

The University of Newcastle  
School of Education

## Research Higher Degree RTS Funding Support Information and Guidelines

RTS Funding Support is available to all RHD candidates, upon application, providing eligibility criteria are met. The level of funding available is for up to \$1500 per year for all full-time, and \$750 per year for all part-time, PhD or MPhil candidates. This level of support is being made available by the School to both domestic and international candidates.

**Individuals will not be able to access their RTS funds until they have successfully completed their *Confirmation of Candidature* (see Docs 3.1).** Consolidated funds of up to \$3000 will then be available in the second (full time equivalent) year of candidature, to support substantive research costs like travel, fieldwork, archival work, etc.

### Eligibility

To be eligible for RTS Funding Support:

- you must be within your RTS period of candidature<sup>1</sup> (including the examination period);
- you must have successfully completed your Confirmation of Candidature; and
- you must complete the application procedures detailed below.

You cannot apply for RTS funding support whilst on leave of absence.

### Allowable Expenses

The funding can be used to support your research training and/or assist you in the completion of your research higher degree. The following items, if related to your research, can be claimed up to the funding level allocated:

- Fieldwork travel and associated costs (receipts to be provided or be booked through the University system);
- Conference travel (receipts to be provided or be booked through the University system);
- printing and binding of thesis (submit receipt);
- project assistance with transcription, data entry, statistical advice and consultancy, editing (individual to be appointed through University HR processes and to be paid upon submission of timesheets, or the contract can be for one-off amount, including on costs);
- hardware including desktop computer, printer, laptop (submit receipt) – *where not eligible for a laptop under the 'Provision of Laptops to Research Higher Degree Candidates* scheme (see Doc 5.1).
- computer software (submit receipt); or
- other items may be considered upon application.

Note that except in the case of personnel appointed through the University, all claims are dependent on receipts for expenditure in the year of the claim.

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<sup>1</sup> The RTS (or Research Training Scheme) period of candidature is the normal time period allowed for RHD candidates – 4 years full time or 8 years part time for a PhD and 2 years full time and 4 years part time for a MPhil.

**Procedure**

1. Fill in the application form (Doc 6.2) and submit it to the Deputy Head of School, Research Development, or the School Office in HA80.
2. The application will be considered by the Deputy Head of School, Research Development, who will arrange for the applicant to be informed of the outcome by email.
3. You will need to present evidence in the form of receipts to the School Office in HA80 in order to access your grant. Funds cannot be advanced prior to expenditure.