

**HIGHER DEGREE RESEARCH  
KEITH & DOROTHY MACKAY TRAVELLING  
SCHOLARSHIP  
TERMS AND CONDITIONS**



## INTRODUCTION

The Keith and Dorothy Mackay Travelling Scholarship provides research funding toward the expenses:

1. of a short-term attachment to another Institution, as approved by the University of New England, for no more than three months, or
2. to travel for the purpose of presenting research findings where the enrolled student is presenting a paper, poster or abstract on their research, at an internationally recognised academic conference.

Combining an approved research placement and conference attendance is allowed.

## DETAILS

The Scholarships are awarded by the DVCR Scholarships Committee.

Up to a maximum of AU\$5,000 can be awarded for a short term attachment; or a maximum of AU\$3,000 for attendance at an internationally recognised conference.

Applications must be for travel after the scholarship closing date. Funding of retrospective activities will not be considered.

## ELIGIBILITY CRITERIA

- The Scholarship will not fund fieldwork or data collection.
- Scholarship applicants must currently be enrolled in a Higher Degree Research (HDR) course at the University of New England.
- The travel for a short-term attachment must be completed before the end of the second year of candidature for a Doctorate, or before the end of the first year of candidature for a Masters student (FTE days).
- There must be at least six months of candidature remaining (FTE days) after the proposed attendance dates at an internationally recognised research conference.

## SELECTION CRITERIA

- Scholarship selection is based on the capacity of the requested travel to enhance the student's research and research career.
- Applicants must provide proof of invitation and that there is an appropriate supervisor at the host institution (if attending a short-term attachment), or provide official notification of the acceptance of their paper, poster or abstract at an international conference (if attending a conference).
- A Supervisor's Statement of Support must be provided (see further details below).

## BUDGET

The Budget should clearly itemise the proposed costs for transport, accommodation, conference registration and other relevant travel expenditure. All costs and bookings must comply with the [UNE Travel Procedures](#).

## SUPERVISOR'S STATEMENT OF SUPPORT

- This Statement of Support must provide an overview of the students' progress in the HDR degree and details on how the travel would benefit the student and their research. This statement must be no more than 500 words.
- The Supervisor's Statement of Support must be provided to the student and attached to the Travelling

Scholarship application or forwarded independently from the Supervisor to Research Services ([hdrdocuments@une.edu.au](mailto:hdrdocuments@une.edu.au)).

#### **ADDITIONAL CONDITIONS**

- An award may be terminated if the University considers that a scholar is not making satisfactory progress.
- The scholarship may not be awarded in any given year, if no suitably qualified applicants have applied.
- Applicants will not be awarded more than one Keith and Dorothy Mackay Travelling Scholarship during their period of candidature in any one HDR degree.
- The funds from the scholarship must only be used for the purpose outlined in the scholarship application. Any requests to vary the funding must be made in writing to the Chair of the DVCR Scholarship Committee.
- Student's travel itinerary may include additional travel activities; however, these will not be covered by UNE Travel Insurance if they are not deemed to be study related.
- Each successful student shall submit to Research Services a one page report outlining how the Keith and Dorothy Mackay Travelling Scholarship enhanced their research and research outcomes, including an acquittal of how funds were spent. This report should be submitted via the AskUNE system within six months of the student completing their travel.

#### **PAYMENT OF SCHOLARSHIP**

If awarded a scholarship, the funding will be transferred from Research Services to the student's research account in their School. The School will be responsible for completing the travel booking.

#### **APPLICATION**

A complete application must be lodged with Research Services by the closing date and must include ONLY the following:

- A completed, signed application form.
- Proof of acceptance by supervisor (for a short-term research placement) or conference organiser (for an internationally recognised conference).
- A completed Budget providing all relevant research travel details and proposed travel dates.
- A Statement of Support from the Principal Supervisor.

#### **CLOSING DATE**

Applications close **31 January** and **31 July** each year (selected bi-annually).

#### **SUBMITTING THE APPLICATION FORM AND SUPPORTING DOCUMENTATION**

Please ensure that you complete all sections of the application form as per the instructions and provide all supporting documentation as requested above.

Submit your application in hard copy to Research Services or through the AskUNE system.