

The University of Newcastle
School of Education

Research Higher Degree Conference Travel Scholarship Information and Guidelines

Rationale

The School of Education values its higher degree research students, and seeks to reward and encourage excellence in educational research. It is important that new researchers disseminate their research, become known, develop confidence and skill in presenting their research to colleagues in the field, and establish networks that may assist them in their future academic career and research pathways.

The Conference Travel Scholarship

This award of up to \$3000 aims to encourage candidates to:

- disseminate their findings,
- build their publications profile,
- gain early recognition for their research,
- seek to develop research networks, and
- gain access to cutting edge ideas and key researchers in their field.

The School will offer a maximum of two Travel Scholarships each year. The standard expected of applicants is high. If the quality of applications is below the required standard, the Committee may award only one scholarship or even no scholarships in a particular year.

The maximum amount of funding that can be sought is \$3000, but please note that a detailed and convincing budget justification is required, with quotations from travel agents and conference committees. It is important to note that the amount applied for may not be awarded in full. The main items that will be considered are an economy advance purchase airfare, and registration fees.

Applicants will be expected to publish their conference paper and, in their *Travel Scholarship Application* (Doc 7.2) and *Travel Scholarship Report* (see Doc 7.3), will have to provide details of the publication plan, and its outcome (submission within 6 months of attending the conference). This will commonly involve publication of a paper in published conference proceedings, pending peer review and acceptance of the full paper. If the conference does not have refereed proceedings, the applicant will have to provide further details in a publishing plan signed by their supervisor. Please note that the published paper can be jointly authored with the candidate's supervisor(s).

Due Date

There are two submission rounds each year; the last Friday in May and the last Friday in October at 5pm. Applications are to be delivered to the Deputy Head of School for Research Development (Professor Max Smith) at the Hunter Academic Support Unit office, HA80, or submitted electronically (with pdfs of all attachments) to: soe-research@newcastle.edu.au

There will be no extensions and no additional information (other than confirmation of acceptance by the conference committee) accepted after the due date.

Please start planning for this application at least 6 months ahead of your nominated conference.

Eligibility Criteria

To be eligible for the Travel Scholarship applicants must:

- not have won the School Travel Scholarship before;
- be in the second half of their candidature by the time they present at the nominated conference (measured by % active full-time equivalent enrolment, excluding leave);
- be enrolled at the time they submit the application and not have submitted their thesis, but can be close to submission. The thesis can be in the process of examination by the time of the conference, but the student must be enrolled at the time of the conference;
- apply for this grant during your RTS period of candidature¹ (including the examination period) and the conference presentation must occur during that period of candidature;
- have results to report or have completed a substantial portion of the analysis/interpretation required in their project;
- provide evidence that the paper has been accepted for the conference (noting that this information might not be available at the time the application is submitted but should be anticipated within 8 weeks of the submission date; and
- provide the relevant paperwork, with all sections completed (see detailed guidelines below).

Note: Evidence of/receipts for monies committed or expended will be necessary before funds are supplied to a scholarship winner. Where possible travel should be booked through the University provider.

Guidelines for submission

1. **Application Form:** Please make sure all sections of the form are complete and that each of the following aspects of the application is addressed:
 - Use the *Travel Scholarship Application Form* (Doc 7.2), complete all sections, and submit the application in hard copy form;
 - Provide all of the relevant attachments including: (a) supporting documentation such as receipts or quotes to support the budget justification, (b) documents supporting acceptance of paper from the conference committee, and (c) information about the conference and its publications;
 - Attach a hard copy of the paper.

2. **Paper:** The paper to be presented at the conference and required as part of the application process must be no less than 2000 words and needs to:
 - provide a 200 word abstract and include references;
 - include appendices as needed (e.g. tables, diagrams and figures);
 - clearly describe the research issue or problem addressed and its significance;
 - provide details of data/information sources and the approach taken to their analysis;
 - clearly present the findings; and
 - provide well argued interpretation and discussion of the findings.

¹ The RTS (or Research Training Scheme) period of candidature is the normal time period allowed for RHD candidates – 4 years full time or 8 years part time for a PhD and 2 years full time and 4 years part time for a MPhil.

Criteria used in judging papers:

- Coherent structure and argument
- Conceptual clarity and sophistication
- High quality written expression
- Publication potential
- Consistent referencing conventions used.

Please note that a PowerPoint presentation, or similar format, is not judged to be scholarly writing of the appropriate level.

3. **Support from the supervisor(s):** Supervisors may wish to write individual or joint letters supporting the application (see section 7.2.8 of Doc 7.2). They are asked to comment on: the candidate's progress; the quality and importance of the research; the potential for, and any aims to assist with publication; the quality and relevance of the conference within the field; and the student's development as a researcher.
4. **Conference Detail and Publication Plan:** Applicants must provide (in the form of emails, internet downloads and/or letters of invitation/ acceptance):
 - Details about the conference (including dates, location, its importance, theme, keynotes, organising committee) by which the committee can judge its quality and value to the student;
 - Details about the nature of refereeing requirements/procedures for paper acceptance;
 - Evidence that their paper has been accepted
 - Evidence that a refereed, full paper will be published in the proceedings; or
 - Detail of clear, achievable plans to submit their paper for publication, with a strong chance of becoming published in a journal or an edited book. Please note that the supervisor is asked to comment on these plans, and any ways in which they will assist the student to publish their conference paper.

Verbal presentation

If judging is close, short-listed applicants will be required to present the paper before a panel in order to decide the winning candidate. The panel will be comprised of members of the Research Development Committee or, if there is not sufficient expertise among the Committee, other experts may be called upon.

NUPSA Dinner

To date, the successful candidate has been invited to the NUPSA Annual Dinner for a formal presentation of this most prestigious Postgraduate Award provided by the School of Education.