GUIDELINES

2016 Student Exchange Scheme

Overview
To promote and reward the significant contributions that ARC Centre of Excellence in Cognition and its Disorders (CCD) students make each year in their research fields, up to two (2) CCD Student Exchange Awards ($12,500 each) will be offered for applications from outstanding students for highly productive laboratory visits.

Our higher degree research candidates will get the opportunity to participate in a national or international student exchange to provide them with additional research training. The enhanced research training and increased collaboration will benefit the successful applicants and enhance our Centre.

Eligibility/Criteria

CCD Higher Degree Research Students

Students need to meet the following criteria for their application to be accepted:

• The candidate must be an approved CCD student before submitting the application, and be supervised by a CCD Chief Investigator, Partner Investigator or Associate Investigator.

• The candidates should be currently enrolled/registered to a higher degree research postgraduate program in a scientific discipline related to cognitive science, including psychology, linguistics, and philosophy. Applicants must justify the timing of visit in relation to their progression through their degree. Candidates who can demonstrate their participation in collaborative activities will be considered favourably.

• A written agreement between the student’s home university/institution and intended visit University is required before travel commences.

Conditions

CCD Higher Degree Research Students

Duration
The student exchange visit must between one (1) and three (3) months in length and be completed in 2016. The exact duration and schedule of the student exchange must be agreed in writing between the student’s Primary supervisor, the visit sponsor and the student for each particular case. Up to 1 week of vacation time is permitted during the trip.
Financial Support
Each Student Exchange visit will be awarded funding up to $12,500. The amount awarded amount will be pro rata with up to $3,500 for the airfare, plus a living allowance of $3,000 per month. This financial support is to provide support for the student’s return economy airfare/travel, living costs (meals, travel, incidentals) and accommodation (reasonable level – three star). Travel insurance for the period of travel can be requested if the student’s institution does not provide coverage.

Application, Review and Approval Process

Application process
To apply for the CCD Student Exchange Program, please submit the completed application form outlining their research interests and the planned schedule and outcomes of the research visit, including full contact details of the intended sponsor, along with the required attachments:

- Statement of support from their Primary Supervisor
- Invitation from the intended visit sponsor
- Airfare/accommodation quotes for the visit
- Ethics clearances/approvals (if required)

The applicant should discuss the application with their Primary Supervisor, who must endorse the student exchange application by signing the application form before submission.

Completed application forms must be submitted by 8am AEDST 29 January 2016 to the CCD HR/HDR Administrator, lesley.mcknight@mq.edu.au.

Review process
The CCD Research Management Committee will assess applications on the basis of the quality of the research and the outcomes of the research visit. The Panel will give preference to applications with a wider benefit to the CCD, not just the benefit for the applicant. Applicants must provide a justification of the timing of the Student Exchange visit in relation to their degree progression. Applicants with a track record of participating in collaborative activities will be considered favourably.

Applicants will be advised of the outcome in February 2016 by the CCD HR/HDR Administrator. All candidates will be notified of the outcome of their application. Please do not incur any expenses prior to official notification of the outcome of your application.

Approval process
Please be aware that each university has rules concerning travel approval on University business and travel as part of your student candidature.
Please ensure that these approvals are obtained and paperwork is submitted through your institution for off-site research (e.g., UWA Overseas Travel Form [http://www.postgraduate.uwa.edu.au/students/forms#travel](http://www.postgraduate.uwa.edu.au/students/forms#travel), UNSW Travel Procedure [https://www.gps.unsw.edu.au/policy/travelprocedure.html](https://www.gps.unsw.edu.au/policy/travelprocedure.html), MQ Offsite Research Form [http://hdr.mq.edu.au/information_about/forms](http://hdr.mq.edu.au/information_about/forms).

### Outcomes/Reporting

| Higher Degree Research Students & HR/HDR Administrator | To promote the research findings of our students outside the CCD research community, successful applicants will arrange to present a talk during their visit at the sponsor/host institution on their research project/s. To promote the research findings of our students within the CCD research community, successful students will be required to give a presentation on their research findings/outcomes from their visit at a locally organised CCD Seminar/Workshop within 2 months. Students must provide a final report on the achievements of their student exchange program within 3 months of their return from the trip. Please contact the HR/HDR Administrator for a copy of the Final Report form. |

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<tr>
<th>Contact Officer</th>
<th>CCD HR/HDR Administrator</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>10 November 2014</td>
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<tr>
<td>Approval Authority</td>
<td>CCD Research Management Committee</td>
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<tr>
<td>Date of Commencement</td>
<td>10 December 2014</td>
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<td>Amendment Dates</td>
<td>26 November 2015</td>
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<td>Date for Next Review</td>
<td>1 November 2016</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>CCD Student Exchange Scheme Application Form, CCD Student Exchange Final Report Form</td>
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