

Information for Applicants and Supervisors

The criteria and rating scale used by the Selection Committee to rank applications are presented below.

Rating scale for Graduate Conference Travel

The following criteria are provided to assist with adjudicating applications for conference travel support. This information is offered with a view to simplifying the application procedure and to improve the probability of success for individuals who best meet the criteria.

Basic Approach

A 10-point rating scale is used:

- Quality of conference, 3 pts
- Record of applicant, 2 pts
- Supporting statements, 5 pts

Fractional points may be awarded within each category.

Each committee member gives an independent rating and the aggregate rating across all committee members is used as a score for the application. Discrepancies of three or more points in the ratings are discussed, with a view to narrowing the range. The Selection Committee will then consider the applications, starting with the highest score and working down the list, making appropriate budget adjustments where necessary, until funds have been exhausted. Financial constraints may require limits on budget items to be imposed by the committee.

Conference (3 pts)

All of the following characteristics must be evident (the ideal conference)

- evidence of conference as international in scope and a leading one in the discipline
- evidence of participation of leading scholars
- evidence of competitive adjudication, or clear indication of invitation based on reputation/work of applicant

Three points are awarded if all of these criteria are met. Fewer points accrue if one or more criteria are not met or if all are met to a less than ideal degree.

Record of Candidate (2 pts)

- substantial/considerable research promise and a clear program of research, as evidenced in annual reviews
- record of refereed publications or equivalent discipline based recognized output

Two points are awarded if all of these criteria are met. Fewer points accrue if one or more criteria are not met or if all are met to a less than ideal degree.

Statements (5 points)

- Candidate's statement clearly demonstrate the relevance and benefit(s) of attending the conference
- Supervisor's statement provides unequivocal support, demonstrates the benefit(s) of the candidate attending this conference and the capability of the candidate.

The statements are crucial to the success of the application. Five points are awarded if all of these criteria are met. Fewer points accrue if one or more criteria are not met or if all are met to a less than ideal degree.

Supporting Statements

The statements by the applicant and supervisor are crucial in the decision process and should clearly demonstrate the benefit to the applicant of attending the conference. Supporting statements should not be longer than half a page in length (single spaced). Please note that information provided in excess of this limit will be ignored.

The supporting statement from the supervisor is critical to the assessment of applications, and applicants should ensure their supervisor is aware of the requirement and of the closing date. Supervisor statements must be received by the closing date or the application will be ruled ineligible - statements may be emailed to Graduate.Research@utas.edu.au

The supervisor's statement is an opportunity for the supervisor to showcase the candidate (e.g. provide information on achievements and ability) and to reinforce the impact of the conference to the candidate's progression.

An example of a strong supporting statement would be:

I would like to state my unequivocal support for Bill's application for funding to attend this conference, the International Association of Calligraphers. This is a key venue for him to demonstrate his research in Roman scripts to colleagues in the field, particularly so when the theme of this years meeting focuses on Latin scripts. Bill's talk, titled "Christian proselytism and the spread of the Roman alphabet" has been chosen, from a submitted abstract, by the organizing committee and is the only graduate talk to be included in the symposium. While providing general exposure to an international research community the meeting also provides Bill a unique opportunity to meet experts in his field of research, in particular Prof Sally Write, Univ. Washington, who is chairing the session that Bill is speaking in and is the author of numerous leading texts in the area. Further, Bill has written and organized to meet with Drs. Jim Sailsbury and Fiona Barrington, who are attending the meeting as plenary speakers and who are experts in classical Roman scripts'.

Generic and unsubstantiated statements from supervisors do little to assist the applicant. For example, 'I strongly support Bill's request for funding' (what else would you expect!); or, 'His work is of outstanding quality' (you would hope it was!); or, 'attendance at this conference will be of immense benefit to their research' (this goes without saying, or why are we sending them!).

Estimating and Justifying the budget

1. Travel: support will be provided for economy travel; care should be exercised if purchasing very cheap discount tickets as these often are inflexible on dates and/or refunds
2. Accommodation and meals/incidentals: as a guide a reasonable amount would be considered equivalent to half the Australian Taxation Office published per diem rate for the country or city you are visiting:

<http://law.atolaw.gov.au/atolaw/view.htm?docid=%22TXD%2FTD200915%2FNAT%2FATO%2F00001%22>

At times, the amount requested may exceed that considered reasonable, for example, the hotel is an inclusive part of the conference or there is very limited choice of accommodation, in which case applicants need to make this clear. Applicants are also advised that in accord with UTAS rules for overseas travel un-receipted expenses up to \$10 per meal (\$30 per day) are acceptable when reconciling expenses.