

GUIDELINES FOR CONFERENCE ATTENDANCE AND CONFERENCE PRESENTATION

A. POLICY

Southern Cross University (SCU) recognises that attendance and presentations at conferences are an important part of higher degree by research (HDR) training. HDR Candidates may apply for funding assistance with conference attendance by applying through the relevant School/Institute Director of Higher Degree Research Training, in accordance with the School/Institute conference assistance guidelines and timeframes.

B. ELIGIBILITY and CONDITIONS

- (i) An applicant must be enrolled as an HDR student at Southern Cross University. This includes full-time and part-time PhD, Professional Doctorate, and Masters by Thesis candidates.
- (ii) An applicant must normally have made an oral or poster presentation at an annual School/Institute or Post Graduate Association conference prior to applying for conference assistance funding.
- (iii) An applicant must have completed and submitted all progress reports to date. Applicants who apply for conference assistance and are found to have any outstanding progress report will be considered as ineligible for funding.
- (iv) Compliance with requirement for providing a post-conference report where funding has previously been provided;
- (v) An applicant may apply for up to a maximum of \$1000 per year of candidature, however funding support will depend upon budget availability. PhD and Professional Doctorate candidates will be limited to a maximum level of support of \$3000 in total over the duration of their candidature and Masters by Thesis students will be limited to \$2000 in total over the duration of their candidature, all subject to budget availability.
- (vi) The funding provision will be applied on the basis of years of candidature (and not calendar or financial years).
- (vii) Applications must accord with respective School/Institute guidelines for conference assistance. These guidelines may vary.
- (viii) Applications must:
 - Be on the prescribed form, which can be downloaded from the [Graduate School's website](#) ;
 - Include a detailed budget, with documentary evidence of all anticipated costs to be claimed;
 - Provide evidence that the applicant meets required eligibility criteria;
 - Include documentary evidence that a paper/poster has been accepted for presentation;
 - Include a supportive statement from the Principal Supervisor; and
 - Include an indication of approval by the School/Institute Director of Higher Degree Research Training.

- (ix) An applicant who receives funding must provide the Graduate School with a post conference attendance report within four weeks of attending the conference. There is no template for this report. Candidates are asked to write a simple word document report.
- (x) If, for any reason, an applicant does not attend the conference for which he or she has received conference assistance funding, then the amount received must be repaid to the University in full.

C. GUIDELINES FOR RANKING APPLICATIONS

The following considerations will be taken into account when deciding on conference funding assistance:

- (i) degree applicant is enrolled in (Masters by Thesis, Professional Doctorate or PhD); and
- (ii) type of funding (preference is given to travel and conference registration); and
- (iii) details of previous funding support the applicant has received; and
- (iv) whether the applicant's progress reports are up to date and satisfactory; and
- (v) the strength of the recommendation of the School/Institute Director of Higher Degrees Research Training, in light of School/Institute approved guidelines regarding conference funding assistance; and
- (vi) the availability of funding; and
- (vii) any other considerations deemed relevant by the respective School/Institute.

D. NOTIFICATION AND CLAIMING THE FUNDING

- An applicant will be advised by letter of the outcome of the application.
- If you are an SCU scholarship recipient then the amount of your award will be paid directly in to your nominated bank account.
- In order to receive payment for this conference assistance you must email your bank account details to accountspayable@scu.edu.au and be sure to copy hdscholarships@scu.edu.au . You will not receive payment until accounts payable receive your bank details.

E. NOTES

- Applicants must ensure all contact details recorded by the University are current and up to date. It is possible to update these details by visiting My Enrolment on the SCU website.
- Applications that do not include all the prescribed supporting documentation, will not be considered.
- If overseas travel is involved, then the advance written approval of the Head of School/Institute is required.
- The applicant must arrange for this approval in advance of submitting an application for conference funding assistance.