

VICTORIA UNIVERSITY

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 Australian 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. Applications 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

It would assist the Committee in its deliberations, if applicants address these points in presenting their Statement of Justification (Section E of the application form).

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)

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 detailed below:

Round	Open	Close
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 Scholarships Coordinator, Office for Postgraduate Research, 14 Geelong Rd, Footscray Campus, Victoria University.

Telephone: 9919 4659. Fax: 9919 4559.

Application forms may also be downloaded from the Office for Postgraduate Research's homepage at: <http://www.vu.edu.au/postgrad>

Return form to:

**Scholarships Coordinator
Office for Postgraduate Research**

Footscray Park Campus (14 Geelong Road)
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.

All entries must be typed or printed in block letters using black ink.

A. PERSONAL PARTICULARS (Please Print or Type)

Title: _____ Surname: _____ Given Names: _____

Address for correspondence: _____

_____ Postcode _____

Daytime Contact Telephone number: _____

Date of Birth: ____ / ____ / ____ VU Student Identification Number: _____

B. COURSE DETAILS

Degree Title: _____

Department / School / Centre: _____

Please indicate whether you are studying part-time or full-time: Part-time Full-time

Date of initial enrolment: _____

Date of approval of candidature: _____

Number of full-time (or equivalent) months enrolled in course: _____

C. RESIDENCY STATUS

Are you an Australian or New Zealand citizen? No Yes

If no, what country are you a citizen of? _____

D. CONFERENCE DETAILS

Conference Name: _____

Conference Date: _____

Conference Location: _____

Type of presentation: Paper/Oral

Name of proposed presentation: _____

Has your paper been accepted for presentation? Yes No (Supporting documentation MUST be attached)

Conference Details: International National Regional

(please tick relevant boxes) Refereed Non refereed

What do conference organisers require for refereeing? Abstract Full Paper

Will paper be published in conference proceedings? Yes No

E. STATEMENT OF JUSTIFICATION

Please indicate how attendance at this conference will assist your studies/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)

F. FUNDING

Please indicate the amount of funding sought for each item

Registration Fees \$ _____

Transport

Airfare \$ _____

Bus \$ _____

Taxi \$ _____

Car Hire \$ _____

Total: \$ _____

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 _____

Cost per night \$ _____

Other living expenses

(Please specify):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

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 \$ _____

G. 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 Scholarships Officer, Postgraduate Studies Unit (F047), Footscray Campus

H. SUPPORTING STATEMENTS - HEAD OF DEPARTMENT / SCHOOL / CENTRE

(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).

Name: _____ Telephone: _____

Please indicate the level of support the department will contribute towards the student's participation in this conference.

Other comments in support of applicant.

Head of Department's Signature: _____ Date: ____/____/____

I. 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.

Supervisor's Signature: _____ Date: _____

Completed forms should not be seen by the applicant and will be treated in the STRICTEST CONFIDENCE

Referees should return completed forms by the relevant closing date:

Round 1 - 31 March, Round 2 - 31 July, Round 3 - 31 October to:

Scholarships Officer, Postgraduate Studies Unit (F047), Footscray Campus