

Guidelines on Conference Travel Support for Students – (9 Jun 2011)

Criteria for Eligibility of Conference Travel Support Application:

1. Students under the following categories would qualify for application:
 - a) Full-Time Graduate Students
 - b) Full-Time Undergraduate (i.e. current undergrads)
 - c) Part-Time Graduate Students & Graduate/Undergraduate within one year of graduation (after conferral of degree)
2. Qualified students would be supported when they present academic papers or attend film festivals & other special events based on work done in WKWSCI. The work needs to be presented at top-tier conferences, prestigious regional and international events. For example, in communications studies, the conferences sponsored by ICA, NCA, AEJMC and BEA are considered prestigious and students are encouraged to send papers to them. In information studies, conferences hosted by ASIST, A-LIEP, ICADL, CIKM, ICKMS, AOM are considered exemplary. There are many other conferences and festivals that are also suitable, and students are encouraged to consult with their advisors about where to submit their work.
 - a) Preference will be given to conferences that require full papers (not abstracts), use blind peer review, and that have a relatively low acceptance rate (e.g., not higher than 70%). Students should document these criteria to the best of their ability.
 - b) Festivals and Competitions are reviewed on a case-by-case basis. Similar to conferences, students should make an effort to document the selection criteria, and describe the quality of the festivals and exhibitions to the best of their ability.
 - c) All applications must be endorsed by a faculty member (either supervisor or course instructor).
3. Only one application can be submitted for each work.
4. Application needs to reach Chair at least 6 weeks before the commencement of the conference, or at least 6 weeks before the date of registration/other fees to be paid (if applicable), whichever is earlier.
5. For planning purposes, students should notify the school of their intention to attend a festival or conference prior to making their submission.
6. Students who are awarded the financial support may be called upon to assist the school in some assigned task (e.g., transportation and distribution of promotional material).

Financial Support:

The following Conference Travel Support will be provided to students if the application meets all the above-mentioned criteria. Financial support of student travel is also subjected to the school's budget availability and conditions stated below.

Tier	Categories	Lump Sum Grant for Conference Travel Support based on the following computation	Capped on Lump Sum Grant (Int'l)	Capped on Lump Sum Grant (Regional**)	Maximum Number of Overseas Trips/ Conferences
1	Full-Time Graduate Students	80% actual cost of an air-ticket (inclusive of the travel agent's fee for issuing the air-ticket, if applicable), 80% Registration fee, and 60% Subsistence Allowance.	S\$3,200	S\$1,000	1 trip per student per candidature*
2	Full-Time Undergraduate (i.e. current undergrads)	75% actual cost of an air-ticket (inclusive of the travel agent's fee for issuing the air-ticket, if applicable), 75% Registration fee, and 50% Subsistence Allowance	S\$2,500	S\$1,000	1 trip per student per candidature
3	Part-Time Graduate Students & Graduate/Undergraduate within one year of graduation (after conferral of degree)	70% actual cost of an air-ticket (inclusive of the travel agent's fee for issuing the air-ticket, if applicable), 70% Registration fee, and 40% Subsistence Allowance	S\$2,000	S\$1,000	1 trip per student per candidature*

Notes: * Doctoral students are eligible to apply for two conference trips (one would be allowed before PhD confirmation) and one doctoral consortium during their candidature. For application request to attend a second doctoral consortium, it will be subjected to review and consideration on a case by case basis.

** Regional conference is defined as being within six hours flying time.

- (i) Airfare quotations should follow school guidelines. That is, students need to provide either of the following for airfare quotation in their application:
- Lowest quotation based on 3 quotations obtained from 3 different travel agencies, one of which is from University's Appointed Travel (i.e., Diners World Travel Pte Ltd, Dynasty Travel International Pte Ltd & Safe2Travel Pte Ltd).
 - Submission of 1 airfare quotation would be allowed if quotation is from University's Appointed Travel (i.e., Diners World Travel Pte Ltd, Dynasty Travel International Pte Ltd & Safe2Travel Pte Ltd).
- (ii) Subsistence Allowance as set by the University.

Furthermore, financial support will be subjected to the conditions stated below:

1. The students will have to present hotel receipts to claim reimbursement, and the hotel receipts total will need to be at least 70% of the subsistence allowance allotment for the claim to be made in full.
2. If hotel receipts presented total less than 70% of the subsistence allowance allocated, the financial support for the student would be revised to as follows: Airfare support granted at the point of application + 30% of the Subsistence Allowance allocated + hotel receipts presented for reimbursement + conference fee granted at the point of application. The cap mentioned above for respective tiers still applies.