

Guidelines on Support for Candidates to Present at a National and/or International Conferences During Candidature

These best practice guidelines are outlined with the aim of providing general principles for Disciplines, Schools or Faculties to follow in setting their own funding policies for conference travel support for candidates. However, the final travel policies set by Disciplines, Schools or Faculties should be made completely transparent to research higher degree candidates so that they are fully aware of the funding opportunities available to them and the policies should be accountable in terms of their administration.

General Principles

1. The University of Tasmania considers it an important part of the research education and training process to provide the opportunity for each candidate to present their research at national and/or international conferences. In addition, it is imperative that during their candidature every research higher degree candidate presents their research to both academic staff and other candidates each year at scheduled fora or symposia.
2. Candidates should be encouraged by supervisors to submit applications to present at conferences at an appropriate juncture in their candidature and, assistance should be provided with the application.
3. Candidates may present talks on an individual basis, with another candidate or as part of a team presentation, which may include their supervisor(s).
4. Appropriate financial support for candidates to deliver presentations based upon their research activities should be provided from funds within each Discipline, School or Faculty and/or from other funding sources, such as competitive grant schemes, external scholarships, etc. Funds provided in this way are usually for some proportion of the actual total costs.
5. Financial support is mostly given for active participation in a conference, for example, the presentation of a paper or poster as the senior author. However, support is also available to candidates for conference attendance only. In this later case, it is at the discretion of the Discipline, School or Faculty to set the guidelines for conference attendance.
6. Schools, Disciplines or Faculties are asked to develop a mechanism to assess applications in an accountable and fair manner, which contains clear and concise criteria.
7. Information on research conference support and funding must be included in the Annual Induction Booklet or Information Package produced annually by the Discipline, School or Faculty.
8. Candidates should be provided with funding to contribute to such items as the conference registration, travel, accommodation and meal costs. The level of funding received for conference travel support and the conferences attended

during the current year should be noted on the Annual Review form for Candidates (under item B1).

9. In order to maintain some uniformity across the University, The Board of Graduate Studies by Research has suggested minimum amounts concerning the level of conference support to be made available to candidates during their candidature from Discipline, School and/or Faculty funds and from other sources, such as conference organiser support, competitive grants, sponsorships.
10. Candidates who have been previously successful may apply for subsequent funding during candidature. However, all decisions made by the School, Discipline or Faculty Committee when assessing the conference travel applications should be done equitably.
11. Successful applicants are also encouraged to present their conference paper or poster at an internal Discipline or School seminar.

Applications for funding

1. Applicants must be currently registered candidates who are either full or part-time. Candidates on suspension or who have submitted their theses for examination will not normally be eligible.
2. The application must clearly indicate that it is for a recognised national or international conference within the field of current study.
3. The candidate should normally be presenting a conference paper or poster (usually first author) that is appropriate to the particular discipline. Candidates are also encouraged to submit their paper to a publication that satisfies the publication categories acceptable under national guidelines.
4. Schools should also encourage candidates to seek supporting funds from external sources. In the case where supporting funds are allocated from research grants or other internal or external sources, these amounts should be clearly indicated on the application.

Assessment of applications

1. Applications should be assessed within the Discipline, School or Faculty on a prescribed basis (e.g., annually, twice-yearly, case-by-case) and the criteria and dates for conference applications should be publicised each year. In the process of allocating travel funds, the criteria taken into account may include the effort of the candidate in identifying alternate funding sources, the candidate's level of participation and contribution to the conference, previous opportunities for conference attendance, suitability of the conference for the candidate, including the candidate's stage of candidature and performance.
2. Announcements of successful applications should be made within a reasonable time of the closing date for applications and awardees should be informed of the result and of the amount allocated.

Funds

1. Suggested minimum recommended amounts of funding available for doctoral candidates during candidature are \$500 for a national or international conference held within Australasia and \$1,500 for an international conference outside Australia, and for Masters candidates some national or international conference support is recommended at the discretion of the Discipline, School or Faculty.
2. Candidates will be required to account for all monies spent for conference travel, including a travel diary.
3. The conference(s) attended and the level of support provided should be listed in the candidate's Annual Review Form under item B1.

Process:

Initial draft discussed at the Board of Graduate Studies by Research - 22.11.02;

For discussion and recommendation at the 4th Postgraduate Coordinator Meeting – 29.11.02

Revised draft presented to the BGSR on 14.2.03

Revised draft sent to Postgraduate Association/ Heads of Schools/Deans of Faculty for comment on 11.3.03

Comments summarised in draft #4 for consideration by BGSR on 11.4.03

Acting Dean further revised the document for comment from Schools, Deans, etc and for consideration at next BGSR meeting (30.5.03).

Approved at BGSR meeting and passed to Academic Senate meeting (6.6.03).

Policy approved at Academic Senate meeting – Acting Dean of Graduate Studies by Research made minor amendments to the document following this meeting.

Original document drafted by Associate Professor Carey Denholm, Dean of Graduate Studies by Research.

Best practice guidelines drafted by Richard Coleman, Acting Dean of Graduate Studies by Research (27-5-03)