

Faculty of Life and Social Sciences

Request for Student Research Support Funds



The Faculty provides student research support funds, to the value listed in the table below, to assist students during their course of study. A higher level of support is available to students within the Biomedical Science, Biotechnology, Biochemistry and Psychophysiology disciplines only. This higher level of support **cannot be used for non-consumables**, such as payment conference attendance.

Standard Level of Support <small>(applies over the duration of the thesis)</small>		Higher Level of Support	
Honours or Equivalent	\$200	BSc(Hons)	\$1000
Masters by Course work	\$350	MSc [#]	\$1000 [#]
Masters by Research or D Psych	\$650	# per annum for a maximum of 2 years of full-time study (or equivalent)	
PHD	\$1000	PHD*	\$1500*
		* per annum for a maximum of 3 years of full-time study (or equivalent)	
Policy on Resources for Research Students available at the Faculty intranet site: http://www.swinburne.edu.au/lss/intranet/policies/01_resourcesforresearchstudents.html			

FORM SUBMISSION

The completed form should be submitted to the Finance Office staff located in AS319 for approval (H31). **Finance Office will organise payment of all approved expenditure on behalf of students.**

STUDENT DETAILS

Student Name & ID: _____
 Course Title: _____
 Contact: Phone/Email _____

RESEARCH SUPPORT REQUEST	No. Required	Cost per Item	Total Cost
Envelopes			
Standard Size Plain (PPP/DL)		\$ 0.15	
C5 (229X162) Plain		\$ 0.25	
C4 (229X324) Plain		\$ 0.30	
Standard Sized Reply Paid (PPP/DL)		\$ 0.15	
C5 (229X162) Reply Paid		\$ 0.25	
C4 (229X324) Reply Paid		\$ 0.30	
Postage Out			
Standard Size Plain		\$ 0.50	
C5 (229X162) Plain		\$ 1.00	
C4 (229X324) Plain		\$ 1.00	
Postage Back to Swinburne			
Standard Size Reply Paid		\$ 0.50	
C5 (229X162) Reply Paid		\$ 1.00	
C4 (229X324) Reply Paid		\$ 1.00	
Printing/Photocopying			
Photocopying (white paper only) Ask Finance Administrator for a PIN.		\$ 0.05	
Swinburne Press: Please obtain a quote from the Swinburne Press and attach. Remember to detail all work to be completed. i.e. colour paper, stapling etc Email: press@swin.edu.au			
Other Expenses			
i.e. outside printing			
Total Support Requested			

Please note: envelopes must be posted from the Faculty Finance Office AS319. Although envelopes say 'Postage Paid' they must be sent via the Swinburne Mailroom and franked. In any other situations stamps will need to be affixed.

Supervisor Name: _____ Finance Office
 Supervisor Signature _____ Administrator: _____

Date:

Date:
