Plant Biology Student Allocations

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

- 4\textsuperscript{th} and 5\textsuperscript{th} year
- MSc by research
- PhD

Policy and Procedure

Allocation will be based on the enrolment in the relevant School.

<table>
<thead>
<tr>
<th>School contribution</th>
<th>4\textsuperscript{th} /5\textsuperscript{th} Year</th>
<th>MSc by research</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st} Year</td>
<td>$1000</td>
<td>$1000</td>
<td>$2500</td>
</tr>
<tr>
<td>2\textsuperscript{nd} Year</td>
<td>n/a</td>
<td>$1000</td>
<td>$2500</td>
</tr>
<tr>
<td>3\textsuperscript{rd} Year</td>
<td>n/a</td>
<td>n/a</td>
<td>$2500</td>
</tr>
<tr>
<td>Computer</td>
<td>n/a</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td>Conference Travel (once off)</td>
<td>n/a</td>
<td>n/a</td>
<td>$500</td>
</tr>
<tr>
<td>Phone</td>
<td>n/a</td>
<td>$5 per month</td>
<td>$5 per month</td>
</tr>
</tbody>
</table>

1. 4\textsuperscript{th} / 5\textsuperscript{th} year

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

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

1.1. School Allocation

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

1.1.2. MSc and PhD students who have no external operating funds will be allocated (on review of the budget request) MSc $1,000 per year for 2 years and PhD $2,500 per year for 3 years, to a total of $2,000 during their MSc and $7,500 during their PhD years.

1.1.3. PhD and MSc with scholarships that also include external operating funds (e.g. as part of a major external grant) will not receive an allocation of School support unless there is special negotiation based on a convincing budget. Students and supervisors are encouraged to top-up the school allocation by applying for additional external grants. The School recognises that many projects require resources in addition to the School allocation, so if additional funding is obtained from external sources the School allocation will remain (the exception being students working already within major research grants).

1.1.4. Postgraduate students are to include information about the request for glasshouse space and facility usage as part of their budget.
1.1.5. Funds will be transferred to a new Project Grant (PG) set up in the name of the student with their supervisor as the manager.

1.1.6. 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.

1.2. Computer

1.2.1. The school will contribute to the purchase of a laptop/computer for the student up to $1,500. This is in addition to the operating funding. If the computer costs more than school allocated, the supervisor needs to approve and pay the extra amount out of his/her research, staff or working accounts.

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

1.2.3. Computers are to be returned to the School on completion of research.

1.3. Conference Travel

1.3.1. Plant Biology will provide a once-only assistance of $500 for PhD students who are travelling to present a poster or talk at a conference. This can be used towards airfares or accommodation costs.

1.3.2. Please complete the Once-off Student Travel Assistance form and submit to the Plant Biology office http://www.plants.uwa.edu.au/staff/forms

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

1.4. School allocations for all MSc and PhD students

1.4.1. Student Office Phones

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

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

1.4.1.3. Internal calls across the UWA campus are free.

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

1.4.1.5. 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.
1.5. Stationery
Stationery can be purchased through the Plant Biology Procurement Officer or externally and claimed with petty cash.

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

1.7. Internet
The internet is to be used for work and study related UWA sanctioned activities only. Breach of this will result in your internet access being revoked.

ALL STUDENTS must return keys, laptops, computers, books and any other material borrowed from the School/UWA prior to their departure. All completing students are to clear office and lab space. All departing students must complete a Plant Biology leaving form before departure.

http://www.plants.uwa.edu.au/staff/forms