

**POSTGRADUATE RESEARCH SUPPORT  
FOR MASTERS THESIS STUDENTS**



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

**INFORMATION SHEET**

**1. PURPOSE**

In line with university policy the purpose of this support is to encourage and enhance the scholarly productivity and reputation of the Faculty of Education (FEDU) by supporting the research of dedicated Masters thesis students.

This support is for reimbursement of research and thesis related costs only.

**2. ELIGIBILITY FOR POSTGRADUATE RESEARCH SUPPORT**

- 2.1 Criteria for application for reimbursement include academic merit and the expectation that the research will contribute to the enhancement of the international reputation and scholarly productivity of the FEDU.
- 2.2 Students must be enrolled in a 90-point or 120-point Masters thesis in the FEDU on either a part-time or full-time study basis.
- 2.3 The applicant requires the support of his/her (main) Supervisor and Chair of Department.
- 2.4 Masters thesis students may make **one** reimbursement application over the course of their qualification.
- 2.5 The University of Waikato's staff members, who are enrolled in a 90-point or 120-point Masters thesis, are not eligible to apply for this support; there are other research support schemes available to staff members.

**3. REQUIREMENTS FOR APPLICATION FOR POSTGRADUATE RESEARCH SUPPORT**

- 3.1 Applications for reimbursement must be submitted by 1 October of the calendar year. Expenses incurred after the 1 October of a given year can be carried over and claimed the following year.
- 3.2 Masters students can submit their applications for reimbursement for up to three months following submission of their thesis.
- 3.3 Original GST receipts must be supplied for each application for reimbursement.
- 3.4 Travel and accommodation can be arranged through a travel supplier of student's choice. For any air travel claims, boarding passes must also be provided with the application for reimbursement.
- 3.5 Students should consult their supervisor and the FEDU Computer Support Team BEFORE any IT equipment or software purchases are made.

**4. DETAILS OF THE POSTGRADUATE RESEARCH SUPPORT**

- 4.1 This support is for reimbursement of research- related and thesis-related costs only.
- 4.2 The maximum of \$600 is available to each FEDU Masters student enrolled in a 120-point Masters thesis and the maximum of \$450 is available to each FEDU Masters student enrolled in a 90-point Masters thesis over the course of their degree, pending satisfactory progress.
- 4.3 Claims will not be automatically reimbursed. All applications are at the discretion of the student's (main) Supervisor and Chair of Department and are subject to annual budgetary constraints.
- 4.4 Eligible Masters students are entitled to apply for the reimbursement of the following research-related expenses:
  - Travel, registration and accommodation expenses to present papers and/or attend conferences;
  - Travel, accommodation and refreshment expenses related to data collection;

- Equipment (e.g. digital recorders, data-sticks; check 4.5 below);
  - Software;
  - Creative practice and performance-related expenses (where performance is research-related);
  - Thesis printing and binding;
  - Other reasonable research-related expenses (e.g. travel to supervision meetings when the candidate lives at a considerable distance from the University).
- 4.5 Before an applicant wishes to apply for reimbursement for software or equipment, he/she should first investigate whether it is available from the University.
- 4.6 Reimbursement may be for attendance at a national or international conference to further the student's own research and/or to present on their thesis research.
- 4.7 Where students receive external funding assistance from other sources, this funding must be declared in the application for reimbursement.

## **5. PROCEDURES AND TIMING**

- 5.1 The student must consult with his/her (main) Supervisor and Chair of Department **BEFORE** costs are incurred.
- 5.2 The applicant must apply on the official Postgraduate Research Support Application for Reimbursement of Research Expenses form, with original GST receipts and other required documents, to his/her Supervisor.
- 5.3 The (main) Supervisor and Chair of Department must both approve and sign the application.
- 5.4 Applicants should allow up to two months for the processing of the reimbursement.

## **6. ADMINISTRATION OF THE POSTGRADUATE RESEARCH SUPPORT**

- 6.1 The (main) Supervisor of the student will receive the application for reimbursement.
- 6.2 The (main) Supervisor of the student will, in consultation with the Department Administrator, check the Department's records to ensure that the student has sufficient funding available before assessing the application.
- 6.3 The Department Administrator will receive the application once it has been approved by the (main) Supervisor and Chair of Department. The Administrator will advise applicants as to the outcome of the application and arrange payment of the approved reimbursements.
- 6.4 The Department Administrator will maintain a spreadsheet with a list of all recipients' funding details and balance remaining.
- 6.5 Details of conference presentations and any resulting publications may be recorded by departments.

## **7. ACCOUNTABILITY**

- 7.1 If reimbursement is granted for attending a conference at which recipients present their work, they are expected to acknowledge the support of the "University of Waikato, Faculty of Education Postgraduate Research Support" in any presentations and resulting publications.

**Faculty of Education - Te Kura Toi Tangata**  
**Application for Reimbursement of Research Expenses**

**MASTERS THESIS  
STUDENTS**



THE UNIVERSITY OF  
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*Before completing this application, please ensure you have read the accompanying  
 Postgraduate Research Student Reimbursement Information Sheet*

**APPLICANT'S DETAILS**

<b>Full name</b>	<b>Student ID</b>
<b>Contact phone</b>	<b>Email</b>
<b>Qualification</b>	<b>Department</b>
<b>Postal address where reimbursement should be mailed to</b>	
<b>Enrolment details (tick one)</b>	
<input type="checkbox"/> 90-point thesis	<input type="checkbox"/> 120-point thesis
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
<b>Thesis title</b>	
<b>Thesis enrolment start date</b>	<b>Thesis submission due date</b>
<b>Is this your first claim for reimbursement?</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

**CLAIM SUMMARY**

Please complete Sections A, B and C overleaf and transfer the totals to this page.

<b>Summary of costs</b>	
Total Section A	\$
Total Section B	\$
Total Section C	\$
<b>TOTAL CLAIM</b>	<b>\$</b>
<b>Has any other funding been applied for and/or received? If YES, please give details:</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

**APPLICANT'S SIGNATURE**

<input type="checkbox"/> <i>I have consulted my supervisor before any expenses were incurred</i>	<input type="checkbox"/> <i>Bording passes attached (if applicable)</i>
<input type="checkbox"/> <i>Original GST receipts attached</i>	
Signed:	Date:

## SECTION A - CONFERENCE

Title of conference	
Date(s)	Location
Your contribution at the conference	
Relevance of conference to your research	
Are you able to obtain any other funding, eg from an employer? If YES, please give details	

### EXPENSES - Please attach original GST receipts

Registration costs	\$
Travel costs	\$
Other:	\$
<b>TOTAL SECTION A</b>	<b>\$</b>

## SECTION B - TRAVEL

Date	Destination	Purpose	Total Kms
Total kilometres			
Calculation of mileage reimbursement = total kms x 30c			<b>TOTAL SECTION B \$</b>

## SECTION C - OTHER EXPENSES

Description of Items (please itemise separately)	Required for completion of research because	\$
Research equipment:		
Supplies essential to data collection, storage and analysis:		
Postage and toll calls directly relevant to research:		

Other:		
<b>TOTAL SECTION C</b>		<b>\$</b>

*Please pass the form onto your (main) Supervisor to complete the next section.*

### **SUPERVISOR'S COMMENTS**

<b>Supervisor's name</b>	<b>Department</b>
<b>Supervisor's statement</b>	
<input type="checkbox"/> <i>I have examined this reimbursement claim and confirm these costs were necessary and reasonable for the thesis research. I have checked that there is sufficient funding available to this student.</i>	
<b>Supervisor's comments on the student's progress (please attached a separate page if necessary)</b>	
Signed:	Date:

*After receiving approval from your Supervisor, this application must be submitted to the Chair of Department. Please note that any approval at this stage is in principle only - the final decision rests with the Chair of Department.*

### **CHAIR OF DEPARTMENT'S APPROVAL**

<b>Chairperson's name</b>	<b>Department</b>
<input type="checkbox"/> <i>I confirm that I am satisfied that this reimbursement claim is appropriate and that the associated costs are both justifiable and appropriate.</i>	
<input type="checkbox"/> <i>I confirm that the student's progress is satisfactory.</i>	
<input type="checkbox"/> <i>Previous reimbursements checked.</i>	
<b>APPROVED / NOT APPROVED</b>	
Signed:	Date:

### **CLAIM PROCESSING**

<b>Administrator's name</b>	<b>Department</b>
<input type="checkbox"/> <i>Reimbursement claim logged</i>	
Signed:	Date: