

Application to study away for Master of Education by Research candidates, and/or scholarship holders

Guidelines for study away

- Periods of annual leave taken overseas need not be reported. Annual leave should be negotiated with your supervisor(s).
- Study away will not normally be approved for students in the Faculty of Arts prior to confirmation of probationary candidature.
- Students are required to maintain regular contact with their supervisor while on approved study away.
- International students must seek advice from Monash International prior to any period of study away.
- Postgraduate Travel Grant awardees are reminded that as a condition of the grant, an application for study away must be lodged prior to departure.
- Full time students wishing to use postgraduate offices should contact the Research Degrees Office
- All study away applications should be submitted to the Faculty of Education Research Degrees Office at least 4 to 6 weeks prior to departure.

All candidates must submit a Resumption Form to the Research Degrees Office immediately after returning from an approved period of absence. Failure to do so will jeopardize enrolment and scholarship payments.

Section A: To be completed by candidate (please place X in the appropriate boxes)

ID No: Department:

Scholarship: APA MGS APA (I) IPRS MDS/MRS Other

Please specify:

Family name: Title:

Given names:

Mailing address:

Telephone No: Home: Work:

Email address:

Period of intended travel: from: ___ / ___ / ___ to: ___ / ___ / ___ (Max period = 12 months)

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

Period of annual leave to be taken from: ___ / ___ / ___ to: ___ / ___ / ___

The working title of my thesis is:

Purpose of trip

- Overseas fieldwork / research
- Overseas conference attendance
- Overseas research / conference attendance
- Interstate research for period of 6 weeks or more
- Interstate research / conference attendance for a period of 6 weeks or more

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:

I have the necessary funds to cover travel expenses and incidental costs Yes No

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

All required appointments and bookings have been organised Yes No

While on study away I will be supervised by:

- current supervisor (remaining in Australia)
- current supervisor (accompanying student)
- other.

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Please specify : Name:
 Institution:

Ethics approval for this project:

is not required; (Note, for example, projects involving questionnaires, interviews and surveys are subject to human ethics clearance)

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.)

This work is an integral and essential part of my study/research programme for the following reasons (attach additional documents if necessary):

Please attach a detailed timetable for the period of leave including a plan of expected achievements.

It is my intention that, if this application is granted, I will return to Australia 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 Research Degrees Office an additional request which is endorsed by my supervisor and Head of Department.

Applicant's signature: _____ **Date:** _____

Upon completion of section A, international students should complete section B. Upon completion of sections A and B (if applicable), the application should be forwarded to the main supervisor for sections C and D.

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 9905 6011.

Section B: International Students and Monash International

International students must seek advice from Monash International as to the effect that a period of study away may have on visa requirements. 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 proposed study away with Monash International Yes No

Applicant's signature: _____ Date: _____

Please obtain verification from Monash International prior to forwarding this form to your supervisor.

Monash International Verification

I have discussed the proposed study away and relevant visa implications with this student Yes No

Authorised signature: _____ Date: _____

Contact name: _____

Ext: _____

MI stamp :

Upon completed of Sections A and B (where applicable) please forward application to your supervisor.

Section C: To be completed by supervisor

I certify that this work is a necessary and 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.

Please provide a detailed written statement indicating the significance of the study away to the overall research project:

I note that the Research Graduate School Committee requires that the candidate and supervisor 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 Research Graduate School Committee requires that periods 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?
(first 12 months of full-time study or first 24 months of part-time study)

Yes No
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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 name (please print): _____

Supervisor's signature: _____ Date: _____

Section D: To be completed by Head of Department

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 of candidature, if required.

Yes No

I support the candidate's application for study away.

Yes No

If your answer to any of the above questions is no, please provide additional information:

Head / Graduate Co-ordinator's name (please print): _____

Head / Graduate Co-ordinator's signature: _____ Date: _____