

Postgraduate Research Student Maintenance 2024

Postgraduate Research Student Maintenance (RSM)

The College provides RSM support to research students whilst enrolled in a Higher Degree by Research (HDR) course. College RSM application forms are found on the [CNHS HDR website](#) where they can also be lodged. Please direct your student to this.

1. Purpose of Research Student Maintenance

- Research Student Maintenance (RSM) is offered by the College Research Committee. It assists with the cost of research projects being undertaken by Postgraduate students completing a Higher Degree by Research (HDR).
- The RSM allocation is a grant-in-aid for maintenance and consumables. The amount offered is a contribution to the total maintenance costs and may not cover all expenses associated with an HDR research project.
- An HDR student is eligible to apply for up to \$2,000 per year of FTE candidature to a maximum of \$6,000 during the normal enrolment period (up to 3 years for PhD; 2 years for Masters of Science; 1 year for Master Clinical Rehabilitation or Master of Clinical Education).

2. Eligibility

- RSM will only be awarded to candidates enrolled in a HDR in the College of Nursing & Health Sciences.
- Students who upgrade their HDR program (e.g. from Masters to PhD) are only entitled to the maximum of \$6,000 of RSM. (i.e. the years spent on the former degree are counted towards the three FTE years of RSM in the PhD).
- The RSM allowance is calculated and allocated as follows:
 - Students will be required to submit a proposed budget at the commencement of their HDR and nominate the flow of funding to suit their project's needs. This budget will be submitted annually with the application and revised as needed.
 - Part-time students will receive half the maximum allowable amount of RSM.
 - Payments will be made at the beginning of the first application and annually when another application is made. Apply annually on your commencement date anniversary
 - You are encouraged to use the amount provided per year.

3. Acceptable use of RSM funds

- Commencing Higher Degree by Research students may elect to use the RSM for a new laptop computer for use during their candidature. The Digital services accepts responsibility for purchasing, dispatching and maintaining laptops for HDR students. This must be done in accordance with College procedures and Flinders University Information Technology.

- The allocated RSM may be used for:
 - Participant honorariums (see Gift Card Request in ServiceOne)
 - Minor equipment (i.e. voice recorder, Live Scribe smart pen, exercise tracking devices, participant refreshments for use during data collection)
 - Photocopying
 - Software (only that not provided by the university)
 - Stationery (i.e. pens, paper, USBs, conference poster printing, printing ink)
 - Transcription and editing
 - Travel within Australia to attend Flinders University for a seminar presentation or attend supervision meetings if residing more than 100kms from the supervisor.
 - Field travel for data collection purposes
 - One conference registration throughout the candidature where the student has an accepted oral paper or poster to present
 - Conference attendance costs including travel and accommodation
 - Open Access publication fees only in Q1 or Q2 ranked journals in the latest SCImago ranking when the student is the first author. Please refer to <http://www.scimagojr.com/journalsearch.php>
 - Reference Books/Government reports may be requested through the College HDR Coordinator
 - Professional development workshops not available through Flinders University (i.e. ACSPRI workshop)

- Any other proposed use of RSM outside of the acceptable use listed in section 3 must be approved by the supervisor and the HDR Coordinator.

4. Submission of applications

- Applications including the budget must be submitted via email cnhs.hdrstudents@flinders.edu.au

5. Spending RSM funds

- The **student's supervisor** is responsible for ensuring that RSM funds are expended in the best interests of the student and their progress.
- Reimbursement of costs is managed using a Student Expense Reimbursement form available on the CNHS HDR website
- Funds may not be used under any circumstances to finance travel by the supervisor.
- The College Research Committee, Finance Manager or College Manager may audit RSM accounts at any time.

All guidelines and forms for budgets and applications on the [CNHS HDR website](#), where applications are also lodged. **Please note continuing students need to apply annually for RSM funds.** For any queries email: cnhs.hdrstudents@flinders.edu.au.