



Student Travel Awards

RESEARCH & GRADUATE STUDIES OFFICE

University of Ballarat

CRICOS Number: 00103D

The Graduate Centre will be offering **two rounds** of 'Travel Awards' each year. Students are eligible to apply for one travel award per calendar year. Application forms and supporting documentation must be returned to the Research & Graduate Studies Office by the closing date for each round.

Round 1 Closes: 30 April of each Year	Round 2 Closes: 31 August of each Year
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Awards Available

There are two types of travel award available to students:

1. \$500 Award for Presentation of a Poster, or a non-peer reviewed Conference Presentation
2. \$700 Award for a Peer reviewed Conference Presentation

Please note that each student will be eligible to receive the \$500 award ONCE only. It is expected that a student who has received a \$500 award will, in the following year apply for a \$700 award.

Students awarded a \$700 Conference Presentation award will be expected to provide evidence of papers published as a result of the Conference Presentation, to the Research & Graduate Studies Office.

Selection Criteria

- The student must be enrolled in a higher degree by research (Masters by Research or PhD) or enrolled in the **thesis component** of the Professional Doctorate (by coursework);
- The student's progress must be satisfactory;
- A letter from the conference convenor accepting the paper or poster for presentation at the conference, must be included with the application form.

Funding

- Students who have been accepted to present a Poster Publication and/or non 'peer reviewed' publication will now be eligible for a single \$500 Travel Award.
- Students who have been accepted to present a peer reviewed Publication will be eligible for a \$700 Travel Award. Students are able to apply for another \$700 award in subsequent years.
- A student is eligible to receive one Travel Award per year only.

Travel Award Report

- All students awarded Travel Awards must submit a report on attendance (approximately 500 words) and provide copies of receipts (to the award value) to the Research & Graduate Studies Office. (In some circumstances students may apply for awards retrospectively if they have attended a conference). The report is due within 14 days of your return. This report should include a copy of the conference details and any feedback/comments from the attendees on your presentation.

Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.

**STUDENT TRAVEL AWARDS
Application Form**

Prior Conferences

Have you participated in conferences prior to this one?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you presented a paper at a previous conference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes:	Please provide details:		
	Was any financial assistance granted to enable you to attend this conference?		
	Please attach a copy of the conference program or other material, if available.		

Leave Dates

Are you going to request leave for this conference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leave Dates:	From:		To:
Number of days	excluding weekends		

Travel Costs

Conference Registration Fee	\$
Travel Costs (please specify mode of travel):	\$
Accommodation Costs	\$
Other Costs (please specify)	\$
	\$
Total Costs	\$

Student Signature

Student Name	Signature	Date

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Application Form**

Principal Supervisor

Please comment on the your student's intention to attend the proposed Conference.

Supervisor Name	Signature	Date

**School Research, Research Higher Degree & Ethics Coordinator
(SR,RHDEC)**

Please comment on the student's intention to attend the proposed Conference, including comments on any supplementary funding which may be provided from within the School's research budget.

SR,RHDEC Name	Signature	Date

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