UNIVERSITY OF TECHNOLOGY SYDNEY

VC'S CONFERENCE FUND

TERMS OF REFERENCE

The University of Technology Sydney (UTS) Vice Chancellor's Conference Fund provides financial support for graduate research students to participate in academic international and domestic conferences.

1. **Title of committee:**

   1.1. Vice Chancellor's Conference Fund (VCCF) Selection Committee

2. **Purpose of committee:**

   2.1. The purpose of the UTS VCCF committee is to:

   2.1.1. Review and make recommendations for scheme eligibility, application guidelines and form.
   2.1.2. Review on-time applications and make recommendations for successful applications with regards to the annual budget.
   2.1.3. Identify any impacts on UTS Rules, Delegations or other UTS policies arising from the Scholarships and Prizes Policy and Procedures.

3. **Membership:**

   3.1. The minimum number of members for a quorum is two.
   3.2. The committee is chaired by the Dean of the Graduate Research School or nominee and other panel members will be drawn from the representatives of the Division of Research and Higher Degree Research Board.

4. **Meetings:**

   4.1. All individual applications along with the summary list and any additional documents will be available to panel members prior to the meeting for review.
   4.2. A meeting will be held for each round (currently 3 rounds) within 2 weeks of the closing date with the outcome sent to students shortly after.
   4.3. Decision is by consensus of the committee, or otherwise by the Chair.
   4.4. Only members of the committee as stated in section 3.1 will be able to attend and participate in discussion.
   4.5. Any requests made to the committee for reconsideration will be individually reviewed by the GRS Dean and be given a decision on behalf of the committee.

5. **Record keeping:**

   5.1. Administrative support provided by professional staff member of GRS.
   5.2. Outcomes are recorded in a memo which is authorised by the Chair.
   5.3. All corporate records in relation to this student support grant including details uploaded on HDR Scholarships will be recorded against share-drive under respective title, year and round.