

University of Otago College of Education

Policy on the Allocation of Funds for Research Students

College of Education research students (MA thesis, PhD, and EdD students) are entitled to \$500/annum (on a FTE basis; on this basis a half time student would be entitled to \$250/annum). The funds are available for one year for MA thesis students (i.e., to a maximum of \$500), and for three years for PhD and EdD students (i.e., to a maximum of \$1,500). The funds are available on a cumulative basis, allowing for any unspent funds to be carried forward to subsequent years. For example, a fulltime PhD student would be entitled to spend up to \$500 in year 1, up to \$1,000 in year 2, and up to \$1,500 in year 3. A half time PhD student would be entitled to spend up to \$250 in year 1, up to \$500 in year 2, and up to \$1,500 in year 6.

Who is entitled to these funds?

PhD, EdD, and MA thesis (full-time and part-time) students whose home department is the College of Education are eligible to receive these funds.

What can be funded?

Students can use the funds for research or course related costs. This includes but is not limited to the following:

- Fieldwork costs (e.g., travel to collect data, including to research archives).
- Conference attendance if presenting a paper or poster. Students are expected to apply to the Humanities Division for conference money but it is possible that students might apply for additional support if the costs of attendance are higher than what would be covered by the Humanities Division.
- Publication costs (e.g., copyright costs, photographic costs, binding costs of theses).
- Specific computer costs, such as software necessary for data processing (e.g., Nvivo, SPSS) or memory storage devices for transferring data. Other computer costs are excluded – see below.
- Books and other resources related to the students' research area.
- Professional Development Courses related to thesis work (e.g., Endnote or SPSS courses).
- For distance students: Costs associated with travel to meet with their supervisors.
- For EdD students: Costs associated with attending the residential school.

We recommend that students carefully consider any fieldwork costs when allocating their funding. Students should talk with their supervisors about the likely costs involved over the course of their study, and determine that the costs are reasonable and within the allowances provided. Any costs in addition to the allowances provided will be at the expense of the student.

What cannot be funded?

The following categories are not eligible for funding:

- Computers, which are normally purchased through Divisional or University equipment funds.
- Proof reading.

What is the funding process?

1. Funds are available throughout the year on a reimbursement process.
2. Students should apply for reimbursement by completing the [UOCE Research Student reimbursement claim form](#) and attaching the GST receipts, and forwarding this to the Lead Administrator.
3. Students must be prepared to provide evidence of how the items purchased support their research.