OFF-CAMPUS and OFFSHORE TRAVEL REQUEST FORM

Use this form if you are a higher degree research (HDR) candidate in the Faculty of Arts seeking approval for a temporary period (up to and including four (4) weeks) of research-project related travel off-campus and/or offshore, including conference and field research travel. For periods over four (4) weeks, you must use the Overseas Research Application form, available from the University Higher Degree Research Office: http://www.research.mq.edu.au/students/forms.

This form MUST be completed and submitted to the Arts HDR Office at least TWO (2) WEEKS PRIOR to travel.

CANDIDATE DETAILS (please PRINT)

Family Name: ___________________________ Student ID: ___________________________
Other Name(s): ___________________________ Department: ___________________________
Scholarship holder: ☐ YES ☐ NO Degree Name: ___________________________
Candidature: ☐ Full-time ☐ Part-time Candidate: ☐ Domestic ☐ International
Country (or countries) of your citizenship: ___________________________
Your contact details during absence: Email address ___________________________
and/or Phone/Fax ___________________________

TRAVEL DETAILS

Reason for travel: ☐ Conference ☐ Field research ☐ Other ___________________________
Period of absence (in total): Departing date ___________________________ Returning date: ___________________________
If traveling outside Australia, have you registered your travel with the Australian Government’s travel advisory and consular assistance service (http://www.smartraveller.gov.au/index.html)? ☐ YES ☐ NO
Destination details (please itemise: city/province/country AND arrival and departure dates for each; attach separate sheet if necessary):

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HDR Candidate’s Signature: ___________________________ Date: ________________

AUTHORISING SIGNATURES

Candidate’s Principal Supervisor: ___________________________ Date: ________________
Department HDR Director: ___________________________ Date: ________________
Head of the Department/School: ___________________________ Date: ________________
Arts HDR Office: ___________________________ Date: ________________
Associate Dean, HDR: ___________________________ Date: ________________