

**School HDR Student Support Scheme  
Sydney School of Architecture, Design & Planning**

**1. STUDENT DETAILS**

|                  |                     |                    |             |
|------------------|---------------------|--------------------|-------------|
| Family Name:     | Other Names:        | Title:             | Student No: |
| Contact Address: | Telephone Number/s: | Student uni Email: |             |

**2. CURRENT ENROLMENT**

|                            |  |   |
|----------------------------|--|---|
| Research Group:            | Degree:<br>Research Doctorate <input type="checkbox"/><br>Masters by research <input type="checkbox"/> | Attendance:<br>Full-time <input type="checkbox"/><br>Part-time <input type="checkbox"/> |
| Primary Supervisor Name:   |  |   |
| Title of Research Project: |  |   |
| Funding Requested: \$      |  |   |

**3. PREVIOUS FACULTY FUNDING RECEIVED**

|   |
|---|
| How many successful applications have you had in total throughout your candidature (excluding PRSS)?<br>0    1    2 |
|---|

**4. FUNDING SOUGHT**

**Description of Proposed Expenditure**

**SECTION 5: SUPERVISOR APPROVAL:**

I approve       I do not approve

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 6: ASSOCIATE DEAN APPROVAL:**

I approve                       I do not approve

Signature: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**School HDR Student Support Scheme Policies and Guidelines**

- All applications must include copies of quotations and/or receipts. For travel requests a budget must also be provided giving details including travel information. Supply information and documents confirming conference details (date, venue, national/international, type of presentation, status of presentation), accommodation; supply the invitation for presenting etc. Alternatively, an estimated amount for potential future expenses will be accepted on your application.
- You may apply for a maximum amount of \$1200 for funding. The exceptions are: Up to \$3000 will be considered for conferences held in countries in Europe, Africa, North and South America, or up to \$2000 to support presentations at other conferences held in other overseas countries. Besides the exceptions noted, funding is given to a maximum of \$1200.
- Examples of funding that are deemed essential to the students' research include but are not limited to; field work expenses, conferences, specialist books, periodicals, or other equipment, computer software that is not available through university licensing, training sessions for software-based research tools and statistical consultation, thesis production expenses for the examination process, expert copy editing and proof-reading of thesis (on final draft only). Please note that funding for the purchase of computers is excluded from this support scheme, as all HDR students are provided with a computer during their candidature.
- You are required to obtain approval from your Research Supervisor before submitting your application to the School. Applications will not be considered unless you have demonstrated satisfactory progress in your degree, such as passing probation. Otherwise a statement from your supervisor must be submitted addressing the reasons for an exception to be made. Please email approved forms to [adp.education-support@sydney.edu.au](mailto:adp.education-support@sydney.edu.au)
- If your application is approved then you will be sent a confirmation email to your University of Sydney email address. At this time you will be asked to provide the original copies of your receipts. Electronic receipts will only be accepted where these were all that as given by the supplier e.g. receipts for the flight bookings. Receipts must be dated in the current calendar year to be eligible for claiming. The full amount approved in your application will be paid upon the provision of valid receipts.
- This funding Scheme is open between 1 February and 27 October of the current year and applications may be submitted during this period only. However, you can apply during this time period for funding expenses outside the scheme's open dates as long as they are still within the current calendar year. This means that funding can still be requested for expenses already incurred in January of the current year, or for any anticipated future expenses in December of the current year. It is expected that an application for any events/conferences occurring in December should be applied for during the open round of the funding scheme and that only the receipts are expected will be provided in December.
- Doctoral candidates are eligible for up to two successful School HDR Support claims throughout their candidature and Masters degree candidates are eligible for a maximum of one successful School HDR Support claim. Only one application may be submitted per calendar year.
- If for one round your successful application is for expenses of \$500 or less, you may be eligible to make one extra round claim subject to approval and funding availability.

**8. APPLICANT'S SIGNATURE**

I have read and checked the above **School HDR Student Support Scheme Policies and Guidelines**

Signature of Applicant: ..... Date: .....