



Higher Degree by Research (HDR) Student Consumables Allowance

Reimbursable Items List

Please refer to the document outlining Essential Facilities for Higher Degree by Research Students in conjunction with this document.

Reimbursable items under the HDR student consumable allowance:-

1. Fieldwork: Travel; Accommodation; Living
2. Stationery: Photocopying; Printing; Postage
3. Creative Production costs: Art and Design equipment and supplies (inclusive of set design, technical support, post-production/editing, studio hire, film/developing)
4. Workshops; Training courses - including registration and travel/accommodation/living
5. Specialist textbooks/manuals; Journals (not readily available in the Curtin Library - both paper and electronic)
6. Transcription from interviews; Translation services
7. Thesis binding, editing costs and proofreading costs
8. Professional Subscriptions (for duration of study only)
9. Travel* for supervisory meetings (Off campus students only)
10. Research incentives (movie tickets/vouchers for participants) on the express written permission of the supervisor. Permission via email is acceptable. This can never include tobacco or alcohol.
11. Lab Consumables purchased through an approved University provider (not provided by the Enrolling Area)
12. Phone costs – Purchase of phone cards for participation calls to survey recipients (where there is no access to a Curtin phone)

Items that must be research project specific:-

13. Specialist software
14. Safety Equipment

Conference Allowance for Doctoral Students presenting

1. Conference: Registration; Travel*; Accommodation; Living
2. Nominal flight incidentals (e.g. taxi fare, inflight meal if not included in ticket)

*Travel must be booked via the University Travel Facilitator and the student must include the receipt and approved copy of the Conference Support Application, or relevant form.

Non-Reimbursable items under the HDR student consumable allowance:-

1. Home internet access
2. Personal computer / Mobile devices / Tablets
3. Laboratory equipment
4. Journals (available through the library)
5. Local consumables and Lab expenses which are charged through overall consumables allowance at the school level
6. Parking costs
7. Student Services Amenities Fee (SSAF)
8. Incremental costs relating to family travel and incidentals (e.g. mini bar)