Thesis Allowance Policy

Eligibility rules:
- Applicable to specific postgraduate scholarships with thesis allowance entitlement (e.g. APA, 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.
- The claim must be received by the Scholarships Office 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. APAI holders from 2006 Round One onwards must submit their thesis within six months of the completion of the project and the claim must be lodged with the Scholarships Office within twelve months of the end of the project.

Direct thesis production costs that can be claimed:
- Paper and ink cartridge for printing the thesis.
- Photocopying and binding of the thesis.
- Films and developing costs for photographs that are part of the thesis.
- CDs/DVDs for storing the files containing the thesis.
- 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 Conservatorium of Music students only.

Examples of expenses that cannot be claimed:
- Costs in relation to submitting copies of thesis to the Supervisor or the Faculty Office: 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 (NHMRC scholarship holders who commenced pre-2010 can claim up to $860, NHMRC scholarship holders who commenced from 2010 onwards can only 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 office.
- 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 Scholarships Office before lodging the claim.
- Complete and submit the Thesis Allowance Claim form.
- Attach original tax invoices (with the supplier’s ABN) showing items of goods purchased/service provided and receipts. THESE MUST CLEARLY DEMONSTRATE PROOF OF PAYMENT FOR CLAIMABLE EXPENSES. PHOTOCOPIES OR FAXED COPIES WILL NOT BE ACCEPTED.
- Complete and attach the Vendor EFT Details form for bank account deposit.
- For approved claims, a cheque will be sent to the student’s address or a deposit to the bank account provided in the Vendor EFT Details form.

Enquiries to: Scholarships Office
Level 5, Jane Foss Russell Building G02, The University of Sydney, NSW 2006
Telephone: (02) 8627 8112 Email: research.training@sydney.edu.au
THESIS ALLOWANCE CLAIM

Scholarships Office, Level 5, Jane Foss Russell Building, G02, The University of Sydney, NSW 2006
Telephone: + 61 2 8627 8112   Fax: + 61 2 8627 8485   Email: research.training@sydney.edu.au

Please read the Thesis Allowance Policy before lodging a claim. If your scholarship was offered by a Faculty/Department with thesis allowance entitlement, you will need to lodge the claim directly with the Faculty/Department office.

Payroll ID No. (if known): ___________________________  Student No.: ___________________________

Surname: ___________________________  Other Names: ___________________________

Correspondence address: _________________________________________________________________

Contact telephone number: ___________________________  E-mail: ___________________________

School/Department: ___________________________  Degree: ___________________________

Name of Scholarship: _________________________________________________________________

Applicant’s signature: ___________________________  Date: ___________________________

For payment via direct bank deposit, you need to complete the attached Vendor EFT Details form.

Scholarships Office use only

End date of scholarship: _____ / _____ / ______ + 2 yrs = _____ / _____ / ______

Thesis submission date: _____ / _____ / ______ + 1 yr = _____ / _____ / ______

Re-submission date: _____ / _____ / ______ + 1 yr = _____ / _____ / ______

Award conditions for thesis allowance entitlement: Account ___________________________

Account ___________________________

Prior Claim – No / Yes  Amount: $______________  Balance: $______________

Original tax invoices and receipts attached.

Adjustment due to overpayment – N/A / Yes  Amount: $______________  OP register updated

Process Request for Cheque - No. _________________ for $________________  EFT

Item/s not eligible - ___________________________ → advise applicant

Processed by: ___________________________  Date: _____ / _____ / ______

Updated August 2011
Vendor EFT Details

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.:

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

Name of Account:

NAME: _____________________________   STUDENT NUMBER:  _________________

PHONE NUMBER/S:  ____________________ FAX NUMBER:  ______________________

SIGNATURE:  ______________________________________    DATE:  _______________

Conditions of The University of Sydney Direct Credit:
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.