

**Faculty of Science, Engineering and Built Environment**

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**HDR Conference Funding Guidelines 2015**

Approved by Associate Dean Research 4<sup>th</sup> March 2015

## Guidelines

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- ❖ HDR candidates will be entitled to an allocation of **up to** \$3,000 over the term of their candidature in either one, two or three portions
  - ❖ The allocation(s) **must** be solely for the purpose of defraying the costs associated with attending a conference(s) relevant to the HDR candidate's research topic
  - ❖ The HDR student **must** be presenting either an oral presentation or a poster at a reputable conference in order to obtain the funding
  - ❖ The funding is available for either Masters or PhD students undertaking a higher degree by research on either a full time or a part time basis
  - ❖ The funding **must** only to be used for attending a conference, and **does not replace** other internal Faculty/School support for HDR candidates, but is to be a contribution towards conference attendance only.
  - ❖ The HDR conference support fund is a centrally funded initiative allocated from the Deputy Vice Chancellor (Research)
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## Procedure

Approval to attend a conference must be sought **prior** to any payments/bookings being made

The Associate Dean Research **must** provide approval for any application to attend a conference funded by the HDR conference support fund

The process of approval and booking is below:

1. Obtain proof of acceptance to present either an oral presentation or poster at a reputable conference
2. Submit the proof of acceptance to the Associate Dean Research (via email) for funding approval

**adrst@deakin.edu.au**

3. Once Associate Dean Research approval is received, obtain approval from relevant School board (where necessary) **and** the Head of School
4. Liaise with the administrative officer for your School to arrange payment of conference registration, accommodation, travel and other related expenses

\*\*Please ensure that you have all necessary approvals/travel/conference paperwork **prior** to seeing your administrative officer

**Note:** For international conferences, approval from the Pro Vice Chancellor will also be required; however this will be sought by the administrative officer once all paperwork is complete.

**NB: Any questions relating to these guidelines can be directed to either Susan Rose (17491) or the Associate Dean Research – David Cahill (71299)**