

Return form to:  
**Admissions & Scholarships Coordinator**  
**Office for Postgraduate Research**  
 Room C320, Level 3, Building C, Footscray Park  
 (PO Box 14428, Melbourne, Victoria 8001)

## APPLICATION FORM FOR

# Secomb Conference and Travel Fund

### APPLICATION INSTRUCTIONS

*Please read the accompanying notice to applicants before completing this application.*

Applications for funding must be made in advance of the conference. Applications will be received for the six months prior to each closing date. Applications for retrospective funding **will not** be considered.

### A. PERSONAL PARTICULARS (Please Print or Type)

TITLE: \_\_\_\_\_ SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_  
 ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
 POSTCODE: \_\_\_\_\_ DAYTIME CONTACT TELEPHONE NUMBER: \_\_\_\_\_  
 DATE OF BIRTH: / / VU STUDENT ID NUMBER: \_\_\_\_\_

### B. COURSE DETAILS

DEGREE TITLE \_\_\_\_\_  
 DEPARTMENT/SCHOOL/CENTRE: \_\_\_\_\_  
 Please indicate whether you are studying part-time: Part-time  Full-time   
 Please indicate whether you are a Domestic or International student Domestic  International   
 Date of initial enrolment: \_\_\_\_\_  
 Date of approval of candidature \_\_\_\_\_  
 Number of full-time (or equivalent months enrolled in course): \_\_\_\_\_

### C. CONFERENCE DETAILS

CONFERENCE NAME: \_\_\_\_\_  
 CONFERENCE DATE: \_\_\_\_\_  
 CONFERENCE LOCATION: \_\_\_\_\_  
 NAME OF PROPOSED PRESENTATION: \_\_\_\_\_  
 CONFERENCE DETAILS: INTERNATIONAL  NATIONAL  REGIONAL   
 REFEREED  NON REFEREED   
 WHAT DO CONFERENCE ORGANISERS REQUIRE FOR REFEREEING? ABSTRACT  FULL PAPER   
 WILL PAPER BE PUBLISHED IN CONFERENCE PROCEEDINGS? YES  NO   
 WHAT TYPE OF PRESENTATION ARE YOU GIVING? ORAL  PAPER

**D. STATEMENT OF JUSTIFICATION**

Please indicate how attendance at this conference will assist your research. It would assist the Committee in its deliberations, if you address each of the items listed under **FACTORS CONSIDERED BY THE COMMITTEE**. (Please refer to Advice to Applicants).

*Please use the space provided (no more than 1 additional page will be considered)*

## E. FUNDING

Please indicate the amount of Secomb Funding sought:

<b>REGISTRATION FEES</b>	<b>TOTAL COST</b>
	<b>\$</b>
<b>TRANSPORT</b>	
AIRFARE	\$
BUS	\$
TAXI	\$
CAR HIRE	\$
<b>SUB TOTAL:</b>	<b>\$</b>

### Accommodation:

(Please note that this information is used as a guide to the total cost of your conference attendance. Please refer to the 'Advice to Applicants' for details on the funding available).

NUMBER OF NIGHTS	<input type="text"/>
COST PER NIGHT	\$
OTHER LIVING EXPENSES (Please specify):	\$
MEALS	\$
<b>SUB TOTAL:</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

Have you already paid your registration fee?

YES  No

Are you likely to receive funding for this conference from any other source?

YES  No

Name of funding Source:.....

Amount of funding expected:.....

## F. DECLARATION

I declare that the information submitted is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information. I authorise the University to obtain official records from any educational authority holding such records about me.

**SIGNATURE:**

**DATE:**

The remainder of this form should be completed by your Head of Department/School/Centre **AND** Principal Supervisor.

Completed forms are not to be seen by the applicant. Forms should be returned by the relevant closing date:

**Round 1 – 31 March**  
**Round 2 – 31 July**  
**Round 3 – 31 October**

Please return to Admissions & Scholarships Coordinator, Office for Postgraduate Research, Footscray Park Campus

**G. SUPPORTING STATEMENTS – HEAD OF DEPARTMENT/SCHOOL/CENTRE**

(Please comment on actions such as the academic progress of the student, the significance of the conference to the student's research as well as to the University and the research community – Please refer to 'Factors considered by the Committee' in the program guidelines for further information).

**NAME:**

**TELEPHONE:**

**DEPARTMENT/SCHOOL/CENTRE:**

Please indicate the level of support the Department/School/Centre will contribute towards the student's participation in this conference.

**OTHER COMMENTS IN SUPPORT OF THE APPLICANT:**

**HEAD OF DEPARTMENT/SCHOOL/CENTRE SIGNATURE:**

**DATE:** / /

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**H. SUPPORTING STATEMENTS – PRINCIPAL SUPERVISOR**

(Please comment on factors such as the academic progress of the student, the significance of the conference to the student's research as well as to the University and the research community – Please refer to 'Factors considered by the Committee' in the program guidelines for further information).

**SUPERVISOR NAME:**

**TELEPHONE:**

What percentage of work towards the conference paper has been contributed by the student?

Please describe how the activity proposed will benefit the student's research.

Other comments in support of applicant.

## SECOMB CONFERENCE AND TRAVEL FUND

### Advice to Applicants

The Secomb Conference and Travel Fund is designed to assist postgraduate research students at Victoria University to attend a conference either within the state of Victoria, interstate or overseas for the purpose of presenting a research paper.

#### What does the Fund cover?

Funds will be made available to meet a portion of the registration fee and travel expenses directly attributable to attendance at a conference and will normally be made available in advance of the specific conference.

Funds for this program are not sufficient to cover full costs of conference attendance. As a guide, applicants should not expect to receive more than **one-third** of the costs of **travel and conference registration**.

#### Who is eligible to apply?

- Applicants can be domestic or international students.
- Applicants must be enrolled in a Masters Degree by Research, a PhD or the research stage of a Research Doctoral program at Victoria University at the time that the application is lodged and also at the time that the conference is held.
- In addition, applicants must have had their candidature approved **and** have satisfactorily completed at least six months of full time enrolment (or its equivalent) from the date of approved candidature at the time of lodging the application.
- Applicants must be attending the conference for the purpose of delivering a research paper by oral presentation.
- Full time staff members of the University are ineligible to apply for this scheme.

#### Conditions of the Award

On return from the conference, successful applicants are required to submit a post conference report together with a copy of the presented paper to the Committee for Postgraduate Studies. These papers will be bound and added to the collection of papers entitled “**The Secomb Papers**” which are housed in the University’s library.

Applicants will not be supported more than once in any given academic year. Preference will be given to students who have not previously received funding from the Secomb Conference and Travel Fund.

Applicants should note that applications for funding must be made in advance of the conference. Applicants for retrospective funding will not be considered. Please check the information provided on relevant closing dates.

#### Factors Considered by the Committee

Factors considered by the Committee include:

- The academic progress of the student
- The student’s stage within their research program
- The student’s percentage contribution towards the paper to be delivered
- The significance of the conference in relation to the student’s research
- The significance of the conference to the University and the research community

## Documentation Required

The following documentation should accompany your application (where available):

- Conference registration information
- Proof of acceptance of your paper at the conference
- A copy of the abstract or papers required by the conference organisers
- A copy of the paper to be presented (where applicable)
- The applicant should provide evidence if the abstract and/or paper is accepted for oral presentation

Applicants without proof of conference acceptance at the time of application will still be considered, however all successful applications are subject to proof of conference attendance before funding can be provided.

## Application Rounds

Applications will usually be considered triennially. Applications will be received for the six months prior to each closing date. The dates for receipt of applications for each round are details below:

<b>Round</b>	<b>Open</b>	<b>Close</b>
Round 1	1 October	31 March
Round 2	1 February	31 July
Round 3	1 May	31 October

## How to apply?

Application forms are available from the Admissions & Scholarships Coordinator, Office for Postgraduate Research, Room C320, Level 3, Building C, Footscray Park Campus, Victoria University.

Telephone: 9919 4659

Fax: 9919 4559

Application forms may also be downloaded from the Office for Postgraduate Research's webpage at:

<http://www.vu.edu.au/research/research-students/forms-for-research-students>