

**RESEARCH STUDENT CENTRE
CONFERENCE FUND APPLICATION**

University of Wollongong



NB: This funding is only available to students presenting at a conference

Before completing this form please ensure that you have read the guidelines outlined below. Your application must be consistent with these guidelines. Make sure that all application details are completed and that a projected budget is supplied.

Application forms should be lodged with the Research Student Centre. Any enquiries can be directed to Tel: (02) 4221 5452 or Email: research_student_centre@uow.edu.au

GUIDELINES

- Assistance may be granted to students enrolled in 48 credit point Masters by Research and Doctoral theses only.
- Assistance will only be granted to applicants who submit requests for assistance from the Research Student Conference Fund prior to the submission of their thesis.
- Assistance will not be granted to students who have exceeded the regulation time limits allowed for their course.
- Assistance will not be granted to students who are in full-time employment or exceed 18 hours per week employment from Monday to Friday, if enrolled on a part time basis.
- Students will need to be accepted to present a paper or poster at a conference.
- Assistance will be limited to one conference during a student's candidacy.
- The Supervisor and the Head of Postgraduate Studies must support the application for assistance.
- Attachments required with this form:
 - Invitation to present a paper or poster (eg. Copy of acceptance).
 - Receipt of registration*, flight and accommodation details
- The maximum grants will be \$500.00 for conferences in Australia and \$750.00 for overseas conferences.
- The grant is subject to the applicant not having outstanding debts with the University.
- Funding is not granted for the consumption of petrol and miscellaneous expenses.

*Application will not be approved without receipt of registration

RESEARCH STUDENT CENTRE CONFERENCE FUND

APPLICATION DETAILS

Title: _____ Name: _____ Student No: _____

Postal Address: _____

Post Code: _____ E-mail: _____

Phone: (H) _____ (W) _____ (Mobile) _____

Academic Unit: _____ Course: _____

If you are employed in any capacity indicate level and term of appointment:

Conference Name:

Date: _____ Location: _____

Details of paper(s) being delivered: **(acceptance to deliver the paper must be attached)**

Budget: (All payment information must be attached to this form)

*Registration \$ _____ Accommodation: \$ _____ Travel: \$ _____

Total: \$ _____

Recommendation of Supervisor (Please give reasons):

Signature: _____ Date: _____

Head of Department/School

Comments: _____

OFFICE USE ONLY

Approved/Not Approved

Signature: _____ Date: _____

*Application will not be approved without receipt of registration