



2014- 2015 Guidelines for HDR Assistance Scheme – Travel and Research Support

REQUEST FOR ASSISTANCE WITH CONFERENCE TRAVEL AND OTHER RESEARCH RESOURCES

As a Higher Degree by Research (HDR) student you are eligible to apply for assistance to further your professional development and research.

Assistance may be requested for travel to one conference per year, either domestic or international, for which your abstract has been accepted.

Assistance can be applied for in any year of your candidature and in the case of research support the application will require a letter of support from your supervisor.

All requests for funding will be made on a first come first serve basis.

There are two separate claim forms, one for conference travel and one for research support. Please ensure that you use the appropriate claim form.

CONFERENCE TRAVEL ASSISTANCE:

As an HDR student you are eligible to apply for assistance to travel to a conference where you have had an abstract accepted for either a verbal or poster presentation.

Support is available for up to \$900 in the case of domestic conferences and up to \$1300 for international conferences. Additional support for international research travel activities is available to students in their third year of candidature from the School's Postgraduate Travelling Fellowship Scheme.

You must complete the Postgraduate Conference Travel Support Application Form for all requests for travel assistance. Funding can either be provided up-front or used to pay for registration, airfares, etc. You must provide the School with receipts and reimburse the School for any unspent amount by the **end of October** of the application year.

A Notification to Travel form must accompany all travel assistance applications.

<http://www.adelaide.edu.au/finance/travel/docs/notification-to-travel-form.pdf>

No travel is to be booked and no refunds will be given unless you have travel approval in advance of your departure.

If you are travelling overseas to present at a conference you must register your travel with Global Learning

<http://www.adelaide.edu.au/global-learning/experiences/you-tell-us/>

Note also that absence related to conference activities would normally be taken as study leave, rather than leave of absence. The latter would effectively put your candidature 'on hold', along with stopping scholarship payments.

PUBLICATION INCENTIVE SCHEME TO ATTEND CONFERENCES

The School has agreed to extend the Publication Incentive Scheme to you as an HDR Student. This will provide a further \$500 to you to attend a conference (national or international) or another professional forum which is directly relevant to your research. To be eligible for this you will have published or had a paper accepted in a refereed journal in the year of, or the year prior to, the conference or forum.

The request requires the support of your supervisor and evidence of acceptance of your article in a refereed journal.

RESEARCH SUPPORT

As an HDR student you are eligible to apply for assistance to further your research providing you have the support of your supervisor.

Please provide a letter detailing the type of support required, with a letter of support from your supervisor detailing the reasons why the research cannot progress without the requested item or extra support.

Please indicate any previous support provided by the School from the HDR Assistance Scheme on the application form.

Please note that the School has limited funds and requests for amounts in excess of \$2000 will be considered on merit and may not be approved.

Applications will only be accepted on the Request for HDR Research Support form

**All applications should be forwarded to the Postgraduate Coordinator,
Assoc Professor Amanda LeCouteur.**