



The Central Fund for Advanced Study for Scholarship Students:

Rules for Receiving Support

Updated August 2023

1. **Scholarship Recipient:** For the purpose of this regulation, scholarship recipients are defined as those studying for master's degrees, doctoral degrees, and post-docs who have been invited to present a research paper at a **scientific or academic conference**. A scholarship recipient is eligible to submit a request for partial support for **one conference per year** from the Central Fund for Advanced Study for Scholarship Students. Those submitting requests for support must have been scholarship recipients for at least six months at the time of submission, including the period of the conference or advanced studies.
2. **The assistance will be given only if the trip is exactly for the duration of the conference, that is, at a ratio of one to one.**(for example , if the conference is 2 days , the total travel could be for 5 days= 2 days of conference+ 2 days+ 1 preparation day)
3. Master's Degree Students will submit requests to the Central Fund for Advanced Study for Scholarship Students on the form found on the site of the Office of the Academic Secretary. Assistance from the Central Fund for Advanced Study for Scholarship Students will be granted under the following conditions:
 - a. The request form must have signature from the dean of the faculty, in which the dean confirms the following details:
 - i. The student is in the second year of his or her master's degree studies and is an honors student.
 - ii. The student intends to study for a doctoral degree at the University.
 - iii. The faculty commits to providing support for the student in the sum of \$400 from the faculty's budget, and indicates the budgetary clause to be debited
 - b. The Central Study Fund for Scholarship Students will allocate an identical sum not exceeding \$400 under the condition that the "recognized expenses" (see below for how these are calculated) are at least \$800.



4. **Doctoral students and postdoctoral students** will submit a request to the Central Study Fund for Scholarship Students on the form that can be found on the site of the Academic Secretary. The maximum sum to be allocated from the Fund will not exceed \$800 in the first two years of studies, and \$1000 in the next two years. Assistance will not be provided beyond a four-year period. For postdoctoral students, the maximum sum will not exceed \$1000.
A scholarship recipient will be able to receive partial support from the Central Fund for Advanced Study for Scholarship Students, in accordance with the decision of the Advanced Study Committee, taking into account the amount available to him/her from the Fund for International Scientific Cooperation. A scholarship recipient who has funds in the Fund for International Scientific Cooperation must use these funds first. If the sum of student's balance in the Fund for International Scientific Cooperation is equal to 75% of the "recognized expenses," the scholarship recipient will not be eligible for an allocation from the Central Fund for Advanced Study for Scholarship Students. The amount of the partial support from the Central Fund for Advanced Study for Scholarship Students will be determined by the following formula, and will be equal to the balance of the amount that remains when the sum at the scholarship recipient's disposal in the Fund for International Scientific Cooperation is subtracted from 75% of the "recognized expenses."
5. The following documents must be attached to the grant request form of the Central Fund for Advanced Study for Scholarship Students:
 - a. The abstract of the lecture or poster of the conference presentation
 - b. A letter from the conference organizers stating the name of the student and the fact that the poster or lecture has been accepted for presentation at the conference. The name of the student must also appear on the conference program.
 - c. A formal announcement of the conference that states its location and the dates during which it will be held.
 - d. A formal announcement of the conference registration fee.
 - e. A detailed pro forma invoice for the flight ticket and airport taxes. The pro forma invoice must include the flight dates and destination. One may reserve online or in one of the companies that works with the university.
 - f. In exceptional circumstances, a letter from the supervisor will be requested.



6. The calculation of recognized expenses for all scholarship recipients is composed of the following:
 - a. Conference registration fees
 - b. Flight ticket
 - c. Travel expenses abroad to and from the conference destination only
 - d. Per diem expenses of \$65 expenses for each day of the conference. (And up to 7 days max)
7. Requests for support from the Central Fund for Advanced Study for Scholarship Students must be submitted with all the necessary documents and sent to the Office of the Academic Secretary : academicsec@bgu.ac.il , at the Samuel and Milada Ayrton University Center, Room 209, at least 30 days before the date of travel. The application should **include all sources of support**. You may not add additional sources after submission. Approved applications will not be returned for further processing.
8. A scholarship recipient returning from abroad must personally submit a Travel expense report within 30 days to the Office of the Foreign Currency unit, at the Samuel and Milada Ayrton University Center, Room 24. If the boarding pass is not submitted, the student's account will be debited for the amount of support received with no advance notice.