

## Cotutelle Travel Grant Rules

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### 1. Governing Policy

[HDR Policy](#)

[HDR Cotutelle Procedures](#)

### 2. Purpose

The Cotutelle Student Travel Grant has been established to support travel of students whose home institution is Flinders University with approved Cotutelle arrangements to and from the relevant international host institution.

### 3. Definitions

<b>Home Institution</b>	The institution which initially admits the student to candidature, and where the student spends the majority of their candidature time.
<b>Host Institution</b>	The institution where the student spends at least 12 months of their candidature.

### 4. Eligibility for the Cotutelle Travel Grant

- a. Students must be in an approved Cotutelle arrangement with Flinders University as the home institution at the time of travel.
- b. Students will not be eligible to receive the Cotutelle Travel Grant if on intermission (leave of absence).

### 5. Conditions

- a. The Cotutelle travel grant applies to an instance of overseas travel documented in the relevant student's Cotutelle Agreement or a relevant amendment.
- b. The grant may be applied for in advance, or following, the instance of overseas travel, but must be within 12 months either side of the travel dates.

- c. Support will cover return economy class air travel, and will not include support for local travel, travel insurance, living expenses or project support. A decision may be made to fund less than the full amount of air travel costs.
- d. Applicants must declare all other sources of financial support for travel related to the Cotutelle arrangement.
- e. Applications for the Cotutelle Travel Grant will be assessed on the basis of whether Milestones, as required by the [HDR Progression Procedures](#), have been achieved and the student's progress is on track.
- f. Where an application is unsuccessful because the Cotutelle Travel Grant Fund has been exceeded, the student may reapply for the grant in the next calendar year. However, applications that are unsuccessful on other grounds will not be eligible to reapply.
- g. Students who have successfully received a Cotutelle Student Travel Grant are welcome to apply for additional Cotutelle Student Travel Grants to support additional periods of travel between Flinders and their host institution where identified in the Cotutelle Agreement; however, preference will be given to applicants who have not received prior support.

## 6. Applying for a Cotutelle Travel Grant

- a. Applications can be submitted at any time of the year, but must be within 12 months either side of the period of travel (as identified in 4.b).
- b. Students must complete both the Cotutelle Travel Grant Application Form and Student Expense Reimbursement Form that includes:
  - i. gaining the endorsement of both the home and host institution principal supervisor
  - ii. attaching a receipt or invoice identifying the cost of the flights
  - iii. providing bank details including the name of the account holder, account number and BSB
- c. Completed Cotutelle Travel Grant Application Forms should be submitted to [hdr.cotutelle@flinders.edu.au](mailto:hdr.cotutelle@flinders.edu.au)
- d. Applications will be assessed by the Office of Graduate Research on the basis of the conditions outlined above. Students will be notified of the outcome within ten working days of submitting a completed form. If unsuccessful, the student will be provided with the reason.
- e. Approved Travel Grants will be forwarded by the Office of Graduate Research to Corporate Services, Finance and Procurement Services who will pay the reimbursement to the account provided within 3 weeks.

## 7. Variations to this procedure

If the Dean of Graduate Research is satisfied that there are exceptional circumstances in an individual case, the Dean of Graduate Research may vary the application of these procedures to that case.

## 8. Related documents

[HDR Progression Procedures](#)

## 9. Forms

Application for Cotutelle Travel Grant

<b>Approval Authority</b>	Dean of Graduate Research, under authority given in the Cotutelle Procedures
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