

Scholarships Office - Fieldwork Request

Please review the guidelines on page 2 and 3 before completing this form

Student Name: _____

Student ID: _____

1. Fieldwork Description:

2. Country and Region where Fieldwork is to be conducted (only the return airfares to the airport closest to the fieldwork location will be funded by the scholarship):

3. Fieldwork Dates:

Departure Date: _____

Return Date: _____

4. Supporting Materials attached

- Fieldwork Project costing and Expenses attached
- School Project Code _____
- Schedule and Itinerary attached

Tick boxes to indicate supporting materials have been attached.

Important note: If you do not have adequate Scholarship Fieldwork funding to cover travel costs (excluding internal flight costs), you must confirm your School or Project Fund are able to cover additional costs.

Supervisor's Name: _____ Signature: _____

Head of School's Name: _____ Signature: _____

Date: _____

SCO Use Only

Date Received: _____

Funds Available: _____

Approved: _____

Guidelines for Fieldwork – Funded by DFAT AAS/ACIAR Scholarship

Please ensure you have taken note of the guidelines prior to submitting your request to your Student Contact Officer (SCO)

- You must notify your Student Contact Officer by completing the written request on page 1.
- Both Supervisor and Head of School approvals and supporting documentation must be provided before fieldwork travel expenditure can be assessed for eligibility by the Student Contact Officer.
 - Program Area approval is required for compulsory fieldwork/fieldtrip to a third country in the region
 - Program Area approval is required for compulsory fieldwork/fieldtrip to a third country outside the relevant region. If approved, DFAT will pay up to a maximum of \$1,500 to contribute to travel costs.
 - Institutions should bring to Program Areas' attention of any third country fieldwork/fieldtrip requirements during the placement process.

Compulsory fieldwork in Australia

- DFAT will cover transportation costs from the town of residence to the fieldwork location provided the fieldwork location is outside the town of residence (e.g. from Hobart to Launceston) and to the first location only in the event of multiple locations.

Fieldwork Policy

Fieldwork is defined as firsthand observations and data collection needing to be made in the field as opposed to those observed or collected in the controlled university environment.

- i. Awardees entitled to fieldwork may not claim a reunion airfare in the year in which they undertake their fieldwork, if the fieldwork location is in their home country.
- ii. Fieldwork entitlement is only a contribution to the awardees' fieldwork costs. Fieldwork only applies to awardees enrolled in a Masters by Research, a PhD or a Masters by coursework which has a compulsory research fieldwork component. Fieldwork entitlement must be included in the institution's initial offer.
- iii. Fieldwork must be undertaken in Australia or the awardee's home country. In exceptional cases, Program Areas may agree to an awardee undertaking fieldwork in another country within the region.
- iv. Fieldwork must be undertaken in Australia or the awardee's home country. In exceptional cases, Program Areas may agree to an awardee undertaking fieldwork in another country. If fieldwork in a country outside the awardee's home country or region is approved, DFAT will contribute a maximum of \$A1500 to cover travel costs only.
- v. Fieldwork which is to take place in more than one location in Australia or in the applicant's home country must be identified in the awardee's approved research proposal.
- vi. **Only the international return airfares to the airport closest to the fieldwork location will be funded during the scholarship period.** Funding for all other costs associated with fieldwork should be sought from other sources available to awardees, including their academic faculty budget. DFAT will not cover costs which institutions typically cover for other research students.

- vii. One return airfare for a Masters awardee and up to three for a PhD awardee are permitted. The number of fieldwork trips required is determined by the institution (supervisor) subject to the nature of the research.
- viii. If fieldwork is conducted in the awardee's home country, the awardee is not eligible for reunion airfares in the year fieldwork is undertaken (i.e. a PhD awardee undertakes fieldwork in year 2 is not entitled to reunion airfare in that year but is eligible at the end of years 1 and 3).
- ix. If fieldwork is conducted in a third country or in Australia, the standard reunion entitlement applies.
- x. Fieldwork must be undertaken during the awardee's period of studies such that the total period of the scholarship does not exceed the length of the course of studies as registered in CRICOS.
- xi. The maximum period which may be approved for fieldwork is 12 months.
- xii. Fieldwork must not result in an extension to the scholarship

Conditions that apply to travel

1. Awardees are advised that once the ticket is purchased it cannot be varied without approval from the Student Contact Officer in the Scholarships office.
2. Students who change flights against policy and without SCO approval may be liable to pay the taxes and fare differences incurred through changing or missing flights.
3. An awardee who is undertaking fieldwork out of Australia and who has dependents with them in Australia must consult the Department of Immigration and Border Protection on the policy relating to the dependents staying in Australia or travelling with the awardee.