

Faculty of Science and Information Technology  
RESEARCH & RESEARCH TRAINING COMMITTEE  
**FACULTY RESEARCH HIGHER DEGREE  
CONFERENCE SCHOLARSHIP  
'GUIDELINES'**

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**CRITERIA FOR AWARD:**

The Research Higher Degree Student Conference Scholarship provides Faculty support for Master of Science (Research) or PhD candidates of the Faculty to participate in an **International Conference/Exhibition** in order to present their research to the international community. Only one Scholarship will be awarded to any one applicant within the term of their candidature, and will not be awarded to candidates retrospectively.

The Scholarship is not intended to provide full support. It is intended to supplement funds that have been raised from other sources, such as from the School, Discipline, Supervisor(s), Grant(s) and Industry. **The maximum award from the Faculty will be \$2,000.** The Scholarship will not be awarded unless it is demonstrated that full costs can be met from other sources.

It is envisaged that students well advanced in their project (i.e. close to writing or submitting their thesis for examination) will be applying for this Scholarship. However, students who wish to attend a low frequency conference (i.e. a conference not held annually) or who can substantiate a case may apply for special consideration. The minimum requirement is that the candidate has successfully completed the confirmation process. To be competitive, the applicant will need to already have significant outcome(s) from their RHD candidature such as a refereed scientific article(s) or exhibition at a significant venue (solo or group).

The Scholarship is restricted to Conferences/Exhibitions, which are organised by an International Committee (whether in Australia or Overseas). Applicants are expected to be presenting their research at the conference. The Faculty Research & Research Training Committee views these Scholarships as being prestigious, so its award will be included on the testamur and could be used in student Curriculum Vitae.

Academic staff employed by the University of Newcastle who are currently enrolled in a Research Higher Degree program are NOT eligible to apply for a Faculty RHD Conference Scholarship.

**GUIDELINES FOR APPLICATION:**

The Research & Research Training Committee will call for applications twice per year. One **(1) original application** and **two (2) copies** are to be submitted to:

**Ms Lina Bozinovska**  
**Research & Research Training Officer**  
**PVC Unit, Room V203 Mathematics Building**  
**CALLAGHAN NSW 2308**

Phone: (02) 4921 5243

Email: [Lina.Bozinovska@newcastle.edu.au](mailto:Lina.Bozinovska@newcastle.edu.au)

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**THE NOTES BELOW ARE TO ASSIST YOU IN FILLING OUT THE APPLICATION FORM.**  
**PLEASE READ CAREFULLY.**

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1. **APPLICANT DETAILS:** The length of candidature and the approximate date of submission will be important criteria for consideration. The minimum requirement is that the applicant must have completed the candidature confirmation process. The Faculty Research & Research Training Committee will have discretionary power to determine if an applicant's length of candidature and the relative importance of the Conference/Exhibition will justify their inclusion in the assessment process. This will allow students to participate in an International Conference/Exhibition of significant value to their discipline if the meeting is not an annual event.
2. **CONTACT DETAILS:** Email and telephone are important communication links if additional information or clarification of information is required.
3. **PUBLICATIONS:** Except in extenuating circumstances, a minimum level of research achievement is another important criterion. Typical research outcomes are as follows:
  - A peer-reviewed research paper (**C1**) in journal of international significance or;
  - Scholarly book chapter (**B1**) or;
  - Full length reviewed conference paper (**E1**) or;
  - Exhibition (solo or group) at a venue of national or international significance.

Further details on research publication codes are available on the University Research Publications web site at: <http://www.newcastle.edu.au/service/research-performance/publications.html>

In circumstances where a manuscript has been submitted, but not accepted, or an exhibition has been previously proposed, but not yet shown, please include a copy of the manuscript/proposal in your application package as well as a letter from the editor/curator acknowledging the receipt of your manuscript/proposal for reviewing. In the case of accepted manuscripts/exhibitions, please include a copy of the letter of acceptance.

4. **CONFERENCE DETAILS:** An indication of the nature and frequency of the Conference/Exhibition (e.g. annual meeting of a Society) should be included as "Additional Information" if this is not clear from the title. If participation in the Conference/Exhibition is the result of a personal invitation to the candidate, a copy of the invitation should be attached. A general call for the submission of papers although addressed to the applicant personally is not regarded as a personal invitation.
5. **DETAILS OF PAPER / POSTER / EXHIBITION:** Another important criterion, is that you intend on presenting a paper, poster, performance exhibition at the Conference. Please attach an abstract of the paper. Please include a copy of the acceptance letter to present at the Conference. If your paper is not yet accepted, please state expected date of notification.
6. **BUDGET:** All sources of support (such as from the School, Discipline, Supervisor(s), Grant(s) and Industry) should be included. Scholarships cannot be awarded if the full cost (minus the requested Faculty contribution) is not forthcoming. Include in the Budget the following: airfare, accommodation and conference registration and how these cost are going to be meet. Attach a copy of the section of the conference brochure that highlights the fee structure (registration plus accommodation), and a copy of the airline quotation. Prices quoted in this application should be in Australian dollars.
7. **STATEMENT BY APPLICANT:** The statement should give details of the relevance of the Conference(s)/Exhibition(s) to your current research interests and any particular benefits to yourself and the University, which are anticipated to result from participating at the Conference(s)/Exhibition(s).
8. **STATEMENT BY SUPERVISOR(S):** Supervisor(s) must provide a written statement of support.
9. **APPLICANT SIGNATURE:** Application must be signed by the Applicant
10. **SUPERVISOR(S) SIGNATURE:** Application must be signed by the Supervisor.
11. **HEAD OF SCHOOL SIGNATURE:** Application must be signed by the Head of School.

For successful applicants, a written report (of up to one A4 page) needs to be submitted to the **Faculty within six (6) weeks** of returning from the Conference/Exhibition. The report is to describe the benefits derived from attending the Conference/Exhibition and is to be submitted to the Faculty Research & Research Training Officer. The report will be presented at a subsequent meeting of the Faculty Research & Research Training Committee.