

Monash Research Graduate School

Study Away form For all research scholarship holders and doctoral or MPhil candidates

MRGS use only

- **This application needs to be submitted for all periods of overseas travel.** For interstate travel, study away need not be submitted if travel is for a period that is less than six weeks.
- Please note that the university's international travel policy and procedures also apply to postgraduate research students. A copy of the travel policy is available at: <http://www.adm.monash.edu.au/human-resources/international/policies-guidelines.html>. **To register your travel details and obtain insurance cover see instructions in the Travel Insurance section on this page.**
- On return from an approved period of study away students will be required to lodge a **Resumption Form**.
- Periods of annual leave need not be reported. Annual leave should be negotiated with your supervisor(s).
- Study away will not normally be approved for students in the Faculty of Arts prior to confirmation of probationary candidature.
- Students are required to maintain regular contact with their supervisor while on approved study away.
- International students must seek advice from Health, Wellbeing and Development prior to any period of study away.
- All study away applications should be submitted to the Monash Research Graduate School **at least 4 to 6 weeks prior to departure.**
- Candidates will receive a letter advising them of the outcome of this application. Departmental notification will be by email. It is therefore essential that email addresses are provided for all signatories.

Travel Bookings

Monash University uses two preferred travel management companies, HRG (Australia) and Voyager Travel Corporation (Voyager). As the University checks the market regularly through a tender process, the preferred providers are always competitive. Consequently, postgraduate research students are encouraged to use these companies. Use of the university's preferred Travel Management Company ensures automatic registration on the *FlightLock* system. The *Flightlock* system is a traveller monitor system that enables early warning where travellers are in areas identified by the Department of Foreign Affairs and Trade (DFAT) as potentially dangerous.

Security and Risk Management for Overseas Travel

DFAT issue travel advisories for Australian travellers. Students are required to read the latest travel advisories for the country where they will be travelling and attach a copy of the advisories to their application for study away. These advisories can be accessed via <http://www.smarttraveller.gov.au/> Travel to countries with travel advisories categorised as level 4 and 5 will only be approved in exceptional circumstances and requires approval from the Vice Chancellor or Deputy Vice Chancellor (International).

Please note that information provided in this form will help us to contact you in case of an emergency.

Travel Insurance

All students travelling on approved study away are required to register on the Insurance Services website located at: www.firm.monash.edu.au/insurance/restrictedaccess/businesstravel/request.html if they wish to be covered by the University Travel Insurance. If you have difficulty in accessing this website, please contact your department and arrange for administrative staff to enter the travel details on your behalf.

Successful completion of the online travel insurance form provides students with a confirmation of cover certificate and an emergency telephone number if required overseas. Please note that those students who travel to countries where the DFAT warning is level 4 or above may not be covered for evacuation expenses should this become necessary.

Pre Travel Health Check for Overseas Travel

A pre-travel health check is an important part of planning any international travel. A pre-travel health check can be undertaken at any of the university's health services or by your personal doctor. It is important that you make an appointment sufficiently in advance of any travel, to allow adequate time to follow through with recommended health advice and appropriate vaccinations if required.

Section A: To be completed by candidate
Please place X in the appropriate boxes

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for study away. Other purposes for collection include attending to administrative matters, corresponding with you and statistical analysis. If you choose not to complete all questions on this form it will not be possible for Monash University to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Personal Details:

ID No: Department:

Degree:

Family name: Title:

Given names:

Mailing address:

Telephone no: Home: Work:

Email address:

Are you in receipt of a scholarship? No Yes - Please specify:

Are you an international student? Yes No

Thesis Details:

The working title of my thesis is:

Candidature commencement date: / /

Please note study away is not normally approved in the first 6 months of candidature. Students in the Faculty of Arts must confirm their candidature prior to taking study away.

While on study away I will be supervised by: current supervisor other

Please specify : Name:

Institution:

Ethics approval for this project:

- is not required; (Projects involving questionnaires, interviews and surveys require ethics approval)
- has been obtained; (Copy of letter of approval attached)
- is being sought. (NB: This application will not be finalised until ethics clearance has been granted.)

Section A (cont.)

Proposed Travel Summary:

Period of intended travel: from: / / to: / / Max period = 12 months

Do you propose taking annual leave in conjunction with this trip? Yes No

Period of annual leave to be taken from: / / to: / /

I have the necessary funds to cover travel expenses and incidental costs Yes No

I have obtained authorisation from the institutions/individuals I intend to visit Yes No

All required appointments and bookings have been organised Yes No

Purpose of trip:

Conference attendance Undertaking fieldwork/research Conducting interviews

Other (Please specify)

Please provide details of where you are going, including any institution/s you will be visiting, conferences you will be attending, fieldwork to be undertaken, etc:

This work is an integral and essential part of my study/research programme for the following reasons (attach additional documents if necessary):

I will be travelling Overseas Within Australia

It is my intention that, if this application is granted, I will return to Melbourne at the expiration of the proposed period of absence to which this application relates. I understand that should I wish to extend this period of study away, I will need to submit to the Monash Research Graduate School an additional request which is endorsed by my supervisor and Head of Department.

Candidate's Signature: Date: / /

If you are **travelling within Australia**, you are **not** required to complete **Section B** or **Section C** of this form. Please forward this application to your main supervisor for completion of **Section D**.
If you are an **Australia Citizen or permanent resident and travelling overseas**, you are required to provide additional information at **Section B** of this form.

Section B: Travel Plan for research candidates travelling overseas

Please note:

- The lodgement of this travel plan is in line with the University's policy for international travel. The travel plan is designed to ensure the protection of students while travelling overseas. You are reminded that a pre-travel health check is an important part of planning any international travel. Please refer to: <http://www.adm.monash.edu.au/human-resources/international/policies-guidelines.html>
- Unless you have booked your travel with either HRG or Voyager you are required to register your travel details on the Insurance Services website, otherwise you will not be covered by Monash University's student insurance. Please register your travel details at: www.firm.monash.edu.au/insurance/restrictedaccess/businesstravel/request.html

Passport Number : Types of Visas Required:

Current DFAT Warning Level for Destination/s:
Please see <http://www.smarttraveller.gov.au/>

Travel Agency used for booking HRG/Voyager/Other (please specify):

Emergency contact details: Please provide details of a contact person in the event of an emergency

Family name: Title:

Given names:

Telephone No: Home: Work:

Email address:

Itinerary: Please fill in the fields below and delete/add any additional Destinations as required.

Destination 1

Country: City:

Arrival Date: / / Departure Date: / /

Transit days: Days undertaking research: Personal (leave) days:

Total number of days at Destination 1:

Destination 2

Country: City:

Arrival Date: / / Departure Date: / /

Transit days: Days undertaking research: Personal (leave) days:

Total number of days at Destination 2:

Destination 3

Country: City:

Arrival Date: / / Departure Date: / /

Transit days: Days undertaking research: Personal (leave) days:

Total number of days at Destination 3:

Upon completion of section B, international students who will be travelling overseas should complete section C. Australian citizens and permanent residents should forward this application to the main supervisor for completion of section D.

Section C: International students travelling overseas

International students must seek advice from Health, Wellbeing and Development (HWD) with regard to the visa implications for study away overseas. International students should not leave Australia prior to an application for study away being approved by the Research Graduate School Committee, as this may result in a cancellation of their student visa.

I have discussed my study away plans with Health Wellbeing and Development

Yes

No

Candidate's Signature:

Date:

 /

Health, Wellbeing and Development Verification

Contact name:

Signature:

Telephone:

HWD stamp

Date:

 /

Section D: To be completed by supervisor

I certify that this work is an integral part of the candidate's research program

Yes

No

The attached timetable for this period of leave is accurate and achievable

Yes

No

The candidate has made adequate preparation for the study away period, including making necessary appointments and bookings

Yes

No

I note that the student is required to continue his/her enrolment at the University on a full-time/part-time basis, and that the work is to be credited towards his/her higher degree candidature. **Provide a detailed written statement indicating the significance of the study away to the overall research project:**

I note that the candidate and supervisor must maintain effective communication during the period of overseas study and that it may also be considered necessary to arrange temporary appointment of an overseas supervisor during this time. **Special supervision arrangements have been made as follows:**

I note that the period of study away should not impede the confirmation of candidature process for students on probationary candidature. Where it is anticipated that study away may delay the confirmation process, the proposed travel should be postponed until confirmation of candidature can take place.

Is the candidate currently on probationary candidature?

Yes

No

If yes, please indicate the date when confirmation of candidature is due:

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If the candidate is due to confirm candidature during the period of study away, please indicate what special arrangements have been made to facilitate this process.

Supervisor's full name:

Email:

Supervisor's signature:

Date:

 /

Section E: To be completed by Head of Department / Graduate Co-ordinator

I certify that this work is an integral part of the candidate's higher degree studies. Yes No

I am satisfied that adequate supervision arrangements have been made. Yes No

I am satisfied with the arrangements made for confirmation, if required. Yes No

I support the candidate's application for study away. Yes No

The candidate has met the university's requirements for approved travel Yes No

If your answer to any of the above questions is no, please provide additional information:

Is the candidate travelling to a region where the DFAT warning level is '4' or '5'? Yes No

If yes, please make a case supporting the student's request to travel. This case must address the issue of the student's safety and reason why the travel cannot be delayed:

Grad Co-ordinator or Head of Dept name: Email:

Grad Co-ordinator or Head of Dept signature: Date:

Notification

Please list below the email addresses of other staff members who require a copy of the notification:

Section F: Faculty Endorsement (Faculty of Arts and Science only)

Dean or nominee name: Email:

Dean or nominee signature: Date:

Section G: Endorsement by the Research Graduate School Committee

Approved / Not Approved

RGSC nominee Signature: Date:

Please forward the completed form, together with and all requested supplementary documentation to:
Monash Research Graduate School, Research Services
Building 3D, Wellington Rd, Clayton
Postal - Monash University, VIC 3800, Australia

Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
Email mrgs@adm.monash.edu.au www.mrgs.monash.edu.au/