

BCSS Higher Degree Research (HDR) Funding Policies

BCSS Higher Degree Research (HDR) Student Annual Research Allowance

Background and Purpose: The Department of Education, Employment and Workplace Relations (DEEWR) provides funding for three years for each PhD student and for two years for each HDR Masters student. These funds compensate universities for the cost of training HDR students. The School of BCSS receives a portion of this funding to directly support HDR student research and training. The University mandates that Schools provide minimal research support via its Minimal Facilities for Postgraduate Research Students policy (<http://www.une.edu.au/policies/pdf/minfacilitiespostgradresearchstudent.pdf>). BCSS may from time to time increase this amount based on its budgetary constraints.

Within the constraints of available funds, the School's HDR support policy is designed to:

- Provide the best possible research environment and experience for our HDR students, and
- Enhance the quality of HDR student research training and outputs.

Eligibility: HDR students who have an active enrolment at UNE in the School of BCSS and/or who have a supervisor on staff in the School of BCSS are eligible for the HDR annual allowance as described above and in accordance with the strictures of the policy as outlined. The funding level where appropriate will in addition be prorated by the level of supervision undertaken in BCSS.

Requirements:

- HDR students, who are eligible and are enrolled across several Schools upon application to the BCSS HDR Coordinator, will have their allowance transferred to the School/s of the other supervisor/s on the same percentage basis of supervision. The HDR Student support policy of the receiving School/s will then cover the use of the funds.

- HDR students who suspend or withdraw from their HDR studies will not be permitted to access their funds. Students in this situation will not be asked to refund any spent allowance. However, in accordance with the UNE Purchasing Policy items purchased with these funds remain the property of the University and should be retained in the School.
- Newly enrolled HDR students who are eligible may not, except with the permission of the Supervisor and the Head of School, in their first year of candidature access the annual allowance prior to their Confirmation of Candidature. In the event that a member of the R&PG Committee has a perceived conflict of interest then they will abstain from the decision making process. HDR students are required to submit an estimated research expenditure plan for the full 3 years of their candidature at the time of their Confirmation of Candidature.
- Continuing HDR students who are eligible will be required to have complied with regular 6 and 12 monthly progress stages from UNE Research Services as requested to continue to access funding.

Value of Allowance: Currently the allowance for BCSS HDR students exceeds the minimum standard and is \$1,500 per annum for full time students with pro-rata funds for eligible part time HDR students.

Method of Application to Access the Allowance: Approval and sign off is required from the principal supervisor. The BCSS Resource Assistant will manage the funds.

Use of Allowance: Allowable purchases for the annual research allowance include the following non-exhaustive list:

- Services related to the research project
- Field and laboratory assistance associated with the research project
- Fieldwork costs associated with the research project
- Consumables relating to the research project
- Equipment specifically required for the research project

Accountability: All UNE Policies and Guidelines for purchasing apply equally to purchases made under this scheme (<http://www.une.edu.au/policies/>).

The following items may not be claimed against the allowance:

- Funds may not be used to claim sustenance in relation to conference attendance or other travel, except as advised for field work in exceptional circumstances.
- Funds may not be claimed for travel to see a supervisor.
- Travel paid directly by a student outside of accepted university travel policy and procedure.

Students who are granted travel funding may require assistance to use the travel booking tool. BCSS Resource Staff will provide advice. The discipline Administrative Assistant will assist with the travel booking. Accommodation and incidentals are also to be booked using the travel booking tool in accordance with the UNE Travel and Corporate card policies. The current UNE travel company is New England Travel. <http://www.une.edu.au/financial-services/travel/index.php>

Special Research Funding Requests: BCSS HDR students who are eligible are permitted to apply for special research funds if need arises.

Under the special request mechanism PhD students may apply for a maximum of \$15,000 for the period of their candidature. This is inclusive of their annual allowance and a maximum additional sum of \$10,500. Currently the allowance is \$1,500 per annum full time. The allowance multiplied by a full time candidature of three years gives a subtotal of \$4,500 assuming that there has been no expenditure against this allocation. Expenditure will be taken into account and funds will be prorated by enrolment.

HDR Masters students will, under the special request mechanism be able to apply for a maximum of \$10,000 for the period of their candidature. This will be inclusive of their annual allowance and an additional maximum sum of \$7,000. Currently the allowance is \$1,500 per annum full time. The allowance multiplied by a full time candidature of two years gives a subtotal of \$3,000 assuming that there has been no expenditure against this allocation. Expenditure will be taken into account and funds will be prorated by enrolment.

HDR PhD and Masters students may apply for Special Research Funding for more than one calendar year for the period of their candidature provided that they clearly detail their budget for individual calendar years in their application.

In the case where a HDR student is successful in being granted Special Research Funding for more than one calendar year for the period of their candidature, funding will be made available at the beginning of each calendar year with the following stipulations:

- Funding will be made available only upon the submission of a satisfactory report to the Committee detailing expenditure and outcomes of the previous year's funding, and include a revised budget for the calendar year ahead.
- Unspent funds from one calendar year (excluding the HDR Annual Allowance) may be requested to be 'rolled over' into the current years' funding. A case for this should be included in the end-of-year report to be considered by the Committee.

HDR students at the time of their Confirmation of Candidature will put forward a budget outlining all proposed annual expenditure by the five categories outlined under *use of the allowance*. The document should be endorsed by the student's supervisor. This should also include a statement about other funding sources. If the student attracts other sources of funding the School funding shall be returned.

Special Research Expenses will not normally be provided to HDR students who are already funded through or are working on an externally-funded project.

Method of Application for Special Research Funding: Students should use the pro-forma supplied by the BCSS Research and Postgraduate Committee. Approval and sign off on the documentation by their Principal Supervisor is mandatory. The BCSS HDR Coordinator will then place the item on the next available BCSS Research and Postgraduate Committee meeting agenda for consideration. The matter will then be referred to the BCSS Resources Committee.

Accountability: Recipients of Special Research funding are required to submit a short report to the BCSS Research and Postgraduate Committee by 31st December of the year of funding. Failure to provide such a report will preclude further use of their allowance until the report is submitted.

Policy Review: This policy will be annually reviewed for efficacy and financial viability.

Version Date	Changes made	Approved by BCSS Research & Postgraduate Committee	Ratified by BCSS Resources Committee
9 th February 2011	Re-format	9 th February 2011	23 rd February 2011
15 th June 2011	Wording added under Requirements: <i>In the event that a member of the R&PG Committee has a perceived conflict of interest then they would abstain from the decision making process.</i>	15 th June 2011	29 th June 2011
8 th February 2012	Web links updated. Increase in funds from \$1,250 to \$1,500	8 th February 2012	29 th February 2012
9 th May 2012	Change made to list under Use of Allowance. Changes made under Special Research Funding Requests to include maximum funds.	9 th May 2012	21 st May 2012
13 th February 2013	Additional wording added under Special Research Funding Requests to include funding across more than one calendar year.	13 th February 2013	27 th February 2013

BCSS PhD Student Conference Travel Policy

Background and Purpose: The Department of Education, Employment and Workplace Relations (DEEWR) provides funding for three years for each PhD student. These funds compensate universities for the cost of training HDR students. The School of BCSS receives a portion of this funding to directly support HDR student research and training. The University mandates that Schools provide minimal research support via its Minimal Facilities for Postgraduate Research Students policy

(<http://www.une.edu.au/policies/pdf/minfacilitiespostgradresearchstudent.pdf>). BCSS may from time to time increase this amount based on its budgetary constraints.

Within the constraints of available funds, the School's PhD Student Conference Travel support policy is designed to:

- Provide the best possible research environment and experience for our PhD students, and
- Enhance the quality of PhD student research training and outputs.

Eligibility: PhD students who have an active enrolment at UNE in the School of BCSS and/or who have a supervisor on staff in the School of BCSS are eligible to apply for the Conference Travel Funding, in accordance with the strictures of the policy as outlined. The funding level where appropriate will in addition be prorated by the level of supervision undertaken in BCSS.

Requirements:

- The PhD student *must* present at the conference for which the funds are requested.
- PhD students, who are eligible and are enrolled across several Schools and who are successful in obtaining Conference Travel Funding will have their conference travel funding transferred to the School/s of the other supervisor/s on the same percentage basis of supervision. The PhD Student support policy of the receiving School/s will then cover the use of the funds.

- PhD students who suspend or withdraw from their HDR studies will not be permitted to apply for or use conference funds. PhD students in this situation who have been granted Conference Travel Funding for a conference they have already attended will not be asked to refund the Conference Travel Funding.
- Newly enrolled PhD students who are eligible may not, except with the permission of their Supervisor and the Head of School, apply for Conference Travel Funding in the first 18 months of full time candidature and the equivalent part time candidature. In the event that a member of the R&PG Committee has a perceived conflict of interest then they will abstain from the decision making process.
- Continuing PhD students who are eligible will be required to have complied with regular 6 and 12 monthly progress stages from UNE Research Services as requested to apply for Conference Travel Funding.

Value of Conference Travel Funding:

PhD students may apply for one conference outside of Australia and one conference in Australia during the term of their candidature. The maximum amount available under this scheme is currently \$1,000 for conferences within Australia and \$2,000 for conferences outside Australia. PhD students may use their annual allowance to supplement the Conference Travel grants.

Method of Application for Conference Travel Funding: PhD students should use the pro-forma supplied by the BCSS Research and Postgraduate Committee. Approval and sign off on the documentation by their Principal Supervisor is mandatory. The BCSS HDR Coordinator will then place the item on the next available BCSS Research and Postgraduate Committee meeting agenda for consideration. The matter will then be referred to the BCSS Resources Committee. PhD students must have approved funding prior to making a conference travel booking.

The following items may not be claimed against conference travel funding:

- Funds may not be used to claim sustenance in relation to conference attendance.
- Travel paid directly by a student outside of accepted university travel policy and procedure.

Accountability: Recipients of Conference Travel Funding are required to submit a short report to the BCSS Research and Postgraduate Committee by 31st December of the year of funding. Failure to provide such a report will preclude further use of their HDR allowance or further application for Conference Travel Funding until the report is submitted.

PhD students who are granted Conference Travel Funding may require assistance to use the travel booking tool. BCSS Resource Staff will provide advice. The discipline Administrative Assistant will assist with the travel booking. Accommodation and conference registration are also to be booked using the travel booking tool in accordance with the UNE Travel and Corporate Card policies. The current UNE travel company is New England Travel. <http://www.une.edu.au/financial-services/travel/index.php>

Policy Review: This policy will be annually reviewed for efficacy and financial viability.

Version Date	Changes made	Approved by BCSS Research & Postgraduate Committee	Ratified by BCSS Resources Committee
9 th May 2012	New policy	9 th May 2012	21 st May 2012
13 th February 2013	None	13 th February 2013	27 th February 2013