

MGA GRADUATE STUDENT SEMINAR AND CONFERENCE **ORGANISER GRANT FUNDING REGULATIONS**

Version 1.1
Updated December 2019

1. GLOSSARY

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

1.2 **Department:** refers to graduate student 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 Grant and Conference Organiser Grant funding schemes, which sit under the MGA Graduate Student Group Funding Scheme.

2.2 Events run must be to the benefit of all Monash research graduate students 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 MGA staff member within five (5) working days.

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

- (i) Accept the funding application and contact the listed staff contact to confirm details; and/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 MGA to fund. This decision may be made at the discretion of the managing MGA 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 MGA 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 appropriate “Organiser Grant Survey” on completion of their event, and return it to the MGA managing staff member within 10 working days of the event. See Schedule 1 and 2.

3. FINANCIAL

3.1 MGA 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 MGA.

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 Graduate student	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

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

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

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

4. SUPPORT

4.1 MGA will provide:

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

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

VERSIONS AND AMENDMENTS

Version 1.1 (January 2018)

- Inclusion of the word “Grant” in all funding references
- Re-numbering of Section 3.
- Inclusion of Schedule 1 and 2.

SCHEDULE 1

MGA CONFERENCE ORGANISER GRANT - SURVEY

To be completed post-conference.

CONFERENCE DETAILS	
Conference name	
Department/School	
Faculty	
Organising students	
Conference attendance numbers (approx.)	
Monash Graduate Students	
Other attendees	
Number of students who presented	
CONFERENCE REVIEW	
Was your conference a success?	
Was it easy to organise your conference?	
Is there anything the MGA could do to assist in organising your conference?	
Was the funding provided by MGA sufficient?	
Did you receive funding from any other sources?	
Section for comment on MGA merchandise	
Section for general comments	

Please return this survey within 10 days of the completion of your conference.

Any questions, contact Vicki Stevenson vicki.stevenson@monash.edu or 990 55251.

SCHEDULE 2

MGA SEMINAR ORGANISER GRANT - SURVEY

To be completed post-conference.

SEMINAR DETAILS	
Seminar name	
Department/School	
Faculty	
Organising students	
Seminar attendance numbers (approx.)	
Monash Graduate Students	
Other attendees	
Type of Seminar <i>i.e. Visiting academic, student showcase</i>	
CONFERENCE REVIEW	
Was your seminar a success?	
Was it easy to organise your seminar?	
Is there anything the MGA could do to assist in organising your seminar?	
Was the funding provided by MGA sufficient?	
Did you receive funding from any other sources?	
Section for comment on MGA merchandise	
Section for general comments	

Please return this survey within 10 days of the completion of your conference.

Any questions, contact Vicki Stevenson vicki.stevenson@monash.edu or 990 55251.