SUPPLEMENTARY ACADEMIC SUPPORT Information Sheet

SUPPLEMENTARY ACADEMIC SUPPORT (SAS)
Supplementary Academic Support (SAS) is funded by the Australia Awards Scholarship (formerly known as "AusAID") as an entitlement and administered by the International Sponsored Student Unit (ISSU).

FUNDS
A limited amount of SAS is available and is accrued at A$500 every six months (i.e. A$1,000 per year) for the period of the scholarship. The accrued funds may be expensed at any time during the scholarship, however funds should not be expensed in advance.

PRIORITY OF SAS
SAS is available primarily where the institution determines that assistance is essential to avoid an awardee failing their studies.

SAS FUNDING CAN BE USED FOR:
- Individual tutorial assistance, academic support, mentoring or training/workshops
- Group tutorial sessions (e.g. supplementary computer training or research methods unit) when a number of AAS students are experiencing similar difficulties
- Editing thesis/project
- Permanent binding of the thesis—only if the student is still "on-scholarship" and in Australia
- Higher Degree by Research students only (PhD or Master of Philosophy); it may be used towards the cost of attending a conference to present research findings or a paper that is directly related to the course.

SAS POLICY RULES:
- SAS is only available if the support cannot be provided through the institution’s existing academic support mechanisms.
- The awardee has sufficient remaining accrued funds for the activity after all previous costs against this entitlement have been expensed.
- NOT to be used for purchasing IT hardware
- NOT to be used for purchasing specialised software
- NOT to be used to meet the expenses of adjustments made for awardees with disabilities
- NOT to be used for standard University resources (such as licenses for standard software or text books)
- NOT to be used for membership fees
- NOT to be used for any associated costs for compulsory fieldwork or field trips (eg: equipment, translator services, accommodation)
- NOT to be used for the expenses associated with study tour units (either elective or compulsory)

ATTENDING A CONFERENCE
Higher Degree by Research (HDR) students (ie: PhD or Master of Philosophy) may use SAS towards the cost of attending a conference to present research findings or a research paper that is directly related to the course.

SAS CAN BE USED TOWARDS THE COST OF:
- return flight
- conference registration cost
- accommodation
- NOT to be used for taxis, visa costs, food or general expense.

HOW DO I ACCESS THIS FUNDING TO ATTEND A CONFERENCE OR SEMINAR?
STEP 1. Contact the ISSU and include the official event details/cost and evidence that you have been invited to present. The ISSU will be able to advise how much SAS funding is available. Please note that after your first year you can only use up to A$1,000 towards conference costs – eg:
  1 year = A$1,000
  (SAS can be accessed after you are enrolled in the second semester)
  1.5 years = A$1,500
  (SAS can be accessed during your third semester)
  2 years = A$2,000
  (SAS can be accessed during your fourth semester)

STEP 2. The ISSU will require an email from your research supervisor confirming that the conference is relevant to your course of study and that you will be presenting your research findings or a paper.
STEP 3. You must send an email to the ISSU declaring that the cost of any conference expense to be paid by AAS is not being claimed by you via another funding source (such as your university research funding for conference support) - see "Application for Conference Support" at: http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/

STEP 4. Once you have actioned the above 3 steps - ISSU will send you an email confirming approval to utilise SAS funding

STEP 5. BOOKING TRAVEL: if there is enough funding to contribute towards the cost of travel, you will need to book and pay your own travel (for reimbursement process - follow Step 9). However, before booking your travel you must follow the below instructions on seeking University Student Travel Approval and university insurance for either international or domestic travel.

STEP 6. BOOKING ACCOMMODATION: if there is enough funding to contribute towards the cost of accommodation, you will need to book and pay your own accommodation (for reimbursement process – follow Step 9).

STEP 7: Before you travel: send a copy of your completed University Student Travel Approval Form to the ISSU.

STEP 8: Before you travel: send a copy of your Flight Itinerary to the ISSU and copy in your Faculty Travel Facilitator.

STEP 9: Reimbursement: you will need to pay for all costs and email scan your receipts to the ISSU for reimbursement upon your return from the trip. You will only be reimbursed to the amount of the SAS available.

UNIVERSITY APPROVAL FOR DOMESTIC TRAVEL (WITHIN AUSTRALIA)

Prior to booking and undertaking travel you must complete the University Student Travel Approval Form, which is available via the travel.curtin.edu.au website. You will need to logon to the website with your OASIS credentials. Your completed Student Travel Approval Form will then need to be provided to the Travel Facilitator in your Faculty, so that they can arrange for authorisation. Please also provide to your Travel Facilitator the email approval you have received from the ISSU (see Step 4). Please let your Travel Facilitator know that the airfare is not funded by Curtin (but either fully or partially funded by the Australian Government) and you will book your own air travel and accommodation (you will need to provide them a copy of the flight itinerary once booked). A list of Travel Facilitators is available on the travel.curtin.edu.au website for your reference.

Curtin has a Student Personal Accident Policy in place, which covers out of pocket medical expenses for injuries sustained whilst on approved University business. You must first seek reimbursement from your Private Health Insurer or OSHC, and any remaining out of pocket expenses, would form the basis of your claim.

UNIVERSITY APPROVAL FOR INTERNATIONAL TRAVEL AND UNIVERSITY TRAVEL INSURANCE

Overseas Student Health Cover (OSH) does not cover you or your family if you travel outside of Australia. However as a Curtin enrolled student, Comprehensive Travel Insurance Cover will be provided to you and your accompanying spouse/partner and dependent children should you travel on approved Curtin business (please see the Travel Brochure for further information on coverage under the Corporate Travel Policy held by the University). There is a 180 day (6 month) coverage limit under the insurance policy, and there are restrictions with respect to private travel; should your trip exceed this coverage limit, or if you plan on undertaking any private travel, please contact your Travel Facilitator to discuss prior to travelling.

Prior to booking and undertaking travel you must complete the University Student Travel Approval Form, which is available via the travel.curtin.edu.au website. You will need to logon to the website with your OASIS credentials. Your completed Student Travel Approval Form will then need to be provided to the Travel Facilitator in your Faculty, so that they can arrange for authorisation. A list of Travel Facilitators is available on the travel.curtin.edu.au website for your reference. Please also provide to your Travel Facilitator the email approval you have received from the ISSU (see Step 4). Please let your Travel Facilitator know that the airfare is not funded by Curtin (but either fully or partially funded by the Australian Government) and you will book your own air travel and accommodation. Should you not have appropriate authorisation DO NOT TRAVEL as you will be travelling in contravention of the University's Student Travel Procedures and you will be uninsured.

Should you be planning travel to a DFAT 3 (reconsider your need to travel) or DFAT 4 (do not travel) destination as rated by the Smartraveller website, you must highlight this immediately to your Travel Facilitator. Travellers to DFAT 3 and 4 Category Countries are required to complete a Travel Risk Assessment Form, and higher authorisation and due diligence is required prior to travel being authorised by the University. The University may impose a complete travel ban to certain destinations, and may require student travellers already in those destinations to alter their travel itinerary or to return home, should the security situation in the country deteriorate. Student travellers must comply with all such plans and directives.

Curtin's membership with Customer Care is intended to provide you peace of mind when travelling overseas. Customer Care is available 24/7 to provide expert advice and assistance before you travel, whilst abroad or in an emergency.
Services include travel assistance, medical assistance and security assistance. Services are generally available in your preferred language.
To contact Customer Care proceed as follows:
1. Reverse charge call +(61) (2) 8907 5686.
2. Quote Membership No: CC110CUR.

FOR MORE INFORMATION
Contact ISSU
Curtin International
Building 102
Bentley Campus
Email: issu@curtin.edu.au
Tel: 9266 2437 / 3348 / 4691
Fax: 9266 2605

CHECKLIST FOR THE ISSU:

☐ Step 1 - checked SAS entitlement

☐ Step 2 – school/supervisor confirmation received

☐ Step 3 - email from research students received

☐ Step 4 - sent approval email to the student
   (email template on J:\I/O/CI/AusAID/Tutors&SAS/SASapprovals)

☐ Step 7 - received a copy of the completed University Student Travel Approval Form

☐ Step 8 - received a copy of the Flight Itinerary (& student should have copied in the Faculty Travel Facilitator).
   **Note:** any queries from the Faculty Travel Facilitator - send them a copy of the ISSU approval email (step 4).

☐ Step 9 - REIMBURSEMENT:
   (i) Student sends receipts on return
   (ii) SCO send receipts to Carl and request to arrange for Financial Services to set up OASIS - so student can load bank details on student portal (email template at J:\I/O/CI/AusAID/Tutors&SAS/SASapprovals)
   (iii) Carl will advise SCO when student can load bank details
   (iv) SCO emails student to ask them to load their bank details – email template on J:\I/O/CI/AusAID/Tutors&SAS/SASapprovals
   (v) Student sends SCO email that they have loaded their bank details – forward onto Carl
   (vi) Carl processes reimbursement onto Julie’s concur for approval
   (vii) Copies of expensed receipts on student file and (ii) copies of STEP 2, 3, 4, 7 & 8 on student file