ITEE-CDA (Candidate Development Award) Policy for Research Higher Degree Candidates

<table>
<thead>
<tr>
<th>Date of effect</th>
<th>March 2017</th>
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<tbody>
<tr>
<td>Approval</td>
<td>School of ITEE Research Committee</td>
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<tr>
<td>Associated Policy</td>
<td>‘ResAssist’ Policy for Academic/Research Staff</td>
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<td>UQ Travel Policy – 9.45.05a</td>
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<td>Review Date</td>
<td>February 2021</td>
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**Purpose and Objectives**

1. The aim of this policy is to provide guidelines and procedures on the awarding of overseas travel funds to Higher Degree by Research (HDR) candidates who are primarily enrolled in the School of Information Technology and Electrical Engineering (ITEE). Travel should be to support one or more of the following:
   - Professional Development Opportunity
     - This may include a Summer or Winter Research School, a course, a career or development focused conference.
   - A Placement
     - Placements are 30 days or more in an industry, government, or non-governmental organisation.
   - Conference Presentations

**Definitions, Terms, Acronyms**

- **CDA** – Candidate Development Award
- **GS-CDA** – Graduate School Candidate Development Award
- **ITEE-CDA** – School of ITEE Candidate Development Award
- **HDR** – Higher Degree by Research
- **ITEE** - School of Information Technology and Electrical Engineering
- **HOS** – Head of School
- **PGC** – Postgraduate Coordinator

**Policy Scope/Coverage**

2. The ITEE-CDA scheme has been designed to support HDR candidates with some of the research costs associated with overseas travel related their candidature.
3. Provide funding additional to the Graduate School's Candidate Development Award (CDA) scheme to enable more HDR candidates to gain international experience.
4. Candidates are expected to source other funds to pay for domestic travel.
5. The scheme is subject to the overall budgetary position of the School and also the UQ Graduate School’s CDA policy and processes, and is thus subject to annual review and may change from time to time.
6. In ITEE, candidates are availed of the opportunity to expand the scope of their Higher Degree by Research studies by providing funding to assist in enhancing their research experience. This policy is designed to outline the eligible uses and candidate eligibility criteria of the ITEE-CDA scheme.
7. The ITEE-CDA scheme is in addition to what candidates can expect to receive as mandatory provisions when enrolling in an RHD program at UQ, as outlined in the Research Higher Degree Candidate Charter and UQ Graduate School Infrastructure Support Guidelines.

8. All expenditure from the ITEE-CDA scheme must be approved in advance. Retrospective claiming of expenses already incurred will only be permitted in extraordinary circumstances, and will only be approved at the discretion of ITEE’s Research Committee and/or HOS.

Eligibility

9. Before being considered for the ITEE-CDA scheme nominees must be eligible to apply for and ultimately submit a CDA application (that adheres to the CDA terms and conditions) to the UQ Graduate School (eligibility requirements are here: https://scholarships.uq.edu.au/scholarship/candidate-development-award-cda).

10. Any changes to the destination, purpose, or dates of travel require prior approval from ITEE’s PGC.

11. Departure must be no earlier than one week after the outcome of the ITEE-CDA award is announced, as retrospective funding will not be approved.

12. Research specific activities such as lab visits, or visits to co-supervisors, are not supported.

13. Preference will be given to students who have completed at least one Career Development Framework session on communication, networking, and career development.

Career Control for Researchers
Networking Workshop
Career Strategy Workshop
Communicating in a Global Environment Workshop

Funding

12. Successful candidates may be eligible for up to AUD $5000 for travel.

The application processes can be found in the corresponding Procedures Guide, as noted in the above Reference Documents.