

# MCIS Thesis/Dissertation Funding Policy & Claims

## Purpose and limits

It is recognised that there is a need to assist students with expenses that are necessary for completing their postgraduate study (research pathway), involving their work on a thesis or on a dissertation. Funds are granted within the operational capacity of the School. Maximum limits are currently set up as:

- MCIS thesis 120 points: up to \$500;
- MCIS thesis 90 points: up to \$400;
- MCIS dissertation 60 points: up to \$250;
- BCIS Hons dissertation 45 points up to \$250.

## Criteria for budget approval

Normally, budgeted expenditure will be approved based on merit and contribution to study outcomes.

Examples of acceptable postgraduate study (research pathway) funding requests include but are not limited to:

- essential specialised books not available through the library system,
- special equipment or software.

Unrelated funding requests for items such as car parking and general travel are unacceptable.

## Application process

- Students can apply for funding through completing a detailed budget and submitting it as part of their thesis/dissertation research proposal (form PG1). The funding must be pre-approved by Head of School (HOS) or another authorised person;
- The form must be signed by the student and the Supervisor(s);
- Approval of budget is recommended by the MCIS Programme Committee. It needs to be confirmed by the Faculty of Design and Creative Technologies Postgraduate Committee and signed by the Faculty Dean (or by a person authorised thereof).

## Claim process

Claims can be made only for items specified in the approved budget (see the Postgraduate Study Level 9 Thesis/Dissertation Funds Claim Form on the next page). The claim form needs to be signed by the student and by the primary Supervisor and to be authorised for payment by HOS (or by an authorised person thereof). The claim form needs to be submitted to the School Administrator or to another authorised person



**Master of Computer and Information Sciences  
Postgraduate Study Level 9  
Thesis/Dissertation Funds Claim Form**

**Student name:**

**Student ID:**

**Student Account code:** -

**Personal Account for reimbursement purposes (if applicable)**

**Name of thesis/dissertation supervisor:**

**Title of thesis/dissertation:**

**Funds requested (NZ\$):**

No	Item Description:	Justification: Please indicate relevant budget item(s) as per thesis/dissertation proposal	Item Cost	Total cost
<b><u>TOTAL</u></b>				

*(Use an additional page if more space is needed)*

<b><u>Student signature/date :</u></b>	<b><u>Supervisor signature/date:</u></b>
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*Any supporting documents required such as. invoices for payment, receipts, bank statements etc must be attached to this form (originals only).*

*Submit the signed form to School reception, attention School Administrator (Celia Stevenson, 921 9999 ext. 5856).*

**Office use only**

<b><u>HOS authorisation (name):</u></b>	<b><u>Signature/date :</u></b>
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