

## **Financial Support for Research Students in The Department of Information Systems to attend conferences, consortia and workshops**

The Information Systems and Innovation Group is committed to supporting its research students in their studies and when they have opportunities to present their work at conferences, consortia and workshops. However, the resources to provide support are finite, and it is necessary to set out certain principles under which such support is offered, and the criteria against which requests for support will be judged.

### **Principles**

1. Students have no absolute right to expect financial support from the ISI Group or the School for any aspect of their research work.
2. When possible, students should seek other sources of funding for their work, conference participation etc.
3. When the ISI Group gives such support it is on the basis of the academic quality of the student's contribution, and/or the academic benefit that the student will obtain.
4. The ISI Group will endeavour to use the limited funds at its disposal in an equitable manner. The criteria and procedures for obtaining support from the ISI Group will be open and clearly set out.
5. Such support must be seen within the context of a finite budget, and hence will be evaluated in terms of "value for money" as well as "academic merit".

### **Criteria**

Requests for financial support to attend conferences and similar events can normally be expected to be judged against the following criteria.

1. That the student has submitted a paper which has been accepted.
2. That the work is largely that of the student and relates to their research.
3. Previous support given to the student may also be taken into account.

Requests for support for participation in Ph.D. Consortia are given a high priority (ECIS, ICIS, AIS). The ISI Group will continue to do its best to financially support students who are selected, and similar events will be treated in an equivalent manner.

Requests for financial support in connection with other research activities (field work, special equipment, materials, software, training courses etc.) can normally be expected to be judged against the following criteria:

1. The benefit that will accrue to the student and to the ISI Group.
2. Previous support given to the student may also be taken into account. In all cases, any co-funding that the student has obtained will be viewed positively.

## **Procedure**

1. Requests for support must be made in writing (email) to Will Venters, Susan Scott and Cheryl Edwardes, normally before the expenditure is incurred. Cheryl Edwardes will keep a record of support received by students over their period at the School.
2. Each request will need to have the endorsement of a research student's supervisor.
3. Requests must be accompanied by a clear statement of the budget for the activity and the sums being asked for.
4. When making decisions on such requests it will frequently be necessary to restrict the ISI Group's contribution to a percentage of the full cost.

*This document has been updated September 2007*