

Policy Number	: POL-HDR-02
Title	: Curtin Malaysia Graduate School (CMGS) Tuition Fee Waiver
Effective Date	: 1 st April 2022
Category	: Students 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) Tuition Fee Waiver by Curtin Malaysia Graduate School to support HDR students affiliated with HDR Supervisors' external/internal research grants. This scholarship is to ensure that the outcomes of the external/internal grants is solely for the purpose of boosting the number of high-quality journal publications and Ph.D. graduates within the timeline to significantly contribute to MyRA points.

2. APPLICATION

This policy applies to the University academic staff who have secured external or internal research grants and whose potential HDR students wish to work under these grants to be considered for a Curtin Malaysia Postgraduate Research Scholarship in the form of HDR Tuition Fee Waiver.

3. EXCEPTIONS

Applicants for Curtin Malaysia Postgraduate Research Scholarship (CMPRS) and Curtin Malaysia Research Institute (CMRI) Scholarships.

4. DEFINITIONS

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

5. POLICY STATEMENT

Curtin Malaysia Graduate School (CMGS) will provide tuition fee waiver to any HDR student who has been successfully admitted to a HDR programme and will work under HDR Supervisor's external or internal grants. The student's stipend will be funded using the external or internal grants while tuition fee will be covered by CMGS Tuition Fee Waiver. The waiver starts from the date the student enrolls and ends when the project officially ends.

6. OBJECTIVES or PRINCIPLES

6.1 Nature of Support

- The tuition waiver scheme supports only full-time students who are enrolled for a higher degree by research at Curtin University Malaysia and affiliated to an external or internal

research grant secured by HDR supervisor

- The scheme covers full tuition fee waiver from the date of enrolment to the project end date. Should the project end before the date of the three-year candidature, the tuition fee waiver will apply for the full three-year period of candidature.
- For duration beyond the waiver limit, extended tuition fee waiver is possible with the following conditions:
 - a) A 3-month extension can be applied for at the end of the grant period and is subject to approval by the Dean of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee (CMGSC). The approval will be based on student's progress and the evidence, 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 of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee.

6.2 External or Internal Grant Project Leader and HDR Supervisory Team Obligations

- The project leader and other HDR supervisory team members are responsible for providing expert knowledge and skills to supervise the student to be well-progressing in achieving Milestones 1, 2 and 3 within their timelines and complete the project within 3 years (Ph.D).
- Project leader must ensure that the project meets the external/internal grant's expected outcomes.

6.3 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 studies.
- A student shall remain enrolled continuously until the thesis has been submitted for examination, except during periods of approved Leave of Absence (LOA).
- Awardees shall diligently and to the best of their ability to 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 terminated.
- A student, together with the supervisory team, must publish in targeted journal publications as specified in the external/internal grant proposal.

6.4 Reimbursement of the Course Fee, Stipend and other Costs

A student will be required to reimburse 100% of the course fee and any other costs incurred 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 CMGSC.

6.5 Termination of Scholarship

Curtin University Malaysia may at its discretion, terminate a student scholarship on any of the following grounds:

- academic misconduct or non-academic misconduct;
- neglect of study or an unsatisfactory progress report;
- breached any part of the Scholarship Offer;
- abandonment or changes to other the study program without the permission of the university.

6.6 Transfer

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

7. PROCEDURES

7.1 Awarding scholarships

- 7.1.1 Project leader/principal supervisor and a prospective student begin the process of obtaining a scholarship by following the procedures described in the “admission and enrolment” section of PRO-CMGS-01, which is aimed at securing admission to a HDR programme.
- 7.1.2 An applicant declares an intention to be considered for a scholarship by denoting this in the form *“Application for Admission - Higher Degree by Research Students”*.
- 7.1.3 Application for admission will be reviewed by Curtin Malaysia Graduate School (CMGS) and with approval from Curtin Malaysia Graduate Studies Committee (CMGSC). Upon approval by the committee, Curtin Malaysia Graduate School will send “Letters of Offer of HDR Programme, Enrollment and Letter of CMGS Tuition Fee Waiver Scholarship” to the prospective student and the project leader, stating a date by which offers must be accepted.
- 7.1.4 As soon as the student has accepted the offer and signed the enrollment form and scholarship offer letter, CMGS will forward the letter of acceptance and the student’s application for enrolment to the Admissions Officer in the Student Services Department (for Malaysian students) and International Admission in the Internal Students Office. Subsequent actions follow the “admission and enrolment” section of PRO-CMGS-01 at the corresponding point in the procedure.

8. PERFORMANCE INDICATORS

Indicators	Standard	Measures	Target	Method	Frequency	Responsible Owner	Undertaken by
Eligibility of the applicant	After receiving complete applications and documents.	Conduct a preliminary assessment of eligibility	Within 5 working days of receiving all applications.	Review documentation	When document ation 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 award	Prepare and send letters of offer	Within 5 working days of the CMGSC decision	Email letter of offers	After the decision on successful applicants by CMGSC	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/ ISO	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

CMGSC – Curtin Malaysia Graduate Studies Committee

CMGS – Curtin Malaysia Graduate School

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

Role (Position, Committee)	Accountable for

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

N/A

11. OTHER RELEVANT DOCUMENTS/LINKS

11.1 HDR admission process can be accessed from CMGS website at <https://gradschool.curtin.edu.my/higher-degree-by-research/future-students/application-process/application/>.

RESPONSIBILITIES				
Policy Manager		Dean of Graduate School/Chair of the Curtin Malaysia Graduate 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		AB approval date 2026		
Assigned Review Period		4 years		
Date of Next Review		4 years from AB approval date 2030		
REVISION HISTORY				
Version Number	Approved/ Rescinded	Date Approved/ Rescinded	Resolution Number/ Minutes Reference	Reason for & Details of Amendment
1.0	Approved	31 st March 2022	Dean R&D	new
1.1	Approved	24 th June 2026 by Academic Board	Dean CMGS	1. Include internal grants by Curtin Malaysia under the Office of ORD 2. Amend Director of CMGS to Dean CMGS 3. Deleted teaching obligations for successful candidates as their focus is to support fully the project research progress. 4. This policy is named POL-HDR-02 in line with the POL-HDR-01 nomenclature.