



Checklist for Applicants/Faculty Research & Innovation Committee

**POSTGRADUATE STUDENT CONFERENCE ATTENDANCE APPLICATION
FORM**

Checklist	Yes	No	Comments
Are the duration dates correctly given on the application form?			
Is a letter attached from supervisor/promoter?			
Is your proof of registration attached?			
Is a budget attached?			
Are amounts indicated in the budget correct?			
If applicable, any currency conversions must be indicated in South African currency			
Are relevant documents attached? For example, abstracts, quotations, proof that paper is accepted etc. (These supporting documents are kept in the faculty for auditing purposes)			
Is the application signed by relevant persons?			
Application forms must be submitted before the next Exco SRIC closing date?			
Is the application done on the latest approved form?			
Are all sections completed?			
For international conference attendance has applicant presented at Faculty or national conference?			
Procedures			
Only funds for the current year may be applied for			
Applicants who receive funding should account for their expenses. Where relevant, invoices, slips etc. must be submitted to finance department			
No applications for refund on workshops/conferences without prior approval from the Exco SRIC will be accepted for discussion.			
All applications must first be approved by the Faculty Research and Innovation Committee and a copy of the minutes must accompany the application form.			
Should an applicant be awarded funding and subsequently terminate studies at VUT, it is the responsibility of the applicant to inform Exco SRIC of the termination.			

Incomplete checklists and application forms will not be accepted for submission to the Senate Research and Innovation Committee. All sections are to be completed.

June 2014

Postgraduate Student Conference Attendance Application Form

Student Information

Surname, Initials, Title

Student Number

Qualification registered for

Department

Faculty

Supervisor/Promoter Information

Surname, Initials, Title

Recommendation/Comment (Attach a letter to support the advanced stage of the student's development)

Purpose of Travel

Purpose of visit (mark with x) Conference attendance ☐

Paper/poster presentation ☐

National/Local Conference ☐
International Conference ☐

Expected duration from to

Name of Conference
Venue of Conference (Address)

Title of paper (if presenting)

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Motivation

Expected outcome

Abstract accepted

Yes x

No

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publications

Previous accredited

Provide details below

Yes x

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No

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Year	Title of publication (article)	Journal title	Units

CONDITIONS

In terms of funding approved and received for conference attendance, the applicant hereby acknowledges that:

- the student will need to complete current qualification registered for at VUT.
- if the qualification is not obtained within a reasonable time period (three (3) years for a master's degree and four (4) years for a doctoral degree) from the date of awarding the funds, the VUT reserves the right to sequester reimbursement of allocated funding.
- All students who receive institutional funding must submit copies of the Department of Education & Training accredited publications or submissions to journals for publication to the Research Directorate.

RESPONSIBILITIES

- Upon return from their conference attendance, postgraduate students are required to submit a report to the Research Directorate, which will then serve at the Executive Senate Research and Innovation Committee.
- Postgraduate students are required to present their work at a faculty or departmental seminar as part of their preparation for their conference attendance.
- Postgraduate students are also required to prepare a presentation at a faculty or departmental seminar on their experience at the conference, together with the benefits and future possibilities that emerged from their conference attendance.

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Date

Y	Y	M	M	D	D
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Date _____

Y	Y	M	M	D	D
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Date _____

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Date

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[illegible][illegible]

Final Costs	
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