



Students who are intending to travel overseas for any length of time for any type of leave while enrolled in a Higher Degree by Research course at The University of Western Australia, must complete this form **AT LEAST ONE MONTH PRIOR** to departure. Send or deliver the completed and signed form to the Graduate Research and Scholarships Office, Hackett Hall, M 358)

Students must consult the following policies before booking overseas travel:

- UWA's Travel Policy: <http://www.finserv.uwa.edu.au/travel/policy>
- UWA's Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>

Students should make an appointment to meet with their School Manager in order to book travel through UWA's Travel Requisitioning System, Trobexis: <http://www.finserv.uwa.edu.au/travel/booking/trobexis>.

PLEASE NOTE: Travelling to countries designated as under the **Australian Autonomous Sanctions** is not prohibited. However, in travelling to one of these countries you may be at risk of breaching the sanctions, depending on the proposed destination, what you plan to take with you, the nature of the activities associated with the travel and with whom you may be working. In order to be approved to travel to a sanctioned country you must confirm that you have made an assessment that you will not breach the Australian Autonomous Sanctions regime. More information about Autonomous Sanctions is available from the Department of Foreign Affairs and Trade (DFAT) at: <http://www.dfat.gov.au/un/unsanctions/index.html>. Or, contact the Graduate Research and Scholarships Office at: <http://www.postgraduate.uwa.edu.au/contact>.

1. STUDENT DETAILS

FAMILY NAME:	White	STUDENT ID:	20361362
GIVEN NAMES:	Lyndon Rhys	TITLE: Mr, Ms, Mrs, Dr etc.	Mr
SCHOOL:	EE&C Engineering	TELEPHONE NO:	0481580796
DEGREE:	Doctor of Philosophy (00810)		
<input checked="" type="checkbox"/> DOMESTIC STUDENT		<input type="checkbox"/> INTERNATIONAL STUDENT : Student Visa expiry date: __/__/__	

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1. APA	8/3/18
2. UWA Topup	8/3/18
3.	

2. REQUEST

<input type="checkbox"/> Overseas Leave All currently enrolled students must advise the Graduate Research and Scholarships Office if they intend to travel overseas for the purposes of personal or recreation leave. Students are required to provide emergency contact details to the University for the entire time that they are out of Australia (section 4 of this form).	
Departure date of travel:	Return date from travel:
<input checked="" type="checkbox"/> Overseas Research Students may travel overseas to undertake research, fieldwork or attend conferences. Students must inform the GRSO of any travel overseas as the University must exercise a "duty of care" under the Occupational Safety and Health Act. All students conducting fieldwork should be familiar with the University's Occupational Safety & Health Policy.	
Departure date of travel: 31 March 2016	Return date from travel: 11-APR-16

Please note: Scholarship holders will still receive their regular payments during periods of approved overseas research. Approval to conduct research outside Australia will only be granted where the research is essential for completion of your degree. If you do not obtain approval, your scholarship may be suspended for the duration of your travel.

Applications for paid overseas leave for recreation or research will not normally be approved within the first six months of candidature or prior to the approval of the Research Proposal.

Please note that all outstanding milestones must be met prior to approval.

Reminder: All Higher Degree by Research students are eligible to apply for a Graduate Research Travel Award of up to \$1,850.00 during the course of their candidature. More information about these Travel Awards is available at: <http://www.postgraduate.uwa.edu.au/studentnet/funding/travel>. To apply for a Travel Award please submit an Application for Graduate Research Student Travel Award (TA form).

Reason for request for overseas leave /research (to be completed by student) :

Attend and present at the
17th International Conference on Intelligent Text Processing and Computational Linguistics (CICLing)

Coordinating Supervisor/Graduate Research Coordinator's comment/response:

3. ALTERNATIVE SUPERVISION ARRANGEMENTS

Students must ensure that they have adequate supervision arrangements in place while undertaking research-related travel. For extended periods of absence (MORE THAN 3 MONTHS) a student must provide the Graduate Research and Scholarships Office with the details of a supervisor (including Curriculum Vitae) who is able to supervise their project while overseas.

☐ I have attached a CV for my proposed external supervisor. N/A

Full Name & Title:	
Institution /Address:	
Phone & email:	

4. EMERGENCY CONTACT /TRAVEL DETAILS

All students must provide accurate emergency contact information for the period they are overseas. In addition, these details should be updated if they change during the period of overseas leave of absence.

1	Departure location	PERTH (Australia)	Destination: accommodation address	KONYA (Turkey) Seker Mah Cevreyolu Cad No 36 Selcuklu 42080 - KONYA	From: 31 March 2016
	Emergency Phone:	(+90)3322230300			To: 11-APR-16
2	Departure location		Destination: accommodation address		From:
	Emergency Phone:				To:
3	Departure location		Destination: accommodation address		From:
	Emergency Phone:				To:

4	Departure location:		Destination; accommodation address		From:
	Emergency Phone:				To:
5	Departure location:		Destination; accommodation address		From:
	Emergency phone:				To:

For further destinations and contact details please attach further documentation to this form.

5. STUDENT AUTHORISATION

- ☒ I confirm I have read and will comply with the UWA Travel Policy at: <http://www.finserv.uwa.edu.au/travel/policy>
- ☒ I confirm I have read the UWA Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>
- ☒ I confirm that I have read the [University's Safety & Health Guidelines for Working Overseas](#)
- ☒ I confirm I have read and understood the latest Department of Foreign Affairs and Trade (DFAT) travel advice
- ☒ I confirm that I have booked my research-related travel through UWA's Travel Requisitioning System at: <http://www.finserv.uwa.edu.au/travel/booking/trobexis>

6. SIGNATURE OF STUDENT

Signature:  _____

Date: 22/03/16

☐ **International Students Only:** I have discussed this application and its implications with the UWA International Centre.
(Please tick)

(International Students Officer,
International Centre)

(name)

Date

7. COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR - SIGNATURES

Coordinating Supervisor OR Principal & Coordinating Supervisor signature:

Date:

Coordinating Supervisor OR Principal & Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

8. JOINT SCHOOL (if applicable):

Coordinating Supervisor signature:

Date:

Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

9. GRADUATE RESEARCH AND SCHOLARSHIP OFFICE USE ONLY☐ Research Proposal checked☐ Previous Travel checked☐ Approved☐ Not approved

Associate Director, Graduate Research & Scholarships, OR
Manager, Graduate Research Candidature

Date

Waive SSAF for overseas research

☐ Semester 1, 201☐ Semester 2, 201Candidature Office ☐

Init:

Date:

Scholarships Office ☐

Init:

Date:

Finance Office ☐

Init:

Date:

International Centre ☐

Init:

Date:

(notified if required)