

## GUIDELINES AND PROCEDURES

**Title:** Guidelines for the allocation of Postgraduate Funding allowances.

**Organisational Scope:** To all Postgraduate Students enrolled in Honours, Masters and PhD courses in the School of Arts and Humanities.

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### **Purpose:**

To clarify the allocation of Postgraduate Funding allowances (PFA) for 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/policies\\_view.php?rec\\_id=0000000026](http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000026)

### **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 2011. The following policies and procedures have been developed by the School of Arts and Humanities for implementation from 2016, 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- Confirmation of Candidature.

### **Administrative Procedures:**

School of Arts and Humanities (SAH) Contacts:

School Administration – [admin.sah@ecu.edu.au](mailto:admin.sah@ecu.edu.au)

Senior School Officer – Sanita Kratina ([s.kratina@ecu.edu.au](mailto:s.kratina@ecu.edu.au))

School Officer – Belinda Rogers ([b.rogers@ecu.edu.au](mailto:b.rogers@ecu.edu.au))

## Levels of PFA

Course	Maximum amount claimable
Honours	\$200
Masters by Coursework (Psychology, Infant Mental Health)	\$200
Masters by Research (Social Sciences)	\$1500
Masters by Research (Arts, Design, Media, Communication, Criminology and Justice)	\$1500
PhD (Arts, Design, Media, Communication, Criminology and Justice, Social Sciences)	\$3000
PhD (Psychology)	\$4500

## Use of PFA

- PFA are available to support research activities conducted as part of the requirements of thesis preparation units for students currently enrolled in those units.
- PFA will be available only for those purchase that have sufficient approval (See 'Approval for PFA' on Page 4 of this document) and original receipts or Statutory Declaration are provided.
- Approved expenses must be submitted for reimbursement within 30 days of purchase date, otherwise School reserves the right to refuse the reimbursement.
- PFA that is unclaimed by a student's graduation date may be claimed retrospectively up to 1 months after the graduation and only for those expenses that occurred within 30 days of the claim date.

## PFA can be used for:

- Purchase of consumables (eg: stationery, toner, paper etc)
- Purchase of books, journals relevant to the research project
- Membership of relevant professional organisations
- Purchase or hire of specialist equipment (excluding computer hardware)
- Purchase of specialist software (if not available through ECU)
- Costs of registration for online survey instruments (eg: Survey Monkey)
- Travel for data collection
- Transcription of data (GST charges apply).
- Conference registration
- Travel to conference – Travel must be via the University preferred supplier and must have been approved prior to contacting the travel agent (see further information below).
- Accommodation at a conference, workshop or for data collection *with a limit of \$150 per night.*
- Private motor vehicle allowance – for travel for data collection
- Printing or binding of thesis costs that are a requirement for examination,
- Research related supplies (eg: art materials, costumes, digital photography memory cards etc)

## PFA cannot be used for the purchase of:

- computer hardware (eg: laptops, pc, iPad etc)
- office furnishings
- ECU parking costs
- Home internet connections
- Passport renewal
- Incentives to participants (eg: raffle prizes) that are of an unreasonably high value. Please check with the School Officer before you purchase incentives.

## Note:

Specialist equipment (eg: cameras, recording devices) and software purchased for the use of students will remain the property of the University and will have to be asset tracked. They must be returned to the School once your thesis is submitted.

Conference registration and travel costs will normally be approved for **one** national or international conference at which the student **must** present a paper based 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.

### **Claiming PFA:**

Once a proposal has been approved and ethical clearance granted (if required) or the "Ethics Declaration" form has been submitted, PFA can be claimed in the following way.

### **Approval for PFA:**

All requests for reimbursement must be accompanied by sufficient approval. The student completes an Approval for Postgraduate Funding Allowance (APFA) form and submits it to their supervisor. Once endorsed by the supervisor, the student submits the signed APFA form, together with the copy of their approved research project budget, to the School Officer for processing.

The School Officer will email the student confirmation of approval to spend PFA. Once the required items have been purchased the student can apply for reimbursement.

### **Reimbursement of PFA:**

To reimburse approved PFA expenses the student must provide original receipts and if the purchase was in a foreign currency, certified copies of credit card statements showing the conversion need to be provided. If receipts are not available, a Statutory Declaration must be provided explaining the purchases and why a receipt is not available. Claims for reimbursement must be accompanied by the APFA form signed off by the supervisor.

#### **For reimbursement under \$100:**

The student will complete the Student Reimbursement Form (claims less than \$100), the student will obtain supervisor signature. The form is then submitted (in person or by email) to the School Financial Delegate (Senior School Officer – Joondalup) for signing. Reimbursement can then be obtained from Student Central. Original receipts/tax invoices must be provided.

#### **For reimbursement over \$100:**

The student will complete the Student Payment Request Form and forward to the School Officer. Original receipts or a statutory declaration, and proof of payment will be required. To avoid delay during the Finance compliance checking, students may be required to provide justification for purchase of any unusual items by explaining the relationship to their research / data collection.

(Please be aware that reimbursement may take 4-6 weeks depending on workload and pay cycles.)

Most payments will be made as reimbursements for expenditure incurred, but in some cases, the School Officer may be able to make the purchase on the student's behalf. Please contact the School Officer for assistance. The student will still need to complete the APFA form.

### **Conference Registration/Travel for conference or for data collection:**

In the case of travel for data collection or to attend a conference, **approval must be obtained prior to any travel being arranged.** Approval is via the manual Student Travel Approval Form and the Travel on Scholarship Approval Form (if required), available from the School Officer.

Once travel is approved, it **must** be organised through the University preferred supplier, which is Orbit Travel (previously World Travel Professional - WTP) – contact details available from the School Officer. All travel and accommodation must be booked via the School Officer. Please contact the School Officer for advice/assistance.

**Note:** The School can **not** approve any retrospective travel and accommodation costs. We can also not pay for any travel and accommodation that is not arranged through the University preferred supplier (Orbit Travel).

**For travel within Australia:**

If travel is to be partly or fully funded by PFA, it **must** be booked through the University approved supplier (currently Orbit Travel). Bookings cannot take place until Travel Approval has been obtained. You will need to complete a Student Travel Approval Form, which can be obtained by contacting the School Officer.

The School Officer can assist you with booking conference registrations and organising airfares and accommodation through Orbit Travel. Once you have received all the necessary approvals, the School Officer can help you with straightforward travel bookings, but complicated itineraries may need to be handled by Orbit Travel directly and once the fares are organised, they can be paid for from your PFA. If your PFA is not sufficient to pay the full amount of the travel, you will need to pay the part payment and the supplier will issue a separate bill for payment from PFA.

The School Officer will need to be provided with documentary evidence that the student's paper has been included in the conference program (If applicable), details of the registration costs and any travel and accommodation arrangements that need to be made. This information may include your passport details, frequent flyer information etc.

**For travel outside of Australia:**

Students wishing to travel outside of Australia need to ensure that they have obtained the necessary approvals to travel. Forms can be obtained by contacting the School Officer. Copies of all relevant approval documents must be submitted prior to booking travel and accommodation with the preferred supplier. This booking will include travel insurance (paid for by ECU) and also includes the added security of Orbit Travel reporting to the University if any incident should occur overseas, so that assistance can be provided in contacting affected travellers on ECU business.

If travel and accommodation is to be partly or fully funded by PFA, it **must** be booked for through the University approved supplier (Orbit Travel). Bookings cannot take place until Travel Approval has been obtained. You will need to complete a Student Travel Approval Form, which can be obtained by contacting the School Officer.

The Student Travel Approval Form must have the identified approvals, prior to a travel booking being made. If travel is to a country that DFAT identifies as high risk, approval is required from the DVC (Academic); if travel is to a country identified as low risk, SAH Dean's approval is required. Travel to countries identified as very high risk is not normally permitted.

The School Officer can assist you with booking conference registrations and organising airfares and accommodation through Orbit Travel. Once you have received all the necessary approvals, the School Officer can help you with straightforward travel bookings, but complicated itineraries may need to be handled by Orbit Travel directly and once the fares are organised, they can be paid for from your post graduate funding.

The School Officer will need to be provided with documentary evidence that the student's paper has been included in the conference program (If applicable), details of the registration costs and any travel and accommodation arrangements that need to be made. This information may include your passport details, frequent flyer information etc.

The following website provides up to date advice on the risk status of countries and needs to be consulted prior to considering overseas travel:

<http://www.smarttraveller.gov.au/>

**Travel Insurance:**

Students are covered by the University Travel Insurance policy, providing their travel is booked through the preferred supplier.

International Travel will only be authorised subject to advice given by the Department of Foreign Affairs and Trade (DFAT).

### 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 (located in Scholarships Office – Student Services Centre) 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/travel.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

Orbit Travel  
Travel Account Managers – Amy Thomson, Sue Chami  
Domestic and International bookings: [ecu@worldtravel.com.au](mailto:ecu@worldtravel.com.au)  
Phone and 24 Hour Emergency: +61 (8) 9211 2133

### Transcribing and Editing:

If employing someone for transcribing and editing purposes, please contact School Officer before arranging these services. Furthermore, please be advised of the following requirements and conditions:

If the person to do the transcribing or 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 and editing work (on-costs\* will be included) and a ATO "Statement of Supply" form may be required. Please send the claim (with appropriate documentation, eg. sufficient approval) through to the School Officer for processing.

If the person to do the transcribing and editing **has a registered business name**, and is not an employee of ECU, they will be paid by direct bank transfer on the production of an appropriate invoice made out to ECU with the student's name on it also. Please send the invoice through to the School Officer for processing. Please note that additional documentation may be required if the supplier does not comply with ATO requirements (eg. for individual/sole trader an Employee vs. Contractor form may be required).

If unsure of the employee status of the person who will do the transcribing, the student should contact the School Officer for advice.

\* On-costs include: payroll tax, superannuation and workers compensation, and the percentage can be advised by School Officer

Guidelines:	School of Arts and Humanities
Policy Implementation:	School of Arts and Humanities
Policy Monitoring:	Senior School Officer, School of Arts and Humanities
Policy Authorisation:	Associate Dean, Research
Policy Review:	Senior School Officer, School of Arts and Humanities
Policy Contact Information:	Senior School Officer, <a href="mailto:s.kratina@ecu.edu.au">s.kratina@ecu.edu.au</a> or 08 6304 5222

Related policies/documents:

- Approval for Student Research Support Allowance
- Private Motor Vehicle Allowance Form
- Student Reimbursement Form (Claims less than \$100)
- Student Payment Request Form
- Application for Conference claim form
- Employment Declaration form
- Statement by Supplier
- Student Travel approval form
- Travel on scholarship approval form

**Critical Dates:**

Not applicable

**Standard Forms:**

Not currently available on web. Please contact School Officer, contact details above.

**Flowchart:**

Not applicable. No flow chart available.

**Document Control:**

<b>File Path/Number</b>	
<b>Procedure Owner</b>	Senior School Officer – School of Arts and Humanities
<b>Approved By</b>	Associate Dean, Research
<b>Date Approved</b>	October 2016
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