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## **Faculty of Education**

### **Faculty of Education Research Student Conference Support Funding Guidelines**

#### **Purpose**

The Faculty of Education provides funding to support Higher Degree Research students who are enrolled in the Faculty of Education, to deliver research papers at national and international (overseas) conferences. Funding for this support is limited and applications will be assessed on an application by application basis.

#### **Criteria**

In order to apply for conference funding, students must meet the following criteria:

- be currently enrolled in one of the research programs in the Faculty of Education: Masters of Education, Doctor of Education, Doctor of Philosophy and Integrated Doctor of Philosophy. HDR students who are also academic staff members at the University of Wollongong are not eligible if they have access to staff conference travel funds;
- have not exceeded the maximum time allowed for their research degree courses (PhD and EdD – 4 years full time equivalent, MEd (Research) – 2 years full time equivalent);
- have submitted a satisfactory Annual Progress Report from the previous year;
- have a clear plan for the conference attendance to contribute to his or her thesis;
- be presenting a research paper based on their thesis work at a recognized national or international conference within the current field of study. Evidence is required of the acceptance of the paper by the particular conference committee. Preference will be given to applicants who demonstrate a plan to publish their conference paper in a refereed journal or as a book chapter.;

Please note that support is dependent on evidence of lowest real costing (and an itemised, justified budget). STA Travel or Travelscene (the University's preferred travel agents) must be used to obtain itinerary and quotation for air travel costing. Information regarding the booking process can be found through the Research Officer.

## **Funding**

Doctoral students have access to a total of \$2,000 in conference funding over the course of their candidature. A total of \$1,000 will be available to M.Ed (Research) students.

Conference support is for costs directly associated with conference attendance (eg conference fees, airfares, accommodation).

## **Pre Conference Presentation of Paper & Post Conference Reporting**

### *Pre-Conference*

Successful applicants must present a 'rehearsal' of the paper presentation to Faculty (and other students) prior to the delivery of the paper at the conference

### *Post-Conference*

Successful applicants are required to provide a brief (one A4 page) report on the outcomes of the conference attendance (including feedback from paper, connections to other scholars and students, knowledge acquired)

## **Application**

Applications are to be made on the Faculty of Education Conference Support form and must address each of the following points:

- Information about research degree course & supervisors;
- Details of conference, conference paper and the relevance of the conference paper to the thesis project;
- Budget: provide a cost breakdown with explanation where required;
- Planned date for paper presentation rehearsal to Faculty;
- Evidence of paper acceptance;
- Supervisor's endorsement of conference attendance.

Applications should be submitted at least three (3) months prior to the intended travel date.

Written applications to be submitted to Associate Dean – Research (Chair of Faculty Research Committee) via the Research Officer.

A sub-committee of FRC may be set up to determine allocation of funding if required.