

Department of Asian Languages & Literature

Graduate student travel support --

January 2008

A. Policy and eligibility guidelines

1. Travel support is available to graduate students participating in professional scholarly meetings and conferences or attending formally organized instructional workshops or seminars.
2. Eligibility requirements:
 - students must be in good standing and enrolled on a full-time basis at the time of the desired travel (except for the summer quarter travel, in which case the enrollment requirement applies to the preceding spring quarter);
 - students must have been admitted to the department's PhD program
OR
must be actively pursuing M.A. *thesis* research;
- NB: (a) M.A. level students who have elected the non-thesis option are not eligible.
(b) Priority will be given to PhD candidates, *i.e.*, to students who have passed the PhD general examination, have thus been advanced to candidacy and are pursuing dissertation research.
3. Applicants must be presenting a paper at a professional meeting or similar scholarly conference, or in the case of instructional seminars or workshops, must have been formally invited or accepted to attend as active participants.
4. In most cases the department will not be able to provide sufficient support to cover all travel costs, therefore students are expected to seek other sources of funding to supplement any departmental support received.
5. Priority will be given to students who have not received recent travel support, whether from departmental or other sources.
6. Limits: for domestic travel: \$350,--, for international travel : \$700,--.

B. Application procedures

Applicants should submit to the department office the following items:

- (i) a brief statement identifying the meeting, conference, workshop, etc. in question and the applicant's role in the proceedings (with paper title and abstract, when pertinent).
- (ii) a budget, giving precise figures (not estimates) for airfare, hotel, and registration costs. Indicate what other sources of travel support are being pursued (with results, if known.)
- (iii) a statement in no more than one page identifying the applicant's academic adviser and committee members and explaining how the participation in question will contribute to the applicant's dissertation or other graduate program research.

