



POSTGRADUATES STUDENTS' ASSOCIATION
The University of Western Australia
M300, 35 Stirling Highway, Crawley, WA 6009
www.uwastudentguild.com/about/departments/psa
Facebook & Instagram: @uwapsa

Conference Travel Award Guidelines

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 aims to assist students travelling to attend conferences to present their work and receive peer review and feedback. The PSA provides up to ten Conference Travel Awards in total across the two funding rounds every year (March-April and July-August), worth up to \$900 each, and may be used for domestic/international conference attendance. 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 applicant's own work (*i.e.*, they should be the principal author).
- 3) Those travelling interstate/internationally will be subject to government and university regulations and travel restrictions, especially those due to COVID-19 restrictions.
- 4) 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.

Eligibility

- 1) Any student who is also a member of staff at UWA and/or any other universities with appointments of 0.5 FTEs or greater is not eligible for a PSA Conference Travel Award, unless clear evidence is provided that the intended activities is being undertaken in an entirely different department/budget unit from any staff appointment.
- 2) Any student who is eligible for a staff travel grant scheme at UWA and/or any other universities is not eligible for a PSA Conference Travel Award.
- 3) All HDR students enrolled at UWA are eligible. The applicant's candidature must be approved by the GRS prior to applying. If travelling to a conference overseas, the GRS approval for "absence without suspension" must be provided.
- 4) HDR students 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.
- 5) Students undertaking a postgraduate coursework degree that contains a research component with a course weighting equal to or greater than 25% are also eligible. Students who fall into this category must include with their application a letter of support from their research supervisor.

- 6) Postgraduate students who are in receipt of other travel funding (including the GRS Travel Award and the GRS research funds) may also apply for a PSA Conference Travel Award to supplement their 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.
- 7) 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 PSA.
- 8) Applicants who were unsuccessful in the previous round may apply in the current and future rounds.

Limitations on Candidature Length

On the day of submitting the application:

- 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 program for more than four years, or a Doctoral program for more than seven years, are **not** eligible.

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 agreeing to:

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

Checklist for Application

Have you provided?

- 1) A completed application form;
- 2) An address which is operative until six weeks after the closing date;
- 3) Statement of enrolment;
- 4) Evidence of acceptance for the conference;
- 5) (For HDR students travelling overseas) GRS approval for absence without suspension;

- 6) An up to 500-word statement outlining the importance of this conference to their career, professional development, and the University. The statement should be comprehensible and written in terms that demonstrate an awareness of the audience considering the application – postgraduate students who may not be familiar with field-specific terms and may not be completing a research degree – and the PSA awarding body;
- 7) A clear, accurate and itemised budget indicating required resources and costs, expected additional expenses, and exactly how the PSA Award will be used. Do include a statement of other funding sources you will be using for the proposed journey. Please indicate if you will be self-funding.

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.

Applications will be judged based on the following criteria addressed in the 500-word statement:

- 1) The quality of the 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