

Faculty of Arts and Education Yearly Conference Assistance for Higher Degree by Research Candidates

CANDIDATES PRESENTING A PAPER ARE ELIGIBLE TO APPLY FOR:

Full-time: Up to \$1000 per annum
Part-time: Up to \$600 per annum

**GUIDELINES RELATING TO CONFERENCE ASSISTANCE:**

- This scheme is intended to encourage Faculty Higher Degree by Research candidates to participate in conferences relevant to their research each year*.
- Attendance must be approved by the candidate's principal supervisor. A signed copy must be sent to the Research Office **prior to departure**.
- The maximum amounts available to individual students per calendar year are stated above **up to the point of thesis submission**.
- Applicants should attach:
 - evidence that their paper has been accepted (e.g. a letter from the organising body or a copy of the conference program);
 - original receipts with a summary of expenses must be provided when claiming reimbursement.

***Research recognition:**

Whilst undertaking their candidature, HDR candidates should endeavour to establish their own research portfolio. The Faculty highly recommends that HDR candidates who present conference papers seek to publish, in particular, with DEST recognised publishers**. This is not only of importance to the Faculty but will assist HDR candidates to develop evidence of personal research activity for future applications for research scholarships, grants or employment.

ARE YOU PRESENTING A PAPER?

Personal Details: please circle where there is more than one option

ID:	MODE:	SCHOOL:
TITLE:	SURNAME:	GIVEN NAME:
PRINCIPAL SUPERVISOR:		CANDIDATURE START DATE:

Correspondence details:

NUMBER AND STREET:		SUBURB:
STATE:	POSTCODE:	COUNTRY:
EMAIL:		MOBILE PHONE NO:

Banking details: All reimbursements will be made by electronic funds transfer unless otherwise advised

FINANCIAL INSTITUTION:		BRANCH:
ACCOUNT NAME:		
BSB NUMBER:	ACCOUNT NUMBER:	

Conference Details

CONFERENCE TITLE:	CONFERENCE DATES:
TITLE OF PAPER:	
ORGANISER:	LOCATION:

CANDIDATE SIGNATURE: _____ **DATE:** _____

Supervisor Approval - This section is to be signed by the supervisor before forwarding the completed application to the HDR office

I fully support this candidate attending and presenting at this conference

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

Please return form to: Mrs Robyn Ficnerski, HDR Administration Officer Faculty of Arts & Education – Research Geelong Campus Locked Bag 20000, Geelong 3220 Tel: 61 3 522 72226 robyn.ficnerski@deakin.edu.au	Office Use Only:	
	Research Office Approval	
	Date Sent to FBSD:	