

## **Postgraduate Research Student Support (PReSS) Accounts**

The purpose of the PReSS scheme is to:

1. Assist postgraduate research students to undertake their research and complete in a timely manner
2. encourage supervisors/departments to take on further postgraduate students in order to reach the University's growth targets.

These objectives are realised by providing research-related funding directly to doctoral candidates and their supervisors. Students enrolled for doctoral degrees with a taught component will only be eligible for support through PReSS accounts when they are engaged in supervised research.

### **Faculty of Engineering Operating Rules for Postgraduate Research Student support (PReSS) Accounts**

**These rules are based on the University rules but also include Faculty requirements for budgeting and reporting.**

1. A PReSS account will be established in the Research office for each doctoral student within one month of provisional registration. The Dean of Graduate Studies will oversee the use of the funds and will liaise with the Research Office regarding their administration.
2. At present PReSS funding for doctoral students in the Faculty of Engineering will be \$2,900 per annum for an EFT student, and will be pro-rated for part time students.
3. The amount of funding credited to a PReSS account in any one calendar year will be pro-rated against the number of months that the student is enrolled that year. A student must be enrolled in the University and have paid fees in order to access PReSS funding. No more than four (4) years of equivalent full-time funding shall be credited to any account.
4. The Dean of Graduate Students may give approval for the use of PReSS account funding to cover childcare fees provided that:
  - (a) the assistance be for circumstances to do with costs of caring responsibilities;
  - (b) there is satisfactory evidence that the release of PReSS account funds would enable the successful completion of the degree;
  - (c) the funds be available in the last six months of the degree to support timely completion;
  - (d) there are still funds available in the account
5. Conference travel, excluding travel related to field trips, is capped at \$1200 per annum, averaged across the duration of the research until submission of their final hard-bound thesis.
6. Accounts will not be allowed to go into deficit. After submitting the thesis for examination, approved expenditure from the PReSS account is restricted to payment of conference related costs and the cost of printing and binding the final hard bound copies of the thesis.

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Accounts will close 3 months after the final submission of the hard bound thesis, by this time all claims for reimbursement should have been completed. Expenditure incurred after the final submission date will not be reimbursed.

7. Only direct research costs (e.g. equipment user charges, consumables, conference and research related travel and accommodation costs, photocopying, printing and internet access costs not subsidised by the Library) that are not specifically covered by other research grants can be covered by PReSS. The following costs will not be covered by PReSS accounts: space, supervision, general office running costs, computer and printer access. An amount of up to \$500 may be spent on printing and binding of the thesis. Capital items (e.g. computers, printers, fax machines and furniture) that are presently covered in faculty base allocations cannot be charged to PReSS accounts.

In the Faculty of Engineering, each year Students are required to:

1. agree a budget for expenditure from the PReSS account with their supervisor.
  - a. The budget should indicate planned expenditure of the total balance of the PReSS account and be developed in consultation with the supervisor who is responsible for signing it off. **This template is attached.**
  - b. Provide the budget to the Head of Department by 30 April each year or within 3 months of commencing a PhD and thereafter on 30 April each year.
  - c. Copies of the budget are to be provided to the Postgraduate office
2. submit the normal Provisional or Annual Report each year, which must be approved as satisfactory, before funds will be credited to their PReSS account. Failure to lodge such a report, or lodging a report that fails to be approved will result in a freeze on PReSS funding availability.
3. together with the Provision or annual Report, a statement of expenditure should also be provided.