



Graduate Research School

Application for Graduate Research Student Travel Award

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IMPORTANT: Please read the policy governing the Travel Award Scheme, enclosed with this form or available from <http://www.postgraduate.uwa.edu.au/forms> AND consult the University's Travel Insurance Policy www.safety.uwa.edu.au/policies/travel. Please forward this form **direct** to the Graduate Research and Scholarships Office, Hackett Hall (M358).

STUDENT DETAILS

SURNAME: _____ STUDENT ID: _____

GIVEN NAMES: _____ TITLE: (Dr, Ms, Mr, Miss etc) _____

POSTAL ADDRESS: _____ Postcode: _____

TELEPHONE NO: _____ EMAIL: _____

SCHOOL: _____

SCHOLARSHIP/S: _____

DEGREE: Doctor of Philosophy Master of

- Please attach confirmation of travel booking and/or conference registration with this application.
- If you are not a PhD or Master by Research candidate, please attach evidence that your Research Proposal has been approved.

Have you previously received one of these travel awards?	
Are you receiving a Scholarship or other award? (if Yes, please specify)	
Brief details of purpose and destination of travel:	
Departure date of travel:	Return date from travel:
Cost of fares:	Funds sought from this application:
ALLOCATION OF FUNDS; (please tick one) <input type="checkbox"/> I want to receive funds via non-negotiable cheque (must be deposited into a bank account in candidate's name). <input type="checkbox"/> School to administer funds on my behalf through an approved Project Grant (fund group 10 or 63). Please provide the following essential information to enable transfer of funds: Business Unit _____ Project Grant _____ School Manager Approval _____	
SIGNATURES	
Research higher degree candidate:	Date:
Coordinating Supervisor:	Date:
Supported by: Head of School/Graduate Research Coordinator	Date:
Office Use Only <input type="checkbox"/> Scholarship Approval <input type="checkbox"/> Proposal checked <input type="checkbox"/> Check Previous <input type="checkbox"/> Email I.O.	

POLICY GOVERNING THE GRADUATE RESEARCH STUDENT TRAVEL AWARD SCHEME

1. The Board of the Graduate Research School, on the recommendation of the Head of School/Graduate Research Coordinator concerned, may grant a candidate for a research higher degree, an award for travel within Australia or overseas directly relevant to the candidate's research work, including fieldwork, conference attendance and travel to gather research data.
2. (1) Travel awards will normally be granted to candidates during their candidacy.

(2) In exceptional circumstances and with the written support of the supervisor and Head of School/Graduate Research Coordinator, an award may be granted in the period up to three months after submission of the thesis for examination.

Eligibility

3. The awards are available to full-time and part-time candidates.
4. 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.
5. An applicant's research proposal must be approved by the relevant Board e.g. Board of the Graduate Research School, Faculty Board, prior to approval of a travel award.

Number of Awards

6. (1) Unless the Board of the Graduate Research School permits otherwise, candidates will be eligible for only one travel award during enrolment in one or more research higher degree programmes at this institution. However, candidates may apply for the award in up to three instalments as set out under sections 9 to 12 (Award Amounts) below.

(2) A candidate who has received an award and who subsequently completes their degree programme is eligible to receive another award if they later enrol in a further research higher degree programme at UWA.

(3) Candidates who have received an award and who subsequently transfer to another UWA research higher degree programme at the same or a lower level will not be eligible for a second award.

Application

7. (1) Although applications will normally be processed approximately three to six months prior to the intended date of departure, earlier applications may be considered.

(2) Awards are not offered retrospectively.

Insurance

8. Candidates must consult the University's Travel Insurance Policy (<http://www.safety.uwa.edu.au/policies/travel>) and take additional insurance where any period of leave is not related to their degree programme.

Award Amounts

9. (1). For travel within Australia, awards a minimum of \$500 and a maximum of \$750, inclusive of fares and subsistence, per application.

(2). For externally enrolled candidates, for travel within the country in which they are recorded as studying, awards provide a minimum of \$500 and a maximum of \$750, inclusive of fares and subsistence, per application.
10. For overseas travel, awards provide up to a maximum of \$1750, inclusive of fares and subsistence.
11. Except as set out under 7(2) above, the total maximum funding available under the award for each candidate is \$1750.
12. For each application approved under the travel award, a candidate must submit a written report on the form provided, outlining the perceived benefits of the award to their research and thesis. Each candidate must also provide receipts for the value of the award.
13. For each application approved under the travel award, a report must be submitted through the research supervisor and Head of School/Graduate Research Coordinator within one month of returning from the travel for which the award was granted.
14. For 2008 only, rules 6 (1) and 9 above can be waived administratively if necessary to allow a candidate who has already used their entire previous entitlement of \$1500 to claim up to an additional \$250, to a maximum of \$1750.