**Flinders Business School**

**PhD Candidates Conference Funding Policy**

**Background**
This Funding is provided to support PhD students presenting a paper at national or international conference. The conference must be of significance to the relevant discipline, and the candidate must have a paper accepted at the conference or be participating in a Doctoral Colloquium/Symposium.

Papers must be refereed, full papers.

Support for attendance at a Doctoral Colloquium/Symposium, will be supported once per candidature (i.e. if a second round of funding is provided it must be for a refereed paper at a conference).

**Support Provided**
- There is a maximum allocation of AUD$5,000 per candidature but candidates may apply for ‘top up’ funding of up to $2,000 for their second conference if the paper accepted is for a highly significant conference (to be confirmed by supervisor).
- Funding can only be used for conference-related expenses, including:
  - Airfares (economy class only)
  - Conference registration
  - Accommodation
  - Travel insurance (only if arranged through Flinders) [add website]
  - Transport (taxis, buses, etc)
  - Meals will not be funded.
- Any one application must not exceed AUD$5,000.

**Rules and Eligibility**
- Funds are available for current and active PhD candidates enrolled in Flinders Business School full-time and who fulfil the following criteria:
  - have had their candidature confirmed, and
  - are making significant progress in their candidature
- Part time students may apply, but priority will go to full time candidates.
- Funds will not normally be provided to any student in their first year of enrolment/candidature except where the benefits of attending a conference can be very clearly demonstrated.
- Students will not be eligible for funding after the normal FTE time limit for their degree or part time equivalent.
- This scheme is not applicable to staff members of Flinders Business School who are entitled to receive support from the FBS staff conference leave and funding scheme ([http://flinders.edu.au/sabs/business/fbs-intranet.cfm](http://flinders.edu.au/sabs/business/fbs-intranet.cfm)).
- Each candidate can only apply for this scheme twice in his/her candidature.
- For all Australian/ New Zealand conferences, applicants must first apply for the Flinders University Research Student Conference Travel Grants administered by
Higher Degree Administration and Scholarships Office (http://www.flinders.edu.au/scholarships/).

- The School will not fund two people for the same paper, therefore, if presenting with a supervisor who is a staff member and who has applied for funding from the staff conference scheme, funding will be split (50:50 or as agreed by both parties) for staff member and student.
- Applications are subject to availability of funds.

**Application Procedures**

Funds provided are awarded conditional on the following criteria:

Applications are to be made on the *PhD Candidates Conference Funding Application Form*

- As part of the application, and irrespective of the amount sought, candidates must provide the following:
  - For all Australian/ New Zealand conferences, applicants must attach a copy of the application and decision for the Flinders University Research Student Conference Travel Grants administered by Higher Degree Administration and Scholarships Office.
  - Evidence that the paper has been accepted at the target conference (such as an email/letter of acceptance from the editor or chair; a printed conference program reflecting presenter name and affiliation; or an official invitation to present).
  - A supporting recommendation from their principal supervisor indicating that the students’ candidature is current and satisfactory progress has been made.
  - Title and location of the conference.
  - Importance of the conference and the relevance to their research.
  - Prior to departure, candidates must present their paper at the school research seminar. (If not possible, a statement from the supervisor or discipline leader is required with the application and the candidate must present the paper within 1 month of returning from the conference.)
  - Recipients reporting to their discipline leader on the conference and expected outcomes on return from the conference (one page outlining the major feedback received, how the candidate will improve their research by incorporating feedback, and any other relevant information).
  - Candidates must also provide the conference details and URL to Nicholas Bluhm to facilitate HERDC/ DEEWR data collection and also that Flinders University is credited with the publication.
  - The appropriate travel forms for booking of travel, and/or receipts for reimbursement. Expenses incurred without receipts will not be reimbursed.

Please submit all applications to the Dean of School via the Dean’s PA, Ms Mary Bywater, at least 4 weeks before travel.