

**Guidelines for use of School postgraduate “safety net” funds  
for travel to an international conference**

The School Postgraduate Committee supports the concept that each student should have the opportunity to attend one international conference during his/her candidature. A student seeking to use part of their School safety net maintenance allocation must first seek a contribution of funds from another source (e.g. industry, other travel scholarship) and present his/her work at a conference of sufficient standing in the discipline. **The student may use up to \$1,500 of his/her general operating funds at the discretion of the principal supervisor.** Funds in excess of \$1,500 may be used in certain circumstances, e.g. if the student is near the end of candidature and little further research expenditure is expected, in which case approval of the Head of School is required.

The student must submit a formal application to the School Postgraduate Committee, via the Senior Academic Support Officer, justifying the request and detailing other funds secured, at least 3 months before the conference.

The form “**Application to use School postgraduate safety net funds to attend an international conference**” should be downloaded from the School postgraduate research website at: <http://www.agwine.adelaide.edu.au/current-students/current-hdr/>

If approval is granted, please send the completed form (signed by the Chair of the School Postgraduate Committee) to [travel.sciences@adelaide.edu.au](mailto:travel.sciences@adelaide.edu.au) along with the “**Notification to travel form**” <http://www.adelaide.edu.au/finance/travel/docs/notification-to-travel-form.pdf>