

## **School of Education HDR & Honours Funding Scheme Guidelines**

1. The School of Education HDR & Honours Funding Scheme is open to all HDR candidates (PhD or Masters by Thesis – Research) and Honours (One Year Only) candidates. Masters of Education candidates (coursework) are ineligible for this scheme.
2. The School of Education HDR & Honours Funding Scheme is for direct research and research training costs. This includes funding for: transcription, coding and data entry (where there is extensive data); specialised research software or web hosting; fieldwork related expenses; specialised research training (not provided by the Graduate School or the Southern Cross University Postgraduate Association); and/or specialised research equipment/materials.
3. School of Education HDR funding will not be granted for: thesis professional binding; purchase of computer equipment; catering costs; teaching relief; and/or office equipment.
4. For external candidates only School of Education HDR & Honours funding will be considered for travel (domestic air ticket only) for a block visit/s to work with supervisors and/or Confirmation of Candidature seminar where suitable video conferencing facilities cannot be arranged.
5. School of Education HDR funding cannot be used for conference travel or research training that is provided by the University. Conference funding can be applied for via the Graduate School. See <http://scu.edu.au/graduateschool/index.php/dds>.
6. Education Honours candidates (1 year) are eligible to apply for conference funding through this scheme (maximum \$1000). Honours candidates who are granted conference funding are required to submit a written conference report within 4 weeks following their conference attendance/participation. Reports must detail research activities engaged in and post conference outcomes. Reports are to be emailed to the candidate's principal supervisor and Honours Course Coordinator. Reports will be noted at the School's Research Committee by the Honours Course Coordinator.
7. The School of Education HDR & Honours Funding application form must be used when applying for funding. Funding may not generally be applied for retrospectively. If funding is granted, it is preferable that the University makes payment direct rather than by means of reimbursement. All travel must be arranged through Campus Travel.
8. Once applications have been completed, the candidate is responsible for submitting the application to the School's Research Administration Assistant. The application will then be considered by the School's Research Committee with a recommendation made to the Dean of Education.
9. An applicant will be notified of the outcome of an application via email from the School's Research Administration Assistant.

**School of Education HDR & Honours Funding Application**

<b>Name and Student Number</b>	
<b>Course (<i>Honours, Masters by Research or PhD</i>)</b>	
<b>Thesis Title</b>	
<b>Commencement Date</b>	
<b>Expected Completion Date</b>	
<b>Funding Requested</b>	
<b>Funding Justification (<i>detail the specifics of your research funding request, including a clear justification</i>)</b>	
<b>Previous Successful School of Education HDR Funding</b>	
<b>Principal Supervisor's Recommendation and Signature</b>  <b>Once complete with principal supervisor's comment and signature please submit to the School's Research Administration Assistant</b>	<b>Comment:</b>          <b>Name:</b> _____ <b>Signature:</b> _____
<b>Office Use ONLY</b>	
<b>Research Committee Recommendation</b>	
<b>Dean Approval</b>	