



U OF T SCARBOROUGH STUDENT ACADEMIC CONFERENCE & TRAVEL FUND

The UTSC Student Academic Conference and Travel Fund is funded by the University of Toronto Scarborough. It was originally created as an initiative supported by the Student Experience Fund in 2007-08.

The purpose of the fund is to support undergraduate student travel to academic conferences, meetings and/or research activities that will enhance their own academic experience and make a clear contribution to enhancing the U of T Scarborough student experience.

The fund reimburses approved travel expenses up to \$2000. A committee reviews applications for this fund.

The committee consists of:

- Dean of Student Affairs
- Director of Student Life
- Vice–Dean, Undergraduate
- SCSU VP Academics

The Office of Student Affairs maintains the responsibility of administering this fund, which totaled \$40,000 for 2015-16. These funds will be distributed in three rounds in 2016-17.

ELIGIBILITY:

- The student must be registered full-time in the academic year in which he/she plans to travel or full-time in the semester immediately preceding the academic travel.
- The student must have completed a minimum of 5 FCEs (Full Course Equivalents) and be in good academic standing (CGPA of 3.0 or higher).
- The student must clearly state how the proposal is relevant to their academic pursuits.
- The student should clearly state other sources of funding for this event that he/she has received or applied for.

Please note: Applications for credit bearing programs such as Int'l Student Exchange, extended summer school or Co-op travel are not eligible due to funding constraints.

Applicants must submit the following documents online through the Intranet prior to 11:59pm on the deadline date:

- ✓ A letter to the Dean of Student Affairs indicating the reason funds are requested and how participation at the event will enrich their academic experience
- ✓ Applicant's student number, email, and phone number must be included
- ✓ A brief statement from their faculty advisor and/or professor indicating support for their attendance and briefly describing how the proposal is consistent with the student's academic direction
- ✓ Promotional material or other information on the conference/event/activity
- ✓ Budget
- ✓ An unofficial copy of transcript (ROSI printout acceptable)
- ✓ If the application for funding is approved, original receipts must be submitted for reimbursement of expenses

Note: Reimbursement is at the discretion of the Office of Student Affairs

- Selection will be based on academic merits of the conference as well its timing (i.e. to avoid missing classes).
- Conferences, research activities, and courses must be non-credit bearing, and contribute to the applicant's academic direction (e.g. by contributing to a current research project that is supervised by faculty, by contributing to the applicants' path towards graduate school, by encouraging the applicant to engage seriously with the academic community, etc.).
- While all applications are welcome, preference will be given to those students who will be presenting a paper and /or a poster at conferences.
- Funds allocated through the Student Academic Conference and Travel Fund remain available for use until September 30th of the academic year following the one which they were awarded.

Reminders of deadlines will be posted via the intranet.

Late or incomplete applications will not be considered.

All proposals must be submitted online through the Intranet before 11:59pm on the deadline date.

DEADLINES:

- **Friday October 14, 2016**
- **Friday January 6, 2017**
- **Friday February 24, 2017**

Preference will be given to students returning to U of T Scarborough.

The Student Travel Fund is not intended to cover 100% of costs.

This initiative is an attempt to address the financial need of students, in support of academic travel. Students awarded funds to travel outside of Canada are **required** to attend a Pre-Departure Orientation session offered through the Safety Abroad Office. Please contact the International Student Centre (isc@utsc.utoronto.ca) for information on registering for a session.

QUESTIONS?

Please contact Megan Lindsay, Student Affairs Assistant, Office of Student Affairs and Services, Student Centre, SL-157 by phone at 416-208-4760 or by email at lindsay@utsc.utoronto.ca