Guidelines for Higher Degree Research students for the expenditure of Candidature Support Funds

Higher Degree Research candidates are regarded by UWS as members of the research community. The University will provide resources and infrastructure to support candidates within the financial constraints of the University and consistent with principles of equity. For full details of the policy see Research Higher Degree Candidature Essential Resources Policy.

Candidature Support Funds provide financial support to Higher Degree Research (HDR) candidatures for expenses related to their research and form one part of the Research Higher Degree Candidature Essential Resources Policy.

Purpose of funds

- The Candidature Support Funds scheme is designed to be flexible in addressing the requirements of candidates working across a wide range of academic enquiry and in establishing consistency across UWS for equity of access for all candidates.
- Candidature Support Funds are not the main source of funding for the candidature but an additional pool that can pay for costs relating to a specific candidature.
- Candidature Support Funds are not a direct payment to candidates on the basis of their enrolment.
- Candidature Support Funds are not as an entitlement that must be used.

Budget Planning for the Candidature

- The supervisory panel takes a leading role in determining how candidature support funds will contribute to the candidature.
- A “whole of candidature” view of anticipated expenses should be taken.

Processes and Procedures

- Expenditure should not be made in anticipation of approval. The application for funds must be endorsed by the school or research institute first.
- Applications are made to the School or Institute and must be endorsed by the Principal Supervisor before submission for approval by the HDR Director.
- Applicants should apply on an approved form available by emailing your School or Research Institute Professional Staff contact.
• In assessing an application for funds, the school or research institute will consider the timing of the request (for example, international travel may have greater benefit if taken later in the candidature),
• Higher Degree by Research candidates must outline Candidature Support Funds requirements at the Confirmation of Candidature and in Annual Progress Reports.

Expenditure amounts

• Normally claims of up to $2000 per candidate per full-time year in low cost disciplines may be supported.
• In consumable-intensive high cost areas the allocation may be up to $7000.
• The maximum of $7000 should be viewed as an upper limit and be considered in view of other resource expenses of the candidature.
• Higher sums include other resource costs (e.g. access to specialised equipment), which can be substantial.

Restrictions on use of funds

• Candidature Support Funds may not be used to fund living expenses, this includes travel to the university, for any purpose.
• Changes to the direction of a candidate’s work will not automatically guarantee additional resources and any changes to estimated resource requirements must be negotiated within the School or Institute.

Equipment purchases

• Equipment purchased will remain the property of UWS and is to be returned to the School or Institute upon completion of study or withdrawal from candidature.

Travel

• Conference and workshop travel must be first approved in principle as an expenditure and then processed by an eTan.
• HDR Students are considered UWS travellers and must abide by the UWS Travel Policy.

Use of Funds

Candidature Support Funds are available for a range of items including, but not only, skill development, research materials or equipment, field work, transcription costs, participant reimbursement, travel for conference attendance, other travel, consumables, registration fees, writing skill development, technical costs associated with exhibition, recording, filming, thesis binding, special software purchases, access to external facilities, access to vehicles for field trips,
specialist software, postage, acquisition of data sets, photocopying, office materials and, in some areas of research endeavour, editing services, software licenses, mandatory OH and S awareness and training.

Other

- Scholarship holders may be entitled to access thesis production funds specifically described in their Conditions of Award. Enquiries may be directed to the Scholarships Officer at HDRscholarships@uws.edu.au
- Schools and Institutes will describe the details of the CSF application process on their web pages.