# FACULTY OF LAW, HUMANITIES AND THE ARTS

## HIGHER DEGREE RESEARCH (HDR) CANDIDATE RESEARCH SUPPORT FUNDING PROCEDURE

<table>
<thead>
<tr>
<th>Date first approved:</th>
<th>Date of effect: March 2014</th>
<th>Date last amended: September 2019</th>
<th>Date of Next Review: September 2020</th>
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**First Approved by:**
Faculty of Law, Humanities and the Arts, Executive Committee

**Custodian title & e-mail address:**
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**Author:**
Associate Professor Brogan Bunt, Associate Dean (Research)

**Responsible Division & Unit:**
Faculty Research Unit (FRU)
Faculty of Law, Humanities and the Arts

**Supporting documents, procedures & forms of this procedure:**

**Relevant Legislation & External Documents:**

**Audience:**
Higher Degree Research (HDR) candidates, HDR Supervisors, Heads of Postgraduate Studies (HPS), Heads and Deans of School (HOS) and FRU administration staff
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1 Scope / Purpose

Purpose

The Faculty of Law, Humanities and the Arts (LHA) provides funds to assist Higher Degree Research (HDR) candidates to pursue their thesis related research and to present their findings at relevant domestic and international scholarly conferences, public exhibitions, performances and the like. The aim is to support high quality research that produces demonstrable outputs and is linked to the timely completion of a candidate’s HDR studies.

Two Faculty administered HDR support schemes are available:

1. Research Activity Support (RAS): this scheme supports activities associated with producing research – for example, fieldwork, research related travel and creative production.

2. Conference, Exhibition and Performance Subsidy (CEPS): this scheme supports participation in domestic and international academic conferences, as well as domestic and international public exhibitions and performances.

Scope

Faculty research support is only intended to provide a contribution to the overall costs of thesis related research activities and conference, exhibition and performance participation.

There are maximum amounts of funding support available under the two schemes within the term of candidature. These amounts vary depending upon the particular HDR degree program in which the student is enrolled.

<table>
<thead>
<tr>
<th></th>
<th>RAS</th>
<th>CEPS</th>
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<tbody>
<tr>
<td>Master of Philosophy</td>
<td>$1000</td>
<td>$1000</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>$2000</td>
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The CEPS scheme will run three rounds each year as follows:

- April Round - for activity from May to December.
- July Round - for activity from August to December.
- November Round - for activity during December and January to May the following year.

The CEPS scheme is competitive. Funds will be allocated on the basis of academic merit within the context of the relevant School and discipline. The total HDR CEPS funds available within each School will limit the number of allocations.

The RAS scheme is not a competitive scheme and applications can be made throughout the year (after satisfactorily completing a Research Proposal Review (RPR)). Funds will be allocated on the basis of student need and eligibility.

Candidates seeking support will complete a formal funding application and must have the written support of their Principal Supervisor.

2 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tr>
<td>Annual Progress Report</td>
<td>An APR is the means by which the University assesses whether the student candidature will continue into the following year.</td>
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</table>
3 Instructions

1.1. Eligibility
To be eligible to apply for research funds, an applicant must:

a) Be currently enrolled as a LHA HDR candidate and not be on leave of absence from their candidature;

b) Have satisfactorily completed their Research Proposal Review (RPR);

c) Be progressing satisfactorily through their studies toward timely thesis completion as demonstrated in their RPR and Annual Progress Reports (APRs);

d) Not exceeding 2.0 accumulated EFTSL for Master of Philosophy candidates and 3.5 accumulated EFTSL for Doctoral candidates. Candidates seeking more information on course completion times see: http://www.uow.edu.au/research/grs/student/UOW008947.html

e) Be applying for prospective research activities (not retrospective ones);

f) Not have an outstanding report or acquittal of budget for previous allocations of Faculty HDR support funding;

g) In the case of a candidate conducting research that requires approval by an accredited Human Research Ethics Committee (HREC), have appropriate ethics clearance for their research. Candidates should consult the University Research Ethics web page: http://www.uow.edu.au/research/ethics/human/index.html; and

h) In the case of international travel, have appropriate UOW clearance for travel to the relevant destination. Candidates travelling abroad should consult the University Travel Insurance web page, where the most recent travel insurance information is located: http://www.uow.edu.au/services/finance/travel/index.html

1.2. Research Activity Support (RAS) Scheme Process

a) HDR candidate indicates in their RPR and APRs an intention to undertake research related activities that may be relevantly supported by RAS funding.

b) HDR candidate completes the application form available at https://www.uow.edu.au/law-humanities-the-arts/research/students/hdr-support-funding-schemes/. The candidate must meet with their Principal Supervisor in advance of completing the online application form, as they will need to attach a statement of support signed by their Principal Supervisor to the form.
c) HDR candidate obtains written quotations for all expenses to support their application – travel quotes must be sourced from Campus Travel uow@campustravel.com.au.

d) HDR candidate submits the completed application form and supporting documentation (including written quotations) via the online form located here: https://www.uow.edu.au/law-humanities-the-arts/research/students/hdr-support-funding-schemes/ at least a month prior to the proposed research activity.

e) The FRU prepares application documentation and runs a compliance check to ensure the candidate is eligible, the application obeys the RAS scheme guidelines and that the Principal Supervisor has provided signed approval.

f) The application is sent to the School HPS for final approval. The HPS makes a decision in consultation with the Head of School (HOS) and/or the Associate Dean (Research) (ADR).

g) The office of the Associate Dean (Research) (ADR) informs the HDR candidate and Principal Supervisor of the outcome of their RAS funding application via email to the candidate’s student email account.

h) Successful applicants are advised via email of the process for receiving funds and acquitting expenditure, as follows;

- Travel Options
  - All UOW funded travel bookings are to be made via Campus Travel.
  - On receipt of the student’s acceptance advice, the LHA Research Unit will forward approved student booking request form to Campus Travel (cc’d to student) authorising travel. Once received, the student contacts Campus Travel to make the booking (as per the approved grant) via uow@campustravel.com.au or 02 9423 8010.

- Goods and Services Options
  - Suppliers send invoices directly to University of Wollongong via uowap@uow.edu.au
  - Reimbursement on tax receipts emailed to lha-finance@uow.edu.au with a copy of application. The LHA Finance Unit will liaise with you on any further information required for arranging reimbursement.

i) HDR candidate returns acceptance advice for funding to: lha-research@uow.edu.au

j) Final reports must be submitted to the FRU at the end of the academic session in which the funded research activities are completed.

k) Reports are submitted to the FRC for noting and maintained with application records in accordance with the UOW Records Management Policy: http://www.uow.edu.au/about/policy/alphabetizing/UOW039584.html

1.3. Conference, Exhibition and Performance Subsidy (CEPS) Scheme Process

a) HDR candidate indicates in their RPR and APRs an intention to undertake research communication activities that may be relevantly supported by CEPS Funding.

b) HDR candidate completes the application form available at https://www.uow.edu.au/law-humanities-the-arts/research/students/hdr-support-funding-schemes/. The candidate must meet with their Principal Supervisor in advance of completing the online application form, as they will need to attach a statement of support signed by their Principal Supervisor to the form.
c) HDR candidate obtains written quotations for all expenses to support their application – travel quotes must be sourced from Campus Travel uow@campustravel.com.au.

d) HDR candidate submits the completed application form and supporting documentation via the online form located here: https://www.uow.edu.au/law-humanities-the-arts/research/students/hdr-support-funding-schemes/ by the specified closing date of the relevant round.

e) The FRU prepares application documentation and runs a compliance check to ensure the candidate is eligible, the application obeys the CEPS scheme guidelines and that the Principal Supervisor has formally approved.

f) Applications are assessed by a subcommittee of the Faculty Research Committee (FRC).

g) School representatives from within the subcommittee rank their Schools applications according to the relevant criteria and in consultation with their HPS and HOS.

h) The subcommittee considers the set of ranked applications from each School and recommends a set of supported applications – on the basis of merit and the availability of relevant School CEPS funds.

i) Feedback is assembled on unsuccessful applications and Principal Supervisors are advised of the reasons why an application is not supported.

j) The FRC reviews and approves the decisions of the subcommittee - endorsing outcomes with consideration to the Faculty research budget and strategic research priorities.

k) The office of the Associate Dean (Research) (ADR) informs the HDR candidate and Principal Supervisor of the outcome of their Faculty HDR Research Support Funding application via email to the candidate’s student account.

l) Unsuccessful applicants may seek feedback and advice from their Principal Supervisor on how to succeed in future applications.

m) Successful applicants are advised via email of the process for receiving funds and acquitting expenditure, as follows;

- Travel Options
  - All UOW funded travel bookings are to be made via Campus Travel.
  - On receipt of the student’s acceptance advice, the LHA Research Unit will forward approved student booking request form to Campus Travel (ce’d to student) authorising travel. Once received, the student contacts Campus Travel to make the booking (as per the approved grant) via uow@campustravel.com.au or 02 9423 8010.

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1.4. **Guidelines**

a) Early in their candidature HDR candidates should undertake to map out all potential research activities that require funding. Plans should be discussed with the Principal Supervisor and be signalled in the RPR and in relevant APRs.

b) Only the top ranked applications that fall within the threshold of available CEPS funds available within the particular School are recommended for funding.

c) Applications by non English speaking background (NESB) candidates will be read with consideration to the proficiency of the candidates written English, at the request of the Principal Supervisor or HPS.

d) Applications by full fee paying international students will be given additional weighting during the ranking process to ensure representation of this cohort in approved funding outcomes.

e) Budgets should be based on actual costs of travel and accommodation, including the cheapest viable modes of ground travel. Airfares should be quoted for the actual time of travel to avoid increases. Meals and per diem amounts should not be used.

f) All flight and accommodation related travel expenses must be organised through the Faculty Finance Unit.

g) Written quotations must be obtained and submitted with the application form from the UOW approved travel provider - Campus Travel uow@campustravel.com.au.

h) Any change to the submitted budget must have the written endorsement of the Principal Supervisor and the HPS. Any unapproved changes to the submitted budget may need to be repaid to Faculty.

i) Tax receipts must be obtained for all approved purchases associated with the approved faculty research support funding and submitted with a final report on research activities and budget acquittal.

j) All research related activities included in the approved budget should be completed within 12 months of the date on which they were funded.

1.5. **Criteria**

The following criteria are employed by the ranking panel to assess the competitiveness of applications. Both schemes utilise criteria that are specific to the scheme and generic.

1.5.1. **Research Activity Support (RAS) Scheme Criteria**

   a) Demonstrable relevance of the activity towards thesis completion

   b) Sound scholarly argument made for the proposed research activity

1.5.2. **Conference, Exhibition and Performance Subsidy (CEPS) Scheme Criteria**

   a) Reputation of the scholarly conference or exhibition/performance venue

   b) Relevance of conference participation or exhibition/performance to the publication of thesis related findings

   c) Level of participation. Within the context of a conference, candidates must be presenting a formal academic paper. Within the context of exhibitions and performances, they must be presenting a new body of creative work.

   d) In the case of conferences, potential for subsequent publication of the paper

1.5.3. **Generic Assessment Criteria**
a) Rationale for the proposed budget  

b) Level of supervisor support  

c) Quality of student progress through the research degree (including the potential for timely thesis completion)  

4 Roles & Responsibilities  

a) LHA HDR candidates will use this procedure to ensure a clear understanding of the purpose, eligibility, process and guidelines for Faculty HDR Research Support Funding.  

b) Faculty Professional Staff will use this procedure in the administration of Faculty HDR Research Support Funding schemes and to advise candidates of processes and deadlines.  

c) Principal Supervisors will use this procedure to advise candidates of their responsibilities in relation to Faculty HDR Research Support Funding eligibility and processes.  

d) Head of Postgraduate Studies (HPS) will use this procedure to support decision-making on application outcomes for RAS and CEPS funding.  

e) Head or Dean of School will maintain oversight of the allocation of funding to the HDR candidates within their School.  

5 Version Control Table  

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>February 2014</td>
<td>A/Prof Brogan Bunt, Associate Dean (Research)</td>
<td>First iteration</td>
</tr>
<tr>
<td>2</td>
<td>July 2014</td>
<td>A/Prof Brogan Bunt, Associate Dean (Research)</td>
<td>Amendments made to notification process, supporting documentation requirement added and flow chart removed</td>
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<td>3</td>
<td>September 2015</td>
<td>A/Prof Brogan Bunt, Associate Dean (Research)</td>
<td>Amendment to RAS availability from three rounds to ad hoc.</td>
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<tr>
<td>4</td>
<td>July 2017</td>
<td>Leonie Clement, Research Manager</td>
<td>Amendments to travel quotes and booking information to align with updated UOW Travel and Entertainment Policy</td>
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<tr>
<td>5</td>
<td>October 2017</td>
<td>Leonie Clement, Research Manager</td>
<td>Amendments to round and application dates</td>
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<tr>
<td>6</td>
<td>30 September 2019</td>
<td>Leonie Clement, Research Manager</td>
<td>Wording on the application process updated as applications are now completed online;</td>
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