

POSTGRADUATE RESEARCH STUDENT SUPPORT (PReSS) ACCOUNTS

Purpose

The purpose of the PReSS scheme is to:

1. Assist doctoral research students to undertake their research and complete in a timely manner.
2. Encourage supervisors/departments to take on further doctoral research 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.

The level of funding is determined at the time of enrolment by reference to doctoral subjects as categorised in TEC's funding bands. These bands reflect the relative research costs for each doctoral subject area. The maximum funding available for a doctoral student in a PReSS fund account is for a "C" at \$2900 per annum; other funding bands have been determined using this as a base.

The doctoral subject areas are funded as follows:

Table 1: Allocation of PReSS funding by funding band*

TEC funding band	A	B	C	J	L	M
PReSS funding (p.a.)	\$1,200	\$1,500	\$2,900	\$1,200	\$2,900	\$2,900

*To find your band, refer to Table 2

Funds will be lodged in accounts held at the Graduate Centre and shall be accessible according to the Operating Rules for PReSS accounts shown below. Students, as well as supervisors, and departmental/school administrators will be emailed when their account has been set up.

We have provided a list of Frequently Answered Questions (FAQs) on pages four and five in order to assist students with information about the PReSS accounts.

Operating Rules for Postgraduate Research Student Support (PReSS) Accounts

1. A PReSS account will be established in the Graduate Centre for each doctoral student within one month of first enrolment. The Dean of Graduate Studies will oversee the use of the funds and will liaise with the Graduate Centre regarding their administration.
2. Sign-off on expenditure from the account will be by the supervisor and student jointly. Departments should undertake monitoring of the process in accordance with usual research practice. Departments are responsible for any overspend of PReSS accounts by their students.
3. The quantum of research postgraduate support funding for doctoral students is dependent on the doctoral subject area, according to the tables above. The maximum level of PReSS funding for any doctoral student will be \$2,900 per annum for a full-time student, and will be pro-rated for part-time students. Funding bands will be approved at the time of doctoral registration. The Board of Graduate Studies may approve a different funding band in exceptional circumstances.
4. A student must be enrolled in the University and have paid fees in order to access PReSS funding. No more than four years of equivalent full-time funding shall be credited to any account. Note: if the doctoral programme has a three year duration, only three years of funding will be available. Students will not receive funding for any period of time during which they are suspended.
5. Only direct research costs (eg, equipment user charges, consumables including animals, conferences, research related travel and accommodation costs, inter-library loans, 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, and depreciation. An amount of up to \$500 may be spent on printing and binding of the thesis. Costs of capital items (eg, computers, printers, and furniture) that are presently covered in faculty base allocations cannot be charged to PReSS accounts.
6. Conference travel, excluding travel related to field trips, is limited to an average of \$1200 per annum, to a maximum of \$4800 over the four year period, or until the first submission. This limit applies equally across all faculties. It should be noted that conference travel refers to all conference related costs, eg, fares, accommodation, and registration fees.
7. The Dean of Graduate Studies may give approval for the use of PReSS account funding to cover childcare fees during the last six months of the degree provided that:
 - (a) there is satisfactory evidence that the release of PReSS account funds would enable timely completion of the degree; and
 - (b) there are still funds available in the account.

8. The Dean of Graduate Studies may give approval for the use of PReSS account funding to cover third party editing up to a maximum of \$500, provided that:
 - (a) there is strict adherence to the University's policy on third party editing;
 - (b) there is a supporting statement from the supervisor which outlines why the proofreading/editing is necessary and that it has supervisory support;
 - (c) there is satisfactory evidence that the release of PReSS account funds would enable timely completion of the degree; and
 - (d) there are still funds available in the account.

Claims for reimbursement must be accompanied by the official GST receipt.

9. Departments may establish specifications for management of PReSS account monies, other than the \$1200 per annum permitted for conference travel. These specifications may include provision for a fixed charge against PReSS accounts to cover consumables. Departmental specifications may be subject to review by the Board of Graduate Studies.
10. (a) Students are required to submit their 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.
 - (b) Students are required to provide an indicative budget each year with their annual report. The budget should indicate planned expenditure for the balance of the research and be developed in consultation with the supervisor who is responsible for signing it off.
11. Funds will be carried over year-by-year. Funding will only be provided for the first four years of equivalent full-time study (or three years for programmes with a three year duration). Accounts will not be allowed to go into deficit.
12. After submitting the thesis for examination, approved expenditure from the PReSS account is restricted to the cost of third party editing, the cost of printing and binding the final hard-bound copies of the thesis, and the costs associated with conference presentations that take place between first submission and oral examination.
13. Accounts will close one month after the final submission of the hard-bound thesis; by this time all claims for reimbursement must have been completed. **Expenditure incurred after the final submission date will not be reimbursed.**
14. These revised PReSS account rules shall be effective from 1 August 2010.

Frequently Asked Questions (FAQs)

How much do I get?

The amount of funding that you get depends on your doctoral subject area (see Table 2), whether you are full-time or part-time, months of enrolment remaining in the calendar year, and the prescribed duration of your degree programme.

Am I funded if I'm an international student, or work off campus?

PReSS funding is available to all eligible students, regardless of whether international or domestic, or whether working on campus or off. This funding is above and beyond any scholarships, grants, or department or faculty allocations.

When is my funding available?

Once you have enrolled for your doctoral programme, and have paid your fees or arranged to have paid your fees, you will be notified by the Graduate Centre of your account details, including the amount credited to your account, and the PReSS Account Operating Rules. This may take up to one month. A copy of this advice will also be sent to your supervisor and the departmental/school administrator.

Funding will be for 12 months from your start date and will be credited on the anniversary of your start date, for up to four years (or equivalent), once the Graduate Centre has received your provisional report or annual report, or until thesis submission, whichever occurs first.

The annual allocations are accumulative, and accrue from year to year; it is not necessary to spend the year's allocation within that year. Although no new funding will be credited to your account after your maximum period, you may continue to access any monies remaining in your account until submission of your thesis, for expenses which occurred prior to the submission date. Accounts will close one month after the final submission of the hard-bound thesis.

How do I access the funding?

Once your account has been established and credited, you will receive notification. You will then be able to access the funds via your departmental or school administrator. The funds are held in an account through the Graduate Centre and may not be transferred elsewhere.

When you and your supervisor have agreed on the use of the funding, you should approach the departmental or school administrator who will either advise or arrange for the purchase using appropriate means and in compliance with standard University procedures. This means that travel should normally be arranged through the University preferred travel agent. In all cases, expenditure through your PReSS account will need to be approved by your supervisor.

Expenses already incurred may, with the agreement of your supervisor, be reimbursed.

Frequently Asked Questions (FAQs) – cont'd

What expenditure is allowed?

Only direct research costs that cannot be covered by other research grants can be covered by PReSS. These may include: equipment user charges; consumables including animals; conferences; research related travel and accommodation costs; inter-library loans and internet access costs that are not subsidised by the Library; and some specialist computing peripherals. Conference travel costs may not exceed an average of \$1200 per annum (see 6) and includes all conference related costs, eg, fares, accommodation, and registration fees. Costs that will not be covered by PReSS accounts include: tuition and course fees; space; supervision; general office running costs; computer and printer access, and depreciation. An amount of up to \$500 may be spent on printing and binding of the thesis. Capital items (eg, computers, printers, and furniture) cannot be charged to PReSS accounts.

How do I find out the balance in my account?

Please ask your departmental or school administrator in the first instance. If you have any further queries, please contact pressaccounts@auckland.ac.nz.

Why has my PReSS account not been credited with funding for this year?

You may not have yet submitted your Provisional or Annual Report. You may not have paid your fees. You may have already submitted your hard-bound thesis (which is when accounts are closed) or terminated your studies, or you may now be past the final year of your programme.

Can I access funds in my account after submission of the hard-bound thesis?

You may access remaining funds after submission of the hard-bound thesis in order to be reimbursed for payment of approved expenses that can be shown to have been incurred before the submission date. All such claims must be made within 1 month of the submission of the hard-bound thesis.

What happens if I spend more than is available in my PReSS account this year?

Your account cannot go into deficit. Once your account is back in credit, you may be reimbursed for approved expenditure incurred in the previous year.

Can I use my PReSS accounts to pay for koha, compensation or reimbursement of expenses to participants, provided this is approved by The University of Auckland Human Participants Ethics Committee?

Yes, provided there are available funds in your account and the amount is reasonable.

Table 2: Funding allocations by PhD Subject Area

Subject Area	Faculty/LSRI	Funding Bands	Funding
Accounting	Business & Econ	J	\$1,200
Anaesthesiology	FMHS	C	\$2,900
Anatomy with Radiology	FMHS/Liggins	C	\$2,900
Ancient History	Arts	A	\$1,200
Anthropology	Arts	C	\$2,900
Architecture	NICAI	C	\$2,900
Art History	Arts	A	\$1,200
Asian Studies	Arts	A	\$1,200
Audiology	FMHS	C	\$2,900
Behavioural Science	FMHS	B	\$1,500
Bioengineering	Engineering/FMHS/ABI	C	\$2,900
Biological Sciences	Science	L	\$2,900
Biomedical Science	Interfaculty	C	\$2,900
Chemical and Materials Engineering	Engineering	C	\$2,900
Chemistry	Science	L	\$2,900
Chinese	Arts	A	\$1,200
Civil Engineering	Engineering	C	\$2,900
Commercial Law	Business & Econ/Law	J	\$1,200
Community Health	FMHS	C	\$2,900
Comparative Literature	Arts	A	\$1,200
Computer Science	Science	B	\$1,500
Dance Studies	NICAI	B	\$1,500
Development Studies	Arts	C	\$2,900
Economics	Business & Econ	J	\$1,200
Education	Education	A	\$1,200
Electrical and Electronic Engineering	Engineering	C	\$2,900
Engineering Science	Engineering	C	\$2,900
English	Arts	A	\$1,200
Environmental Science	Science	L	\$2,900
European Studies	Arts	A	\$1,200
Film, Television and Media Studies	Arts	A	\$1,200
Finance	Business & Econ	J	\$1,200
Fine Arts	NICAI	B	\$1,500
Food Science	Science	L	\$2,900
Forensic Science	Science	L	\$2,900
French	Arts	A	\$1,200
General Practice	FMHS	C	\$2,900
Geography	Science	L	\$2,900
Geology	Science	L	\$2,900
German	Arts	A	\$1,200
Greek	Arts	A	\$1,200
Health Psychology	Interfaculty	L	\$2,900
Health Sciences	Interfaculty	C	\$2,900
History	Arts	A	\$1,200

Subject Area	Faculty/LSRI	Funding Bands	Funding
Information Systems	Business & Econ	B	\$1,500
International Business	Business & Econ	J	\$1,200
Italian	Arts	A	\$1,200
Japanese	Arts	A	\$1,200
Korean	Arts	A	\$1,200
Language Teaching and Learning	Arts	A	\$1,200
Latin	Arts	A	\$1,200
Law	Law	J	\$1,200
Linguistics	Arts	A	\$1,200
Management	Business & Econ	J	\$1,200
Maori and Pacific Health	FMHS	C	\$2,900
Maori Studies	Arts	A	\$1,200
Marine Science	Science	L	\$2,900
Marketing	Business & Econ	J	\$1,200
Mathematics	Science	A	\$1,200
Mathematics Education	Science	A	\$1,200
Mechanical Engineering	Engineering	C	\$2,900
Medicine	FMHS/Liggins	C	\$2,900
Molecular Medicine	FMHS/Liggins	C	\$2,900
Music	NICAI	B	\$1,500
Nursing	FMHS/Liggins	B	\$1,500
Obstetrics and Gynaecology	FMHS/Liggins	C	\$2,900
Operations and Supply Chain Mgmt	Business & Econ	J	\$1,200
Ophthalmology	FMHS	L	\$2,900
Optometry	Science	M	\$2,900
Pacific Studies	Arts	A	\$1,200
Paediatrics	FMHS/Liggins	C	\$2,900
Pathology	FMHS	C	\$2,900
Pharmacology	FMHS/Liggins	C	\$2,900
Pharmacy	FMHS	C	\$2,900
Philosophy	Arts	A	\$1,200
Physics	Science	L	\$2,900
Physiology	FMHS/Liggins	C	\$2,900
Planning	NICAI	C	\$2,900
Political Studies	Arts	A	\$1,200
Property	Business & Econ	C	\$2,900
Psychiatry	FMHS	C	\$2,900
Psychology	Science	L	\$2,900
Russian	Arts	A	\$1,200
Sociology	Arts	A	\$1,200
Spanish	Arts	A	\$1,200
Sport and Exercise Science	Science	C	\$2,900
Statistics	Science	A	\$1,200
Surgery	FMHS	C	\$2,900
Theology	Arts	A	\$1,200
Translation Studies	Arts	A	\$1,200
Women's Studies	Arts	A	\$1,200