

# Monash University Malaysia

## School of Arts & Social Sciences

### POSTGRADUATE RESEARCH ACTIVITIES FUNDING

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#### GUIDELINES

1. Any postgraduate research candidates who meets the below criteria for the SASS Postgraduate Research Conference Subsidy 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 Sunway campus and have completed the confirmation of candidature process.

#### **Ineligible**

- A candidate who is on intermission from candidature for the period of the proposed conference is ineligible;
- Candidates who have not completed the confirmation of candidature process;
- 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

4. The maximum value of funding for the year 2014:

RM1,500.00 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).

6. Reimbursement is subject to submitting 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 fieldtrip to the School Research Office (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

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 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		NOT 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.