



**Flinders**  
UNIVERSITY

College of Business,  
Government & Law

**INSPIRING  
ACHIEVEMENT**

---

College of Business, Government and Law

# Supervisory Handbook

August 2020

---

# Table of Contents

1.0 Welcome .....	1
2.0 BGL HDR Contacts .....	1
3.0 BGL HDR Course Options .....	2
4.0 Processes and pathways for new HDR applicants .....	3
5.0 BGL HDR funding schemes .....	6
6.0 BGL top up scholarships for new PhD applicants.....	7
7.0 Who can supervise? .....	8
8.0 Supervisor training and compliance.....	8
9.0 BGL HDR web presence for supervisors and students .....	8
10.0 BGL HDR processes post re-structure .....	9
11.0 Links to other documents.....	10
Appendix A: GDRM program of study.....	11
Appendix B: COVID-19 Processes Across the University .....	12
Appendix C: College Funding Guidelines and Application Forms	

## 1.0 Welcome

2020 has seen several changes to BGL HDR Supervision processes and procedures as well as new opportunities for BGL HDR students. This handbook provides an overview of the processes as of August 2020, including who to contact for HDR matters, the latest rules about who can supervise, pathways and processes for new HDR applications and funding opportunities for your students.

## 2.0 BGL HDR Contacts

BGL has traditionally had an HDR Coordinator and HDR area advisors for business, law, government and criminology. Collectively this group oversaw matters pertaining to honours, PhD and Masters. As of 1 July 2020, BGL has a new structure: the HDR area advisors have been absolved and there is one coordinator for PhD and Masters related matters, one BGL GDRM coordinator and one BGL honours coordinator.

Role	Contact person	Responsibilities	Email address
<b>BGL HDR Coordinator</b>	Associate Professor Caitlin Hughes	PhD and Masters matters: student enquiries & enrolments, scholarships, milestones, approvals of examiners and thesis amendments, etc.	<a href="mailto:caitlin.hughes@flinders.edu.au">caitlin.hughes@flinders.edu.au</a>
<b>BGL Graduate Diploma Research Methods Coordinator</b>	Professor Miguel Vatter	GDRM matters	<a href="mailto:miguel.vatter@flinders.edu.au">miguel.vatter@flinders.edu.au</a>
<b>BGL Honours Coordinator</b>	Dr Jessica Genauer	Honours matters	<a href="mailto:jessica.genauer@flinders.edu.au">jessica.genauer@flinders.edu.au</a>
<b>HDR Student Representative - BGL HDR Student Committee</b>	Reem Alothmany	HDR student matters including social activities	<a href="mailto:reem.alothmany@flinders.edu.au">reem.alothmany@flinders.edu.au</a>

### Other contacts

<b>CGBL HDR Student Enquiries</b>	Monitored by College Research Support team	<a href="mailto:cbgl.hdrstudents@flinders.edu.au">cbgl.hdrstudents@flinders.edu.au</a>
<b>Dean of Research</b>	Professor Gerry Redmond	<a href="mailto:gerry.redmond@flinders.edu.au">gerry.redmond@flinders.edu.au</a>
<b>College Research Support</b>	Stacey Richardson	<a href="mailto:cbgl.research@flinders.edu.au">cbgl.research@flinders.edu.au</a>
<b>College Research Support &amp; HDR Working Group administration support</b>	Marja van Breda	<a href="mailto:cbgl.hdrstudents@flinders.edu.au">cbgl.hdrstudents@flinders.edu.au</a> <a href="mailto:cbgl.research@flinders.edu.au">cbgl.research@flinders.edu.au</a>

### 3.0 BGL HDR Course Options

HDR course options at BGL are evolving. There is a Masters by Research, PhD and a PhD by prior published work. Summaries of each are below.

Course	Eligibility factors		Course length (FTE)	Requirements
	Academic qualifications	Meet English language requirements?		
<b>Masters by Research</b>	<ul style="list-style-type: none"> <li>Bachelor's degree with Honours from an Australian university (which must include studies relevant to the proposed degree and field of research).</li> <li><b>OR</b></li> <li>Evidence of equivalent qualification.</li> </ul>	√	1-2 years	30,000-50,000 word thesis
<b>PhD</b>	<ul style="list-style-type: none"> <li>An Australian Honours degree Class 1 or 2A or equivalent qualification (at least <u>AQF Level 8</u>), including a research component of at least 6 months' full-time study achieving Distinction (75%).</li> <li><b>OR</b></li> <li>Evidence of equivalent research experience, such as a substantial first-author refereed publication or track record as an investigator on a competitive grant.</li> </ul>	√	2-4 year (expected: 3 years)	70,000-100,000 word thesis
<b>PhD by Prior Published Work</b>	<ul style="list-style-type: none"> <li>Bachelor degree with Honours Class 1 or 2A or equivalent.</li> <li>Minimum of 3 years engaged in practice and research.</li> <li>Generated a range of prior published work: as a general guide, at least six to eight clustered first-author publications, of high-quality publications that form a substantial contribution to knowledge.</li> </ul>	√	6-12 months	Thesis comprising a contextual statement and a body of published work accumulated prior to acceptance into candidature

### 1+3 PhD Pathway

Since July 2020, Flinders has a fourth option: a 1+3 PhD Pathway. This involves students undertaking the Graduate Diploma in Research Methods (GDRM) as a pathway to a PhD (specifically they are enrolled in a 4-year PhD involving 1 year of GDRM). This pathway is targeted at international applicants who have funding but do not meet direct entry requirements for a PhD. For example, they may have undertaken a Master's degree but not have done a thesis or they may need more training in research methods specifically.

- **Eligibility:** Applicants must normally hold an approved degree or equivalent qualification from an approved tertiary institution and have achieved a grade point average of 5.00 or greater. They will also be required to have proof of meeting English language requirements.
- **Course length:** The GDRM is a 36-unit program (one-year FTE), but with credit students may be able to enrol for six months.

- 
- Requirements: Applicants will undertake a research project and write a thesis of around 15,000-words, and complete any additional research methods, communication and coursework requirements as recommended by their supervisor and GDRM coordinator.

To transition to a PhD a student must obtain a grade of credit overall and distinction in the research project.

For further details and subject options see Appendix A.

#### **4.0 Processes and pathways for new HDR applicants**

BGL is cognisant of the need to improve responses to new HDR applicants. This requires more rapid responses and smoother processes for application for students and supervisors.

To help in this process we have introduced a new system to respond to student enquiries and two new flow diagrams of the processes. (These have been developed in consultation with the Office of Graduate Research).

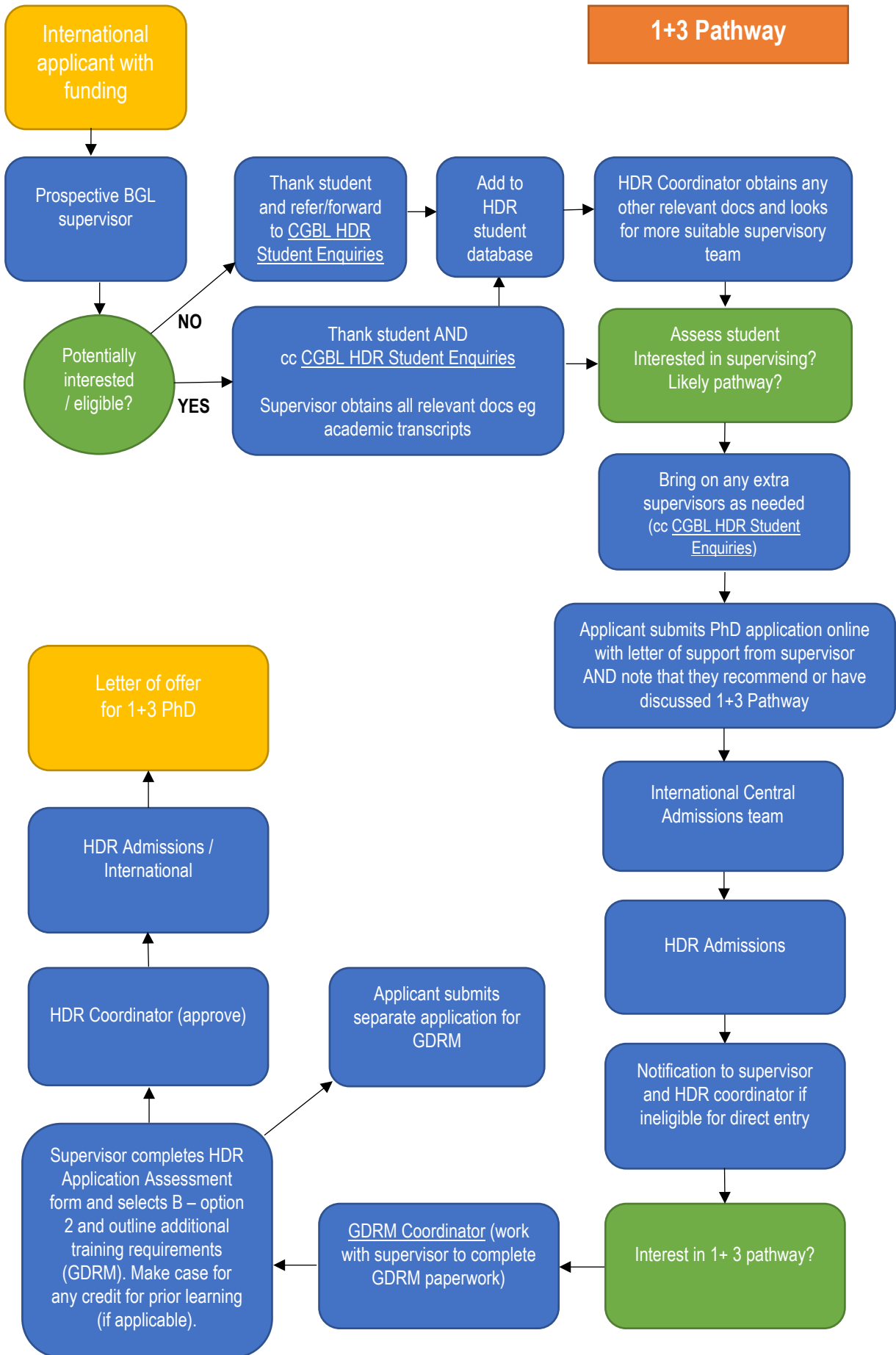
For any enquiry from a potential HDR applicant:

- Respond to the student as soon as possible.
- Thank the student for their enquiry.
- Let the student know if you are or are not interested, e.g. "This is outside the scope of my expertise, but I will forward this enquiry on."
- cc or forward to BGL HDR Student Enquiries ([cbgl.hdrstudents@flinders.edu.au](mailto:cbgl.hdrstudents@flinders.edu.au)).

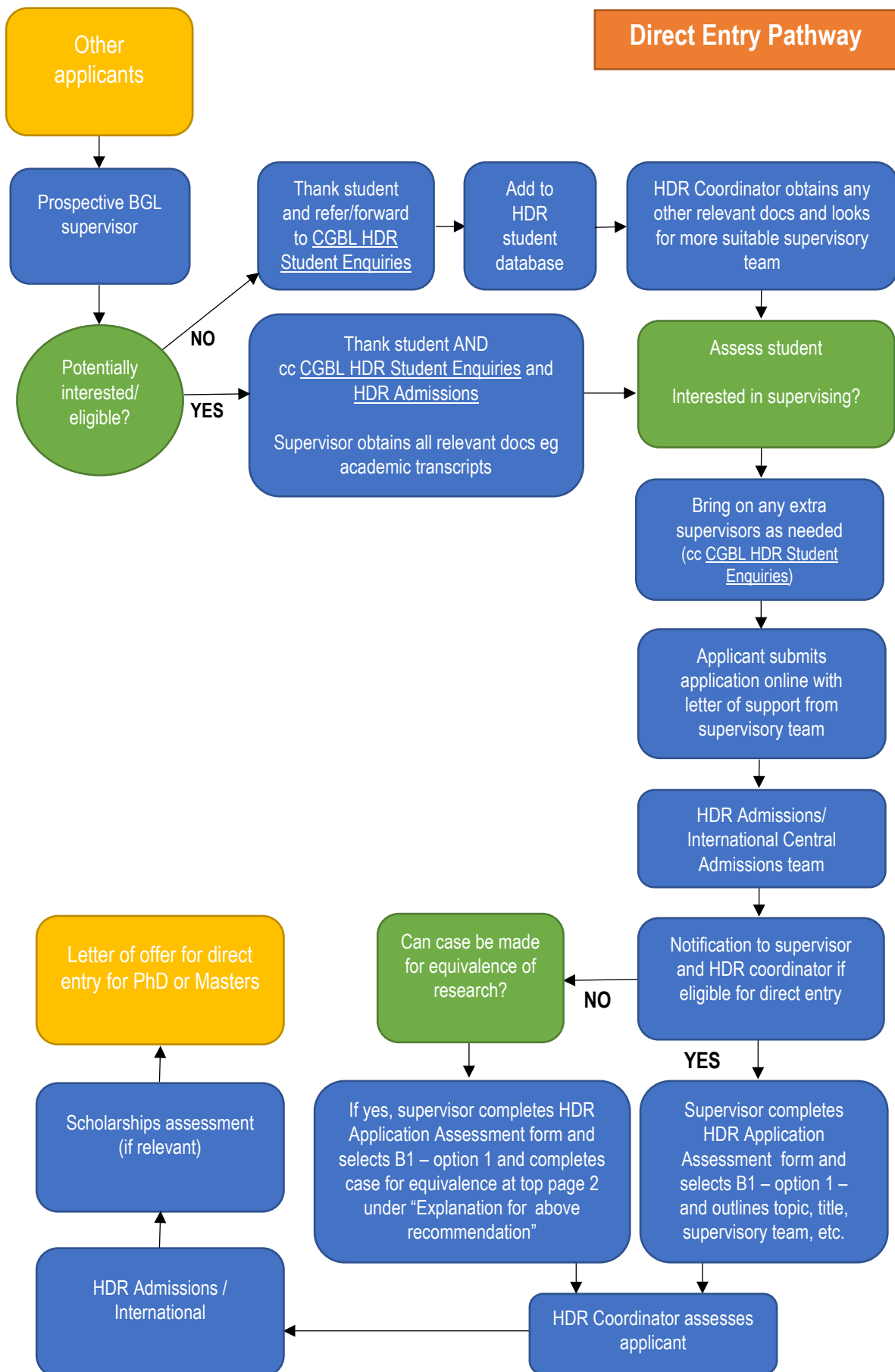
Any enquiries sent to CBGL HDR Student Enquiries will be entered into a database and used to forward onto other supervisors where needed.

The full diagrams and processes are outlined in Figures 1 and 2.

**Figure 1: 1+3 PhD Pathway for BGL HDRs**



**Figure 2: Direct Entry Pathway for BGL Master's, PhDs and PhD by prior Published Work**



---

## 5.0 BGL HDR funding schemes

The College provides support to research students whilst enrolled in a Higher Degree by Research (HDR) course. Funding is provided via four schemes. The guidelines and application forms are found in Appendix C.

- i) **Research Student Maintenance Allowance (RSM-A)** – for day-to-day activities, such as printing and stationery

RSM-A funding is provided to support the day-to-day costs of pursuing an HDR. RSM-A funding will be allocated to each student on an annual basis. There is no need to apply.

Current allocation (2020): \$140 per full time student per year / \$70 per part time student per year, in the form of an Officeworks expense card.

RSM-A is capped at \$560 for a PhD and \$280 for a Master by Research for the entire candidature.

- ii) **Research Student Maintenance Project (RSM-P)** – for research costs, including fieldwork

RSM-P funding is provided to support the student's main research project costs.

Examples of **eligible** items include:

- costs related to data collection, including travel (ie. fieldwork)
- costs related to accessing primary documents (eg. Freedom of Information applications)
- computational and other work (including modelling, simulation, and signal processing) requiring specialist software packages or annual licences fees not available as site licences

**Non-eligible** items include:

- items that would duplicate basic services already provided by the University, eg. materials held in the library and internet connection/use charges
- purchase of books / conference proceedings (although primary-source documents may be considered). Items not available in the library should be ordered through document delivery or can be ordered by supervisors for purchase by the library
- research assistance
- transcription costs
- hardware (eg. computer, laptop, phone, recording device)
- conference travel, registration or associated costs, unless the conference itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-C for conference travel funding information
- workshop travel, registration or associated costs, unless the workshop itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-T for training funding information

- iii) **Research Student Maintenance Conference (RSM-C)** – for conference travel

RSM-C funding is provided to support HDR students presenting a paper at a national or international conference. The conference must be of significance to the relevant discipline, and the candidate must have a paper accepted at the conference.

HDR Students may apply for conference funds up to a maximum of \$2,000 per candidature (maximum of \$1000 per Australian conference and maximum of \$1500 per international conference). Funding will normally be provided by reimbursement against receipts submitted.

Students can apply for RSM-C funding more than once during their candidature. However, funding to attend a PhD-specific event will only be granted once. If other funding requests are made, they must be for presenting a paper in the main conference.

Funding can only be used for conference-related expenses, including:



- Airfares (economy class only)
- Conference registration
- Accommodation
- Travel insurance (only if arranged through Flinders)
- Transport (taxis, buses, etc)

Meals will not be funded.

iv) **Research Student Maintenance Training (RSM-T)** – for professional development related to thesis completion

RSM-T funding is provided to support professional development related to thesis completion, up to a maximum of \$1000 per candidature. This can include:

- attendance at workshops, summer schools, methods courses, or other research training programs
- travel costs related to attending workshops or other training programs (eg. airfare, accommodation, insurance, local transport. Meals will not be funded.)
- supplies required to complete research training programs that are not already offered through Flinders University (eg. textbooks, online resources, software licences)

All funding requested under RSM-T must be directly related to the student's current HDR degree and the associated thesis. The purpose of this funding is to enable students to produce a better quality thesis and/or to submit their thesis sooner.

Students can find the guidelines and applications forms on the [CBGL HDR Student FLO site](#).

Applications will be assessed by the HDR working group, and decisions will be made within about a week. Students are able to apply at any time. To apply please email [cbgl.hdrstudents@flinders.edu.au](mailto:cbgl.hdrstudents@flinders.edu.au).

### Other relevant HDR funding

If students want funds for thesis editing or printing specifically, they will need to [apply](#) to the central university. Flinders higher degrees by research students can claim up to \$500 towards the cost of thesis editing and optional printing and binding of the final thesis copy. For reimbursement students will need to complete an online request through Inspire: [HDR allowances claim form](#). Claims for the thesis allowance must be lodged within three months of the final examined and university approved version of the thesis being uploaded to the Library depository.

## 6.0 Scholarships

### Top up scholarships

BGL is offering top-up scholarships for new PhD students. Top-up scholarships will be awarded to high-achieving domestic or international PhD students, valued at \$5,000 per annum for a PhD degree (maximum 3 years, with a possible 6-month extension). There are six scholarships available for the first round. Applications can be submitted any time via the [Flinders University Scholarships database](#).

#### Eligibility

All Scholarship applicants must be:

- a domestic student (Australian citizens or permanent residents of Australia), or New Zealand citizens, or an international student;
- enrolled as a full-time PhD student at the College of Business, Government and Law at Flinders University;
- (for domestic students) in receipt of the Australian Research Training Program (RTP), the Flinders University Research Scholarship (FURS), or an equivalent scholarship;
- (for international students) in receipt of the Australian Government Research Training Program (AGRTP), or an equivalent scholarship which includes an Overseas Student Health Cover (OSHC);
- able to demonstrate academic merit and research potential.

---

## Domestic scholarships

A reminder that domestic scholarship applications will open on 1 September 2020. New applicants could be eligible for \$28,092 p.a. tax free, plus a possible top up of \$5000 p.a.

- [Australian Government Research Training Program Scholarship \(Domestic\)](#)  
Opening date: 1 September 2020. Closing date: 31 October 2020.
- [Flinders University Research Scholarships \(FURS\)](#)  
Opening date: 1 September 2020. Closing date: 31 October 2020.
- [College of Business, Government and Law PhD Top-up](#)  
Applications can be submitted at any time.

## International scholarships

- [Australian Government Research Training Program \(AGRTP\) Scholarship \(International\)](#)  
Closed for 2020.

For further scholarships information, please visit the [Scholarship database page](#).

## 7.0 Who can supervise?

At Flinders, in order to be a supervisor an application for the Register of HDR Supervisors is required. Please review the [HDR Supervisor Policy](#) and [HDR Supervisor Procedures](#) for the requirements for the Register. The application form can be downloaded at <https://staff.flinders.edu.au/research/hdr-supervisors>. Once completed, please return to [HDRSupervisor.Register@flinders.edu.au](mailto:HDRSupervisor.Register@flinders.edu.au) and the Dean of Graduate Research will decide if the applicant is added to the register.

Teaching specialists are not eligible to be on the supervisor register: and cannot therefore be a principal or associate supervisor. However, teaching specialists can be appointed as an adjunct supervisor, to provide additional expertise to the supervisory team. (Any supervision by adjunct supervisors will not be counted in the workload model.)

## 8.0 Supervisor training and compliance

Supervisors need to update their supervisor training every 2 years by participating in Lunchtime Seminars or online Steps Program training modules. A complete list of workshops and online training is available through the [HDR Supervisor Development FLO Site](#).


You can check on whether you are up to date through Inspire. Specifically Inspire now includes:

- A full history of completed supervision development activities
- Ability to review compliance with the HDR Supervisor Development Program, including a compliance expiry date.
- Ability to access a certificate of compliance for People and Culture.
- Ability to book onto courses in Inspire.
- Ability to self-record external HDR supervisory activities on a Supervisor Development Activity form to be included in compliance points.


## 9.0 BGL HDR web presence for supervisors and students

BGL supervisors and interest areas and selected supervisory videos are on the web. This helps students find prospective supervisors as well as demonstrates the breadth of expertise in the college. Please ensure your name is on the web and that the topics are relevant/up to date.

**Professor Roberta Crouch**




**Dr Ashok Manoharan**



<a href="#">Professor Roberta Crouch</a>	Marketing, consumer behaviour, international business, Wine Business and Wine Tourism, crisis management, services marketing
<a href="#">Associate Professor Janice Jones</a>	Human resource management, innovation and enterprise
<a href="#">Dr Ashokkumar Manoharan</a>	Human resource management, organisational culture, workforce diversity
<a href="#">Professor John Spoehr</a>	Workplace and industry innovation, human dimensions of technology
<a href="#">Dr Rong Zhu</a>	Education economics, health economics, labour economics
<a href="#">Dr Zhou Jiang</a>	Career development, human resource management, organisational behaviour

As of 21 August 2020, BGL has started to add profiles and project details for BGL PhD students to the web, as a means to increase exposure to the students and their research. Each student will have a photo, project title, contact details and a project blurb.

**Meet our PhD students**




David Waterford

**Project title:** *Politicians as policymakers: The interaction of interests, ideology, information and institutions in an Australian state*

**Supervisors:** [Professor Gerry Redmond](#), Professor Charles Lees

Learn more




Dwi Ratih S. Esti

**Project title:** *Effectiveness of evaluation practices in supporting regional development planning*

**Supervisors:** [Associate Professor Noore Siddiquee](#), [Professor Gerry Redmond](#)

Learn more



Fajar Fadli

**Project title:** *The governance of renewable energy in Indonesia*

**Supervisors:** [Associate Professor Noore Siddiquee](#), [Dr Peter Tangney](#)

Learn more

The current list of students can be viewed at [CBGL Meet Our PhD Students](#)

Please encourage your student to take up this opportunity. Students can email [CBGL Research](#) if they would like to be added to the website.

## 10.0 BGL HDR processes post re-structure

With the re-structure most BGL HDR processes will continue as per before. There are two exceptions:

- **Milestones:** Milestones used to be held with the local area advisor. All HDR milestones will now be held with the BGL HDR Coordinator.
- **Thesis amendments:** The principal supervisor will be required to provide a signed statement of the extent to which any thesis amendments have been taken up by the student. Please email this, and a list of responses to the examiners and a track-changes version of the thesis to the HDR Coordinator.

---

## 11.0 Links to other documents

- [Charter for HDR Student and Supervisor Responsibilities](#)
- [Expectations of supervision survey](#)
- [HDR Supervisor FLO site](#)
- [Information for Supervisors website](#)
- [HDR Supervisor Policy](#)
- [HDR Supervisor Procedures](#)
- [HDR Admission and Enrolment Procedures](#)
- [HDR Progression Procedures](#)
- [HDR Examination Procedures](#)
- [HDR Thesis Rules](#)
- [GANNT planning chart](#) – OGR tool to assist HDR student planning
- [Milestone Supervisor Quick Reference Guide for use in Inspire](#)

## Appendix A: GDRM program of study

The Graduate Diploma in Research Methods is a 36-unit program that requires one year of full-time study, or the equivalent part-time. The course is designed to provide knowledge and skills in research methods as a pathway towards further learning at a research higher degree level. Students can enrol in semester 1 or semester 2.

### Credit

Credit may be granted for study undertaken in an approved Honours or postgraduate course or equivalent qualification, which has been completed at an approved institution, e.g. if a student has sufficient research methods skills but have not completed a thesis.

### Program of study

The program of study offered by BGL is being revised to streamline the options, but a full course will cover research methods, communication, a minor thesis (18,000 words) plus one research specialisation topic. The topics should be selected in consultation between the student, supervisor and the GDRM Coordinator (Miguel Vatter). The *draft* list is as follows.

Topic	Course Code	Course Name	S1	S2
Research methods (9 units)	POAD9058 / or, CRIM7304 CRIM3402	Research design (4.5 units) / or, Research design, methods and analysis (4.5 units) Advanced research methods and analysis (4.5 units)	Yellow	
Oral and written communication (4.5 units)	COMS9001	Communicating research (4.5 units)	Yellow	Blue
Thesis dissertation (18 units)	BUSN7200 INTR7015 CRIM7300A	Honours thesis Honours thesis Honours thesis in law and criminology	Yellow	Blue
Research specialisation topics (4.5 units)	BUSN7019 BUSN9017	Critical readings in business (4.5 units) Marketing strategy and decision making (4.5 units)	Yellow	Blue
	CRIM7301	Advanced theory and research applications (in criminology) (4.5 units)	Yellow	
	LLAW3256 POAD8007	Socio-legal theory (4.5 units) Policy analysis: Frameworks, approaches and values		Blue
	INTR7017	From topic to thesis: Honours workshop		

### Expectations for 1+3 PhD pathway

It is expected that the student should have the same principal supervisor for the 1+3 PhD pathway. The thesis component for the GDRM should be different to the PhD thesis e.g. a related or pilot project.

To transition to a PhD a student must obtain a grade of credit overall and distinction in the research project. For more information see [GDRM form](#) and <https://students.flinders.edu.au/my-course/course-rules/postgrad/gdprm>

---

## Appendix B: COVID-19 processes across the University

The university response to COVID-19 for HDRs continues to evolve. For the most up to date information go to: <https://students.flinders.edu.au/coronavirus-information/hdr-students>

A few key reminders about options that are available for HDRs.

### Intermissions

Candidates are encouraged to take intermissions if needed due to COVID-19.

### Can a candidature extension be granted due to COVID-19?

As per the [email advice](#) from the Deputy Vice-Chancellor (Research) on 12 May 2020, for students who had current enrolment as at 1 March 2020, the overtime fee will be waived between 4 years and 4 years and 6 months when the student provides concrete demonstration of how their research has been “adversely impacted by coronavirus restrictions.” Documented evidence must be provided. HDR students can contact the Office of Graduate Research ([gradresearch@flinders.edu.au](mailto:gradresearch@flinders.edu.au)) about how to make an application. [gradresearch@flinders.edu.au](mailto:gradresearch@flinders.edu.au).

### Can a scholarship extension be granted due to COVID-19?

Scholarship extensions are assessed on a case-by-case basis. Six-month scholarship extensions are available – and granted – on the basis of disruptions to a research schedule. For more information refer to the [higher degree by research scholarship information](#) website. As per the [email advice](#) from the Deputy Vice-Chancellor (Research) on 12 May 2020, current holders of an AGRTPS (domestic and international) stipend may be eligible for an additional 3-month COVID-19 extension.

For students who had current enrolment as at 1 March 2020 who do not complete within three years and six months, an additional extension of 3 months can be given, moving the extension of the RTP stipend to 3 years and nine months. The reason for this extension must be a concrete demonstration of how their research was “adversely impacted by coronavirus restrictions.” Documented evidence must be provided. The normal timelines, deadlines and processes for extension requests of candidature and RTP stipends remain in place. Please contact [rhdscholarships@flinders.edu.au](mailto:rhdscholarships@flinders.edu.au) if you have any questions.

### International HDR Admissions and COVID-19

While COVID-19-related travel restrictions apply, successful HDR applicants who are outside Australia and from countries which are deemed ‘low risk’ in terms of issuing of student visas, can be offered the opportunity to commence their study offshore provided that:

- the student will come to Australia to study as soon as the travel restrictions are lifted
- study resources are available for an offshore start, and
- there is agreement from the supervisors and College to support the arrangement

From late June 2020, international HDR offers are being sent with an [Addendum to offer](#) and an [‘Offshore Resources’ Form](#).

# College of Business, Government and Law RESEARCH STUDENTS MAINTENANCE SCHEMES GUIDELINES

## The Schemes

The College provides support to research students whilst enrolled in a Higher Degree by Research (HDR) course (Master by Research or PhD). Funding is provided via **four** schemes:

1. **Research Student Maintenance Allowance (RSM-A)** – for day-to-day activities, such as printing and stationery
2. **Research Student Maintenance Project (RSM-P)** – for research costs, including fieldwork
3. **Research Student Maintenance Conference (RSM-C)** – for conference travel
4. **Research Student Maintenance Training (RSM-T)** – for professional development related to thesis completion

## Eligibility – PLEASE READ CAREFULLY

All Research Student Maintenance Schemes are intended to support HDR students only. Under no circumstances will funding be allocated to support activities performed by supervisors.

- To be classified as an HDR student, you must be enrolled in an HDR course in the College (coursework postgraduate students are not eligible). Some HDR programs might have a small coursework component, in which case you must be enrolled in the thesis component to be eligible.
- **Funding will not be allocated to students on intermission, nor to students who have passed their expected completion date (ie. who are ‘over time’).**
- **No funding will be awarded retrospectively.**
- **Applications for RSM-P, RSM-C, and RSM-T will only be considered after the student’s Confirmation of Candidature Milestone has been completed.**

Applications can be submitted at any time and must be made on the appropriate forms. Applications are to be sent as an attachment in an email to: [cbgl.hdrstudents@flinders.edu.au](mailto:cbgl.hdrstudents@flinders.edu.au)

## Instructions

### 1. Research Student Maintenance Allowance (RSM-A)

RSM-A funding is provided to support the day-to-day costs of pursuing an HDR.

RSM-A funding will be allocated to each student automatically on an annual basis. There is no need to apply.

Current allocation (2019): \$140 per full time student per year / \$70 per part time student per year, in the form of an Officeworks expense card.

No RSM-A will be allocated to students after their expected completion date and therefore RSM-A is capped at \$560 for a PhD and \$280 for a Master by Research for the entire candidature.

## 2. Research Student Maintenance Project (RSM-P)

RSM-P funding is provided to support the student's **main research project costs**.

Examples of eligible items include:

- costs related to data collection, including travel (ie. fieldwork)
- costs related to accessing primary documents (eg. Freedom of Information applications)
- computational and other work (including modelling, simulation, and signal processing) requiring specialist software packages or annual licences fees not available as site licences

RSM-P funding will **not** be provided for:

- items that would duplicate basic services already provided by the University, eg. materials held in the library and internet connection/use charges
- purchase of books / conference proceedings (although primary-source documents may be considered). Items not available in the library should be ordered through document delivery or can be ordered by supervisors for purchase by the library
- **research assistance**
- **transcription costs**
- **hardware** (eg. computer, laptop, phone, recording device)
- conference travel, registration or associated costs, unless the conference itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-C for conference travel funding information
- workshop travel, registration or associated costs, unless the workshop itself provides direct evidence or material for the actual research project (ie. is the equivalent of fieldwork) – See RSM-T for training funding information
- Thesis preparation costs: note that RSM is provided to assist with costs associated with the actual carrying out of research, not for the production of the final thesis. RSM may not be used for editing/ proofreading, printing, or binding of the thesis. Currently funding is still available for thesis preparation costs up to the value of \$500 from the [scholarships' office](#).

### NOTES:

- The amount of RSM-P awarded will depend on the nature of the project and **will normally be less than \$3,000 over the entire length of the student's candidature**. Receipts must be submitted where appropriate.
- **Financial assistance is only provided in the year of candidature in which this specific work is expected to be undertaken**. However, in special circumstances, applications may be made through the Research Committee to carry over funds into the next calendar year.
- Normally, overseas field work support is provided once per candidature; applications for additional support will be handled on a case by case basis.
- **Ethics clearance must be obtained prior to requesting funds**. Evidence of ethics approval must be attached to the application for funding.

**All requests for funding must be clearly and compellingly justified, with all relevant quotes attached.** Applications without a justification of the budget and relevant quotes (eg. airfares, accommodation) will **not** be funded.

**Allocations are at the discretion of the College and are subject to availability of funds. No guarantee of full funding can be made.**

The student's supervisor has a responsibility to oversee the funding application and to ensure that the funds are expended in the best interests of the student.



### 3. Research Student Maintenance Conference (RSM-C)

RSM-C funding is provided to support HDR students presenting a paper at a national or international conference. The conference must be of significance to the relevant discipline, and **the candidate must have a paper accepted at the conference.**

HDR Students may apply for conference funds **up to a maximum of \$2,000 per candidature (maximum of \$1000 per Australian conference and maximum of \$1500 per international conference).** Funding will normally be provided by reimbursement against receipts submitted.

Students can apply for RSM-C funding more than once during their candidature. However, funding to attend a PhD-specific event will only be granted once. If other funding requests are made, they must be for presenting a paper in the main conference.

Funding can only be used for conference-related expenses, including:

- Airfares (economy class only)
- Conference registration
- Accommodation
- Travel insurance (only if arranged through Flinders)
- Transport (taxis, buses, etc)

**Meals will not be funded.**

### 4. Research Student Maintenance Training (RSM-T)

RSM-T funding is provided to support professional development related to thesis completion, **up to a maximum of \$1000 per candidature.** This can include:

- attendance at workshops, summer schools, methods courses, or other research training programs
- travel costs related to attending workshops or other training programs (eg. airfare, accommodation, insurance, local transport. **Meals will not be funded.**)
- supplies required to complete research training programs that are not already offered through Flinders University (eg. textbooks, online resources, software licences)

**All funding requested under RSM-T must be directly related to the student's current HDR degree and the associated thesis.** The purpose of this funding is to enable students to produce a better quality thesis and/or to submit their thesis sooner.



## 4. BUDGET JUSTIFICATION

Justify each item requested in the budget. Eligible items only - refer to funding guidelines for details.  
INCLUDE RELEVANT DATES FOR TRAVEL, FIELDWORK, AND OTHER PROJECT SPENDING.

Please specify the significance of this funding to your research project.

## 5. CERTIFICATION

STUDENT APPLICANT

**I certify to the best of my knowledge that:**

- I am eligible for Research Student Maintenance funding.
- I have only requested funding for eligible items according to the funding guidelines.
- All details in this form are true and complete.

**SIGNATURE:**

**DATE:**

PRINCIPAL SUPERVISOR

**I certify to the best of my knowledge that:**

- The funding requested is essential to the completion of the research project.
- The timeline described in the budget justification section is realistic and achievable.
- I am generally satisfied with the student's progress in this degree.
- All details in this form are true and complete.

**SIGNATURE:**

**DATE:**



#### 4. CONFERENCE DETAILS

<b>NAME OF CONFERENCE:</b>	
<b>LOCATION OF CONFERENCE:</b>	
<b>DATES OF CONFERENCE:</b>	
<b>DATES OF TRAVEL:</b>	
<b>SIGNIFICANCE OF CONFERENCE PARTICIPATION TO CANDIDATURE:</b>	
<b>PROPOSED PUBLICATION OUTPUT:</b>	
<b>MY PAPER HAS BEEN ACCEPTED FOR PRESENTATION (please provide evidence)</b>	

#### 5. CERTIFICATION

STUDENT APPLICANT

**I certify to the best of my knowledge that:**

- I am eligible for Research Student Maintenance funding.
- I have only requested funding for eligible items according to the funding guidelines.
- All details in this form are true and complete.

**SIGNATURE:**

**DATE:**

PRINCIPAL SUPERVISOR

**I certify to the best of my knowledge that:**

- Participation in this conference will benefit the student and their candidature.
- I am generally satisfied with the student's progress in this degree.
- All details in this form are true and complete.

**SIGNATURE:**

**DATE:**



## 4. TRAINING DETAILS

NAME OF TRAINING PROGRAM:

LOCATION OF TRAINING:

DATES OF TRAINING:

Please explain the significance of this training program to your HDR research, and justify the costs listed in section 3:

## 5. CERTIFICATION

STUDENT APPLICANT

**I certify to the best of my knowledge that:**

- I am eligible for Research Student Maintenance funding.
- I have only requested funding for eligible items according to the funding guidelines.
- All details in this form are true and complete.

SIGNATURE:

DATE:

PRINCIPAL SUPERVISOR

**I certify to the best of my knowledge that:**

- This training program will benefit the student and their candidature.
- I am generally satisfied with the student's progress in this degree.
- All details in this form are true and complete.

SIGNATURE:

DATE: