

# School of Engineering and Computer Science

Postgraduate Research Grant Criteria and Guidelines

Effective: March 2025

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## 1. Background

The School of Engineering and Computer Science, Postgraduate Research Grant (PGRG) aims to support the essential research needs and academic development of postgraduate (PhD and thesis-based Masters) students in the School 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*, University's Māori Strategic Outcomes Framework, the School is particularly committed to supporting research that engages constructively with Mātauranga Māori.

## 2. Eligibility

You need to be fully enrolled 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.

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.

**Each PhD student can apply up to \$6,000 NZD during their entire PhD period. Each thesis-based Master student can apply up to \$2,000 NZD during their entire Master period.**

## 3. Supported Activities

- **Conference attending**
  - Students should be fully enrolled and have not submitted their thesis to library by the conference date. Otherwise, the award will be cancelled.
  - If a student fails to attain full registration by then,
  - 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, conference travel grant, external research sources such as the PGSA grant, or self-funded.
- **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/consumables purchase**
  - We support the cost of *essential* equipment/consumables (that are not currently available) purchase for students to complete their degree.
  - Capital expenditure (e.g., laptop) cost is excluded.
  - Applicants planning to purchase software or cloud computing credits should discuss their needs with their supervisor first and then with the School Technical Manager (Mark Davies) by sending an email to [jobs@ecs.vuw.ac.nz](mailto:jobs@ecs.vuw.ac.nz), before submitting their application.
  - Any items purchased with the PGRG remain the property of the University and should be forwarded to the school manager at the completion of the degree (i.e. end of enrolment).
- **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.
- Retrospective reimbursement of costs that have been incurred.

#### 5. Application Process

You can find the application forms from

<https://ecs.wgtn.ac.nz/Main/PostgraduateStudentSupport>.

The deadline for application is 21 March 2025.

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. Your application must include a support letter from your supervisor.