

# POSTGRADUATE RESEARCH STUDENT REIMBURSEMENT Information Sheet

## Arts & Social Sciences

Te Kura Kete Aronui



THE UNIVERSITY OF  
**WAIKATO**  
Te Whare Wānanga o Waikato

This information should be read in conjunction with the Faculty of Arts and Social Sciences Funding for Graduate and Postgraduate Student Research Policy, available through the Arts and Social Sciences Graduate Handbook or at <http://www.waikato.ac.nz/wfass/student/graduate/funding.shtml>

### ELIGIBILITY

Students enrolled in MPhil/Doctoral, DMA and directed studies (solely research related), dissertations and theses (590, 591, 592, 593, 594, MUSI528, MUSI514 and MUSI524) may apply for reimbursement of some expenses, provided that:

- Claims are made in the current financial year (1 January to 31 December); AND
- The expenses are 'eligible' expenses (please refer to list overleaf); AND
- Your supervisor is able to confirm the expenses were necessary for the completion of your thesis/dissertation/directed study research; AND
- Original receipts are provided with the application (this is a requirement from Inland Revenue); AND
- Your claims are submitted not more than three months following submission of your thesis or from the completion of your research project.

### MAXIMUM AMOUNTS CLAIMABLE

**NOTE:** All University policies and procedures must be adhered to. For this reason, students should discuss planned expenditure with the Programme Administrator BEFORE incurring any research-related expenses. Eligible students may claim up to:

589 directed study (solely research)	\$50.00
590 directed study (solely research)	\$100.00
Dissertation (30 points)	\$100.00
Dissertation (60 points)	\$250.00
Thesis (90 points)	\$375.00
Thesis (120 points)	\$500.00
MPhil Thesis	\$500.00
Doctoral Thesis (total over a maximum of 4 years)	\$3,000.00

#### Doctoral Students:

Students enrolled in a PhD or DMA in the Faculty of Arts and Social Sciences will have available to them a total amount of \$3,000 for research related expenses including annual printing credit and conference attendance, subject to Faculty approval, over the course of their programme (four years for full-time enrolment) pending satisfactory progress and pending receipt of approved expenses, provided that:

- No more than \$1,000 is spent in the first year of enrolment, and
- Applications for reimbursement do not exceed \$2,000 in any subsequent year

Where appropriate for the research, and with prior approval of the Chair of School, the School may choose to allow a doctoral student to claim some portion of the total reimbursement (up to the maximum amount allowed) in a shorter period.

**Conference Attendance:** Please refer to the FASS Postgraduate Student Conference Attendance information for details regarding conference attendance.

**Permanent Staff Members who are Students:** Research students who are also permanent staff members in the Faculty and who are eligible for financial support for their research from the Faculty may opt to take funding under whichever policy is the more favourable for them.

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**Doctoral and Masters Students:** If your School has a policy of keeping a copy of each thesis or dissertation, you may also claim the cost of the printing and binding of ONE copy of your thesis or dissertation, not to exceed the cost that would have been charged by Waikato Print. Photocopying and binding rates vary and will also depend on thesis length, but normally the total cost for one thesis would range between \$40 and \$60.

## ▼ HOW TO APPLY FOR REIMBURSEMENT

- **All University policies and procedures must be adhered to. For this reason, students should discuss planned expenditure with the Programme Administrator BEFORE incurring any research-related expenses.**
- Applications must be made on the FASS *Application for Reimbursement of Postgraduate Student Expenses* available from your Programme Administrator.
- Reimbursements will only be processed for receipts submitted in the current financial year (1 January – 31 December).
- Complete the form, including Sections A and B, listing all your expenses separately under the categories provided. Include a justification of why the expenses were necessary for the completion of your research. Show the total of each category in the right-hand column.
- When you have completed your form, give it to your supervisor, who is required to confirm that your expenses are reasonable and were necessary for the completion of your thesis research.
- Your application should then be given to your Programme Administrator. It is checked and submitted to the School Manager, then the Faculty office for approval, and payment authorisation is sent to the University's Financial Services Division.
- It is possible to claim your expenses in more than one application, but please avoid submitting claims of less than \$100, unless your final claim is less than this amount.

## ▼ REIMBURSABLE EXPENSES

Please ask your Programme Administrator if you have an expense which is not listed here.

- **Research Equipment.** The purchase of equipment and software used for data collection purposes may be approved. You must gain prior approval if you wish to ensure the equipment or software is eligible for a refund. Any such equipment or software must be returned to the School when your research is completed. You should talk to your supervisor about the need for any equipment before starting the research. Where equipment or software is already available from the School or for hire from the University, there would need to be extraordinary circumstances for further equipment to be eligible for a refund.
- **Supplies** essential to data collection, storage and analysis, such as tapes and computer disks.
- **Mileage** involving the use of a private vehicle, up to 100km (return trip) and other travel costs from the University to where you must collect data. Reimbursement rate is 30c per kilometre, *provided that the travel is reasonable and essential to your thesis* (see non-reimbursable expenses for exceptions). Petrol receipts are not necessary, but you will be required to submit a detailed list of your dates of travel, destination(s), purpose of trip and kms travelled. Petrol costs incurred in any travel over 100km over a 24hr period may only be reimbursed if prior approval has been obtained from the School Manager/Programme Administrator. In these cases a petrol receipt will be required and the total paid will not exceed the value of the receipt.
- **Photocopying and printing** of questionnaires and the cost of professional drafting and photography needed to undertake the research. If you are preparing your own questionnaires, printing costs can also be reimbursed but will not exceed the cost that would have been charged by Waikato Print.
- **Postage, telephone toll calls and internet charges** essential to data collection. Original copies of accounts are required as receipts.
- **Photocopying and binding ONE copy of your thesis.** To calculate this, divide total cost of photocopying and binding by the number of copies of the final thesis. Urgent courier costs will not be reimbursed.
- **Conference Attendance:** Please refer to the FASS Postgraduate Student Conference Attendance information.

**PLEASE NOTE:** All booked travel, excluding city buses, **MUST** be arranged through your Programme Administrator using the University of Waikato Travel Provider, and must comply with the University Travel Policy.

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## ▼ NON-REIMBURSABLE EXPENSES

Please ask your Programme Administrator if you have any queries.

- **Wages and salary payments.** You cannot claim reimbursement for payment of wages to another party for assistance with thesis work, salary payments for yourself or payments for tasks students are expected to do themselves, eg data coding and data entry. If you need paid assistance, you should obtain prior approval from your supervisor, and this must then be arranged through formal University procedures, ie the person is employed by your academic staff supervisor by way of a casual employment contract. Such employment attracts the normal PAYE/taxation liabilities.
- **Computer literature searches** when such searches can be conducted at no cost in the library.
- **Mileage** between a student's residence and the University. In cases where the distance between the student's residence and the data collection point is greater than that between the University and the data collection point, the excess is also non-reimbursable.
- **Travel involving use of a private motor vehicle** where the total distance travelled (return trip) is more than 100km over a 24-hour period and where this has not been discussed with the Programme Administrator/School Manager prior to commencement of travel.
- **All other travel and accommodation**, except local city bus travel, where a booking is required, including but not limited to airlines, trains and hotels/motels, except where this has been booked by your Programme Administrator via the University's Travel Provider.
- **Koha and financial compensation for research participants** is generally not reimbursable due to taxation implications. However, in exceptional circumstances where it is considered necessary to make these payments, reimbursement will only be possible if:
  - Approval is obtained from the School Manager PRIOR to the expenditure being made;
  - You have included such payments in your ethics application and have received prior approval from the Faculty of Arts and Social Sciences Human Research Ethics Committee;
  - Original receipts are provided;
  - A register is kept of participant details (name, address, signature of participant) and a copy is given to your Programme Administrator for University auditing purposes.

***No reimbursement will be considered where participants have been paid cash or given any form of payment which can be redeemed for cash.***

## ▼ OFFICE ACCOMMODATION

### Desks

The Faculty endeavours to provide adequate workspace in a shared room for doctoral and MPhil students wishing to work on campus and who are not involved in an on-campus research lab. Desks and office space may be re-allocated annually on the basis of student need and availability. If you wish to investigate this further, please see your Programme Administrator and complete the *Doctoral and MPhil Student Resource Request*.

### Computers

The Faculty endeavours to provide access to a computer for doctoral and MPhil students (on campus only), capable of at least word processing and email. Computers with additional capabilities and with ergonomic furniture are provided through shared computer labs. If you would like computer access, please see your Programme Administrator and complete the *Doctoral and MPhil Student Resource Request*.

### Telephone

Access to a toll-barred phone will be made available.

### Stationery

Reasonable office consumables and supplies will be provided by the School.

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## ▼ COMPUTER PRINTING AND PHOTOCOPYING

Doctoral students receive \$100 printing credit per year of enrolment (4 years for full-time students, 8 years for part-time students) to cover photocopying and printing costs. This is loaded on to your student one-card. MPhil postgraduate students have the opportunity to 'opt in' to receive \$100 for printing and photocopying. This is funded from FASS and is deducted from your allocated funding for research. More credit can be purchased if required – see your Programme Administrator.

## ▼ INTERNET ACCOUNT – LIGHTWIRE ACCESS

All University of Waikato students receive an allowance of 1.5GB of Internet data per month as part of their enrolment. This data can be used for Internet on campus, both in computer labs and on personal devices such as your laptop or smartphone. It can also be accessed around the Hamilton CBD. If you need to use more than 1.5GB of data, this can be purchased from the University's Internet provider: Lightwire, either online or from several locations around campus.

MPhil and doctoral students will have sufficient electronic data storage space made available to them on the same basis as academic staff.

To access the Internet, you will need a Lightwire account. To sign up, visit [www.lightwire.co.nz](http://www.lightwire.co.nz) and follow the instructions. Make sure you follow the steps to associate your University of Waikato student username with your Lightwire account name to enable your automatic 1GB monthly allowance. More information on student Internet can be found at [http://help.waikato.ac.nz/student\\_info/student\\_internet.shtml](http://help.waikato.ac.nz/student_info/student_internet.shtml)

## ▼ BUILDING ACCESS

After hours access to the building is available to all postgraduate students on application to the Faculty Information Centre, ground floor of J Block.