



# Faculty of Medicine, Dentistry & Health Sciences

## Melbourne Dental School



### Student Travel Award

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| Title                  | Student Travel Award   |
|                        | Postgraduate students and DDS students (one DDS student per research group)  |
| Eligibility            | Twice Annually   |
| Frequency              | Round 1 - 12th Feb 2024      Round 2 – 15 <sup>th</sup> July 2024  |
| Application Open Date  | Round 1 – 4 <sup>th</sup> March 2024      Round 2 – 5 <sup>th</sup> August 2024  |
| Application Close Date | Round 1 - 29th March 2024      Round 2 - 30th August 2024 <i>Based on conference dates outcomes will be sent on a rolling basis</i>  |
| Approx. Outcome        | Up to \$3,000 for local (Australia and New Zealand) and/or international conference, including registration fees for virtual conferences.  |
| Value of Grant         | <i>NOTE: You may wish to request the whole amount for 1 conference or divide it over multiple conferences.</i>   |
| Conditions             | Postgraduate students are entitled to apply for funding to attend one local and one international conference during their candidature.<br>DDS and Honours students are not eligible to for this funding; however, applications can be considered on a case-by-case basis.<br>Applicants must be presenting at the conference they wish to attend   |
| Overview               | The Melbourne Dental School's Research Committee will award bi-annual travel grants from the Research Committee Budget and the Dental Alumni Trust Fund to eligible students of the School for conference attendance and presentation.<br>Conditions of Grant<br>1. Eligible students are postgraduate students.<br>2. Postgraduate students are entitled to apply for funding to attend two conferences – which can be one international and one local conference, OR, if necessary, two local conferences.<br>3. DDS and Honours students are not eligible for this grant, however applications may be considered on a case-by-case basis. If approved, it will be approved for one student per DDS student group to attend one local OR international conference (not both) during the period of candidature on behalf of the group.<br>4. Up to \$3,000 may be awarded for attendance at a local and/or international conference over the duration of the whole course. These funds can be used for registration fees to attend and present at virtual conferences as well. Please note that you may choose to use the maximum funding amount for one conference or use the maximum amount across multiple conferences.<br>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 apply for funding for one international and one local conference during their entire candidature as a postgraduate student.<br>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).<br>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.<br>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 Melbourne Dental School.<br>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.<br>10. The grants are to be used for travel expenses, accommodation and registration for such conferences. Sundry expenses (including food) are not included.<br>11. Melbourne Dental School will only fund 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.<br>12. No retrospective funding will be awarded.<br>13. Staff who are also Research Higher Degree students are not eligible to receive this funding.<br>14. It is expected that PhD students will attend at least one international conference during their candidature. |
|                        | The Student Travel Award application form must be filled in electronically, and then checked and signed by the applicant's supervisor.<br>Applications are to be submitted via the online Microsoft forms: <a href="https://forms.office.com/r/hA9hwDzrX">https://forms.office.com/r/hA9hwDzrX</a>   |
| Submission             | Successful applicants will be notified via their University email account (no other email account will be accepted) of the outcome of their application.   |
| Successful Applicants  | Applicants must ensure they are aware of the information on travelling off-campus which includes Department of Foreign Affairs and Trade (DFAT) warnings. Refer to the Student Travel Policy: <a href="https://policy.unimelb.edu.au/MPF1209">https://policy.unimelb.edu.au/MPF1209</a> a<br>Refer to the Travel Information Website: <a href="https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work">https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work</a>  |
| Travel Restrictions    | Students are required to apply for free University insurance cover via Online Travel Registration. Refer to the University Insurance Office website <a href="http://students.unimelb.edu.au/admin/insurance">http://students.unimelb.edu.au/admin/insurance</a> for more information. A copy of the Confirmation of Cover letter is to be submitted to the MDS Research Support Team ( <a href="mailto:mds-researchsupport@unimelb.edu.au">mds-researchsupport@unimelb.edu.au</a> ) prior to departure.<br><ul style="list-style-type: none"><li>Cover is provided for all student categories, whether full time or part time;</li><li>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;</li><li>Only University approved travel in connection with the student's studies (e.g. conferences, field work, outside placements, research, etc.) can be covered;</li><li>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)</li><li>Students CANNOT be covered for Travel Insurance where their travel has already commenced - OR - where their travel is primarily or solely private in nature.</li></ul> Should you require further travel insurance, please visit the Ace Insurance website at <a href="https://secure.acetravelinsurance.com/BLT/?brokerCode=mlb">https://secure.acetravelinsurance.com/BLT/?brokerCode=mlb</a><br><b>PLEASE NOTE: There are specific inclusions and exclusions on the policy regarding the impacts of COVID-19 including medical treatment, travel cancellation, and quarantine. Refer to <a href="https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance">https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance</a></b>   |
| Travel Insurance       | Airfares can be booked through the travel supplier of your choice. However, you must endeavour to purchase the most economical airfare   |
| Travel Suppliers       | To claim a reimbursement the following must be provided via email to <a href="mailto:dental-admin@unimelb.edu.au">dental-admin@unimelb.edu.au</a> upon your return from the conference:<br><ul style="list-style-type: none"><li>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 Melbourne Dental School.</li><li>Receipts/tax invoices (including air tickets) for all expenditure. All receipts must be provided at the same time.</li></ul>   |
| Reimbursement of Costs |  |

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