

ANU-IARU Travel Grant for Graduate Students Guidelines

Effective 1 January 2009

Purpose

To encourage Graduate students to visit IARU partner universities during the course of their degree.

Grant funds available:

- Reimbursement up to a maximum amount, as a contribution towards a return economy airfare to the closest major international airport to the IARU Partner University. Where visits are planned to multiple universities, including to non-IARU partner universities, the amount reimbursed will be equivalent to a return economy airfare to the IARU Partner University to be visited, up to the maximum amount (unless the actual fare paid is cheaper than indicative quotes for a return flight direct to the partner).
- The maximum rate is adjusted periodically to take into account changing airfare costs.
- Additional funding of \$1000 for students spending longer than three months at an IARU partner institution

Eligibility

To be eligible for the ANU-IARU Travel Grant, students must:

- Be undertaking study at Graduate level, either by coursework or research; and

Demonstrate that:

- the visit to the IARU Partner University is central to the objectives of the student's travel;
- the travel has been approved by the student's supervisor, department head and college dean; and
- supervisory arrangements and status of student at host university has been clarified in writing.

Application method

- Student applies using the ANU Travel Grant form, which is submitted to the ANU-IARU Office
- If approved, ANU-IARU Office contacts applicant to advise them of their entitlement to a grant, and requests a copy of a receipt for payment of their airfare and their bank details for payment of grant
- The grant will not be paid more than 3 months prior to date of departure
- Once processed, the application will be forwarded to the Registrar's office for consideration of entitlement to an ANU Travel Grant.

Conditions

- Students may only apply for an ANU-IARU Travel Grant once in a one or two year degree, or twice in a 4 year degree
- Students in a 4 year degree may apply for a second ANU-IARU Travel Grant where the second period of travel is to a different IARU partner university than the first
- Students are entitled to the additional funding of up to \$1000 only once during their degree
- Students will be required to submit a one page report to the ANU-IARU Office, outlining the outcomes of their visit.
- Where a student, for whatever reason, does not undertake the travel, any monies paid by the ANU-IARU Office to the student must be repaid.

Notes

- Students are able to apply for both the IARU Travel Grant and the ANU Travel Grant for HDR students.
- Students experiencing financial hardship may, upon application, seek to receive the contribution towards their travel costs in advance. Students must provide a copy of the airfare quote for which they are seeking an advance. The ANU-IARU Office will make a payment to the student equal to the quote but not exceeding the maximum contribution rate. Students will then provide a receipt showing payment for the airfare based on the original quote.