



RESEARCH CANDIDATE TRAVEL SUPPORT APPLICATION FORM

SECTION 1 – APPLICATION GUIDE

- Funding** is available to assist research candidates with travel costs associated with research-related activities that will enhance their thesis. Research-related activities may include the following:
 - presenting at a conference
 - data collection, including conducting interviews in a field location.
 - travel to use equipment or resources not available at Batchelor Institute
 - travel for the purpose of study intensive at one of the Batchelor Institute campuses
- Approval** of travel support must be secured before any travel or expenditure is incurred.

3. Eligibility

To be eligible to apply for, and receive, an HDR Travel Scholarship a candidate must:

- be currently enrolled in a Batchelor Institute Higher Degrees by Research (HDR) program;
- have completed the Qualifying/Confirmation Milestone and any subsequent Progress Reports.
- not be currently considered “under review” for unsatisfactory progress; and
- not submitted for examination.

The scholarship support application should be submitted via email with the subject heading:
Travel Support Request followed by your name and sent to GraduateSchool@batchelor.edu.au

4. Conference travel

- Batchelor Institute may support attendance at up to 4 conferences over the course of a PhD, and 2 for a Masters, though additional support may be considered by exception.
- International conference attendance may be considered pending confirmation of relevance to the candidate’s HDR and funding availability.
- Conference travel will only be supported where:
 - the candidate has had an abstract accepted and is presenting
 - the conference relates (broadly) to the candidate’s topic of research

5. Field research or access to equipment/resources

- Some topics of research require travel to undertake field research, including data collection, or to access resources or equipment not available at Batchelor Institute.
- The travel request should clearly state the purpose of travel and should align with the candidate’s research budget developed as part of their Candidate Research Plan (CRP).
- Travel will not be approved:
 - Over public holidays (Christmas/New Year break, Easter).
 - Without sufficient notice. A minimum of 3 weeks’ notice is required for national travel and a minimum of 6 weeks for international travel.

SECTION 2 – CANDIDATE’S DETAILS

Name:				Date:	
Commencement Date:		Expected Completion Date:			
Current Enrolment:	Full-time ☐ Part-time ☐	Program:			
Email:				Student Number	



1. Have you previously received a Batchelor Institute Travel Support Scholarship? ☐ Yes ☐ No
If yes, provide details

2. Do you have any other funding for travel support? ☐ Yes ☐ No
If yes provide details

3. Please briefly describe the reason for travel and its relevance to your candidature.

- a) Please attach your updated Candidate Research Plan with the approved Candidate Research Budget identifying this travel in personal milestones and listing any other travel undertaken or intended.
- b) If you are attending a conference, you are required to attach to this application evidence of your paper or poster being accepted as part of the program.
- Evidence attached ☐ Yes ☐ No

SECTION 3 – TRAVEL DETAILS

Conference or travel details

Conference/Travel Name	
Location	
Dates /	
Website	
Registration Cost \$	

Flight/travel details

Departing		Arrival		Estimated Cost \$
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		

Accommodation details

	Estimated Cost \$
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Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		

Other Expenses:

Description: A detailed breakdown of all other expenses, including fees, charges, taxi fares.	Estimated Cost \$
Total Travel Scholarship amount being requested	

Please select preferred option: 1. Batchelor Institute to arrange and pay for your travel bookings? 2. You arrange and pay for your travel and seek reimbursement? You will need to provide receipts/invoices and a completed petty cash reimbursement form after travel. 3. A one off scholarship so you can arrange your own travel? If yes, please provide your bank details below and confirm that the funds will be used for the purpose they are provided.		☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No								
Candidate Bank Details and Declaration: <table border="1"> <tr> <td>Name of Bank</td> <td></td> </tr> <tr> <td>Account Name</td> <td></td> </tr> <tr> <td>BSB Number</td> <td></td> </tr> <tr> <td>Account Number</td> <td></td> </tr> </table> I confirm that the information I have provided is true and accurate, I have not received funds for this purpose from other sources, and the funds will be used for the purpose provided.		Name of Bank		Account Name		BSB Number		Account Number		
Name of Bank										
Account Name										
BSB Number										
Account Number										
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Signature										
Date										
Has your primary supervisor endorsed this?		☐ Yes ☐ No								
Primary Supervisor										
<table border="1"> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Signature</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>			Name		Signature		Date			
Name										
Signature										
Date										



Candidate	
Signature	
Date	

SECTION 4 – AUTHORISATION DETAILS – OFFICE USE ONLY

SCHOLARSHIP APPROVED BY	
Delegate Name:	
Cost Centre:	
Signature & Date:	
Movement Requisition Number (TRIPS) if applicable	

For International Travel Only

SUPPORTED / NOT SUPPORTED	ENDORSED / NOT ENDORSED	APPROVED / NOT APPROVED
Dean HERD – FTER	Finance Officer	Deputy Chief Executive Officer