



POSTGRADUATES STUDENTS' ASSOCIATION

The University of Western Australia

M300, 35 Stirling Highway | Crawley, WA 6009

www.uwastudentguild.com/about/departments/psa

Facebook & Instagram: @uwapsa

Postgraduate Students Association Conference Travel Award

The UWA Postgraduate Students' Association (PSA) represents all postgraduate students at the University of Western Australia (UWA) and is a department of the UWA Student Guild. The PSA exists to provide support for postgraduate students and improve their experience at UWA.

Purpose

The PSA Conference Travel Award is provided to assist students travelling to attend conferences to present their work and receive peer review and feedback. The PSA provides up to ten awards in total across the two funding rounds every year (March-April and July-August). Each award is worth up to \$900 and may be used for domestic/international conference attendance with the aim of increasing their availability for postgraduate students attending conferences. The award is targeted at those who have exhausted their travel funds during their candidature, however, applications from those with other fundings are still eligible and will be considered. Applicants must inform the PSA of all sources of funding. The PSA reserves the right not to distribute all the awards.

Application

- 1) Applicants must demonstrate that their presence at the conference will provide substantial contribution or exposure at the conference they are applying to attend using the PSA Conference Travel Award.
- 2) Much of the work in the paper or poster presented must be the postgraduate applicant's own work (*i.e.*, they should be the principal author).
- 3) Applicants are expected to submit a personal statement highlighting the benefits of their travel to their career, professional development, and the University.
- 4) The personal statement should be comprehensible and written in terms that demonstrate an awareness of the audience consider the application and the PSA awarding body.

Eligibility

- 1) Any student who is also a member of staff at UWA and/or any other university with appointments of 0.5 FTE or greater is not eligible for a PSA conference Travel Award unless the research degree being undertaken is in an entirely different department/budget unit from any staff appointment.
- 2) Postgraduate students who are in receipt of other travel funding including a University Graduate Research School Travel Award may also apply for a PSA Conference Travel Award to supplement this funding although they must clearly demonstrate that this additional funding is required. Students are

required to disclose all forms of funding so the awarding body can make an informed decision. Non-disclosure could lead to the award and its funding being revoked.

- 3) Applicants must have confirmed their candidature prior to the granting of any award otherwise they will be required to submit evidence showing that their candidature form has been approved by the supervisor.
- 4) Candidates enrolled in Australia and overseas are eligible.
- 5) A student who has taken intermission from candidature may be declared ineligible – for example, if the student is occupied full-time with activities other than research for their degree.
- 6) Full-time and part-time postgraduate research degree candidates are eligible.
- 7) Those travelling interstate/internationally will be subject to government and university regulations and travel restrictions, especially those due to COVID-19 restrictions.
- 8) Awards can be claimed only for travel before the 1st of December in the year the funds are awarded. In the event that travel is cancelled or postponed after the 1st of December in the year the funds are awarded, the award will become null and void and funds must be returned to the Postgraduate Student Association.

Limitations on Candidature Length

At the date of the research:

- 1) Full-time students in the first six months of enrolment in a Master's or Doctoral program are **not** eligible to apply.
- 2) Full-time students who have been enrolled in a Master's program for more than two years, or Doctoral students enrolled for more than four years are **not** eligible.
- 3) Part-time students in the first 12 months of enrolment in a Master's or Doctoral program are **not** eligible to apply.
- 4) Part-time students who have been enrolled in a Master's for more than four years, or a Doctoral program for more than seven years, are **not** eligible.
- 5) Applicants who were unsuccessful in the previous round may apply in the current and future rounds.

Applying for Permission to Travel

PSA Conference Travel Awards will not be granted until proof of leave approval from GRS is provided to the PSA.

Insurance Cover

Consult the University's Travel Insurance Policy:

<https://www.spp.uwa.edu.au/riskandlegal/insurance>

You will need to take additional insurance where any period of overseas leave is not related to your degree program.

Terms and Conditions

If successful in their application, payment of funds will be conditional on recipients signing an agreement that they will:

- 1) Draft a 300-word report to be published in the PSA's postgraduate magazine, *Postscript*, and on the PSA website.
- 2) Provide receipts to the PSA to the value of the award, within 2 weeks of the return date nominated on the application form.

Checklist for Application

Have you provided?

- 1) Application Form
- 2) An address which is operative until six weeks after the closing date
- 3) Statement of enrolment
- 4) Evidence of approval for the conference
- 5) An up to 500-word statement outlining the importance of this conference to their career, professional development, and the University. The personal statement should be comprehensible and written in terms that demonstrate an awareness of the audience consider the application and the PSA awarding body – a postgraduate body who may not be familiar with some of the more complex field-specific jargon.

Evaluation Criteria

Application will be reviewed within 15 business days from the closing date as stated on the PSA Website and notification of outcome will occur within 20 business days.

All Criteria are judged on a scale of 5, with 5 being the best.

Applications will be judged on the 500-word statement based on the following criteria.

1. On the quality of your statement (*i.e.*, its comprehensibility, demonstration of an awareness of the audience considering the application and the PSA awarding body, and the emphasis on the benefits to your career, professional development, and the University.) (4 points)
2. Evidence of financial need. (4 points)
3. Novelty of the research to be presented at a conference. (2 points)

Please visit the PSA website for information on ways the PSA can help you!
www.uwastudentguild.com/about/departments/psa