

MGSE TRAVELLING SCHOLARSHIP - 2015 Guidelines

1. Background

1.1 Overview

The MGSE Travelling Scholarship (MTS) is available to PhD candidates at the Melbourne Graduate School of Education (MGSE) who: a) have been confirmed in their candidature, and b) who are undertaking travel that is related to their PhD research. The scheme is designed to enable PhD candidates to undertake activities that directly benefit their research, for example:

- a) presenting research at conferences (with a preference given to high-quality, international conferences);
- b) accessing research materials or facilities that are unavailable in Australia, working in a laboratory or research institute, or collecting field data;
- c) meeting and building collaborative networks with their national and international peers.

1.2 Funding and funding rounds

There will be two funding rounds in 2015 in March and September. The amount of funding is a one-off payment of \$1,500. Graduate Researchers can only be awarded one MGSE Travelling Scholarship during their candidature. Funds are not available for **poster** presentations or to cover the costs of visa fees.

2. Eligibility

2.1 Eligibility

To be considered for this scholarship, applicants must meet the following conditions:

- They must be a PHD candidate currently enrolled at MGSE and who is confirmed in their candidature.
- They must have made adequate progress (to date) in their PhD at MGSE, as evidenced by their latest progress review (to be attached).
- The travel for which funding is sought must relate to an activity that directly benefits the applicant's own PHD research (as outlined under 1.1 above).

- Applicants must have approval from their primary supervisor for the proposed travel activity (see the MTS application form).

NB: Applicants who have received prior funding from a graduate research travel grant scheme (such as the Melbourne Abroad Travelling Scholarship) will be **ineligible** for funding under this scheme

3. Selection and Assessment

3.1 Selection and Assessment of Applications

Eligible applicants are selected by MERI, in consultation with MGSE Domain Leaders (or their nominees), on the basis of:

- academic merit (as evidenced by their CV);
- the level of support from the applicant's supervisor (as per the Supervisor's supporting statement on the application form); and
- the clearly demonstrated purpose and benefit of the travel (and the associated activity).

With regard to conference funding:

- Priority will be given to those presenting a research paper at an *international academic conference* that has a high standing in the research field and that involves prior peer-review of abstracts or full papers.
- Where a paper has been co-authored, only one author will be eligible to apply for funding to present at the conference. Funding is not transferable from one author to another.

With regard to the funding of other research activities such as fieldwork, these clearly must be related to and of demonstrable benefit for, the applicant's current PhD project.

Late applications or applications outside of rounds will not be accepted. Incomplete applications will be disqualified. It is expected that outcomes will be advised to applicants within four weeks of the closing date for applications.

4. Conditions of Award

4.1 Conditions

- For awards given for travel relating to presentation at a conference, evidence that the paper has been accepted must be provided before any funds will be released (pre-registration does not constitute evidence that a paper has been accepted).
- For awards given for travel related to accessing research materials or facilities that are unavailable in Australia or meeting and building collaborative networks with their national and international peers, agreement from the institution or individuals must be provided (eg printed email of invite).

- Applicants must have received approval for Study Away (if required) which must be applied for via the Student Portal and approved and processed by the Melbourne Education Research Institute (MERI). Please refer to <http://gradresearch.unimelb.edu.au/info-resources/study-away.html> for information on Study Away.
- Applicants must provide evidence of their travel plans to MERI. A quote or unpaid invoice and/or invitation to the conference are examples of such evidence.
- Applicants must submit a report on the outcomes of the travel within 8 weeks of their return from travel. MERI will provide each successful applicant with a template report document for this purpose.
- Applicants must ensure funds are spent as outlined in the application and/or submit requests for variation to funding to MERI. Awarded funds are to be expended in the year the scholarship is awarded.
- Applications must ensure compliance with all MGSE and University policies regarding travel; ensure permission is sought from Academic Registrar for travel to any destinations flagged by DFAT as high risk; ensure leave to study away forms are submitted prior to travel if required.

5. Other Resources

Applicants should refer to the following related documents:

<http://www.fpg.unimelb.edu.au/io/internal/students/std-travreg.html>

<http://www.smarttraveller.gov.au/> DFAT travel advisory website

<http://services.unimelb.edu.au/scholarships/research> Melbourne Scholarships website for links to other travel scholarships

For further information about this scholarship please contact mgse-research@unimelb.edu.au