

## School of Communication and Arts

### 2021 Research Funding Policy – HDR Students

#### Eligibility

Full-time HDR students may apply for the following funding support:

- MPhil up to \$1650.00 during the first two years of active candidature
- PhD up to \$3300.00 during the first four years of active candidature

Prior to confirmation, students may only avail themselves of 25% of their conference and research travel funding.

Where a student converts from MPhil to PhD the total amount able to be applied for over the entire active candidature will be that applicable to a PhD, viz \$3300.00.

MPhil students whose program has exceeded two years and PhD students whose program has exceeded four years may not apply for funding. Application and use of these funds is restricted to these program periods.

#### Funding

Funding can be used to present work at academic conferences, to conduct fieldwork and to support research training. Candidates should use approximately two-thirds of the funding to attend domestic or international conferences where they present peer-reviewed papers. It is strongly recommended by the School that candidates attend at least one mainstream disciplinary conference over the period of their candidature.

Funding requests for other research-related items will be assessed on a case-by-case basis, but must be accompanied by a memo (supported by the HDR student advisor) to the HDR Director justifying the request for support as it relates to the student's degree program. Funding will not cover costs towards the purchase of any equipment.

Any associated tax invoices and receipts should be retained as you may be requested to substantiate any funding claims.

Students whose travel includes a personal component of 50% or more of the total absence may only apply for 50% of the allocation. This applies for all travel whether funded by the School or covered under a research grant etc.

Please note the level of annual funding forms part of the School's overall budget. As such there is no guarantee that funds will be available. Applications should be made as early as possible.

#### Application

Applicants are asked to plan ahead and submit their application form as early as possible as funds can be exhausted early in the year: the "Application for Research Funding – HDR Students" form is available on the School website: <https://communication-arts.uq.edu.au/study/higher-degrees-research-hdr>

**Submit application forms to the HDR Liaison Officer:** [hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au)

Notification will be sent via email once an application has been approved.

### Acceptance Procedure

- The notification email will include
- an Offer Letter
- an Acceptance Form
- a Reimbursement Form
- a Travel Notification Template (for international travel only)

Please complete the Acceptance Form (including your full banking details), the Reimbursement Form and the Travel Notification Template, and return both to the HDR Liaison Officer:

[hdr.commart@enquire.uq.edu.au](mailto:hdr.commart@enquire.uq.edu.au).

NB: the Acceptance Form must include an actual signature – a scanned copy of the form is acceptable.

You are required to make your own travel arrangements and bookings.

*Please note that no reservations or payments should be made prior to receiving the offer letter approved by the Head of School.*

### Insurance

The Travel Notification spreadsheet will be submitted to the Insurance Office on your behalf and you will be supplied with a Travel Notification Reference Number (for international travel) once approved. This provides cover under the UQ Travel Insurance policy to the traveller provided they are a current UQ student.

All travellers are requested to access the UQ Finance and Business Services website <http://www.fbs.uq.edu.au/travel-at-uq> to familiarise themselves with UQ travel policy, field trip risk assessments, travel insurance, and other related items before applying for travel.

### Fieldwork

If your application involves any fieldwork, you must complete the Online Fieldwork Safety Training Module prior to departure. A copy of the certificate showing proof of successful completion must be attached to your travel form. It is also important to read and understand the Fieldwork & Work Off-Campus OHS Guidelines.

### Other

Applications may not be made retrospectively.

Cash passports are not available for HDR students.