



Student Travel Award

Title	Student Travel Award
Eligibility	Postgraduate students and DDS students (one DDS student per research group)
Frequency	Thrice Annually
Approx. Advertising Date	Round 1 - late January Round 2 - Early April Round 3 - Early August
Approx. Internal Due Date	Round 1 - late February Round 2 - Early June Round 3 - Early October
Outcome	Round 1 - March Round 2 - June Round 3 - October
Value of Grant	Up to \$2,000 for an international conference; up to \$1,000 for a local conference (Australia and New Zealand).
Conditions	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
Frequency	Thrice Annually
Overview	<p>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.</p> <p>Conditions of Grant</p> <ol style="list-style-type: none"> 1. Eligible students are postgraduate students and DDS students (please note: only one student per DDS student group will be eligible to attend a conference on behalf of the group during the entire period of candidature). 2. Postgraduate students are entitled to funding to attend two conferences – which can be one international and one local conference, OR, if necessary, two local conferences. 3. One DDS student per DDS student group will be eligible to attend one local OR international conference (not both) on behalf of the group. 4. Up to \$2,000 may be awarded for attendance at an international conference and up to \$1,000 may be awarded for attendance at a local conference. Local conferences are conferences that take place within Australia and New Zealand. 5. Should a student convert from one course to another (eg. from a MPhil to a PhD), the above rules still apply i.e. a student will only be entitled to one international and one local conference during their entire candidature as a postgraduate student. 6. 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). 7. 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. 8. 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. 9. 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. 10. The grants are to be used for travel expenses, accommodation and registration for such conferences. Sundry expenses (including food) are not included. 11. 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 be at 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. 12. No retrospective funding will be awarded. 13. Staff who are also Research Higher Degree students are not eligible to receive this funding. 14. It is expected that PhD students will attend at least one international conference during their candidature.
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	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	<p>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 for more information. A copy of the Confirmation of Cover letter is to be submitted to the Research Administrator prior to departure.</p> <ul style="list-style-type: none"> • Cover is provided for all student categories, whether full time or part time; • Cover is provided for all approved student travel - regardless of how the travel is actually funded e.g. financed by UoM, the student, another party or organisation; • Only University approved travel in connection with the student's studies (e.g. conferences, field work, outside placements, research, etc.) can be covered; • 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. <p>Should you require further travel insurance, please visit the Ace Insurance website at https://secure.acetravelinsurance.com/BLT/?brokerCode=mlb</p>
Travel Suppliers	Airfares can be booked through the travel supplier of your choice. However, you must endeavour to purchase the most economical airfare
Reimbursement of Costs	<p>To claim a reimbursement the following must be provided to the 4th floor, School Office upon your return from the conference:</p> <ul style="list-style-type: none"> • Proof of accepted abstract (this can be in the form of an email from the conference organising committee or a copy of the conference proceedings). Abstracts must state your affiliation with the Oral Health CRC and/or Melbourne Dental School. • Receipts/tax invoices (including air tickets) for all expenditure. All receipts must be provided at the same time.