



Curtin University

13.02.2015

# HDR Student Consumables Allowance Process Change Proposal - Overview

April 17, 2015

# What are we looking to change?

- We are looking to create a consistent cross University process for the recording and management of the HDR student consumables allowance that is aligned with the Graduate Research School objectives.
- A student conference allowance process that aligns with this consumables process
- The expected benefits are:
  - Better student experience overall through greater understanding of the allowance, improved control and transparency and faster reimbursement processes.
  - Less administration effort as records are maintained in one ledger.
  - More robust record keeping as records are all kept electronically in the one system.
  - An ability to manage this allowance more strategically with better information across the University on how the allowance is being used.
- We are not planning to change:
  - The amount of the allowance each student receives.
  - Current lab based consumables processes for students with significant lab work as a part of their degree.

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# The new process in summary

- Each student will submit a budget with Candidacy. This is approved by the school.
- Each student on candidacy will be set up in Concur with a “budget” equal to their annual allowance. This will increase on the anniversary of their candidacy (depending on student load and LOAs). Concur data will be integrated with Student systems data to ensure the student data remains up to date.
- Student can claim a reimbursement at any time using Concur (paper form is to be eliminated) with a streamlined approval process based in exceptions. Student will need to claim a reimbursement and this will be reviewed and approved by Finance based on agreed rules with exceptions going to the supervisor or coordinator.
- Travel booking process will be similar to today, with student funding and requesting reimbursement also.

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# What this means for Supervisors and Local Coordinators

- All students will have a budget and this will be approved at school prior to candidacy.
- Conversations with the student and the supervisor don't change.
- These funds will now be kept formally separate from other forms of funding. Reporting will be available on funds spent to date.
- Supervisors will be asked to approve large or unusual expenses only with annual reporting on spend.
- Local coordinators should understand the new process and provide assistance as required (detailed documentation will be available on the GRS web site and more detailed training can be arranged as required).
- We would expect questions or unexpected circumstances to arise. These queries should be address to the GRS initially.

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# Areas that have been the subject of debate so far

- How will Lab related expenses work?
- Will the allowance carry forward?
- What will happen to budgets?

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