

RIDT Doctoral Student Overseas Conferences Grants - Application Form (Form A)

Registered doctoral students are encouraged to apply for competitive grants to cover expenses related to participation in conferences held overseas in the course of their doctoral programme.

These grants are meant to provide support for doctoral students to attend a conference overseas in which they would be disseminating their findings through first-author papers or first-author posters.

A call for applications will be published three times a year, in January, May, and October. Applications will be submitted through this form, which will then be evaluated by a board made up of representatives of the Doctoral School, the RIDT and the Pro-Rector for Research and Knowledge Transfer.

Applicants will be informed within one month of the closing date of the call whether their application has been successful. **The application must be approved prior to the student attending the conference.**

Grants are to be paid as a reimbursement of expenses properly incurred, and can cover **conference registration fees, economy class travel and other eligible costs** as listed in the [General conditions for Overseas travel](#). Payments are only made once expenses are claimed by completing the [Reimbursement Form \(Form B\)](#) - **no later than 15 days after travel has been completed.**

The grant will cover **75% of expenses incurred**, up to a maximum of **€1,750**.

Information about the Eligibility and Selection Criteria can be found on the [website](#).

* Indicates required question

1. Email *

2. I confirm that: *

Tick all that apply.

- I have transferred my studies from M.Phil. to Ph.D.;
- I am not in receipt of a grant, scholarship or any award through which I can claim travel expenses;
- I shall not be on a suspension of studies from the University of Malta during the term of my travel;
- I have not submitted my doctoral thesis for examination;
- I have read and accept the Eligibility Criteria and General Conditions for Overseas Travel available at: <https://www.um.edu.mt/l/sAIUE>;

Student's information

3. Student number *

4. Name *

5. Surname *

6. Faculty/Institute/Centre/School *

7. Department (*if applicable*)

8. Year of studies *

Indicate if on extension

9. Approved Thesis title *

10. List of Doctoral School Workshops attended to date *

Please list code and name of workshop

11. Curriculum Vitae (CV) *

Please upload your CV, including your work experience, ideally in PDF format

Files submitted:

Conference Information

12. Conference title *

13. Organiser *

14. Location *

Indicate the venue, city and country

15. Dates (eg. 3-4 June 2024) *

*Applications for conferences taking place within one month of the closing date of the call or earlier, will **NOT** be considered.*

16. Upload a copy of the draft programme (if available)

Files submitted:

Information about the paper/poster

17. I am going to present: *

Mark only one oval.

A paper

A poster

18. Title of paper/poster *

19. Authors *

Include order of authors/presenters and institutional affiliations

20. Abstract or synopsis *

Approx. 250 words

21. Upload abstract/synopsis as a separate document (*if preferred*)

Files submitted:

22. Upload a copy of the official notification (*email or scanned copy of letter in PDF*) *
from the conference organisers that the abstract for the paper/poster has been
accepted

Files submitted:

Description of estimated expenses

Please indicate an estimate of the **costs and description** of the expense. All costs should be listed in **Euro**

23. Airfare *

Please indicate also the airports which would be used. All travel must depart from and return to Malta.

24. Transportation (taxi, train, coach, bus) *

Indicate the description and estimated cost for transportation. The use of a taxi is limited to reach the airport from the accomodation.

25. Accomodation *

Indicate the type of accomodation (3 hotel, hostel, students' residence, etc) and estimated cost. The room rate and room tax are reimbursable.*

26. Meals during trip *

Indicate amount of meals and total estimated cost.

27. Conference registration fees *

Where applicable student rate must be used. Social functions and cultural tours are not reimbursable.

28. Other allowable expenses (such as Travel Visa, Printing of the Poster, Travel Insurance) *

Indicate description and estimated cost.

29. Total expenses *

Principal Supervisor's recommendation and student's statement and confirmation

30. Name of Principal Supervisor *

31. Upload recommendation from Principal Supervisor *

*Copy of email or signed letter in **PDF format***

Files submitted:

32. Provide a justification for the travel, in particular how you stand to gain from participating in the conference. *

You ought to consult the selection criteria as they appear in the [website](#)

33. I confirm: *

Tick all that apply.

All expenses conform to the General Conditions for Travel available at: <https://www.um.edu.mt/l/dA93t>

All details are correct upon submission of this form

This content is neither created nor endorsed by Google.

Google Forms