



## DEPARTMENT OF INTERNATIONAL COMMUNICATION

### Policy & Procedures Related to Direct Funding of Research Activities

Total funds of \$10,000, are available over 4 years F/T, or 8 years P/T candidature for candidates commencing in Semester 2 of 2006 or after. Candidates who commenced prior to this will receive \$ 2500 per annum for every remaining 'in-time' FT year or \$ 1250 per annum for every remaining 'in-time' PT year from 2007 onwards. Specific applications will be considered in the light of the provisional budget developed at the time the Candidate-Supervisor agreement is negotiated and signed. The budget may be renegotiated if the need arises. The following tables take into account the standard model of student budgets for a field work based PhD in International Communication. Exceptional variations can be argued for by candidate and supervisor prior to budgeting in November for the subsequent year. FT MPhil students will receive \$ 5000 in all which will be subtracted from the \$10,000 total if they articulate into a PhD program.

PHD	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
FT	1000	4000	4000	1000				
PT	500	1000	3000	3000	1000	500	500	500
<b>MPhil</b>								
FT	2500	2500						
PT	500	3000	1000	500				

- All expenditure must be **pre-approved**, based on a proposal, budget and supporting documentation.
- Conference funding is not available until after the proposal has been developed fully, the Candidate-Supervisor agreement negotiated and signed and also it is not available in the last 6 months of candidature.
- Exceptional circumstances can justify variations to the model

**Activities that may be funded include but are not limited to the following :**

- International and local research travel
- International and local campus visits for consultation by external students
- Accommodation and living expense will be considered in exceptional cases particularly in relation to external candidate's campus residence requirements
- Research Assistant
- Interpreter costs
- Transcription
- Language training
- Payment to those consulted in field
- Health Insurance for field research (if not covered by the University)

- Purchase of equipment (note that equipment will belong to MU & must be returned at the time of completion of candidature)
- Hire of vehicle for field research
- Purchase of books, CDs and DVDs (subject to the MU policy on book purchasing through the Library. Books, CDs/DVDs purchased are the property of the University, not the individual student).
- Research/conference travel (students are encouraged to apply to PGRF for these)
- Photocopying
- Thesis binding
- Scholarship top-up (generally considered when thesis is  $\frac{3}{4}$  complete)

**Additionally, MUDIC provides a sub-editing service via Dr Estelle Dryland. Please consult Professor Chitty in this regard.**

## **Procedures**

### **Initial Requirements**

1. Candidate-Supervisor Agreements (MUDIC-HDR-1) need to be signed within 2 months after a candidate first enrolls. A Provisional Overall Budget needs to be approved and attached to this document (MUDIC-HDR-2). It is the Principal Supervisor's responsibility to have these documents completed. S/he should hand a copy to the candidate, retain copies for her/himself and pass on a copy to the MUDIC HDR Officer, Trish Kench. Trish will forward copies to the Division while retaining copies in the Department in a folder accessible by the Finance Officer, Lyn Baveystock.
2. Candidates should read the Policy Related to Direct Funding of Research Activities (MUDIC-HDR-3) very carefully.

### **Approval for Projected Expenditure (Pre-Approval)**

3. All expenditure needs to follow University guidelines and standard accounting procedures. All expenditure needs therefore to be pre-approved based on an expenditure proposal and budget with supporting documents. Pre-Approval of Expenditure Under MUDIC Direct Fund form (MUDIC-HDR-4) should be completed in consultation with your Principal Supervisor and signed by the Principal Supervisor. The completed form should be handed to the HDR Officer. Trish Kench will attach the Record of Payment Approval (MUDIC-HDR-6) to the documentation and seek endorsement by the Finance Officer and Head of Department. **Following this the Candidate may proceed with the expenditure.** The signed document will be retained in the Department Office in a folder that is accessible to the Finance Officer. A copy will be given to the Candidate after all the signatures have been obtained.

### **Approval of Payment for Expenses Incurred (MUDIC-HDR-5)**

4. **Once expenses have been incurred, receipts should be provided by the Candidate to the Principal Supervisor along with MUDIC-HDR-5.** The receipts

should be accompanied by a spread sheet detailing what the expenses incurred (an example of a form is attached). After the Principal Supervisor has completed Section A of the format and signed to signify approval, s/he should forward the completed form and receipts to the HDR Officer Trish Kench. Trish Kench will attach the Record of Payment Approval (MUDIC-HDR-6) to the documentation and seek endorsement by the Finance Officer and Head of Department. **Following this the Candidate may seek reimbursement.** If pre-approval has not been provided Trish Kench will return the application to the candidate.