

# Monash University Malaysia

## School of Arts & Social Sciences

### POSTGRADUATE RESEARCH ACTIVITIES FUNDING

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#### GUIDELINES

1. Any postgraduate research candidates who meet the criteria below may apply for the **Postgraduate Research Activities Funding** from the School of Arts & Social Sciences by completing and submitting the application form appended to these guidelines:

To be eligible the applicant must:

- be currently enrolled, either as a doctoral or Masters (100% research) candidate at School of Arts & Social Sciences, Monash University Malaysia and have completed the confirmation of candidature milestone and/or;
- be currently enrolled, either as a doctoral or Masters (100% research) candidate at School of Arts & Social Sciences, Monash University Malaysia and have not completed the confirmation of candidature milestone but wants to attend relevant research training (s) (e.g. understanding case studies, quantitative/qualitative analysis etc.) that will assist them in their confirmation of candidature.

#### **Ineligible**

- Candidates who are on intermission from candidature for the period of the proposed research activities are ineligible;
- Candidates who have not completed the confirmation of candidature milestone and do not want to attend relevant research training (s) prior to confirmation of candidature.
- Candidates who have submitted their thesis for examination.

2. Applications for the **Postgraduate Research Activities Funding** must be submitted to the School Research Office (SRO) four **(4 weeks)** before commencing the following research activities:

- a) Fieldwork
- b) Research materials
- c) Research Training (s)

4. The maximum value of funding for the year 2015:

RM ??? (**to be advised**) per candidate (combined amount with the conference subsidy)

Note: ***Subject to annual budget approval.***

5. The funding will cover the following type of expenses:

- a) Accommodation;
- b) Transportation (mileage, toll, taxi, bus, flight, train and related subject to approval)
- c) Research materials (e.g. online research survey, DVDs and related subject to prior approval);
- d) Research Training (s)

6. Reimbursement is subject to submission of original receipts.

7. Applicants are required to complete and submit the "Postgraduate Research Activities Funding Travel Report" form within **two (2) weeks** of return from the field trip and research training (s) to SRO.

**POSTGRADUATE RESEARCH ACTIVITIES FUNDING APPLICATION FORM**

**Section A: Applicant's details**

Monash Student ID

Name   
Address   
Email

Are you enrolled in a:  PhD  Masters by Research

Candidature Start date / /  Full-time  Part-time

School

Main Supervisor

Are you applying for :

- Fieldwork
- Hire or purchase of special equipment for research
- Research Training (s)

State your reasons for applying the funding, listing anticipated major expenses:

Signed: \_\_\_\_\_ (Applicant) Date: \_\_\_\_\_

**Section B: Supervisor's statement in support of the 'funding' application**

To be provided by the main supervisor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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**Section C: Endorsement by the Coordinator (if applying for fieldwork and research training (s) only)**

The applicant has consulted me regarding arrangements for appropriate cover for his/her tutorials and I am satisfied that suitable arrangements are in place.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

### Section D: Endorsement by Research Strength (RS) Leader

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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### Section E: Approval by Head of School (HOS)

	Approved		<b>NOT</b> approved
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please forward the completed form to the School Research Office no later than **four (4) weeks** before commencing the research activities.