

# Funding for Postgraduate Student Research

## Faculty of Arts and Social Sciences

Te Kura Kete Aronui

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Students undertaking research as part of their postgraduate study may be eligible to apply for payment or reimbursement of some of the costs of research and conference attendance. Details, including eligibility, what can be claimed and maximum levels of funding are determined by Faculty policy, which is outlined below, in the relevant forms and the Faculty Graduate Handbook.

**Assistance is provided for research students enrolled in MPhil/PhD, DMA and directed studies, dissertations and theses (including MUSI522, MUSI528, MUSI514 and MUSI524).**

## ELIGIBILITY

Students enrolled in MPhil/PhD, DMA and directed studies (solely research related), dissertations and theses (590, 591, 592, 593, 594, MUSI522, MUSI528, MUSI514 and MUSI524) may apply for payment or reimbursement of some expenses, provided that:

- Applications 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/are necessary for the completion of your thesis research; AND
- Original quotes or receipts are provided with the application (this is a requirement from Inland Revenue); AND
- Your applications are submitted not more than three months following submission of your thesis or from the completion of your research project.

**NOTE:** All University policies and procedures must be adhered to, **therefore you must first gain prior approval** for all research-and conference-related expenses you wish to be paid for or reimbursed by the Faculty. For this reason, you must discuss planned expenditure with your supervisor and the Programme Administrator BEFORE incurring any costs.

Most approved research or conference related expenses are paid via University financial systems rather than the student first incurring the expense and subsequently requesting reimbursement. In those cases where students first have to pay for approved expenses themselves, **receipts are required before any reimbursement can be made so you should ensure that you collect and retain relevant receipts.**

Detailed information and relevant form(s) are available from your supervisor and programme administrator.

## MAXIMUM AMOUNTS

*Where students are studying part-time these amounts are determined on a pro rata basis*

### 1. Research Expenses

Eligible students may claim up to:

589 directed study (solely research)	\$150.00	593 Thesis (90 points)	\$375.00
590 directed study (solely research)	\$150.00	594 Thesis (120 points)	\$500.00
591 Dissertation (30 points)	\$150.00	MUSI514, MUSI524	\$500.00
MUSI522, MUSI528	\$150.00	MPhil Thesis	\$500.00
592 Dissertation (60 points)	\$250.00	Doctoral Thesis (total over a maximum of 4 years)	\$3,000

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## 2. Conference Attendance:

For full details, please refer to the FASS *Postgraduate Research Student Conference Attendance* form for details regarding conference attendance. Eligible students may claim, for one conference only, up to:

Paper enrolled in	Amount available
590, 591, MUSI522, MUSI528	\$150 for conference attendance <i>or</i> research expenses
592, 593, 594, MUSI514, MUSI524	In <i>addition</i> to amount available for research expenses North Island \$200.00 South Island \$350.00
800 (MPhil)	\$500.00

## 3. Doctoral Students:

For students who have proceeded to unconditional enrolment in a PhD or DMA, in the Faculty of Arts and Social Sciences a maximum of \$3,000 is available for research expenses *and* conference attendance. No more than \$1,000 may be claimed in the first year of enrolment and no more than \$2,000 in any subsequent year, up to the overall maximum allowable. Students whose enrolment status is conditional cannot claim expenses.

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.

## 4. 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.

## 5. All Postgraduate Students:

In addition to the maximum amounts above, students can apply for payment of the cost of the printing and binding of TWO copies of their soft-bound and TWO copies of their hard-bound thesis or dissertation, not to exceed the cost that would have been charged by Gravitass.

Photocopying and binding rates vary and will also depend on thesis length, but normally the total cost for one thesis would range between \$40-\$60 for soft-bound copies and \$80-\$100 for a hard-bound copies.

## HOW TO APPLY

- Applications must be made on the *Application for Payment of Thesis/Dissertation/Research Expenses* form. Please note that applications will only be processed for quotes/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/are 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. Students should be aware that this process can take up to 6 weeks to complete.
- It is possible to apply for payment of your expenses in more than one application, but please avoid submitting applications of less than \$100, unless your final application is for less than this amount.  
**Note** that 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.

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## ELIGIBLE RESEARCH EXPENSES

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

### GENERAL

- **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.
- **Postage, telephone toll calls and internet charges** essential to data collection. Original copies of accounts are required as receipts.

### TRAVEL

- **Conference Attendance:** All requests must be submitted to the Programme Administrator, then the School Manager, for both prior approval and reimbursement of expenses. For full details refer to the *FASS Postgraduate Research Student Conference Attendance* form.
- **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 Programme Administrator or School Manager. In these cases a petrol receipt will be required and the total paid will not exceed the value of the receipt.
- **Travel and accommodation** provided that the travel is reasonable and essential to your thesis. **Please note:** All booked travel, excluding Hamilton city local buses, **must** be arranged through your Programme Administrator using the University of Waikato Travel Provider, and must comply with the University Travel Policy. Food will not be reimbursed.
- **Travel Insurance:**  
For all overseas travel (conference and research related) students must book insurance through the University's travel insurance provider Allianz Global Assistance <http://findiv.waikato.ac.nz/insurance/travel.shtml>.  
Please contact your Programme Administrator for further information or for assistance with booking travel insurance. This is a free service for students and will not be taken from your research expenses.  
**All international travel must comply with the University's Travel Policy, students intending to travel to a country listed by MFAT as an 'extreme risk' must speak to the Programme Administrator first.**

### PHOTOCOPYING & PRINTING

- **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.
- **Photocopying and soft-binding your thesis:** Payment/reimbursement of printing costs will not exceed the cost that would have been charged by Waikato Print.
- **Photocopying and hard-binding TWO copies of your thesis:** To calculate this, divide total cost of photocopying and binding by the number of copies of the final thesis, then multiply by two. Urgent courier costs will not be reimbursed.
- **Proofreading:** Students can claim proof reading expenses, however must have sufficient funds in their Research Expenses account to cover the cost. Speak to the Programme Administrator before incurring these costs.

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## NON-ELIGIBLE EXPENSES

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

- 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.
- 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, e.g. 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.
- Koha and financial compensation for research participants is 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 Programme Administrator or School Manager PRIOR to the expenditure being made;
  - You have included a request for participant vouchers in your ethics application, completed the Notification of Voucher Purchase form and have received prior approval from the Faculty of Arts and Social Sciences Human Research Ethics Committee (or for Psychology students the Psychology 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 payment authorisation will be considered where participants have been paid cash or given any form of payment which can be redeemed for cash, alcohol or cigarettes.**