaysia Board of Directors for approval.

10. PERFORMANCE INDICATORS

Indicators	Standard	Measures	Target	Method	Frequency	Responsible Owner	Undertaken by
Eligibility of the applicant	After receiving complete applications and documents by the closing date	Conduct a preliminary assessment of eligibility	Within 5 working days of receiving all applications.	Review documentation	When documentation is complete	Dean, CMGS/Chair CMGSC	Secretary, CMGSC
Eligibility of the applicant	Upon the approval by Graduate Studies Committee (CMGSC)	Applicant academic track records	Within 5 working days the outcome is notified and letter of offer is issued	Evaluation of applicants' credentials and submission of recommendation to CMGSC	After recommendation and decision by CMGSC	Dean, CMGS /Chair CMGSC	Secretary, CMGSC
Offer of scholarship sent to awardees	After the decision of the scholarship awardees	Prepare and send letters of offer	Within 5 working days of the CMGSC decision	Email offers	After the decision on successful applicants	Dean, CMGS /Chair CMGSC	Secretary, CMGSC
Handover to the Student Services Department	After receipt of acceptance of scholarship offer	Send acceptance letter and application for enrolment package to the Student Service Department	Within 3 working days of receipt of acceptance of an offer of the scholarship	Email documents	After acceptance of scholarship offer	Dean, CMGS /Chair CMGSC	Secretary, CMGSC

11. RESPONSIBILITIES (optional if responsibilities are already specified in the performance indicators)

Role (Position, Committee)	Accountable for

12. APPENDICES (FORMS, WORK INSTRUCTION, SCHEDULES, PROCEDURES)

Appendix 1: Curtin Malaysia Postgraduate Research Scholarship Scoring Sheet

13. OTHER RELEVANT DOCUMENTS/LINKS

13.1 Full student visa information is available on the Immigration Department of Malaysia's website at <https://www.imi.gov.my/portal2017/index.php/en/main-services.html>.

RESPONSIBILITIES				
Policy Manager		Dean of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee		
Contact Officer		Secretary of the Curtin Malaysia Graduate Studies Committee		
Telephone		+60 85 630100 Ext:2548		
E-mail		GradSchool@curtin.edu.my		
Approval Authority		Academic Board		
Date of Approval		24 th June 2026		
Assigned Review Period		4 years		
Date of Next Review		24 th June 2030		
REVISION HISTORY				
Version Number	Approved/ Rescinded	Date Approved/ Rescinded	Resolution Number/ Minutes Reference	Reason for & Details of Amendment
1.0	Approved	13 th December 2012	Sarawak Council meeting held on 13 th Dec 2012	Procedures updated to comply with the approved document management and version control policy and procedure.
2.0	Approved	29 th January 2014	Academic Board meeting held on 29 Jan 2014	Policy updated to include MPhil students and tuition-free scholarships
3.0	Approved	3 rd February 2017	Document No CSAB17-06 Meeting No: 1/17	Tuition-free scholarship deleted. All references to Office of R&D changed to Graduate School All references to Associate Dean, Research Training changes to Dean, Graduate School

3.1	Approved	10 th September 2020	Document No CMAB20-633 Meeting No: 3/2020	Changed Curtin Sarawak to Curtin Malaysia due to re-branding. Some additional policies and expectations are added. All references to Graduate School have changed to Office of Graduate Studies. All references to Dean, Graduate School are changed to the Chair of the Curtin Malaysia Graduate Studies Committee
3.2				Changed Graduate Studies to Graduate School. CMPRS Scoring Sheet is updated. Some amendments are made to the publication, cancellation of enrollment and withdrawal policies
3.3	Approved	10 th September 2020 (minor changes)		Some changes in point 5.3 (Project Leader/Principal Supervisor Obligations) and 6.1.5 (awarding scholarship to Curtin's First-Class Honours and MPhil graduates) based on Graduate Studies Committee's recommendations during a meeting on Thursday 10 th February 2022
3.4	Approved	24 June 2026 by Academic Board		1. This POL_HDR-01 is only for CMPRS Scholarship, which previously included CMHDR. 2. Director Graduate School is changed to Dean, Curtin Malaysia Graduate School. 3. Definitions now follow the wordings as in Policy paper of Curtin Perth. 4. Termination of

				scholarship now follows the new policy of Perth. 5. The section on procedures for scholarship application is removed as this is a policy statement. The relevant procedures are contained in PRO-CMGS-01 (Administration of HDR Enrolment). 6. Stipend is now removed from Section 6.5 on reimbursement 7. Table for Performance Indicators is removed as the same table is provided in PRO-CMGS-01. 8. Scoring Sheet is revised to include: i. the scoring range has been revised from 0-4 to 0-10 for Parts A to D ii. A scoring scale indicating "Not Recommended," "Recommended," and "Highly Recommended" has been added to provide a quick assessment of candidate quality during the screening process. iii. The scoring sheet has been converted from a Word document (old version) to an Excel file to enable automatic calculation of the final score, reducing the need for manual calculation by the assessors.
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Appendix 1

Curtin Malaysia Postgraduate Research Scholarship Scoring Sheet (for PhD)

			
Curtin Malaysia Postgraduate Research Scholarship			
Scoring Sheet			
Applicant Name:		Curtin Graduate? (select from the droplist)	Yes
Scholarship Type:	CMPRS Merit PhD	Local sarawakian/ Malayisa?	Yes
Part A,	Academic Performance		Reference Score
1	First-class Degree (Hons) (CGPA>3.75)		10
2	Master's by Research degree		10
3	Master's by Coursework (at least ¼ research component) with a high distinction;		8
4	Master's by Coursework (at least ¼ research component) with a distinction;		7
5	Second-class Upper (Hons)(3.5<CGPA<3.75)		6
6	Second-class lower (Hons)(CGPA<3.5)		0
Score for Academic Performance			10 (insert your score)
Part B,	Industry/Work-related Research Experience		Reference Score
1	Worked in industrial research projects for more than 5 years;		10
2	Worked in a research environment such as GRA, research		8
3	Worked in industrial research projects for 3-5 years;		8
4	Worked in industrial research projects for less than 3		5
5	No research experiences;		0
Score for Industry/Work-related Research Experience			10 (insert your score)
Part C,	Research and Creative Output		Reference Score
1	At least 1 Patent has been filed		10
2	≥5 refereed publications, refereed conference papers, OR a solo exhibition/significant non-course related creative production, OR commercially published book; (>5		10
3	2, 3 or 4 indexed publications, refereed conference papers, OR a group exhibition/equivalent non-course		8
4	1 indexed publication, refereed conference paper, refereed non-course related creative output;		5
5	Non-refereed publications, non-refereed conference papers, non-course related exhibitions/creative productions or reports;		3
6	No evidence of research or creative output.		0
Score for Research and Creative Output			5 (insert your score)
Part D,	Referee Reports		Reference Score
1	Both highly positive referee reports		10
2	1 highly positive, 1 not highly recommended		5
3	Expression of doubt/no reports received.		0
Score for Referee reports			5 (insert your score)
Total score			30 /40
Recommendation from Scoring:			
Recommended			
Remarks by the assessor(if applicable):			
Please			

Scale of the total score	
<20	Not recommended
21-30	Recommended
31-40	Highly recommended