

Step-by-Step Guide for Applying to Study Away for GR Candidates

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- 1. Talk to your supervisor(s)** → Ask for advice on travel and travel funding, and OHS matters.
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- 2. Check if you should apply for Study Away**
- Working on your research or thesis away from Melbourne.
 - Shorter than 12 months
 - Study Away less than one month in Australia
 - Except if you are applying for travel funding
 - Travel destination has a DFAT www.smarttraveller.gov.au warning of “Do Not Travel” or “Reconsider Your Need to Travel”. Note if the travel advisory changes once you are already away contact the University Immediately
- Even if you are going to your home country for a short period to study. i.e. not leave of absence or recreation leave.
- The maximum Study Away period you can apply for is 12 months. For more information refer www.gradresearch.unimelb.edu.au/current/
- You still need to apply for travel insurance if you need covered for your travels. See step 6. for details on how to apply.
- If your research requires you to travel to a country with these warning you need apply for special consideration from the Academic Registrar, **even if the high risk warning is for your home country**. Refer to MSGR’s Guide of Study Away on the www.gradresearch.unimelb.edu.au/current/study_away for details.
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- 3. Plan your finances and insurance**
- i. Am I eligible for any travel funding ? Check with:
 - Melbourne Scholarships <http://cms.services.unimelb.edu.au/scholarships/pgrad/>
 - JASON scholarship database www.jason.edu.au/
 - Your department, school or faculty
 - ii. Decide how much money you will need to cover your travel and allow for unforeseen expenses
 - iii. Apply for Travel Insurance. You must submit a separate application at least **one week** before you depart if you wish to be covered by the University Travel Policy.
- Check any funding application deadlines
- Any ethics applications must be approved before carrying out research
- Read the information about Student Travel Insurance here: www.fpg.unimelb.edu.au/io/unimelb/student.html
Note you will need to enter your portal user name and password and download the application form from www.fpg.unimelb.edu.au/io/unimelb/docs/forms-allstud-travel-reg.doc
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- 4. Complete forms that MUST be attached to your online application** → Risks include geopolitical and/or civil unrest, remote locations, and lab hazards for example.
- i. Risk Assessment Form (if necessary).
 - ii. Academic Registrar Approval if required (see step 2.)
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- 5. Apply online via the Student Portal <http://portal.unimelb.edu.au/>** → You must submit a complete Study Away application **10 working days** before your planned departure date.
- You MUST provide the following information.
- i. Departure and Return Dates
 - ii. Reason for travel, i.e. Research Overseas, Conference
 - iii. Detailed Travel itinerary that includes
 - Dates you will be at each location
 - Location name, address and contact telephone number
 - Supervision arrangement
 - If any locations have DFAT travel warnings refer to steps 2. – 3.
- If you are planning to be away from more than three months you need to arrange for an external supervisor whilst away. Or a detailed plan on how you will supervision will be maintained including method of communication and frequency.
If you are panning on taking any periods of recreation or leave of absence during you Study Away period please include these details in your itinerary.
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