Plant Biology Student Allocations

The School of Plant Biology allocates funds to students to support their research activities in:

- Fourth year
- Honours projects
- MSc by Coursework and
- MSc and PhD by research

Policy and Procedure

Allocations

Allocation will be based on the percentage enrolment in the School. In the case of students who are shared with other Schools, the allocation will be based on the percentage share and/or on the EFTSL value for their enrollments.

<table>
<thead>
<tr>
<th>School contribution</th>
<th>4th Year</th>
<th>BSc Honours</th>
<th>MSc by coursework</th>
<th>MSc by Research</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$800</td>
<td>$1000</td>
<td>$1000</td>
<td>$2000</td>
<td>$2500</td>
</tr>
<tr>
<td>2nd Year</td>
<td>n/a</td>
<td>n/a</td>
<td>$2000</td>
<td>$2000</td>
<td>$2500</td>
</tr>
<tr>
<td>3rd Year</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$2500</td>
</tr>
<tr>
<td>Computer</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>(once off)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>n/a</td>
<td>n/a</td>
<td>$5 per month</td>
<td>$5 per month</td>
<td>$5 per month</td>
</tr>
<tr>
<td>Internet</td>
<td>n/a</td>
<td>n/a</td>
<td>$10 per year</td>
<td>$10 per year</td>
<td>$10 per year</td>
</tr>
</tbody>
</table>

1. Fourth Years

Fourth year Research Project qualifying students will be allocated $800 operating support. This will be allocated to the supervisor’s PG to be utilised.

2. Bachelor of Science Honours (BSc Hons)

$1000 will be allocated for Honours projects. Funds will be allocated to the Supervisor’s Honours PG. Supervisors are to monitor their funds and ensure that PGs are not overdrawn.

3. Masters of Science by Coursework and Project (MSc)

3.1. School Allocation

All MSc by Coursework students are required to submit a budget to the School within 2 months from commencement for funds to be allocated.

MSc by Coursework students who have no external operating funds will be allocated (on review of the budget request) up to $1,000.00 for the 1st year and $2,000.00 for the 2nd year to a total of $3,000.

MSc by Coursework with external operating funds will not receive an allocation of School support unless there is special negotiation based on a convincing budget.
Postgraduate students are to include information about the request for glasshouse space and facility usage as part of their budget.

Funds will be transferred to a new Project Grant (PG) set up in the name of the student with their supervisor as the manager.

Monthly transaction reports of the PGs will be sent to the supervisor. The supervisor is to forward these reports to their students. Students are to monitor the funds in their PGs and ensure that the PGs are not overdrawn. The balance from one year will be carried over to the next year. In the final year of study, alternate PGs are to be nominated by the supervisor for transferring expenditure/income if the PGs are overdrawn/or underused.

4. Masters of Science by Research (MSc) and Doctor of Philosophy (PhD)

4.1. School Allocation

All MSc and PhD students are required to submit an annual budget to the School for funds to be allocated.

MSc and PhD students who have no external operating funds will be allocated (on review of the budget request) $2,000 and $2,500 respectively per year, to a total of $4,000 during their MSc and $7,500 during their PhD years.

PhD and MSc with external operating funds will not receive an allocation of School support unless there is special negotiation based on a convincing budget.

Postgraduate students are to include information about the request for glasshouse space and facility usage as part of their budget.

Funds will be transferred to a new Project Grant (PG) set up in the name of the student with their supervisor as the manager.

Monthly transaction reports of the PGs will be sent to the supervisor. The supervisor is to forward these reports to their students. Students are to monitor the funds in their PGs and ensure that the PGs are not overdrawn. The balance from one year will be carried over to the next year. In the final year of study, alternate PGs are to be nominated by the supervisor for transferring expenditure/income if the PGs are overdrawn/or underused.

4.2. Computer

Students will have the option of including up to $1,500 towards the cost of a computer in their budget. This is in addition to the $2,500 for operating. Students can pay up to $1,500 for a computer (may be a desktop or laptop). If the computer costs more than $1,500, the supervisor will pay out of his/her research, staff or working accounts.

The computer remains the property of the supervisor/School. Personal contributions to the purchase confer no ownership to the individual; all computers must comply with FNAS base configuration for operating systems etc.

Computers are to be returned to the School (or supervisor) on completion of research.

4.3. Conference Travel

Plant Biology will provide a once-only assistance of $500 for PhD and MSc students who are travelling to a conference. This can be used towards airfares or accommodation costs.
Please complete the Once-off Student Travel Assistance form and submit to the admin office http://www.plants.uwa.edu.au/staff/forms

Students must apply for the Graduate Research School Student Travel Award to be eligible. http://www.postgraduate.uwa.edu.au/students/funding/travel

5. School allocations for all MSc and PhD students

5.1. Phones
Postgraduate student phones will have access to Perth calls only. Special permission can be granted if funded from a student PG/supervisor’s nominated account.

Laboratory phones are to have Campus access only, or be funded from the Supervisor’s PG.

Internal calls across the UWA campus are free.

Any external or STD calls should be built into the budget.

Students are allocated $5/month for phone charges. Student PGs will be used for recouping charges in excess of $5/month. Excessive charges (as judged by the supervisor) will be recouped from a student’s personal money.

5.2. Stationery
Basic Stationery supplies will be held in the General Office. For any specific items a PG number is to be provided. Stationery can be purchased through the Procurement officer or externally and claimed with petty cash.

5.3. Photocopying/Printing
Printing and photocopying will be recouped from student PGs at 10c per page.

5.4. Internet
The internet is to be used for work & study related UWA sanctioned activities only.

ALL STUDENTS must return keys, laptops, books and any other material borrowed from the School/UWA prior to their departure. All completing students are to clear office and lab space. Please complete a Plant Biology leaving form before departure. http://www.plants.uwa.edu.au/staff/forms