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| 🛈 | This form is to be used by UniSA research degree students wishing to gain an international perspective and improve their thesis by having the opportunity to undertake research, data collection or work with institutional or industry partners in overseas locations.Closing date: **7 March 2025 (close of business) – applications to be submitted to relevant Academic Unit Research Team.** **Travel must be undertaken in the year of the Travel grant being awarded.** Parts 1-7 should be completed by the student, Part 8 by the supervisor, and Part 9 by the Dean of Research (or delegate). A copy should be retained by the student for future reference.**Please read the guidelines:** [**https://unisa.edu.au/research/degrees/scholarships/for-current-research-degree-students/international-travel-grants/**](https://unisa.edu.au/research/degrees/scholarships/for-current-research-degree-students/international-travel-grants/) **before completing this form.** |

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| PART 1: | PERSONAL DETAILS |
| Student ID |  |
| Student Name |  |
| Principal Supervisor |  |

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| PART 2: | TRAVEL DETAILS |
| Are you planning to undertake recreational travel in conjunction with this grant?*(If yes, written approval from the supervisor is required in Part 8)* | [ ]  Yes [ ]  No |
| If Yes, please provide the dates of the recreational portion of your travel |  |
| ***For international student visa holders only:*** |
| Will the overseas travel affect your Australian visa? | [ ]  Yes [ ]  No |
| Visa expiry date: |  |

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| PART 3: | FUNDING DETAILS |
| Scholarship held (if any) |  |
| Does this scholarship permit you to travel overseas? | [ ]  Yes [ ]  No |
| Have you received previous financial assistance from UniSA for travel? | [ ]  Yes [ ]  No |
| If yes, please provide details: |
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| ***Proposed budget for overseas travel grant (please complete all fields):*** |
| Return Airfare | $ | Conference Fee *(if applicable)* | $ |
| Accommodation | $ | Health/travel insurance | $ |
| Food | $ | Local transportation | $ |
| Telephone/internet | $ | Other | $ |
| Other | $ | Other | $ |
| **TOTAL BUDGET (this must include the entire cost for the trip)** | $ |
| Please advise of other financial resources available to you for this overseas period of study, where total proposed budget is greater than the maximum travel grant amount ($3,000): |

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| PART 4: | OVERSEAS RESEARCH DETAILS |
| ***Research institution or field trip details:*** |
| Have you received formal written approval from the overseas institution for the proposed period of study? ***Please attach your written approval, or a statement detailing when you anticipate receiving this approval.*** | [ ]  Yes [ ]  No |
| Details of overseas institution /industry partner where the research or study will take place: |
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| Summary of location and duration of the proposed field trip **(Note: duration of proposed trip must be a minimum of 6 weeks up to a maximum of 4 months. If proposed travel is under 6 weeks you must provide a clear explanation of why it is under the minimum timeframe):** |
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| Please describe how you will maintain contact with your UniSA supervisors during the proposed travel: |
| **Statement of purpose (250-500 words)**Demonstrate how the overseas travel will significantly enhance your research (for example, include the objectives and the outcomes you expect and any expected research outputs such as presentations or co-authored publications). You should also demonstrate that you have an awareness and understanding of cultural differences and are willing to perform the ambassadorial role that is required of a UniSA research degree student. |
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| Does your project require ethics approval?*(If* ***Yes****, you must have ethics approval prior to the travel grant being approved)* | [ ]  Yes [ ]  No |
| Date ethics approval granted: |  |
| ***Name and contact details for the academic staff member who will be supervising you while overseas:*** |
| Name |  |
| Position |  |
| Phone |  |
| Email |  |
| ***Conference details (if applicable) – please note funding is not available solely to attend or present at conferences*** |
| Conference Title |  |
| Organising Body |  |
| Venue |  |
| Dates |  |
| What is the title of the paper you will be presenting? *(Please attach abstract)* |  |
| Have you received confirmation that your presentation has been accepted?*(Please attach confirmation if available)*  | [ ]  Yes [ ]  No |
| How will your attendance at this conference significantly enhance your research? (Indicate how you selected this grant and the country to be visited, the objectives of the presentation and the outcomes you expect, for example, publications) |
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| PART 5: | ITINERARY DETAILS (attach a separate sheet if necessary) |
| Date of departure and Flight Number |  |
| Date of return and Flight Number |  |
| ***Travel Details:*** |
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| ***Accommodation Details (including dates and addresses):*** |
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| PART 6: | STUDY AWAY FROM THE UNIVERSITY OF SOUTH AUSTRALIA |
| **Information:** * Normally, a request to study away from the University will only be considered for research degree students who have had their candidature confirmed.
* Normally, the maximum period of study away from the University will be six months.
* A research degree student may include recreational travel during their time of study away, but appropriate approval must be obtained through your Academic Unit/Institute.
* A research degree student cannot use the length of time spent overseas as a reason for either an extension of candidacy or scholarship. Student enrolment must be maintained for the duration of study away from the University.
* Any research degree student permitted to study away from the University must comply with the requirements of the overseas institution, undertake appropriate health and vaccination advice, consult regularly the Australian Government's travel advisory service, and ensure appropriate insurance cover is held.
* For international students, study away from the University is not a reason for an extension to your Confirmation of Enrolment (CoE).
* Students must adhere to the University’s [travel policies and guidelines](https://i.unisa.edu.au/siteassets/staff/finance/travel/travel-guidelines.pdf): Use of the UniSA Travel Team for bookings is strongly advised.
* Students should register all travel plans with International SOS via completion of a [Business Travel Request](https://bpi.unisa.edu.au/suite/tempo/reports/view/QzqdHg) (‘BTR’) form (highly recommended)
* If you need to extend your stay away from the University, a new application will be required to cover the extended duration. You are also responsible for contacting your travel agent to change your travel booking.
* I understand that study away from the University cannot be used as a reason for an extension to candidature or scholarship. I acknowledge that I will follow the University’s travel policy when making the necessary arrangements should my application be approved.
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| PART 7: | APPLICANT’S DECLARATION |
| * I agree to return to UniSA to complete my research immediately following the completion of the purpose of my international travel as outlined in this application.
* I agree to inform my Supervisor and Research Student Services, Student and Academic Services (SAS) if there is any change to the information that I have given in this application.
* I agree to abide by the Conditions of Participation in the International Travel Grant scheme as specified below.
* I have completed this form in its entirety and attached any relevant documentation
* I understand that UniSA may vary or cancel any decision it makes if the information I have given is incorrect or incomplete and that I may have to repay any grant monies. I declare that the information provided in the application form and any attachments is complete, true and correct.
* I agree to and understand the requirements of Study Away as indicated in part 6 of this form.
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| ***Conditions of participation in the research degree International Travel Grant Program*** |
| As a UniSA research degree student participating in the International Travel Grant scheme, I understand that I remain subject to the policies, rules and regulations of the University of South Australia. |
| I also undertake to:* Accept financial responsibility for all my personal expenses, including accommodation, if applicable, during the overseas period
* meet any pre-departure academic preparation specified by my Supervisor, Research Student Services (SAS) and UniSA International
* arrange suitable travel, personal and medical arrangements, and insurance provisions for myself
* register all travel plans with International SOS via completion of a [Business Travel Request](https://bpi.unisa.edu.au/suite/tempo/reports/view/QzqdHg) (‘BTR’) form (highly recommended)
* arrange for my University of South Australia tuition and other fees to be paid on my behalf each research period while I am away (not applicable if in receipt of scholarship)
* travel in the year that the Travel Grant is awarded. If travel is cancelled or delayed beyond the current year, I understand that I may be required to repay any grant monies received.
* Abide by advice from the Research Student Services (SAS) regarding the re-enrolment and review process
* Provide Research Student Services (SAS) and Supervisor with contact details within one week of arrival at the host institution
* Fulfil my role as an ambassador for the University of South Australia, respect the culture, abide by the laws of the host country and by the regulations of the host institution
* Consult my Supervisor, Research Degree Coordinator (or equivalent) or International Advisers promptly, and, if necessary, consult Research Student Services (SAS) should any problems arise in relation to my studies or otherwise during the international visit
* Submit a report on my overseas experience (including an itemised list of grant funds spent) within four weeks of my return to UniSA and, if requested, share your experience to assist other outgoing students in their decision making and planning to go overseas.

I understand that failure to abide by these conditions may result in disciplinary action by the University of South Australia and/or the host institution. |
| I accept the terms and conditions listed above: | [ ]  Yes [ ]  No |
| Student Signature |  | Date |  |

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| PART 8: | PRINCIPAL SUPERVISOR SUPPORT |
| ***Please give your appraisal of the applicant in terms of the qualities listed below:*** |
| Aptitude for independent research: | [ ]  Exceptional [ ]  Good [ ]  Average [ ]  Poor [ ]  Unable to judge |
| Communication skills: | [ ]  Exceptional [ ]  Good [ ]  Average [ ]  Poor [ ]  Unable to judge |
| Level of self-confidence: | [ ]  Exceptional [ ]  Good [ ]  Average [ ]  Poor [ ]  Unable to judge |
| Flexibility/adaptability to new situations: | [ ]  Exceptional [ ]  Good [ ]  Average [ ]  Poor [ ]  Unable to judge |
| Maturity/independence: | [ ]  Exceptional [ ]  Good [ ]  Average [ ]  Poor [ ]  Unable to judge |
| Please describe how the proposed travel will enhance the student’s research, including presentations and publications expected to result: |
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| Is the reason for travel to undertake an internship with an international institution? | [ ]  Yes [ ]  No |
| Please provide details |
| Will this travel grant enhance the University’s international reputation?  | [ ]  Yes [ ]  No |
| Please provide details |
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| Do you have any reservations with regards to this student’s participation in the scheme? | [ ]  Yes [ ]  No |
| Please provide details |
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| Do you approve the student taking the period of recreational travel specified in Part 2? | [ ] Yes [ ] No [ ] N/A |
| Is the student making satisfactory academic progress? | [ ]  Yes [ ]  No |
| Expected thesis submission date: |  |
| I support this application for travel grant funding. To the best of my knowledge, the information provided by the applicant in Parts 1-7 is accurate and complete. |
| Supervisor Name |  |
| Supervisor Signature |  | Date |  |

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| PART 9: | DEANS OF RESEARCH (OR DELEGATE) SUPPORT |
| I support this travel grant application | [ ]  Yes [ ]  No |
| Comments (if applicable): |
| Dean of Research (or delegate) Name |  |
| Dean of Research (or delegate) Signature |  | Date |  |

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| ATTACHMENT CHECKLIST |
| [ ]  Written approval from the overseas institution or a statement detailing when it is anticipated to be received |
| [ ]  Abstract for the conference presentation (if applicable) |
| [ ]  Confirmation that your conference presentation has been accepted (if applicable) |
| [ ]  Full itinerary (if insufficient space in Part 5) |

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| FORM SUBMISSION  |
| Once the form has been completed by student and supervisor it should be submitted to the relevant [Academic Unit Research Team](https://i.unisa.edu.au/students/research-students/contact-the-graduate-research-team/contact-your-local-research-support-staff/) by the closing date to arrange Dean of Research or delegate approval. Once the form has been fully approved and all supporting documentation has been attached, Academic Units are to submit to the Research Student Services team research.students@unisa.edu.au  |