RESEARCH COMMITTEE

TRAVEL AWARDS FOR POSTGRADUATE RESEARCH STUDENTS

CONDITIONS AND NOTES FOR GUIDANCE

1. A candidate for a research higher degree may receive, on the recommendation of the head of department, an award for any travel within Australia or overseas directly relevant to the candidate’s research work, including fieldwork, conference attendance and travel to gather research data.

2. A member of the academic staff of this or any other higher-education institution, or a person in employment which provides access to travel subsidies, who is enrolled for a research higher degree is not normally eligible for an award.

3. No person may receive more than one award.

4. Applications will normally be processed approximately three to six months prior to the intended date of departure, earlier applications may be considered. Awards are not offered retrospectively.

5. Travel awards will normally be granted to candidates during the preparation of their research. In exceptional circumstances and with the strong written support of the supervisor and Head of Department, they might be granted in the period up to three months after submission of the thesis for examination.

6. Candidates wishing to travel overseas, or wishing to be away for more than four weeks must obtain approval from the relevant higher degree committee and, if holding a scholarship or an award, from the Scholarships Committee. (Failure to seek approval could lead to the forfeiture of the scholarship or award). Evidence of approval should be attached to the application form.

7. For travel within Australia, awards provide up to a maximum of $450, inclusive of fares and subsistence.

8. For overseas travel, awards provide up to a maximum of $1,200, inclusive of fares and subsistence.

9. Each postgraduate research student who receives a travel award must submit a written report on the form provided, outlining the perceived benefits of the award to the postgraduate student’s research and thesis. This must be submitted through the research supervisor and head of department within one month of returning from the travel for which the award was granted.