



POSTGRADUATES STUDENTS' ASSOCIATION

The University of Western Australia

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www.uwastudentguild.com/psa

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Fieldwork/Data Collection 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 Fieldwork/Data Collection Award is provided to assist students to undertake fieldwork or to conduct data collection that is necessary for their postgraduate degree. The PSA provides up to ten Fieldwork/Data Collection Awards across the two funding rounds every year (March-April and July-August), valued up to \$900 each. The PSA reserves the right not to distribute all the awards.

Application

Fieldwork is defined by UWA as "any approved practical work carried out by staff, students or volunteers for the purpose of teaching and/or research in places more than five kilometres outside urban areas which are not under the University control but where the University is responsible for the safety of its staff, students and volunteers and others exposed to their activities." Notice of intended fieldwork should be included in the Program of Study, and for HDR students in the Annual Reports submitted to the Graduate Research School (GRS). The intended activities must be in accordance with relevant UWA rules and guidelines.

Applications can also be made for collecting data of any form, regardless of whether travel is required. This includes the purchase for access to external data that is not available through UWA.

Preference will be given to those students who have demonstrated that no other available funding is available to them.

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 Fieldwork/Data Collection 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 Fieldwork/Data Collection Award.
- 3) All HDR students enrolled at UWA are eligible. The applicant's research proposal must be approved by the GRS prior to applying.
- 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 the 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 funding (including a GRS Travel Award and the GRS research funding) may also apply for a PSA Fieldwork/Data Collection 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 or commencement of data collection before the 1st of December in the year the funds are awarded. Application can be made retrospectively for travel or data collection occurred within the same year of the application round. In the event that travel/data collection is cancelled or postponed after the 1st of December in the year the funds are awarded, the award will become invalid and would have to 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 who are in the first six months of enrolment in a Master's or Doctoral program are **not** eligible to apply. 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.
- 2) Part-time students in the first 12 months of enrolment in a Master's or Doctoral program are **not** eligible to apply.
- 3) 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, will **not** be 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 or conclusion of data collection 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 approval for your fieldwork/data collection;
- 5) An up to 500-word statement outlining the importance of this fieldwork/data collection to your research. The personal 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;
- 6) 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 importance of the proposed fieldwork/data collection to your research). (4 points)
- 2) Evidence of financial need. (4 points)
- 3) Novelty of the research and fieldwork/data collection. (2 points)

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