

# HDR thesis expenses allowance guidelines for scholarship holders

## Eligibility rules:

- Applicable to specific postgraduate scholarships with thesis allowance entitlement (e.g. RTP, UPA, APAI, IPA, Gritton scholarship, NHMRC scholarship). If you are not sure of your entitlement, please check the conditions of award of your scholarship before lodging a claim
- The entitlement will be lost as a result of withdrawal or termination of the scholarship following the student's inability to continue to meet the eligibility requirements of the scholarship
- To reimburse the direct thesis production costs incurred at the time of submission or re-submission of the thesis:
  - for non-APAI scholarship holders, the claim must be received by the Higher Degree by Research Administration Centre **within one year of submission of the thesis** and **no more than two years after termination of your scholarship**. Re-submission costs must be claimed within one year of re-submission of the thesis and no more than two years after termination of the scholarship
  - for APAI holders the claim must be lodged with the Higher Degree by Research Administration Centre within 12 months of the end of the project

## Direct thesis production costs that can be claimed:

- Films and developing costs for photographs that integral to the thesis
- CDs/DVDs for storing the files containing all or part of the thesis – do not submit these items to the University; the University requires and accepts these submissions electronically only
- Editing, proof reading by a professional editing service where the provider specifies the hourly rate and the number of service hours charged
- Recording service for Sydney Conservatorium of Music students only

## Examples of expenses that cannot be claimed:

- Paper and ink cartridges for printing – the University requires and accepts these submissions electronically only
- Photocopying and thesis binding – the University requires and accepts these submissions electronically only
- Costs in relation to submitting copies of thesis to your supervisor or other persons
- Postage, courier charges, taxi fare or other transportation costs
- Equipment: computer, monitor, printer, computer hardware or software, special software (e.g. for printing labels), scanner, USB key, CD/DVD burner, DVD recorder
- Computer accessories: monitor filter, computer cables
- Stationery: pens, folders, CD cases
- Others: batteries, footrest, monitor riser

## Amount of allowance (in the form of reimbursement):

- Up to \$420 for a Masters thesis
- Up to \$840 for a PhD thesis, *except*
  - NHMRC scholarship holders who commenced pre-2010 may claim up to \$860, and
  - NHMRC scholarship holders who commenced 2010 onwards may claim up to \$500
- The combined total for submission and re-submission must not exceed the maximum amount specified above.

## Claim procedure:

- If the scholarship was offered by a faculty/department with thesis allowance entitlement, you will need to lodge the claim directly with the faculty/department
- If the scholarship was offered by an external funding body with thesis allowance entitlement, you may be required to submit a report and you should contact the Higher Degree by Research Administration Centre before lodging the claim
- Complete and submit the **Thesis expenses allowance claim** below
- Attach **tax invoices** (with the supplier's ABN) showing items of goods purchased/service provided **and receipts**
- Receipts must clearly demonstrate proof of payment
- Complete and attach the **Vendor EFT Details** form for bank account deposit
- For approved claims, a deposit to the bank account provided in the Vendor EFT Details form

# Thesis expenses allowance claim

Please read the guidelines before lodging a claim

## 1. STUDENT DETAILS

Surname	
Given names	
Student ID number	
Payroll number	
University email	
Other email	
Best contact telephone number	
Faculty	
School/department	
Degree	
Name of scholarship(s)	
Student's signature	

Payment will be made by direct deposit. Please complete the attached Vendor EFT Details form

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## 2. OFFICE USE

<b>Scholarship end date</b>		<b>+ two (2) years =</b>	
<b>Thesis submission date</b>		<b>+ one (1) year =</b>	
<b>Re-submission date (if applicable)</b>		<b>+ one (1) year =</b>	

Award conditions for thesis expenses allowance entitlement	Account	Other account
Prior claim: Yes No	Amount \$	Balance \$
Tax invoices/receipts attached: Yes No	Comments	
Adjustment due to overpayment: Yes No	Amount \$	
Process request for cheque (if applicable)	Cheque No:	Amount /currency
Item(s) ineligible		Applicant advised: Yes No
Processed by		

### Contact us:

Higher Degree by Research Administration Centre  
(HDRAC) Level 5, Jane Foss Russell Building G02  
The University of Sydney NSW 2006  
Telephone +61 2 8627 4343  
Email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)



## Vendor EFT Details

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To ensure prompt payment via Electronic Funds Transfer (EFT), the University requests the following:

Name of Bank/Credit Union/Building Society:

Address/Branch of Bank/Credit Union/Building Society:

  

6-digit Bank/State/Branch (BSB) No.:

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Your Account Number (this may be no longer than 9 digits):

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Name of Account:

  

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

PHONE NUMBER/S: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Conditions of The University of Sydney Direct Credit process:**

1. The University of Sydney is under no obligation to verify the above bank details.
2. Changes in the above particulars are to be notified immediately to The University of Sydney in writing.
3. Payment will be deemed to have been made when The University of Sydney has instructed its bank to credit the account.
4. The University of Sydney will not be responsible for delays in payment or errors due to factors outside the reasonable control of The University of Sydney.
5. The customer agrees to pay to The University of Sydney on demand any payments credited to the customer in error. The University of Sydney reserves the right to set off the amount of any overpayment made in error against any future debt or liability owing to The University of Sydney by the customer.
6. The University of Sydney reserves the right at any time to terminate or suspend this EFT payment system and to pay by any other manner which The University of Sydney may determine from time to time.