

Faculty of Science, Engineering and Built Environment

HDR Conference Funding Guidelines 2020

Approved by Associate Dean Research 10 February 2020

Guidelines

- ❖ HDR candidates will be entitled to a *single* allocation of **up to** \$3,000 and only if applicants will complete their candidature within the maximum completion times (4 years)
 - ❖ 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 as follows:

1. Obtain proof of acceptance to present either an oral presentation or poster at a reputable conference.
2. Complete the HDR Conference Support application template and attach the proof of acceptance.
3. The application **must be submitted by the supervisor** to the Associate Dean Research (sebe-adr@deakin.edu.au) for funding approval

Note: The funding for this scheme is tracked by SEBE travel sebe-travel@deakin.edu.au. Supervisors should contact this email address to request available balances, before submitting an application form for approval.

4. Once Associate Dean Research approval is received, obtain approval from relevant School board (where necessary) **and** the Head of School
5. HDR student contacts SEBE Travel via sebe-travel@deakin.edu.au for conference travel support.

Note: For international travel HDR students need to select School Manager for Operational approval and Head of School for the Financial approval in the travel request form.

NB: Any questions relating to these guidelines can be directed to either Susan Rose (17491) or the Associate Dean (Research) – Prof Giovanni Turchini 33312