ITS Capstone Financial Support Guidelines

o Each capstone project or Honours project can access the following budget for the direction of said project: **A$300** for a 6-month project

o (Compulsory for every project) A fraction of the financial support will be used to print a presentation poster at the end of the project duration.

o When purchasing parts or equipment, students should come up with their list of requirements and send it to their supervisor. The supervisor will confirm that it is within budget.

o Please check the following:

• Are the parts in $AUD? Shipping costs? Are they actually in stock and available? Once confirmed, the supervisor can send the request to either

Ehsan Amiri <Ehsan.AmiriTehranizadeh@canberra.edu.au> or Michael Pritchard Michael.Pritchard@canberra.edu.au for purchasing (Jason Weber <Jason.Weber@canberra.edu.au> as back up if necessary).

All purchases will be recorded for tracking purposes.

• At the end of the project, **all** purchased items must be returned to whoever did the purchasing (Ehsan/Michael/Jason)

• Project budget can only be spent on equipment. We do not have the mechanisms to manage/track ongoing subscriptions that are tied to University credit cards. One-off, time limited or pre-paid subscriptions/licenses/software **may** be considered as the discretion of the Faculty IT Manager. (EG: signing up with a credit card to a subscription that has no end-date will **not** be considered. A pre-paid, time/resource limited subscription **may** be considered).

   At the time of writing, ChatGPT access falls into the first category and wont be paid for.

• Students **can not** go and make purchases themselves and expect to be reimbursed. All project purchases **must** come through the SciTech IT Support team. No exceptions.

• If in doubt, please as your supervisor to contact the SciTech IT Support team for clarification.