

School of Languages and Cultures

HDR Students Support Scheme

GUIDELINES AND APPLICATION FORM

The School provides research and conference support for confirmed HDR students to cover essential costs of their research and expenses related to presenting their research at conferences. The maximum amount of funding is \$4,000 for PhD students and \$2,500 for MPhil students, over the course of their candidature. Once the maximum amount has been claimed, no additional School funding will be available.

Funding Rules

1. A student who is enrolled through SLC (for whom SLC is the “enrolling unit”) is eligible for 100% of the funding described above, even if some members of their advisory team are located outside SLC.
2. A student whose candidature has been transferred from another School is eligible to apply for funding up to the value of the balance remaining after the amount already funded by the previous School is deducted from the maximum allowance.
3. Students are required to develop a projected budget for their research and submit a budget as part of each progress review. This budget is reviewed, amended as necessary, and approved at the progress review. **All applications for funding must be made with reference to the most recently approved budget.** If a student wishes to change their funding requests from what was stated in the budget, they must provide a justification for this when they make their application, and this amendment must have the approval of their advisory team.
4. Applications for funding can be made using the attached form at any time following confirmation. Students may apply for funding prior to confirmation, but funding, if granted, will only be made available after the confirmation.
5. Research support funding can be used for the following expenses:
 - travel for research/fieldwork trips
 - workshops for skill development essential to the completion of the research
 - special needs in thesis-related publications, e.g. photos, maps, or illustrations
 - editing assistance, including proofreading
 - research equipment and consumables that cannot be provided by the School
 - payment (in cash or gift) to research participants
 - other expenses deemed essential to the completion of the research by the Principal Advisor
6. Conference funding will only be considered if the candidate will be presenting a paper or a poster session and the conference is relevant and beneficial to their project, as confirmed by

the Principal Advisor. If you present the same paper at different conferences, only one conference will be supported. Conference funding can be used for:

- travel directly between home and the conference location (other than private vehicle use)
 - conference registration
 - accommodation for the duration of the conference
 - preparation of materials for a presentation or poster session
7. Approved funds should be spent for the specific purpose for which they were approved. Documentary evidence may be required.
 8. Any variation to the use of funds awarded by the School requires prior approval from the Director of HDR.

Additional Notes on Funding for travel

Any travel funded by this scheme is considered Authorised Travel and therefore must adhere to the outlines in the [Student Travel Procedure](#). The letter of offer awarded to successful applicants for this scheme provides sufficient authorisation from the School. Students should also ensure they [register as remote](#) for their period of travel by submitting a request for approval in advance to the Dean, Graduate School (via my.UQ).

Travel Bookings:

Once travel has been approved, students will receive email notification and they are then permitted to organise their travel bookings.

Travel Insurance

Research students may be covered by the University's Student Corporate Travel Insurance Policy for travel undertaken on the business of the University which is authorised by the University. In most cases, this policy covers travel undertaken with School research funding support. Students must familiarise themselves with what days and activities are and are not covered under UQ travel insurance while on authorised travel, refer to the [UQ Insurance Services website](#) (UQ Travel Insurance brochures for Students).

Please also note that if you are an international student returning to your own country to conduct fieldwork you are no longer covered by UQ health insurance while you are in your country. The School therefore recommends that if you do not already have health insurance in your own country you should take out private insurance to cover yourself while you are on your fieldwork trip.

Risk Assessment

If you are travelling away from campus, you are required to familiarise and comply with the University's OH&S policies and procedures on Work Off-Campus and Fieldwork and Student Travel. The relevant policy and guidelines can be found at:

- [Work Health and Safety - Work Off-Campus and Field Work;](#)
- [Procedure – Work Off-Campus and Fieldwork;](#)
- [Student Travel Procedure](#)

Living expenses

Students are expected to meet reasonable living costs and personal expenses during periods of funded travel. This includes food, toiletries, and other personal items and services.

Equipment

Prior to applying to use these funds to purchase equipment essential to your research project, check whether the School already has the equipment and can lend it to you. The School has, for example, a number of video and audio recorders. Note that if you do use School research funds to purchase equipment, that equipment will belong to the University and you will need to return it once you have finished using it for your research project.

Consideration of Applications

Applications will be considered by the School Director of HDR. In determining the availability and level of funding for individual students, applications will be assessed against the following criteria:

1. The funds applied for are those identified and approved in the most recent budget, or if they have changed that these changes are reasonable and justified, and have the support of the advisory team
2. Level of support already provided by SLC

Completing the application form

Please read the funding guidelines carefully before preparing your application. You will need to submit two documents: the application form below and a separate page on which you set out the budget (items and costs).

Notes:

Boxes on the application form will expand to accommodate additional text.

Item 8. Outline of the specific funding request

Provide here details of the request for funding. If you are applying for funding to support presentation at a conference, provide the following information:

1. Name of conference
2. Place and date of conference
3. Title of your paper
4. Evidence of acceptance (include or attach the letter of acceptance).

Otherwise, use the following headings:

5. Aims

6. Relevance to thesis completion
7. Work plan
8. Expected outcomes/benefits (including contribution to progress of thesis and possibility of publications)

Item 9. Justification of Budget (maximum one page)

1. Reference must be made to the last projected budget at student's previous progress review.
2. Provide detailed justification of all budget items, including methods of calculation and source of any exchange rates used.

How to submit your application

Please ensure you read all the relevant documentation, including the Guidelines before submitting your application.

- Save the completed application form in the following format:
YOUR FAMILY NAME_ResearchFunding_Application
- Save the completed budget page as **NAME_Budget**.
- Forward both forms to your principal advisor who should endorse the application then forward it to Director of HDR at slc.dhdr@uq.edu.au.
- Applications may be submitted any time following confirmation and up to six weeks after thesis submission.
- Successful applicants will receive an approval letter from the DHDR. Once endorsed by of DHDR, please forward the letter with your Request for Release of Approved HDR Funding form to the School Manager at slc.sm@uq.edu.au. School Manager will contact the Finance Team for processing.

Note: Applications will take approximately four weeks for the financial processes required to deposit the funds into your bank account. Please apply well ahead of time when you need the funding.

School of Languages and Cultures

APPLICATION FOR HDR STUDENTS SCHOOL SUPPORT

1. Personal Details				
Name				
Student Number				
UQ Student Email Address				
2. Candidature Details				
Program <i>Please select which one describes you best</i>	☐ PhD ☐ MPhil			
Status <i>Please select the options that describe you best</i>	☐ Full-time (F/T) ☐ Part-Time (P/T) ☐ Remote			
Commencement of Candidature <i>DD/MM/YYYY</i>				
Next Progress Review (PR)	☐ PR 1	☐ PR 2	☐ PR 3	☐ Thesis Submission
PR Due Date <i>Please enter the date as shown on your SI-net</i>				
Advisory team members and their School <i>If not from UQ, state "UQ GS" (UQ Graduate School..)</i> <i>Principal Advisor (PA); Associate Advisor (AA)</i>		Name of Advisor(s)	School	
	PA			
	AA			
	AA			
3. Date of application				
4. Total Amount Requested	\$			
5. Thesis Title				

6. Ethical Clearance	
Is ethical clearance required?	☐ Yes ☐ No
Ethical clearance has been obtained DD/MM/YYYY	
Ethical clearance has been submitted DD/MM/YYYY	
7. Previous SLC Funds	
Year	Purpose of funding (e. g. data collection, conference, training) and the amount you received
8. Outline of the specific funding request	
Maximum 500 words. See note (Item 8) in the guidelines.	

9. Budget Justification

Maximum 1 page. See Note (Item 9) in the guidelines

Please check the following boxes.

- ☐ I am also submitting a page outlining my budget.
- ☐ I have checked with the Library that materials requested are not already held or on order.

10. Risk Assessment

☐ I have read and understand the University's OH&S Policies and Procedures, Fieldwork and Off-Campus Safety Guidelines and will comply with them

Policy and Guidelines can be found via the following link: <https://policies.uq.edu.au/document/view-current.php?id=345&version=1>

11. Applicant's signature

Name:

Signature:

Date:

12. Principal advisor's Endorsement and signature

☐ I certify that the funding requested in this application is for purposes that fall within the School guidelines, and is relevant and beneficial to the applicant's research project

Name:

Signature:

Date:

13. Endorsement of School HDR Director and Signature

Name:

Signature:

Date: