



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) POLICY ON CONFERENCE ATTENDANCE SUPPORT FOR SUPRA MEMBERS

Preamble:

In keeping with sections 2.01:1 and 03:02:2c of the Constitution, SUPRA encourages applications by SUPRA members for support to attend conferences on matters of interest to SUPRA members and the general postgraduate population. This policy document sets out where members are eligible for support, the amount available for support, the process whereby support is given and reporting requirements for recipients. This policy is for SUPRA members that are not councillors.

01: DEFINITIONS

- 01.01: 1) SUPRA Members are defined by the SUPRA Constitution.
- 01.01: 2) Councillors are defined by the SUPRA Constitution
- 01.01: 3) Equity Collectives are defined by the equity-specific duty statement.

02: ELIGIBLE CONFERENCE FOR SUPPORT

- 02.01: 1) Eligible conferences include, but are not limited to, those with focus on, or arranged by the following:
 - 1.a) Student political peak bodies.
 - 1.b) Other student political groups.
 - 1.c) Other student organisations.
 - 1.d) Student welfare.

1.e) Student activism.

1.f) University peak bodies.

1.g) Other university groups.

02.01: 2) Conferences arranged by political parties or specific to one political ideology will not be supported.

02.01: 3) Academic conferences in other fields will not be supported; SUPRA members will be directed to their school or faculty for support through their channels.

03: AMOUNT AVAILABLE FOR SUPPORT

03.01: 1) An amount to support SUPRA members attendance at conferences meeting the conditions in Section 02: will be pegged at the total amount allotted in the budget for councillor attendance at conferences.¹

03.01: 2) Maximum support for any one application will be set to allow support for at least 20 applications per year.²

03.01: 3) A maximum of 2 applications for support per SUPRA member per year applies.

03.01: 4) Priority will be given to new applications over Members who have already received support during the year.

03.01: 5) Costs that may be covered or subsidised include:

5.a) Conference registration fees.

5.b) Accommodation during the length of the conference.

5.c) Travel to and from the city where the conference is being held, including travel to and from airports.

5.d) Travel within the city to and from accommodation and the conference or other activities related to the conference.

5.e) Other costs incurred directly related to the conference.

¹ \$4000 as of 2017.

² \$200 as of 2017.

04: PROCESS TO APPLY FOR SUPPORT

- 04.01: 1) A form for Application for Support is to be filled by the SUPRA member.
- 04.01: 2) Copies of receipts for expenditure incurred are to be attached.
 - 2.a) If the SUPRA member has not yet incurred the expense, copies of invoices or other evidence of likely costs to be incurred must be attached.
 - 2.b) In the above case, copies of receipts and any change from support provided must be forwarded to SUPRA within 7 days of return from conference.
- 04.01: 3) If the Conference is equity-specific, the equity collective must endorse a SUPRA member to attend the conference before the candidate is brought to council.
- 04.01: 4) Approval will not be granted for professional conferences.
- 04.01: 5) Approval of Applications for Support in line with sections 02: and 03: will be through a Management Committee meeting.
- 04.01: 6) Approval of Applications for Support not in line with sections 02: and 03: will be through a regular meeting of General Council.

05: REPORTING BACK BY SUPRA MEMBER

05.01: Written Report

- 05.01: 1) The SUPRA member who attended the conference is required to provide council with a written report within 2 weeks of the conference.
- 05.01: 2) The report should focus on findings of interest to postgraduate students.
- 05.01: 3) The report will be shared with council and once it is approved will be distributed to SUPRA members.
- 05.01: 4) If the conference was of particular interest to an equity group, an oral report must be presented in the next equity collective meeting.