



FACULTY OF LAW GUIDELINES FOR POSTGRADUATE CONFERENCE SUPPORT 2008

These Guidelines relate to conference support for students enrolled within the Faculty of Law but not supervised within UOW Research Strength (ANCORS and ICB).

Post-Graduates needing support for minor expenses up to \$200, such as for photocopying cards, should approach the Dean's Assistant, Felicia Martin, or Post-Graduate Administrator, Maria Agnew, for disbursements from Faculty housekeeping funds. For fieldwork support, please refer to the Fieldwork Guidelines.

The Faculty of Law considers that conference presentation is an important part of a researcher's professional training, as well as a vital means of raising the national and international profile of work being done at Wollongong. We expect papers delivered to be a significant contribution to scholarly debates and lead directly to publications and/or the completion of the research degree.

The Faculty sets aside limited funds to support research students for travel and costs associated with conferences (accommodation, registration). Note that under University regulations, postgraduates are not permitted to apply for per diem amounts.

Personal Eligibility:

- Open to full or part-time MA Research and PhD research students at least half enrolled in the Faculty of Law.*
- Cross-enrolments with other faculties are expected to apply for matching funding from the other relevant faculty.

* Candidature is the time a HDR student is enrolled until the formal award of degree or the official maximum period of study for the degree.

Conference Eligibility:

1. Faculty financial support does NOT cover payment of membership of associations or conference dinner costs.
2. Retrospective claims for research, conference or other research support will NOT be considered. (This does not prevent applying for support for papers for which acceptance is pending.)
3. Chairing a session is not in itself fundable but is looked on as 'value adding' to a presentation.
4. Joint presentations will be funded as a single paper.
5. To ensure equitable spread from this Fund, support will be available only once during the official term of candidature. The maximum support will normally be \$750. Supplementation should be sought for the University HDR conference travel fund administered by the Research Student Centre, and/or, where appropriate, from CTCP.
6. Applicants must have written support from their supervisors and satisfactory progress reports.
7. Support is dependent upon evidence of lowest real costings (attach itemized budget**) and a clear plan for its contribution to the completion of the research degree or to publication of the conference paper.
8. Applicants with casual tutoring work within the Faculty must plan with the Associate Dean (Teaching) for tutoring not to clash with time away.

** Please provide up to 100-words justification for your attached itemized budget. Should your budget include air-travel please ensure you attached an itinerary and quotation for travel from Internet Travel, the University's preferred travel agent. When requesting a travel quote please ensure that the quote is for the actual date of travel to avoid changes in fares. Ground travel will be funded for the cheapest viable mode. International accommodation should be actual medium range or conference costs; within Australia please use only the actual conference rates or accommodation rate within the UoW per diem rates (http://staff.uow.edu.au/personnel/salary/all_per_diem_aust.html).

Criteria and Priorities:

The Associate Dean (Research) will normally rank applications according to the following criteria but may also take into account other evidence of the importance of the activity.

1. Preference will normally be given to students who have completed their first year proposal review and to conference presentations in areas of designated Faculty research priorities, i.e. Faculty Research Centres that are not UOW Research Strengths (ANCORS, ICB).
2. Support will favour evidence of a peer reviewed paper being accepted by the conference organizers. Funding may be granted subject to confirmation of acceptance within one month of application.
3. Matching funding from the University travel fund and/or other grants should be sought. Subsequent funding will be based on previous amount, outcomes and submission of reports/papers.
4. The conference should be of high standing and directly relevant to the applicant's research.

Conditions:

1. The successful applicant will have to agree to submit the related thesis chapter of a paper for publication in a refereed publication within 6 months of giving the paper.
2. Acknowledgement of support from the Faculty of Law should be made at the presentation and in any publication resulting there from.
3. Copies of papers and publications will be lodged with the Associate Dean (Research) along with a short report on the conference (outcomes, useful developments, contacts, DEST publications etc.) by the start of session of the following year at latest.
4. Funding must be spent according to the approved budget. Changes must be approved by the Associate Dean (Research) prior to being implemented. Any cancellations must refund all recoverable sums to the Faculty.
5. There will be NO carry-over of conference funding. All funding is to be used for attending the conference as per the original application. Should circumstances change where the original conference can no longer be attended then all funding returns to the Faculty.

Procedure:

- The application - presented on the appropriate Faculty of Law application form - will be assessed by the Associate Dean (Research), whose decision will be presented to the Dean/Faculty Executive for ratification. Where the Associate Dean (Research) is also a supervisor, the Dean must assess the form. Successful grantees will normally be notified within two weeks from that date.