



**Australian
National
University**

Vice-Chancellor's Higher Degree Research Travel Grant

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the Australian National University ('the University') may offer a number of awards known as the Vice-Chancellor's Higher Degree Research Travel Grant ('the Award').

The objectives of the Award are to:

- enrich the quality of research undertaken by HDR students by enabling them to study for a period at an overseas institution;
- enable HDR students to develop relationships within the international research community by presenting at conferences; and
- enable HDR students to access international research facilities and equipment to conduct research activities.

2. BENEFITS

The value of the Award is stated in the outcome communication. The Award will be paid as a one-off payment one month prior to departure, unless otherwise stated in the outcome communication.

3. ELIGIBILITY

The Award is available each year to any continuing student who:

- (a) is enrolled in a Higher Degree by Research program at the Australian National University;
- (b) has completed at least one year full-time, or equivalent, of their candidature, and is making good progress as demonstrated by completion of all current milestones;
- (c) is travelling overseas to work as a visiting scholar at another institution, or access collections or use facilities required for their research, and the period of time spent at the overseas institution will count as part of the period of candidature for the program in which the applicant is enrolled at ANU; or
- (d) is attending, and presenting a paper/seminar/poster to which they have made a substantial contribution, at a conference overseas (i.e. a country other than Australia);
- (e) commences and concludes funded travel in Australia;
- (f) has not previously been the recipient of a Vice Chancellor's HDR Travel Grant; and
- (g) is not on extension of their program.

4. APPLICATION

Applications are open year-round. The application shall be submitted via online form linked to the Vice-Chancellor's Travel Grant: Higher Degree Research webpage at least two months prior to the intended travel. Retrospective applications for completed travel will not be considered.

Applicants must ensure that their application has been approved by the Chair of their supervisory panel and that all requisite supporting documents in the application are correct and complete. Incomplete applications cannot be assessed.

Applicants should contact the Graduate Research Office or the Executive Officer to the Pro Vice-Chancellor (Graduate Research) for advice if they are unable to receive supervisor sign-off prior to submitting an application.

5. SELECTION

Selection is made on the basis of candidates meeting the eligibility criteria and the extent to which the proposed visit will enrich the applicant's higher degree research project.

The award will be offered to a student by the Pro Vice-Chancellor (Graduate Research) as required, on behalf of the Vice-Chancellor.

6. CONCURRENT HOLDING OF AWARDS

A recipient is permitted to hold other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

7. DEFERMENT

The Award cannot be deferred.

8. ONGOING ELIGIBILITY

A recipient of this Award is required to remain enrolled full-time in a Higher Degree by Research at the Australian National University while working as a visiting scholar at an overseas institution, or conducting approved research at another location.

Students who undertake personal travel while on a funded activity should discuss leave options with the Chair of their supervisory panel and apply for leave for the period of time that is personal leave.

Students who receive an award will need to complete an activity upon their return from travel. This may be a travel report or an alternate activity proposed by the supervisor and may be used for publicity for the VC Travel Grant scheme.

9. CESSATION OF AWARD

The Award ceases or should be surrendered:

- (a) at the conclusion of the travel period;
- (b) on submission of their thesis for examination; or
- (c) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences;
- (d) if a recipient is no longer meeting or has breached the Conditions of Award;
- (e) if a recipient changes their program or course without permission to retain the Award;
- (f) if a recipient breaches academic or behavioural standards set by the University under the *Discipline Rule (2021)* and *Academic Integrity Rule (2021)*.

10. REPAYMENT OF FUNDS

If the intended activity for which funds were applied is not successfully completed the travel grant must be refunded to the University.

The University reserves the right to recover funds if there is evidence that the funds were not used for the approved activities.

11. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

12. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, sections 3 and 5 of these Conditions of Award may be varied by the Pro Vice-Chancellor (Graduate Research) on the recommendation of the award owner.

13. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice (if applicable) regarding their own individual circumstances. Awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

14. PUBLICITY

The recipient may be requested to participate in publicity for the Award from time to time. This may include publicity in the country of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the Award by publishing the names of the recipients. Arrangements for such publicity will be made through the Office of the Pro Vice-Chancellor (Graduate Research) or ANU Communications and Engagement (ACE).

Recipients will also be required to acknowledge funding from the Award should the outcomes lead to publication.

15. CONTACT WITH THE AWARD OWNER

All enquiries regarding the Award and changes, issues, or further information after acceptance should be made to:

Graduate Research Office

gro@anu.edu.au

*Haydon Allen Building
22 University Avenue
Australian National University
Canberra ACTON 2601*

16. DISCLAIMER

The recipient of the Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule 2021* and Higher Degree Research Policy and Procedures available from the [ANU website](#).

17. RELATED POLICIES, PROCEDURES & RULES

HDR Legislation, policies and procedures - <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>

HDR Scholarships Policy - https://policies.anu.edu.au/ppl/document/ANUP_7926387

HDR Scholarships Procedure - https://policies.anu.edu.au/ppl/document/ANUP_7926390

Vice-Chancellor's HDR Travel Grant (142/2024)

ANU Academic Integrity Rule - <https://www.legislation.gov.au/Details/F2021L00997>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2021L00998>

ANU Student Code of Conduct <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>