

GUIDELINES AND PROCEDURES

Title: Guidelines for the allocation of Postgraduate funding allowances.

Organisational Scope: To all Postgraduate Students enrolled in Research Masters, PhD, and Honours programs in the Faculty of Computing, Health and Science.

Category: Postgraduate funding

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Purpose:

To clarify the allocation of postgraduate funding allowances for full fee paying, PELS and research students, excluding those International Students who have been enrolled as part of a group-based, fee-discounted program where research support funding eligibility was not specified in the contract for the program.

Reference Policies or Procedures

http://www.ecu.edu.au/GPPS/policies_db/tmp/ac029.pdf

Definitions

Not applicable

Principles and Guidelines

The University has developed general guidelines for the provision of support for postgraduate research students, which were approved at the end of 1995 and revised in 2007. The following policies and procedures have been developed by the Faculty of Computing, Health and Science for implementation from July 2005 onwards, and are consistent with the University guidelines.

Students will be provided with a copy of this policy when they reach the milestones of proposal approval and Ethical Clearance. This is also available on our website, under current student's "sources of assistance" in each student journey: <http://www.chs.ecu.edu.au/org/rhd/>

Access to funds can only be approved where there are no outstanding debts or fines, including Amenities and Services fees, library fines, parking fines etc.

Administrative Procedures:

Assistance, advice and administrative support for access to postgraduate funding can be obtained by contacting the School's Administrative Officer.

School of Exercise and Biomedical Health Science

Mr Wyman Low

Tel: 08 6304 5539

Email: w.low@ecu.edu.au

Location: Joondalup Campus Building 19 Room 19.259

Website: <http://www.sebhs.ecu.edu.au/>

School of Natural Sciences

Mr Pulong Zhu

Tel: 08 6304 5089

Email: p.zhu@ecu.edu.au

Location: Joondalup Campus Building 19 Room 19.119

Website: www.chs.ecu.edu.au/org/sons/

School of Engineering and Mathematics

Mrs Muriel Vaughan

Tel: 08 6304 5058

Email: m.vaughan@ecu.edu.au

Location: Joondalup Campus Building 5 Room 5.245

Website: www.soem.ecu.edu.au/

School of Nursing, Midwifery and Postgraduate Medicine

Mrs Julie Henderson

Tel: 08 6304 3507

Email: julie.henderson@ecu.edu.au

Location: Joondalup Campus Building 21 Room 21.450

Website: <http://snmpm.ecu.edu.au/>

School of Computer and Security Science

Mrs Rebecca Treloar Cook

Tel: 08 9370 6455

Email: r.treloar@ecu.edu.au

Location: Mount Lawley Campus Building 13 room 107C

Website: www.scss.ecu.edu.au

School of Psychology and Social Sciences

Nicky Kemp

Tel: 08 6304 5301

Email: n.kemp@ecu.edu.au

Location: Joondalup Campus Building 30 Room 30.214

Website: <http://www.psychology.ecu.edu.au>

Level of Support for full time students (pro rata for part time students)

School of Exercise and Biomedical Health Science

PhD degree:	\$7,200 (\$1,800* p.a.) 4 years full time
Masters degree:	\$2,800 (first year \$1000*, second year \$1,800*)
Honours degree:	\$1000

* The allowance is non accumulative

School of Natural Sciences

PhD degree:	\$4,500
Masters degree:	\$2,250
Honours degree:	\$1,200

School of Engineering and Mathematics

PhD degree:	\$4,500
Masters degree:	\$2,250
Honours degree:	Not available

http://www.soem.ecu.edu.au/postgrad/postgrad_funding.htm

School of Nursing, Midwifery and Postgraduate Medicine

PhD degree:	\$3,000
Masters degree:	\$1,500
Honours degree:	\$1,000 (special circumstances)

School of Computer and Security Science

PhD degree:	\$3,000
Masters degree:	\$1,500
Honours degree:	Not available.

*All newly commencing students in full-time mode in an Honours, Masters by Research or PhD course will be allocated a Netbook computer as part of the School's Netbook computer program. Conditions and eligibility criteria is available from the School and updated yearly.

School of Psychology and Social Sciences

PhD degree:	\$3,000
Dr of Psychology	\$1,000
Masters degree:	\$200
Honours degree:	\$100 (thesis binding only)

Use of Funds

Funds are available to support research activities conducted as part of the requirements of thesis or project preparation units for students currently enrolled in those units. Funding that is unclaimed by a student's graduation date can not be claimed retrospectively. A graduated student is unable to claim any remaining funding from their allocation.

Funding can normally be used for:

- Purchase of consumables
- Purchase or hire of specialist equipment

- Purchase of specialist software
- Travel for data collection (to be purchased through University Approved Supplier, see below)
- Transcription of data
- Conference registration (see note below)
- Travel to conference (to be purchased through University Approved Supplier, see below)
- Private motor vehicle allowance
- Typing or binding of projects or theses that are a requirement for graduation, i.e., one bound copy required for the library for Masters and Honours theses (with grades of 2A and above). Any additional bound theses given to supervisors as a courtesy or kept for the student's own use must be paid for at the student's own expense.

Funding cannot normally be used for the purchase of:

- computer hardware
 - office furnishings
 - ECU parking costs
- *Refer to individual Schools for specific advice

Note:

- Specialist equipment and software purchased for the use of students will remain the property of the University.
- Conference registration and travel costs will normally be approved for one national or international conference at which the student presents a paper based or a poster on their research.

Preparation of a Budget

Students are required to prepare and include a draft budget in their research proposal. If their research will incur costs greater than those allowed for in their course (see "levels of support" above) they will need to include in their budget an explanation of the component to be funded by the School and the component to be self-funded. They are advised to discuss the proposed budget with their supervisor.

Payment of Funds

Payments of postgraduate support funding must be substantiated with original receipts and proof of payment. Most payments will be made as reimbursements for expenditure incurred. In the case of travel, approval must be obtained prior to the payment of any related expenses.

Claiming Funds

Once a research proposal has been approved and ethical clearance granted (application approved or Declaration signed and approved), funding can be accessed. Each School is responsible for the distribution and dissemination of student support funds, and the processes may differ slightly. Contact your School's Administrative Officer for more information or refer to your school's web address.

Application for Student Funds

The student completes an Application for Student Support Funds and submits it through their supervisor for endorsement and then to the School's Administrative Officer. Application form and details can be obtained from your School Administrative Officer.

After approval, the following information will need to be supplied:

- The original receipts, details of equipment or other items requested for purchase, travel or other details as required and proof of payment.

Application for Conference Registration/Travel for conference or data collection

Note: School Administrative Officers are not able to approve any retrospective travel costs.

All travel must be approved by the Head of School in advance if the student is claiming access to the postgraduate student support funds to support the travel costs. As each School has their own processes, students are advised to contact their School's Administrative Officers for details on applying for approval to travel.

Supporting documentation will need to be attached such as the conference program, details of the registration costs, any travel arrangements, and a memo from the student's supervisor supporting the proposed travel must also be included.

If travel (domestic or international) is to be partly or fully funded by Postgraduate Student Support Funds, it **must** be booked for through the University approved supplier. This booking will include travel insurance, which is covered by ECU's University Business Travel Insurance Policy. In the event of an emergency, the Supplier will inform the University on who may have been affected so that the travellers can be contacted.

If the full amount of an international or domestic travel ticket is to be paid for by the student only, we strongly encourage the student to purchase their travel through the University approved supplier to obtain the (free) travel insurance coverage under the University Business Travel Insurance Policy. The University will not pay for any alternative travel insurance options.

Payment and Booking guidelines for Travel for conference or data collection

When Postgraduate Student Support Funds are being utilised, payment should be made to the Supplier by University Corporate Credit Card. If your Postgraduate Student Support Funds are not sufficient to pay the full amount of the travel, the student will need to pay their part-payment to the supplier by personal credit card, and the supplier will issue the School with a separate bill for payment from the Postgraduate Student Support Funds.

Travel Insurance

As of 1st July 2007 the University requires that any research student travelling abroad for conference or data collection, which is either paid by the University or by the student (or mixed), **must** obtain travel insurance. The University provides travel insurance coverage under the University Business Travel Insurance Policy if the travel ticket is purchased through the University approved supplier. If the travel ticket is purchased elsewhere, the student must purchase their own travel insurance (the university only covers students who have purchased their ticket through the University approved supplier).

For international travel, the student **must** provide evidence that travel insurance has been taken out if the travel ticket has not been purchased through the University approved supplier. This involves signing a Travel Declaration Form that states they are satisfied with the level of cover and providing proof of purchase. In this instance, please consider your options of cover carefully and choose the level of cover that best suits you and the destination of your pending trip. Please ensure that the insurance policy is domiciled in Australia.

International Travel

International Travel will only be authorised subject to advice given by the Department of Foreign Affairs and Trade (DFAT). <http://www.dfat.gov.au/>.

You will need to complete an International Travel Approval Proforma:

http://www.ecu.edu.au/RMAA/Assets/docs/Executive_Approval_Form.doc

The Travel Approval Proforma must have the identified approvals, prior to a travel booking being made. If travel is to a country that DFAT identifies as amber risk, then DVC approval is required; if travel is to a country identified as green risk, the Executive Dean's approval is required. Travel to countries identified as red risk is not normally permitted.

Travel for students on scholarships

Any student in receipt of an Endeavour IPRS Scholarship, APA Scholarship, ECUPRS Scholarship or APA (Industry) Scholarship must submit an application to the Research Scholarships Officer (at the Graduate Research School located on Joondalup campus in Building 31, Level 4) for approval before undertaking any travel. Information about the process to obtain authorisation to travel is provided on the following website:

<http://www.research.ecu.edu.au/grs/scholarships/students.php>

In practice, what this process means is that any student on a scholarship wanting to travel has to start the process at least a month prior to the planned travel date.

University approved supplier for Travel Services: World Travel Professionals

http://www.fbsc.ecu.edu.au/sp/resource/SP_WTP_Contact_Sheet_Mar2010.pdf

Leisure Travel Bookings: Katherin Gabathuler katherin.gabathuler@worldtravel.com.au

Email: ecu@worldtravel.com.au

Phone: 08 9221 2133

Fax: 08 9221 2531

24 hour Emergency within Australia: 0417 450150

24 hour Emergency from Overseas: +61 417 450 150

Transcribing and Thesis Editing

The Graduate Research School may be able to provide names of potential transcribers and the Faculty Office's Writing Consultant can provide names of potential editors. If employing someone for these purposes, please be advised of the following:

1) If the person to do the transcribing/editing is a current employee of the University (whether full-time, part-time or casual), or has not got a registered business name, they will be paid via the payroll at the salary scale set by the University for transcribing work (15% on-costs* must be included).

* On-costs include: payroll tax, superannuation and workers compensation

2) If the person to do the transcribing/editing has a registered business name, they will be paid by cheque on the production of an invoice.

3) The person to do the transcribing/editing may be required to submit an Australian Taxation Office "Statement of Supply

If unsure of the employee status of the person who will do the transcribing/editing, the student should contact the Faculty Office (Research and Higher Degrees) for advice.

Related policies/documents:

Funding Policy; Funding Application Form
Application for Student Funds
Private Motor Vehicle Allowance Form
Application for Conference form
Employment Declaration form
Statement by Supplier

Document Control

File Path/Number	I:\CHS Faculty Office\Higher Degrees\Student funding guidelines
Procedure Owner	CHS Faculty Office, Research and Higher Degrees
Approved By	Associate Dean, Research and Higher Degrees
Date Approved	June 2007
Version	CHS 240909
Revision Due	July 2010
Contact	Research Coordinator , CHS Faculty Office (RHD)
Telephone	08 6304 3450
Email	sandra.green@ecu.edu.au