APPLICATION FOR OVERSEAS FIELDWORK
WITH AUSTRALIA AWARDS SCHOLARSHIP FUNDS

This form must be completed by the eligible Australia Awards Scholarship holder and the Principal Supervisor and aims to ensure Scholarship Conditions are met when using the Fieldwork Entitlement.

Please submit the completed form to the AAS Student Contact Officer with necessary supporting documents at least three weeks in advance of the intended date of departure. The SCO will facilitate possible travel arrangements through the designated travel agent, Campus Travel.

For the purpose of the Australia Awards Scholarships, fieldwork is defined as firsthand observations and data collection needing to be made in the field as opposed to those observed or collected in the controlled university environment. The fieldwork entitlement is a contribution to the student’s fieldwork costs - an airfare from Adelaide to the home country and return by the most direct route available, plus budget accommodation for any unavoidable stopovers. The stipend will continue to be paid during the fieldwork for the period approved through this application (a maximum duration of 12 months can be considered).

DFAT will only cover the cost of compulsory fieldtrips. Where they are a compulsory requirement of the awardee’s study program, the institution must record the cost as part of the academic fees in OASIS at the process placement stage (refer Section 5). Failure to do so may result in funds for the fieldtrip not being approved.

Eligibility: Students who are, 1/ undertaking a PhD or Masters by research or coursework with a compulsory fieldwork component, 2/ have funds already set aside as Fieldwork Entitlement in their AAS Contract as specified in the offer of admission, and 3/ have permission for travel from the Principal Supervisor.

The AAS Conditions that apply to the use of the Fieldwork Entitlement are outlined on Page 2 (as in the current Australia Awards Scholarships Policy Handbook of February 2014).

Approval is conditional on the eligibility criteria being met and satisfactory progress in the academic program. Should your return to Adelaide be delayed beyond the permitted period for travel, your scholarship may be suspended.

On receipt of the application and relevant information, the SCO will provide a referral to Campus Travel to progress the travel booking.
Fieldwork  (Section 12.3 from AAScholarships Policy, January 2015)

For the purpose of the Australia Awards Scholarships, fieldwork is defined as firsthand observations and data collection needing to be made in the field as opposed to those observed or collected in the controlled university environment.

The fieldwork entitlement is only a contribution to awardees’ fieldwork costs (as detailed in 12.3.5). Fieldwork entitlement only applies to awardees enrolled in a Masters by research, a PhD or a Masters by coursework which has a compulsory research by fieldwork component. Fieldwork entitlement must be included in the institution’s initial offer.

Fieldwork must be undertaken in Australia or the awardee’s home country. In exceptional cases, Program Areas may agree to an awardee undertaking fieldwork in another country within the region.

Fieldwork which is to take place in more than one location in Australia or in the applicant’s home country must be identified in the awardee’s approved research proposal.

Only the international return airfares to the airport closest to the fieldwork location will be funded during the scholarship period. Funding for all other costs associated with fieldwork should be sought from other sources available to awardees, including their academic faculty budget. DFAT will not cover costs which institutions typically cover for other research students.

One return airfare for a Masters awardee and up to three for a PhD awardee are permitted. The number of fieldwork trips required is determined by the institution (supervisor) subject to the nature of the research.

If fieldwork is conducted in the awardee’s home country, the awardee is not eligible for reunion airfares in the year fieldwork is undertaken (i.e. a PhD awardee undertakes fieldwork in year 2 is not entitled to reunion airfare in that year but is eligible at the end of years 1 and 3).

If fieldwork is conducted in a third country or in Australia, the standard reunion entitlement applies.

Fieldwork must be undertaken during the awardee’s period of studies such that the total period of the scholarship does not exceed the length of the course of studies as registered in CRICOS.

The maximum period which may be approved for fieldwork is 12 months.

Fieldwork must not result in an extension to the scholarship.

The institution must record the fieldwork details in OASIS at the process placement stage. Failure to do so may result in funds for fieldwork not being approved.

The institution (and awardees) should first investigate if some of the costs can be obtained from other sources (such as the institution’s research funds).

The institution must seek approval from the Program Area (and it may also require approval from the partner government, where relevant) for fieldwork to be undertaken in a third country.

The institution is responsible for organising fieldwork travel for the awardee. One return economy class airfare for a Masters awardee and up to three for a PhD may be approved for the awardee to undertake fieldwork essential to their program.

The institution must record the actual travel costs and details in OASIS once it has been booked.

If an awardee becomes ill or is unable to return from their fieldwork as planned, the Student Contact Officer should apply the Suspension Policy (refer 13.4).

Program Areas will need to give careful consideration to the implications of approving fieldwork.

Awardees must communicate with and provide all relevant information on the fieldwork to the Student Contact Officer to assist the institution in organising fieldwork travel. Failing to notify the Student Contact Officer may result in the cancellation of an awardee’s CLE entitlement.

An awardee who is undertaking fieldwork out of Australia and who has dependents with them in Australia must consult the Department of Immigration and Border Protection on the policy relating to the dependents staying in Australia or travelling with the awardee.

If an awardee becomes ill or unable to complete their research as planned, they must immediately advise their Student Contact Officer and the Suspension policy will be applied (refer 13.4).

Fieldtrips

DFAT will only cover the cost of compulsory fieldtrips. Where they are a compulsory requirement of the awardee’s study program, the institution must record the cost as part of the academic fees in OASIS at the process placement stage (refer Section 5). Failure to do so may result in funds for the fieldtrip not being approved.
Section A: To be completed by the student

1. Please provide a schedule of work to be completed during overseas field work (to be co-signed by your supervisor).

2. If you have dependants with you in Australia, will they be returning to their home country whilst you are undertaking the proposed fieldwork? YES/NO

Australia Awards will pay your stipend for the duration of the fieldwork (up to 12 months). ACIAR scholars may have their stipend adjusted (reduced) and this will be confirmed once ACIAR have considered your application details.

3. Do you plan to take any personal leave during or around the fieldtrip? YES/NO

If yes, please outline the expected timing (dates) and location (city and country) of this:

4. Have you secured funding for the additional costs associated with the fieldwork (other than living expenses)? YES/NO

5. You must also complete the relevant leave application form(s) for the Adelaide Graduate Centre. These forms must be completed and returned to the ISC for clearance (on visa and scholarship grounds) before being submitted to the AGC.

6. If you are overseas for more than 30 days, you must submit your passport details to the SCO to initiate the OSHC vacation refund due to the sponsor. This must be done as soon as you return to Australia (no later than 10 days after your return).

Name:
Signature:
Date:
Section B: To be completed by the Principal Supervisor

1. Please outline the proposed fieldwork showing its relationship to the total program:

(The student is required to submit a schedule of work to be completed during overseas field work, including times and location of activity. This is also required to be co-signed by the supervisor.)

2. Is the proposed fieldwork essential for the successful completion of the student’s research?  YES/NO

3. What arrangements have been made for continued supervision between the student and yourself during the proposed fieldwork? (including mode and frequency of communication expected to be maintained)

4. What reporting requirements have been set for the student (including frequency):

5. Will the proposed fieldwork affect the duration of the scholarship (mentioned above)?
   YES/NO (If yes, please give details)

6. Is the proposal consistent with the program for which the Australia Awards Scholarship was granted? YES/NO

Recommended date of commencement of fieldwork

Recommended date of completion of fieldwork

Any comments or concerns:

Signature: ...............................................................

Name:........................................................................Date:....................................................................
Acceptance of the Conditions of the Travel Entitlement for Overseas Fieldwork:

Student Personal Details and Contact Information:  (Please circle one)  Dr / Mr / Mrs / Ms / Miss

First Name:       Family Name:

Contact Email (in Australia):

Contact Phone (in Australia):__________________________

Overseas Home Address:

Home Email:

Mobile / Overseas Contact Phone (if available):

Conditions that apply to travel

The following conditions apply to all travel (i.e. to Australia at the commencement of the scholarship, from Australia upon completion of the scholarship, fieldwork travel and reunion travel):

• awardees are entitled to travel (i.e. airfares) between the regional or international airport closest to their home city or town, and the airport closest to the institution where they will be studying

• awardees are to travel by the most direct route and are entitled to the “best fare of the day” which is the cheapest economy class fare available during the period of travel

• Program Areas and institutions must advise the awardee and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Program Area or institution

• Program Areas and institutions should arrange travel routes that minimise the risk of the awardee incurring visa problems in third countries while in transit or on stopover

• unless unavoidable, stopovers are not permitted. If unavoidable, DFAT will pay reasonable accommodation costs (including transport to and from the airport and accommodation only) that have been pre-approved by Program Areas, though it should be checked first whether these costs are covered by the airline

• the awardee is responsible for all external arrival and departure taxes, except where it is part of an unavoidable stopover, in which case, the taxes should be incorporated into the price of the ticket at the time of purchase.

The scholarship does not cover costs for:

• travel insurance while the awardee is travelling to and from Australia or while studying in Australia (including for loss of possessions)

• travel of awardees’ dependents or family members

• fees, additional taxes or fare differences related to changing travel dates or missing flights

• transporting personal effects or excess baggage to and from Australia, or within Australia

• other incidental costs occurred during awardees’ travel.

Return travel to be booked to: ___________________________ Proposed departure date: ___________________________

(destination city) Proposed return date: ___________________________

I ___________________________ accept the above mentioned conditions travel.

Signature ___________________________ Date ________________

Please return the completed form and supporting documents to the SCO, International Student Centre.