

UNIVERSITY OF TASMANIA
SCHOOL OF ENGLISH, JOURNALISM AND EUROPEAN
LANGUAGES

GRADUATE RESEARCH FUNDING POLICY

The purpose of the policy is to enhance the scholarly productivity and reputation of the School by supporting postgraduate candidates enrolled in research higher degrees in research activities that are directly linked to their postgraduate study. Such research activities may include, but are not limited to:

- Conference attendance;
- Visits to libraries or other cultural institutions;
- Travel to conduct such research activities as interviews;
- Transcription of interviews; and
- Photocopying in archives.

The policy will be administered by the School's Graduate Research Committee.

The Committee shall review this policy and the amounts set every three years and make recommendations to the Head of School if any adjustments are thought necessary.

1. Scope and Procedures of Graduate Research Funding

- 1.1 The Committee on behalf of the Head of School approves research funding subject to the application process.

Note: All international travel is subject to approval from the Dean of the Faculty of Arts.

- 1.2 Funding is limited to \$750 per MA candidate and \$1500 per PhD candidate over the period of his/her candidature. No funding will be provided after thesis submission.

- 1.3 Eligible candidates may apply for funding by completing application forms available from the School's website
<http://www.utas.edu.au/ejel/graduate_research/g_research_resources.htm>, and submitting the completed forms to the Committee via the School's Administrative Assistant.

2. Eligibility for Graduate Research Funding

- 2.1 All graduate research candidates enrolled in research higher degrees (full-time and part-time) are eligible to apply for research funding.
- 2.2 To receive funding an applicant must demonstrate that the research activity is directly linked to his/her postgraduate studies.
- 2.3 An abstract of the proposed conference paper or other presentation, or full details of the research activity, is to be submitted with the application. In the case of conference travel, confirmation of acceptance of the paper from conference organisers should also be submitted. All expenditure must be approved in advance.
- 2.4 Applications should include details of the dates and location of any research travel.
- 2.5 All applications for research expenses must be supported by the applicant's supervisor(s).
- 2.6 All expenses incurred must be supported by tax invoices.

3. Allowances for Conference Attendance and other Research Travel

- 3.1 Allowances may be used to cover airfares, conference registration, accommodation costs, and actual and reasonable incidental costs.
- 3.2 For national and international travel, applicants must provide an economical airfare quotation from a University-approved travel agent. The Committee may seek a further quotation. If this results in a significantly lower fare than the quotation in an application, a determination as to the fare to be applied will be discussed with the applicant.
- 3.3 To gain approval for conference allowances, and to receive refunds, applicants must provide conference programmes/application forms and receipts.

Note: Full accounting, including original receipts, must be provided.

- 3.4 When travel is cancelled for whatever reason, it is the responsibility of the applicant to inform the Graduate Research Committee as soon as possible, in order for the payment of fares to be cancelled or, if already paid, reimbursed. Non-refundable costs may be recovered from the candidate.

4. Accountability

- 4.1 candidates are required to submit a report of their activities to the Graduate Research Committee within one month of the research activity taking place.

When travel exceeds five days, a travel diary must be completed. Report forms are available from the School's website
<http://www.utas.edu.au/ejel/graduate_research/g_research_resources.htm>.

November 2007