

Swinburne University of Technology
Faculty of Information and Communication Technologies

Student Travel Support 2007 Policy and Procedure

PART A:

GENERAL

A1: Application This policy and procedure applies to the Faculty of Information and Communication Technologies

A2: Status

Version: 1

Status: Approved

Approved by: Faculty Research Committee

Date: 1 November 2007

A3: Responsibilities

The following staff have responsibilities associated with this policy and procedure

Managerial responsibility: Dean, Faculty of Information and Communication Technologies

Key staff: Directors of Research Centres / Groups
Deputy Dean
Associate Dean Research
Research Administration Coordinator

PART B: POLICY

Purpose

This policy/procedure defines the parameters for research higher degree student attendance at conferences and for other relevant travel needs for such students that will be supported financially by the Faculty.

Scope

This policy defines the parameters for funding support for

- conference attendance where papers are fully refereed;
- attendance at major international or national conferences and conference workshops;
- data collection (e.g. from a telescope) and scientific collaboration.

Applicable to

This policy/procedure is applicable to all Faculty research higher degree students in

Centre for Information Technology Research (**CITR**)

Centre for Astrophysics and Supercomputing (**CAS**)

Centre for Molecular Simulation. (**CMS**)

Centre for Applied Internet Architecture (**CAIA**)

Research into Information Systems in Organisations (**RISO**)

Usability Innovative Group (**UIG**)

Fully refereed conference paper

The following requirements must be satisfied (as per the DEST Research Data Collection):

- i. A full paper has been submitted, reviewed and accepted.
- ii. The paper was fully refereed.
- iii. It will be formally published, i.e. with ISBN number.

(Papers accepted by evaluation of abstract or extended abstract with no guarantee of publication do not qualify).

This definition applies both to conferences and events entitled “workshops”.

Local conference

A conference located in either Australia or New Zealand

Procedure

Whilst it is acknowledged that conference attendance, and publication in proceedings is important in many of the disciplines of the Faculty, students are encouraged to seek journal publication where that is possible / appropriate. Further, in general publication in Tier A+ or Tier A outlets is encouraged at all times.

In the first instance and wherever possible, it is desirable for students to seek financial support from other sources prior to seeking funding from the Faculty student travel support fund. In particular, the students are expected to apply for travel grants, if available from the conference organizers.

1. Eligibility for funds

The eligibility requirements of the various Faculty Research Centres / Groups recognise the differences in the research disciplines.

- 1.1.1. Support for international or local conferences will be provided only where students are involved in a presentation, poster or talk.
- 1.1.2. In general, support will be provided only to students presenting a paper that has been fully refereed. (As an example, registration-only funding for an appropriate conference held in Melbourne might reasonably be provided.)
- 1.1.3. Support for collecting data or scientific collaboration will be provided only where it is deemed (by the coordinating supervisor) to be an integral part of a student's research work.
- 1.1.4. In general, only one student author of a paper will be funded. Multiple student member attendance at an overseas conference (all with non-overlapping authorship) would be assessed on merit.
- 1.1.5. Students must be up-to-date with their Faculty and Annual Progress Reviews and demonstrate a **satisfactory** standard of work.

2. Application parameters

2.1 Research Students

2.2.1 PhD students

PhD students will be fully supported up to a maximum of \$9,000 pro rata throughout their candidature, with a nominal limit of \$3,000 per year. Claims for exceptions will be adjudicated by the ADR. Support funds may be carried forward from year to year.

2.2.2 Masters by Research students

Masters by Research students will be fully supported for up to two local conferences over the duration of their candidature, to a maximum total cost of \$4,500. In general, such students will not be supported to attend international conferences.

3. Funding parameters

3.1 No per diems are payable, in respect of the conference days or travel days either side, as per University policy.

3.2 Actual expenses up to a daily limit of \$50, will be paid in respect of meals. Receipts are required for reimbursement of such expenses.

3.3 Reasonable local travel expenses will be paid. This includes the travel cost to and from the airport(s). Receipts/tickets should be provided.

3.4 In general, the Faculty will only be prepared to pay early-bird registrations. Exceptions may be requested, and should be accompanied by justification from the student's coordinating supervisor.

3.5 Students will be requested to seek support for the cheapest accommodation that is available, subject to reasonable standards. In particular, for an academic conference that offers a university college accommodation option, support will be approved to the cost of such college accommodation, for a single person.

3.6 The cheapest reasonable travel option should be sought, and a quote from Reho or STA should be included with the application form.

4. Application procedure

Students should obtain the latest student travel application from the Faculty of Information and Communications Technology intranet. This should be completed and include the appropriate signatures. The form should then be sent to the Faculty Research Administration Coordinator