

# **MPA POSTGRADUATE SEMINAR AND CONFERENCE ORGANISER**

## **FUNDING REGULATIONS**

Version 1.0

### **1. GLOSSARY**

1.1 **Conference:** a large scale event normally over 1-2 days designed for postgraduates to share their research.

1.2 **Department:** refers to postgraduate departments, schools, courses and sub-faculty level groups of Monash University.

1.3 **Event:** refers to the seminar or conference the student is applying for.

1.4 **Organiser:** The students who apply for the funding to run their event.

1.5 **Seminar:** a small scale event to bring together students to enhance their academic studies.

### **2. GENERAL**

2.1 These regulations cover both the Seminar Organiser and Conference Organiser funding schemes, which sit under the MPA Postgraduate Group Funding Scheme.

2.2 Events run must be to the benefit of all Monash research postgrads in the nominated field of study.

2.3 Organiser funding applications may be submitted at any time during the calendar year for which the specified event is to be run, up to one month prior to the event.

2.4 Funding cannot be granted after an event has taken place.

2.5 Applications will be responded to by the managing MPA staff member within five (5) working days.

2.6 The MPA managing staff member will consider the application and will either

- (i) Accept the funding application and contact the listed staff contact to confirm details;  
or
- (ii) Direct the organisers to provide further details on the application; or
- (iii) Reject the application.

2.7 Possible grounds for rejection of an application

- (i) The event not be confirmed and supported by the listed department; or
- (ii) The application is submitted late (less than one month prior to the event); or
- (iii) The event does not appear to be appropriate for the MPA to fund. This decision may be made at the discretion of the managing MPA staff member.

2.8 Should an application be rejected, groups have five working days to appeal the decision. Should an appeal be lodged, the application will be reviewed by the MPA Executive Officer

within ten (10) working days. The decision of the Executive Officer will be final and no further appeals, or similar applications may be lodged within the same calendar year.

2.9 Applications require the following evidence:

- (i) Full contact details of two managing students who are organising the event on behalf of their department
- (ii) Full contact details of a supporting staff member who can verify student cohort and manage funds once transferred to the department for student use
- (iii) Planned Event information including date, presenters, location
- (iv) The roles and responsibilities of the organising committee
- (v) The expected attendance numbers, and audience composition
- (vi) How the funding is to be spent

2.10 Groups are required to complete the “Organiser Funding Survey” on completion of their event, and return it to the MPA managing staff member within 10 working days of the event.

### 3. FINANCIAL

3.1 MPA group grants will operate through departmental cost centres and funds. Groups may apply for an exemption to have funding placed in a previously established group bank account on direct negotiation with the MPA.

3.2 Organisers must not commit themselves to spending more money than is available to them via the nominated cost centre and fund.

3.3 Funding schema:

Type	Funding per Monash Postgraduate	Funding per extra person	Maximum allocated funding amount per event	Number of applications per year
Seminar	\$10	\$5	\$200	2
Conference	\$15 per day	\$10 per day	\$1000 per day, maximum 2 days	1

3.4 Exemplar seminar funding calculation: Application to hold a seminar to be attended by 15 Monash postgrads and 5 postdocs. Seminar would be funded \$175 (15 x \$10 + 5 x \$5).

3.5 Exemplar conference funding calculation: Application to hold a conference to be attended by 50 Monash postgrads and 20 Melbourne Uni postgrads over 2 days. Conference would be funded \$1900 ((50 x \$15 + 20 x \$10) x 2).

3.6 All final funding amounts are at the discretion of the MPA, and funding figures provided are indicative guides only and shown as maximum funding amounts possible to be allocated.

### 4. SUPPORT

4.1 MPA will provide:

- (i) a single point of contact managing staff member
- (ii) MPA merchandise (notepads, pens, novelty items) subject to availability

4.2 The MPA requires student groups to acknowledge the support of the MPA in any promotional material they create.