## Student Travel Award

<table>
<thead>
<tr>
<th>Title</th>
<th>Student Travel Award</th>
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</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>Postgraduate students and DDS students (one DDS student per research group)</td>
</tr>
<tr>
<td>Frequency</td>
<td>Thrice Annually</td>
</tr>
<tr>
<td>Approx. Advertising Dates</td>
<td>Round 1 - late January; Round 2 - Early April; Round 3 - Early August</td>
</tr>
<tr>
<td>Approx. Internal Due Dates</td>
<td>Round 1 - late February; Round 2 - Early June; Round 3 - Early October</td>
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<tr>
<td>Outcome</td>
<td>Round 1 - March; Round 2 - June; Round 3 - October</td>
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<tr>
<td>Value of Grant</td>
<td>Up to $2,000 for an international conference; up to $1,000 for a local conference (Australia and New Zealand).</td>
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<tr>
<td>Conditions</td>
<td>Postgraduate students are entitled to funding to attend one local and one international conference during their candidature. DDS students (one student per group) are entitled to funding to attend one local OR one international conference. Applicants must be presenting at the conference they wish to attend.</td>
</tr>
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</tr>
</tbody>
</table>

### Overview

- The Melbourne Dental School’s Research Committee will award tri-annual travel grants from the 2017 Research Committee Budget and the Dental Alumni Trust Fund to eligible students of the School for conference attendance and presentation. Conditions of Grant
- Applicants must either be presenting a poster or giving an oral presentation at the conference. (Note: presenting a case report is NOT considered as presentation of research).
- Students are expected to become members of the professional association in their field of study in order to obtain discounted conference registration and any other conference related discounts. The Melbourne Dental School will reimburse amounts up to the member rates for conference registration. Amounts in excess of member rates will need to be paid by the student.
- Applicants must consult with their supervisor prior to submitting an abstract to the conference organizers. Applicants must provide a copy of the conference program and their proposed/accepted abstract with their application. Abstracts must state your affiliation with the Oral Health CRC and/or the Melbourne Dental School.
- The travel grants are awarded on a competitive basis and will be judged on the summary of the proposed presentation. PhD and Masters applicants will be given highest priority.
- Applicants must obtain the most economical flight but also provide a quote for travel for Melbourne to conference destination return as this is the amount that will be paid by the Melbourne Dental School.
- Students are required to apply for free University email account (no other email account will be accepted) of the outcome of their application. Additional travel insurance is provided for all approved student travel - regardless of the travel. Students must obtain the most economical flight, but also provide a quote for travel for Melbourne to conference destination return as this is the amount that will be paid by the Melbourne Dental School.
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- The Melbourne Dental School is only obliged to pay for travel from Melbourne to conference location return. Other or personal travel undertaken as part of travel to a conference will not be the expense of the student. Students must obtain the most economical flight but also provide a quote for travel for Melbourne to conference destination return as this is the amount that will be paid by the Melbourne Dental School.
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### Submission

The Student Travel Award application form must be filled in electronically, and then checked and signed by the applicant’s supervisor. Applications are to be submitted to the 4th floor office. Successful applicants will be notified via their University email account (no other email account will be accepted) of the outcome of their application. Travel Restrictions

- Applicants must ensure they are aware of the information on travelling off-campus which includes Department of Foreign Affairs and Trade (DFAT) warnings.

### Travel Insurance

Students are required to apply for free University insurance cover via Online Travel Registration. Refer to the University Insurance Office website [http://students.unimelb.edu.au/admin/Insurance](http://students.unimelb.edu.au/admin/Insurance) for more information. A copy of the Confirmation of Cover letter is to be submitted to the Research Administrator prior to departure.

- Cover is provided for all student categories, whether full time or part time.
- Cover is provided for all approved student travel - regardless of the travel. Students must obtain the most economical flight but also provide a quote for travel for Melbourne to conference destination return as this is the amount that will be paid by the Melbourne Dental School.
- Cover is also provided for the Student’s incidental “private travel” on the condition that it does not exceed the University segment of the trip and it is not greater than one month (31 days).
- Students CANNOT be covered for Travel Insurance where their travel has already commenced - OR - where their travel is primarily or solely private in nature.

### Travel Suppliers

Flights can be booked through the travel supplier of your choice. However, you must endeavour to purchase the most economical airline. Reimbursement of Costs

To claim a reimbursement the following must be provided to the 4th floor, School Office upon your return from the conference:

- Proof of accepted abstract (this can be in the form of an email from the conference organisers committee or a copy of the conference proceedings).
- Receipts/Invoices (including airfares) for all expenditure. All receipts must be provided at the same time.

### Dental Alumni Trust Fund

Annual travel grants from the 2017 Research Committee Budget and the Dental Alumni Trust Fund to eligible students of the School for conference attendance and presentation.

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