Faculty of Arts and Social Science Doctoral Research Travel Grant Scheme

Terms and Conditions

May 2018

1. Background

a. The Scholarship is aimed to enable students in the Faculty of Arts and Social Sciences at the University of Sydney undertake primary research outside of Sydney.

2. Eligibility

a. Applicants must:
   I. be enrolled in a PhD degree or Professional Doctorate (Doctor of Arts or Doctor of Social Sciences) within the Faculty of Arts and Social Sciences at the University of Sydney, and
   II. have completed at least one year equivalent full-time study load (EFTSL) in their current degree.

b. Applicants who have upgraded from Masters of Philosophy degree must:
   I. be enrolled in a PhD degree within the Faculty of Arts and Social Sciences at the University of Sydney at the time of application, and
   II. have completed at least one year equivalent full-time study load (EFTSL) in the Masters of Philosophy.

c. Applicants must be applying for funding to undertake primary research that cannot be completed without significant travel outside of Sydney.

d. Applicants must demonstrate that travel is essential to the completion of their research.

e. Applicants must be applying for funding for expenses that they expect to incur during the next financial year.

f. Applicants are ineligible for this Scholarship if they have previously been awarded funds under this Scholarship during their current degree.

3. Selection Criteria

a. The successful applicants and the amount awarded for the Scholarship will be determined on the basis of:
   I. the number and quality of applicants,
   II. the importance of the research proposal to each applicant’s overall research topic,
   III. the applicants costs and/or budget for the primary research expenses to be undertaken outside of Sydney,
   IV. whether the applicant has demonstrated that travel is essential to the completion of their research, and
   V. statements from their Supervisor and Head of Department.

b. Priority may be given to applicants whose research requires them to reside outside of Sydney for a period of time.
c. The Scholarship will be awarded by a selection committee consisting of the Chair of the Research Education Awards, Grants and Scholarships Committee and an academic staff representative from each of the Schools in the Faculty of Arts and Social Sciences.

4. Value

a. The value of each Scholarship will be determined by the selection committee and will have a maximum value of $3,500.

b. The Scholarship is tenable for one year only.

c. The Scholarship value will be paid as a lump sum payment.

d. Where the University of Sydney Human Research Ethics Committee approval is necessary for the proposed research, evidence of such approval must be provided before this Scholarship will be paid.

e. This Scholarship will not fund expenses for conference travel.

f. Recipients may also hold awards under the University’s Postgraduate Research Support Scheme (PRSS). Expenses claimed under the PRSS cannot be claimed under this Scholarship.

g. The Scholarship is for commencement in relevant research period in which it is offered for and cannot be deferred or transferred to another area of research.

h. No other amount is payable.

i. The Scholarship will be offered subject to the availability of funding.

5. Eligibility for Progression

a. Progression is subject to passing the annual progress review.

b. Successful recipients who do not anticipate claiming this Scholarship by 30 June of following year must advise the Scholarships Office by 1 December of the year of award or risk the possibility of forfeiting their Scholarship.

c. Successful recipients are required to maintain receipts for up to one year for all costs incurred that are relevant to this Scholarship.

d. Successful recipients may be required to produce these receipts if requested by the Faculty of Arts and Social Sciences.

6. Leave Arrangements

a. Not relevant.

7. Research Overseas

a. Not relevant.
8. **Suspension**
   
a. Not relevant.

9. **Changes in Enrolment**
   
a. The Scholarship recipient must notify HDRAC and their supervisor promptly of any planned changes to their enrolment including but not limited to: attendance pattern, suspension, leave of absence, withdrawal, course transfer, and candidature upgrade or downgrade. If the award holder does not provide notice of the changes identified above, the University may require repayment of any overpaid stipend.

10. **Termination**
   
a. Unless terminated earlier under this paragraph, the Scholarship will terminate:

   I. on resignation or withdrawal of the student from PhD,
   
   II. upon the student having completed 4 years equivalent full time study for a PhD,
   
   III. upon submission of the thesis or at the end of the award,
   
   IV. if the student does not undertake primary research outside of Sydney within the required time frame,
   
   V. if the student ceases to be a full-time student and prior approval has not been obtained to hold the Scholarship on a part-time basis,
   
   VI. does not resume study at the end of a period of approved leave, or
   
   VII. if the student ceases to meet the eligibility requirements specified for this Scholarship, (other than during a period in which the Scholarship has been suspended or during a period of approved leave).

b. The Scholarship may also be terminated by the University before this time if, in the opinion of the University:

   I. the course of study is not being carried out with competence and diligence or in accordance with the terms of this offer,
   
   II. the student fails to maintain satisfactory progress, or
   
   III. the student has committed misconduct or other inappropriate conduct.

c. Once the Scholarship has been terminated, it will not be reinstated.

11. **Misconduct**
   
a. Where during the Scholarship a student engages in misconduct, or other inappropriate conduct (either during the Scholarship or in connection with the student’s application and eligibility for the Scholarship), which in the opinion of the University warrants recovery of funds paid to the student, the University may require the student to repay any payments made to the student in connection with the Scholarship. Examples of such conduct include and without limitation; academic dishonesty, research misconduct within the meaning of the Research Code of Conduct (for example, plagiarism in proposing, carrying out or reporting the results of research, or failure to declare or manage a serious conflict of interests), breach of the Code of Conduct for Students and misrepresentation in the application materials or other documentation associated with the Scholarship.
b. The University may require such repayment at any time during or after the Scholarship period. In addition, by accepting this Scholarship, the student consents to all aspects of any investigation into misconduct in connection with this Scholarship being disclosed by the University to the funding body and/or any relevant professional body.