Faculty of Arts and Social Sciences Research and Research Training

**HDR Faculty Thesis Editing and Proofreading Allowance - Guidelines**

Authorised by: Associate Dean Research Training
Effective Date: May 2018
Review: Annually
Related Documents: HDR Faculty Supported Research Funding Guidelines, Scholarship Conditions of Award for main awards.

**OBJECTIVES**

This allowance is intended to support eligible higher degree research students in Arts & Social Sciences with the production of a Research Masters or Doctorate Thesis. The allowance is intended as a contribution towards thesis editing and proofreading costs, not elsewhere supported.

**ELIGIBILITY CRITERIA and RULES**

- The applicant must be enrolled in their final year of a higher research degree program in the Faculty of Arts and Social Sciences.

- The applicant must not hold a main award scholarship. This includes RTP, UPA, UIPA, TFS and Scientia Scholarships. These scholarship holders may apply for the thesis allowance from the GRS. See more information, under thesis allowance, here: [https://research.unsw.edu.au/forms-procedures-and-policies-research-candidates](https://research.unsw.edu.au/forms-procedures-and-policies-research-candidates)

- The applicant must demonstrate a particular need for thesis editing and proofreading, including but not limited to:
  - Students whose first language is a language other than English
  - Students who have experienced difficulty in accessing adequate thesis editing support (justification required)

- Applicants may only apply for up to $800
APPLICATION PROCESS

Applicants must supply the following documents by email to the HDR Team Leader (Neha Desai neha.desai@unsw.edu.au):

➢ Completed Thesis Editing and Proofreading Allowance claim form, including approval from supervisor or PGC
➢ Evidence of payment or a quote for thesis editing and proofreading support at the time of application.

Your application will then be assessed for eligibility, and referred to the Associate Dean Research Training for approval.

If approved, the funds up to a maximum of $800 will be transferred to your nominated bank account.
Thesis Editing and Proofreading Allowance Claim Form

Complete this form and submit it, with supporting documentation to the HDR Team Leader (Neha Desai, neha.desai@unsw.edu.au)

### Applicant Details

<table>
<thead>
<tr>
<th>Given Name(s):</th>
<th>Surname:</th>
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<tbody>
<tr>
<td>Student ID:</td>
<td>School or Centre:</td>
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### Claim Details

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount AUD</th>
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### Bank Details

An Australian cheque or savings account is required

<table>
<thead>
<tr>
<th>Bank Name:</th>
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<tr>
<td>Branch Name:</td>
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<tr>
<td>BSB:</td>
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<tr>
<td>Bank Account Number:</td>
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### Applicant Declaration:

☐ I declare that I am in the final year of my research degree

☐ I declare that I am not a main award scholarship holder

☐ I declare that my first language is a language other than English; OR

☐ I declare that I have experienced difficulty in accessing adequate thesis editing support

*Provide details of difficulty in accessing adequate thesis editing support (max 100 words.)*

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Applicant Signature

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 Supervisor’s Declaration

☐ I declare that that the student meets the eligibility criteria for this allowance

*Please provide any additional comments in support of this application*

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Supervisor Name

Supervisor Signature