

CAI ANNUAL POSTGRADUATE ALLOWANCES GUIDELINES

Purpose

This document outlines the guidelines to support postgraduate students at the Faculty of Creative Arts and Industries (CAI) with an annual allowance, pro rata based on enrolment up to 120-point full time equivalent per annum on reimbursable direct and allowable costs.

Note: Students on International Inbound Exchange are not eligible for CAI Postgraduate Allowances.

Guidelines

1. Reimbursable direct and allowable costs:
 - Can only be claimed **once** within the **current year of study**; and
 - Must relate to academic work associated with the applicable CAI based programme.
2. Postgraduate Allowances will be a single claim within the current study year and will not be applied to enrolment extensions.
3. Allowance allocations (exclusive of GST) are calculated pro-rata based on the number of points enrolled in the current year up to 120-point full time equivalent. *Refer to Appendix 1 for Allowance allocation rates.*
4. Prior to processing any reimbursement, students **must** obtain a confirmation of the number of points enrolled in the current year by submitting a request using the on-line form.
This confirmation will be regarded as the supervisor approval to attach with the claim.
5. All reimbursement requests must be submitted through the [CONCUR](#) Student Reimbursement system and be submitted **no later than 18th December** of each year.
6. Coding details for CONCUR reimbursement claim must state the following:
 - Report Name labelled as "PG Allowance"
 - Department will be 1005 with no project/project activity/source type
 - Product must be either:
 - SOAP – School of Architecture & Planning
 - DANCE – Dance Studies
 - DESGN – Design Programme
 - ELAM – Elam School of Fine Arts
 - MUSIC – School of Music
 - Expense type will be "Student Expenses" for all expense lines
7. Reimbursement requests must be supported by appropriately formatted Tax Invoices/Receipts and be in a readable scanned format and be accompanied by the confirmation obtained in point 4 above.
Where appropriate Tax Invoices/Receipts are provided the amount available is calculated to the GST exclusive allowance level. Where there is no appropriate paperwork and/or GST does not apply then the full amount of the payment claim will be processed against the balance available. Foreign currency payments do not generally attract GST when provided by an overseas supplier

8. Some examples of reimbursable direct costs allowable:
- Equipment user charges.
 - Consumables (*including external hard-drives, printer toners & paper*).
 - Photocopying.
 - Printing and Binding that are not subsidised by the Library or Faculty.
 - Inter-loan charges that are not subsidised by the Library or Faculty.
9. The following are costs that **cannot be claimed**:
- Capital items purchased in full or in part (e.g., computers, printers, fax machines and furniture).
 - Fines (e.g., Library fines; parking fines).
 - Purchase of books.
 - To employ people or contract organisations.
 - Reimbursement of Internet charges.

For any rare circumstances not clearly covered in the listings under points 8 and 9 above please contact the CAI Finance Team via email nical.finance@auckland.ac.nz to review.

Appendix 1: CAI Postgraduate Allowance allocation rates

Claims may be processed at Net of GST if supported by the appropriate documentation.

2021 Allocation based on a pro rata full-time enrolment of up to 120-points:

\$500 per annum for Doctoral/PhD Students

\$200 per annum for all School of Architecture and Planning masters level programmes except the Master of Architecture and Master of Planning which are at \$250 per annum

\$250 per annum for all other Masters level programmes with a 90-point or more thesis course component

\$200 per annum for all other Masters level programmes with a less than 90-point thesis course component

\$150 per annum for Postgraduate Diplomas and Honours level Students*

**Applies to:*

- *Bachelor of Music Honours programme*
- *Bachelor of Fine Arts Honours, year 4 only*
- *Bachelor of Arts/Fine Arts Honours, year 4 only*
- *Bachelor of Urban Planning, year 4 only*

No allowance available on programme extensions, except carry over of unspent current year entitlements, refer to point 3 in the section above.

Example of part-time enrolled Research Masters Student at 60-point for 2021, allocation would equate to \$125 ($\$250 \div 120 \times 60$)

2022 Allocation based on a pro rata full-time enrolment of up to 120 points:

\$500 per annum for Doctoral/PhD Students

\$250 per annum for Masters level Students

\$150 per annum for Postgraduate Diplomas and Honours level Students*

**Applies to*

Bachelor of Music Honours programme

Bachelor of Fine Arts Honours, year 4 only
Bachelor of Arts/Fine Arts Honours, year 4 only
Bachelor of Urban Planning, year 4 only

No allowance available on programme extensions, except carry over of unspent current year entitlements, refer to point 3 in the section above.

Example of part-time enrolled Masters Student at 60-point for 2022, allocation would equate to \$125 ($\$250 \div 120 \times 60$)

Document Details

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