

# Monash Research Graduate School

## Study Away form

### for doctoral or MPhil candidates

#### Instructions for completion of this form:

- This application needs to be submitted for **all periods of overseas travel**. For interstate travel, a study away application does not need to be submitted if travel is for a period that is less than six weeks.
- Students may request up to a maximum of one year study away during their period of candidature.
- Study away will not normally be approved for students in the Faculty of Arts prior to confirmation of probationary candidature.
- All study away applications should be submitted to the Monash Research Graduate School **at least 4 to 6 weeks prior to your proposed departure**.
- On return from an approved period of study away students will be required to lodge a **Resumption Form**.
- Please note that you will be advised of the outcome of this application via your **student email ONLY** (eg [xxx1@student.monash.edu.au](mailto:xxx1@student.monash.edu.au)). Please ensure that you access this email on a regular basis.

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

#### Security and Risk Management for Overseas Travel

- Please note that the university's international travel policy and procedures also apply to postgraduate research students. More information about the University's international travel policy can be found at: <http://www.adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html>
- All 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.smartraveller.gov.au/>
- All International travel applications for Study Away must be accompanied by a Staff/HDR Candidate International Travel Plan. <http://www.adm.monash.edu.au/human-resources/forms/travel-plan.doc>
- Travel to countries with travel advisories categorised as **DFAT level 4 (Reconsider your need to travel)** or **DFAT 5 (Do not travel)** will only be considered in exceptional circumstances and all such applications require prior approval from the Deputy Vice Chancellor (Global Engagement) **regardless of whether the country you are travelling to is your home country**.
- In cases where applications for Study Away include countries or regions where the DFAT advisory **DFAT level 4 or DFAT 5**, the Travel Plan must also include a Security/Safety Plan. The Staff/HDR Candidate International Travel Plan, along with information on what needs to be included in the Security/Safety Plan, is available from: <http://www.adm.monash.edu.au/human-resources/forms/travel-plan.doc>

#### 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 enables the university to monitor travel and coordinate a response in support of university travellers in the event 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/businesstravel/request.html](http://www.firm.monash.edu.au/insurance/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. Please ensure you print out a copy of your Insurance Certificate and **attach it to this application**.
- 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 read the instructions before completing and submitting this form.

ID No:	<input type="text"/>	Degree:	<input type="text"/>
Department:	<input type="text"/>	Campus:	<input type="text"/>
Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Telephone (Home):	<input type="text"/>	(Work):	<input type="text"/>
Email address:	<input type="text"/>		
Scholarship (if applicable)	<input type="text"/>		
Student Status (International/Local)	<input type="text"/>		

### Candidature Details:

Candidature commencement date:  /  /  Candidature end 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.)

### 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 (more than 6 weeks in duration)

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

All required appointments and bookings have been organised Yes  No

**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:  /  /

## Section B: Travel Plan

As part of this application, you are required to complete the following section and attach the Staff/HDR Candidate International Travel Plan available from <http://www.adm.monash.edu.au/human-resources/forms/travel-plan.doc>.

The Staff/HDR Candidate International 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/workplace-policy/international/procedure-staff-international-travel.html>

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

I have attached the **Security/Safety Plan**  Yes  No  Not applicable

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

I understand that unless I book my travel with either HRG or Voyager, I am required to register my travel details on the Insurance Services website ([www.firm.monash.edu.au/insurance/businesstravel/request.html](http://www.firm.monash.edu.au/insurance/businesstravel/request.html)) otherwise I will not be covered by Monash University's student insurance. I will also amend my insurance travel details and notify MRGS if there are any changes to my original travel dates.

Please tick box

[www.firm.monash.edu.au/insurance/businesstravel/request.html](http://www.firm.monash.edu.au/insurance/businesstravel/request.html)

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

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

Please refer to guidelines on annual leave: <http://www.mrgs.monash.edu.au/research/doctoral/chapter4a.html>

**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 and Wellbeing 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 and Wellbeing.

Yes

Candidate's Signature:

Date:

 /  / 

## Health and Wellbeing Verification

Contact name:

Signature:

Telephone:

HW 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:

 /  / 

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' (Reconsider your need to travel) or '5' (Do not travel)? 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 Coordinator or Head of Dept name:  Email:

Grad Coordinator or Head of Dept signature:  Date:

## 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, Clayton Campus, Wellington Rd  
Monash University, VIC 3800, Australia  
Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042  
Email: [mrgs@monash.edu](mailto:mrgs@monash.edu) Website: [www.mrgs.monash.edu.au](http://www.mrgs.monash.edu.au)

NOTE: The **completed** form may be scanned or faxed to MRGS. Please do not send the original if a copy has been emailed or faxed.

### Privacy Notice:

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 +61 3 9902 9589.