

APPLICATION TO ACCESS HIGHER DEGREE RESEARCH STUDENT SUPPORT FUNDING

PhD EdD or MPhil (Res) _____ YEAR (please tick appropriate box)

- This form must be completed each time you wish to access Student Support Funds -

Higher Degree Research Student Support Funds are intended to support research in your course of study, by contributing to research costs, such as materials, travel, postage, hire of equipment, and thesis writing (see Education HDR student guidelines for further information on student support funds).

I acknowledge that I have read and understand the attached Education HDR SSF policy and accept that sufficient funds must be left available to cover the expense of the copying and binding of my thesis.

I acknowledge at the time of this application that I have not used my own personal funds to cover any expense detailed in this request as reimbursement of personal funds cannot always be guaranteed.

Funds are allocated to a maximum of \$4,500 during the period of candidature (4 years) for PhD and EdD students and a maximum of \$3,000 during the period of candidature (3 years) for MPhil (Res) students as per the JCU Minimum Resources Policy.

Name:		Email:	
Student ID:	Course:	Campus: <input type="checkbox"/> Tsv or <input type="checkbox"/> Cns	
		Full time <input type="checkbox"/> or <input type="checkbox"/> Part time	
Thesis Title:			
Commencement date:		Expected completion date:	

Have you previously received student support funding from the Academic Group Education? YES NO

EXPENDITURE ITEM REQUEST

Consumable Items (as per entitlements policy). <i>Please specify item and cost of item.</i>	* Non-consumable Items (as per entitlements policy). <i>Please specify item and cost of item.</i>

I have checked with the appropriate staff member to ensure that requested non-consumable items are not available through the Education loaning system.

Note:

* When purchasing non consumable items with Education funds, the item(s) will remain the property of Education. On completion of your candidature, such items must be returned to the Reception Administration Officer, Townsville or the Reception Administration Officer, Cairns.

EXPENSE JUSTIFICATION (must include supporting documentation e.g. conference details & acceptance of paper etc):

.....

.....

.....

Note: Students who hold an Australian Postgraduate Award or JCU scholarship have funds available to them to cover the expense of copying and binding their thesis.

Total amount requested (max per year: \$1,125 f/t student; \$562.50 p/t student based on \$4,500 allocation):

\$ _____

Student signature

_____/_____/_____

Date

PLEASE RETURN COMPLETED FORM TO:

Teaching, Learning & Research Support Officer, Education, DA134, Room 108, Townsville Campus (x 16784)

Email: soereseach@jcu.edu.au

Education: Student Support Funds Policy

PhD, EdD and M Phil (Res) students are entitled to apply for an **annual** research student support fund allocation of up to \$1,125 per year (F/T), or \$562.50 (P/T) based on \$4,500 allocation, to contribute towards costs connected with core research activities. This **annual limit** serves to protect candidates from spending their full allocation early in their candidature.

Funds are allocated to a maximum of \$4,500 during the period of candidature for PhD and EdD students (4 years F/T; 8 years P/T) and \$3000 for M Phil (Res) students (3 years F/T; 6 years P/T) as per the JCU Minimum Resources Policy.

http://www.jcu.edu.au/policy/research/rights/JCUDEV_005371.html

Relevant research costs include:

- Photocopying;
- Internet charges related to the project including reasonable recompense for charges external to JCU in the case of off-campus students. Such recompense must be negotiated in advance on a case by case basis and approved by the relevant Head of School;
- Essential inter library loans and document delivery;
- Reasonable expenses for undertaking approved research at libraries and archives external to host campus;
- ISD and STD telephone calls and fax costs related to the project;
- Cost of access to service facilities;
- Data analysis and other specialised computer packages;
- Fieldwork expenses appropriate to the research project (sufficient to enable the research to be conducted in accordance with the University's Workplace Health & Safety Policies);
- Laboratory consumables specific to the research project;
- Postage associated with essential research activities, eg. Surveys;
- Substantial support towards attendance at one conference away from Townsville or Cairns during period of candidature (Only for PhD students presenting a paper at the conference.);
- Thesis costs if not met from external sources;
- Training costs to meet requirements of the University's Workplace Health & Safety Policies.

Note:

When purchasing non consumable items with Education funds, the item(s) will remain the property of Education.

On completion of the thesis, such items must be returned to Education's Reception Administration Officer – Townsville or the Reception Administration Officer – Cairns.

When applying for Student Support Funds, please ensure that you have checked with the appropriate staff member as to whether the item is available through Education's short term loan system (*if the required item is available for loan, approval to purchase will not be granted*).

Non consumables items, such as:

- Equipment, e.g. *voice recorder, iPod, cameras, etc.*
Contact: Education Reception on 07 4781 4369 (Townsville) or 07 4042 1498 (Cairns).
- Re-useable items, e.g. *textbooks, journal articles, etc.*
Contact: Teaching, Learning & Research Support Officer (TLRSO) – Townsville soeresearch@jcu.edu.au or Reception Administration Officer – Cairns

Thesis binding

HDR students are required to provide up to four copies of their thesis for permanent binding. The copies are distributed and paid for from the student support fund (JCU Minimum Resources Policy) as below:

Supervisor(s) copy	Paid for by student (from student support funds) Supervisors to be asked upfront whether they prefer hard copy or electronic version
Student's personal copies	Paid for by student (from student support funds) <i>(Up to 3 personal copies can be supported through this fund; any extra copies must be paid by the student and arranged directly with the bookbinders in Tsv or Cns)</i>
School of Education Library	1 x electronic version only to Research Support Officer
University Library	The student, through the Research Support Officer, must deposit with the library: 1 unbound print copy , and 1 electronic copy , preferably in pdf format: A signed copy of the Copyright and Release statement must be provided to GRS at the time of examination. The student will not be able to graduate unless this has been provided as requested.

Students who hold an Australian Postgraduate Award or JCU scholarship may have funds available to them to cover the expense of copying and binding their thesis. Students must inform Research Support Officer if this applies to them. The cost per bound copy is approximately - Tsv - \$40; Cns - \$33.

Application procedure – to access funds:

- Application forms are available upon request from Education's TLRSO via email soerearch@jcu.edu.au
- **Students must complete and submit an application form to the TLRSO via email soerearch@jcu.edu.au each time a student support fund request is made**
- The application to access funds will then be reviewed by Management re: academic content and availability of funds
- The student will receive notification via email of the outcome of the application

For advice on how to access approved funds and ensure purchases adhere to the University's purchasing policies & guidelines, contact the Division of Tropical Environments & Societies Finance Support on financedtes@jcu.edu.au.

JCU Travel Policy and Procedures **must** be strictly adhered to, for all associated travel. *Failure in not adhering to policy may result in your application not being approved.* These policies and procedures can be found by clicking on the below hyperlinks:

<http://www.jcu.edu.au/policy/finance/expenses/index.htm>

- [FMPM 740 Policy - Travel](#)
- [FMPM 741 Procedure - Travel](#)
- [FMPM 742 Authorised Limits - Travel](#)