



Guide to the HDR Candidate Stipend and Access to NVivo Software Licensing

Each candidate may claim a stipend to contribute toward the cost of their studies and may also request a student software license to NVivo for the purpose of undertaking qualitative research.

Stipend

Each semester candidates are entitled to claim a study stipend at the rate of \$250 per full time candidate and \$125 per part time candidate, per semester. The purpose of this stipend is to assist candidates in covering the costs associated with their studies including items like: books, conference attendance, relevant IT related expenditure, etc. The stipend may be claimed for any semester in which a candidate is enrolled and actively studying.

To access the stipend payment, candidates must gain approval from their Principal Supervisor whose responsibility it is to confirm the expenses are both appropriate and current for the semester in which they are claimed.

There are two steps required to access the funds:

1. Complete an online form: [HDR CANDIDATE STIPEND BANKING DETAILS FORM](#) to provide Alphacrucis with the bank account details into which the funds are to be paid. This need only be done once per candidate. If the candidate wishes to update their bank account details, they should contact the HDR Team hdr@ac.edu.au
2. To submit a claim for the stipend you should use the [HDR Candidate Stipend & NVivo Request Form](#). This form is to be used by the candidate to describe their expenses after which they must submit the form to their Principal Supervisor. After the Principal Supervisor has signed the form it must then be submitted to hdr@ac.edu.au to have the reimbursement processed. Supervisors should ask candidates to view their expense receipts.

Note: Candidates must first provide their banking details before a claim can be processed.

NVivo

Candidates may request an Alphacrucis funded NVivo student software license for the purpose of conducting approved qualitative research. Once approved the license will be provided.

(Refer to the website for Student Licenses <https://www.qsrinternational.com/nvivo/products?pm=Student>.)

The same form is to be used for this request: [HDR Candidate Stipend & NVivo Request Form](#)

Note: Using the form, candidates must confirm on which platform they wish to use the software.

Questions may be directed to the HDR Program Officer hdr@ac.edu.au