Faculty of Engineering

Postgraduate Research Grant Criteria and Guidelines

Effective: March 2024

1. Background

The Faculty of Engineering Postgraduate Research Grant (PGRG) aims to support the _essential research needs_ and _academic development_ of postgraduate (PhD and thesis-based Masters) students in the Faculty to complete their degree in due time.

The overall goal of the PGRG is to enhance research quality, quantity, and impact of the University. In alignment with Mai i te Iho ki te Pae, Victoria's Māori Strategic Outcomes Framework, the Faculty is particularly committed to supporting research that engages constructively with Mātauranga Māori.

2. Eligibility

You need to be fully enrolled for the entire duration of your grant to be eligible for the PGRG. This can be on either a full-time or part-time basis and includes both full and provisional registration. Students who have submitted and are under examination are not eligible for grant funding.

Please note that this grant funding is contestable and there is no guarantee that any application submitted will be awarded. Approval decisions will be made by the school selection committees based on their ranking and selection criteria to align with the goals and priorities of the grant. Students whose research requires resources (including travel resources) beyond those specified in the [Resource Agreement for Thesis Students (RAfTS)](#) should consult their supervisor to ensure that a contingency plan is in place to cover any anticipated costs if the grant application is not successful.

3. Supported Activities

- **Conference attending**
  - _Only fully registered PhD students are eligible to apply._
  - Students who expect to be fully registered by the conference date can apply. If a student fails to attain full registration by then, the award will be cancelled.
  - This includes the conference registration fee and related travel costs (e.g., flight ticket, accommodation, visa application, transport, and food).
  - For conferences held in New Zealand and Australia, the maximal supported amount is **$2,000** NZD. For other international conferences, the maximal supported amount is **$4,000** NZD.
  - If the total cost exceeds the maximal supported amount, you may find sources to cover the shortage, such as your supervisors' grants, external research sources such as the PGSA grant, or by yourself.
- **Field trips**
  - We support the cost of _essential_ field trips for students to complete their degree.
  - The maximal supported amount is **$1,000** NZD.

- **Data collection cost**
    - We support the cost of _essential_ data collections for students to complete their degree.
- **Equipment/Materials purchase**
    - We support the cost of _essential_ equipment/materials for students to complete their degree.
    - Capital expenditure (e.g., laptop) cost is excluded.
    - Applicants planning to purchase software should discuss their needs with their supervisor first and then with the Faculty Architecture and Network Manager (Mark Davies) by sending an email to jobs@ecs.vuw.ac.nz, before submitting their application. Specialised software purchased with the PGRG will be the property of the University and should be forwarded to the school/faculty manager at the completion of the project.
    - Any items purchased with the PGRG remain the property of the University. The applicant's School will be responsible for any ongoing costs (maintenance, software upgrades, etc).
- **Other _essential_ research costs that enable students to successfully complete their degree.**

4. Excluded Activities

The following activities are excluded from the support of the PGRG.
- Scholarship stipend, including Submission Scholarship.
- Fees.
- Student levies.
- Capital expenditure cost, such as laptop.
- Research assistant costs.

5. Application Process

You can find the application forms from https://ecs.wgtn.ac.nz/Main/PostgraduateStudentSupport. Please note that ECS and SMS use different forms.

There will be three rounds in 2024, closing on 1st of April, July, and October. Late submissions will not be considered.

Postgraduate students must discuss any application with their supervisor. It is expected that you will prepare the application in collaboration with your supervisor(s), who will in most cases be highly experienced in preparing grant applications. You application must include a support letter from your supervisor.