

# Postgraduate Research Student Support Scheme (PRSSS) Guidelines

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## 1. Overview

The Postgraduate Research Student Support Scheme (PRSSS) is open to all enrolled ACU HDR students. The scheme is designed to supplement the support provided by supervisors, schools, faculties, and research institutes. It is not designed to cover all costs related to HDR research activity. PRSSS funding is not an entitlement and remains at the discretion of and subject to endorsement by the faculty and approval by the Deputy Vice-Chancellor Research.

## 2. Application Dates

There will be one round of applications per research term in every calendar year – four in total. The closing date for applications for PRSSS funding will be the census date for each term.

Please refer to Study Period for the current year, 2.3 Research Higher Degree Terms, via the [Academic Calendar](#) for census dates.

Late applications or amendments to applications already submitted will not be accepted.

## 3. Funding

Funding required to complete a HDR thesis should be identified at the time of the application for candidature. It is the responsibility of the supervisor and faculty to recommend the appropriate level of support for a HDR candidate and to identify whether that support is to be provided by the faculty or to be sought from ODVCR. In principle ODVCR will support only those costs deemed essential to the completion of the research thesis. Examples are provided below.

### 3.1 Field expenses

A student may be able to obtain funding for field expenses related to his or her research. Funding cannot be used for infrastructure costs normally covered by the school or research institute.

### 3.2 Specialist expenses

A student may obtain funding for the use of specialist services, such as a visit to use specialist facilities, or to learn specialist technique(s). Expenses must be directly related to the research being undertaken and cover costs for support not provided by the school or research institute. Transcription of interview data for a small sample will not be supported. Only in exceptional cases will commercial transcription be supported, and a detailed case would need to be made to the ODVCR prior to undertaking any data collection.

#### 3.2.1 Computer/Equipment expenses

A student can obtain funding for essential equipment that is outside the normal infrastructure provided by the school or research institute. The purchase of recording devices will not be supported.

#### 3.2.2 Thesis production expenses

A student can apply for funding for thesis production expenses provided he or she will submit in the same calendar year and does not have access to production funding, including printing costs, via a university scholarship. Thesis editing services will not be supported. A student must apply for funding for thesis production by submitting a quotation for the proposed work.

## 4. Eligibility Criteria

To be eligible for funding, applicants must satisfy the enrolment and progression requirements outlined below.

### 4.1 Current Enrolment

The student must be enrolled at the time of application.

### 4.2 Enrolment Duration

At the application closing date, duration of candidature must not exceed:

Three years full-time (or part-time equivalent) for doctoral students and two years full-time (or part-time equivalent) for master-by-research students.

### 4.3 Satisfactory Progress

The student must have demonstrated satisfactory progress in his or her most recent progress review.

### 4.4 Research Support will not normally be approved for:

**4.4.1** HDR students who are yet to be confirmed in their candidature.

**4.4.2** HDR students who are within six months (full-time equivalent) of their RTP Fees Offset Scholarship and/or RTP Stipend Scholarship expiry date or candidature expiry date; except for thesis production costs.

## 5. Application

Funding is available for research activities in a defined year and must normally be expended in that year.

Applications for retrospective funding will not be considered.

Students should seek advice from their supervisors when applying for PRSSS funding.

### 5.1 Before applying

Along with personal and contact information, the following information will be required to complete an application for PRSSS funding:

- Course start and latest completion dates;
- Supervisor name and email;
- Information about scholarships or stipends;
- Details of the funds requested;
- The justification for that funding;
- How the activity or equipment will contribute towards the progress of research and completion of candidature;
- A supervisor's report; and
- Details of achievements, such as publication, related to the research being undertaken.

**Students:** If you encounter any problems or need further assistance, please contact your faculty office:

Faculty	Address
Faculty of Health Sciences	<a href="mailto:FHS.ADR@acu.edu.au">FHS.ADR@acu.edu.au</a>
Faculty of Education & Arts	<a href="mailto:FEA.ADR@acu.edu.au">FEA.ADR@acu.edu.au</a>
Faculty of Theology & Philosophy	<a href="mailto:ADRes.FTP@acu.edu.au">ADRes.FTP@acu.edu.au</a>
Faculty of Law and Business	<a href="mailto:LawBusinessResearch@acu.edu.au">LawBusinessResearch@acu.edu.au</a>

## 5.2 How to apply

To apply, all students must complete the application form and attach all relevant supporting documentation, as outlined below. Incomplete applications will not be considered.

### 5.2.1 Supporting Documentation

In addition to the PRSSS application form, **all** applications must include:

- 5.2.1.1 Evidence of satisfactory progress of candidature:** Confirmation of Candidature, Mid-Candidature Review and/or Final Year Review and/ or Annual Progress Report.
- 5.2.1.2 Timeline:** HDR completion timeline signed by the principal supervisor.
- 5.2.1.3** Applications for PRSSS funding to attend workshop/training must include full details of the training program.
- 5.2.1.4** Costs/Quotes/Tax invoices must be included with the application.

Applications should be combined into 1 PDF file using the naming convention: **“SURNAME, First name\_Faculty\_School\_Research Institute\_PRSSS (YEAR) \_R (No of Application)”**

### Faculty Submission Addresses

The application form must be completed by the student, signed off by the principal supervisor and Head of School / Institute Director before being submitted to the relevant Faculty ADR Office:

Faculty	Address
Faculty of Health Sciences	<a href="mailto:FHS.ADR@acu.edu.au">FHS.ADR@acu.edu.au</a>
Faculty of Education & Arts	<a href="mailto:FEA.ADR@acu.edu.au">FEA.ADR@acu.edu.au</a>
Faculty of Theology & Philosophy	<a href="mailto:ADRes.FTP@acu.edu.au">ADRes.FTP@acu.edu.au</a>
Faculty of Law and Business	<a href="mailto:LawBusinessResearch@acu.edu.au">LawBusinessResearch@acu.edu.au</a>

## 6. Assessment

After the closing date for applications for PRSSS funding, the ADR Office must submit all endorsed applications to the Office of the Deputy Vice-Chancellor (Research) within 5 working days to commence assessment.

Applications will be assessed by the relevant Associate Dean (Research) with reference to the PRSSS eligibility criteria. Recommendations will be forwarded to the Deputy Vice-Chancellor (Research) for consideration.

The Office of the Deputy Vice-Chancellor (Research) will inform the ADR office of the outcome of all applications and the ADR office will notify applicants.

## 7. Payment of funds

Students must submit a completed reimbursement form together with receipts to the relevant Faculty ADR office. The ADR office will check and forward endorsed reimbursement requests to the Office of the Deputy Vice-Chancellor (Research) for final approval. The ADR office will submit approved reimbursement requests to Accounts Payable for processing.

Funds will be paid to a nominated bank account.

## 8. Conditions

- There must be a clear link between the purpose of the funds and the student's research progress and timely completion.
- Awarded funds will be reimbursed to the successful applicant on receipt of the completed reimbursement form. No advance funding will be given under any circumstance.
- Successful funding allocations must normally be claimed during the calendar year in which the funding was awarded.
- Grants awarded under this scheme that are not claimed during the calendar year in which PRSSS was approved may be cancelled and approval withdrawn.
- PRSSS is not an entitlement; all applications will be assessed according to criteria listed in Section 4.