

TRAVEL – HDR Supervisor Endorsement

All Higher Degree by Research (HDR) students wishing to undertake research-related travel during their candidature must obtain written endorsement from their principal supervisor for the travel, including confirmation of the following details:

- a) Approval for the student’s proposed travel plan.
- b) Confirmation that the student has displayed strong engagement with the wider IT research community in the past six months, through activities such as attendance/presentation at recent research seminars and/or research training workshops.
- c) *(If applicable)* Approval for the use of any supervisor-managed funding sources requested by the student for coverage of travel expenses.

The following form must be completed and signed by the HDR student and their principal supervisor.

A copy of this completed form must be attached to the **Travel Pre-Approval Application** form.

Principal supervisor name			
HDR student name			
HDR student ID			
Travel destination			
Travel purpose			
Travel dates	From:		To:

HDR student to complete this section

I hereby confirm that I have been actively engaged with the wider IT research community in the past six months, including the following activities:

(Examples of engagement activities may include: attendance/presentation at School of IT research seminars; attendance at other research seminars at Deakin or elsewhere; completion of Deakin Research training workshops; participation in other Deakin research initiatives such as the Three-Minute Thesis competition; and other similar activities.)

1.	
2.	
3.	
4.	

Signature of HDR Student: _____ **Date:** _____

Principal supervisor to complete this section

I hereby confirm that:

<input type="checkbox"/>	I have reviewed this student’s proposed travel plan and I support his/her travel proposal.
<input type="checkbox"/>	This student has undertaken all of the research engagement activities listed above within the past six months.
	I support this student’s proposed use of funding towards their travel expenses as follows: <input type="checkbox"/> Yearly HDR \$750 <input type="checkbox"/> Other funding source managed by me <i>(Please specify the funding source: _____)</i> <input type="checkbox"/> Not applicable; the student has not requested funding from sources which I manage.

Signature of Supervisor: _____ **Date:** _____