**February 2022**

**Procedure to Receive Support from the Scholarship Fund and the Faculty Travel Committee**

Graduate students may **apply for support from the Dean** to travel to an international conference abroad (one trip per year) by contacting the **Faculty Travel Committee**. The Dean's support may be granted to: master's degree students (in their second year of studies), doctoral candidates (in their first four years of studies), and post-doctorates (in their first two years).

Since implementing a new computerized system in the Academic Secretary's Office, the **Faculty Travel Committee** referral procedure has changed. In accordance with the new guidelines of the Scholarship Fund, each request will only be reviewed once and additional support from the Dean will not be possible after approval from the Central Scholarship Fund.

Consequently, the application to request support for travel abroad (both the application to the Central Scholarship Fund and application the Faculty Travel Committee) **must first be submitted to the Faculty Travel Committee**, through the secretary of the Dean of the Faculty of Health Sciences (Ms. Tsachit Fargo), **at least 60 days before the travel date**. A request approved by the Faculty Travel Committee will be forwarded to Ms. Shush Mazuz, Purchasing and Budgeting Coordinator at the Faculty, for further processing, and the student will be notified. After the approval of the Faculty Budget Officer, the application forms (and the accompanying approvals) will be sent directly to the Academic Secretary for further processing.

All funding sources (external and internal) must be indicated when submitting an application. Per Committee decision, **request for additional funding at a later date will not be possible.**

The Faculty Travel Committee will review requests at the beginning of each month. There will be no possibility of appeal. Applications must be submitted before the conference; the Committee will not review applications retroactively.

Best regards and good luck,

Faculty Travel Committee

Prof. Dan Levy, chairman

Prof. Adrian Israelson, member

Dr. Tamar Weinstock, member

1. **Master's, Doctoral and Post-Doctorate Scholarship Recipients:**

For the purposes of this procedure, a scholarship recipient is defined as a master's degree student, doctoral degree student or post-doctorate fellow who receives a scholarship from the Faculty of Health Sciences for at least six months.

Advanced degree students, the scholarship recipient will submit the following documents to the Faculty Travel Committee, through the Faculty secretary:

1. **Student Application Letter** including details about the conference and its importance
2. **Application to Request Support for Travel Abroad – Academic Faculty Member** To download the form:

**The following documents must be attached to the application form:**

1. The abstract of the lecture or poster to be presented at the scientific conference
2. Formal notification from the conference organizers confirming that the lecture or poster has been accepted for presentation at the scientific conference. The name of the scholar must be included in the confirmation and likewise the scholar must be listed in the program.
3. Formal confirmation of the dates and location of the conference
4. Formal confirmation of the conference registration fees
5. Price quote (proforma) for a plane ticket and port taxes (for the conference destination only), from a list of approved companies that work with the university
6. **Travel Expenses Assessment Report-Scholar (Form 1)** - the amount of the allowance available to the faculty member in the Science Relations Fund or the Knowledge Fund must be indicated on the form. For more details, contact the Coordinator for Travel to Conferences Abroad, Ms. Ayala Engda, [nuonuo@bgu.ac.il](mailto:nuonuo@bgu.ac.il), phone: 08-6461224.
7. If there is support from an **external source**, this source must be indicated, as well as the amount of support, or a statement that there is no such external source, as indicated in Form 1.
8. **Advisor's Recommendation** (if traveling abroad). The advisor must indicate that s/he will provide parallel financing towards travel ('matching') in the amount of at least $200. The application form must include a budget number

The maximum amount of Dean's support for a **Master's student** who is a scholarship recipient (in the second year of his studies), will not exceed $700 for travel to Europe or $900 for travel to a distant destination (USA, Canada, Japan, Australia, Singapore), and depends on matching funds from the supervisor in the amount of at least $200.

The maximum amount of Dean's support for a **doctoral student or post-doctoral fellow** receiving a scholarship, will not exceed $300 for a trip to Europe or $500 for a trip to a distant destination, and depends on matching funds from the supervisor in the amount of at least $200.

Doctoral students traveling to an international conference with a baby (under the age of two) will be able to receive an additional grant (beyond the amounts indicated above) of up to $500, to encourage the presentation of their research abroad.

Funding is contingent on reporting to the foreign exchange section for travel expenses. Documents required to be submitted include original receipts or proof of payment for: flights, registration fees, hotel fees and all other approved related expenses.

1. **Master's, Doctoral and Post-Doctorate Non-Scholarship Recipients:**

Advanced degree students, who are not receiving a scholarship, will submit the following documents to the Faculty Travel Committee, through the Faculty secretary:

1. **Student Application Letter** including details about the conference and its importance
2. **Application to Request Support for Travel Abroad Academic Faculty Member – Special Population.** To download the form: <http://in.bgu.ac.il/finance/Pages/foreign_currency-forms.aspx>

**The following documents must be attached to the application form:**

1. The abstract of the lecture or poster to be presented at the scientific conference
2. Formal notification from the conference organizers confirming that the lecture or poster has been accepted for presentation at the scientific conference. The name of the applicant must be included in the confirmation and likewise the applicant must be listed in the conference program.
3. Formal confirmation of the dates and location of the conference
4. Formal confirmation of the conference registration fees
5. Price quote (proforma) for a plane ticket and port taxes (for the conference destination only), from a list of approved companies that work with the university
6. **Travel Expenses Assessment Report-Non-Scholarship Recipient (Form 2)**
7. **If there is support from an external source, this source must be indicated, as well as the amount of support**, or a statement indicating that there is no external support.
8. If the student is a teaching assistant and/or has held the position of a teaching assistant in the past, the amount of the allowance to which the student is entitled in the Science Connections Fund must be indicated. For details, please contact Ms. Roni Dafni from the Study Abroad Center, [nesiot@bgu.ac.il](mailto:nesiot@bgu.ac.il), phone: 08-6428418
9. **Advisor's Recommendation** (if traveling abroad). The advisor must indicate that s/he will provide parallel financing towards travel ('matching') in the amount of at least $200. The application form must include a budget number

The maximum amount of Dean's support for will not exceed $300 for travel to Europe or $500 for travel to a distant destination (USA, Canada, Japan, Australia, Singapore), and depends on matching funds from the supervisor in the amount of at least $200.

Doctoral students traveling to an international conference with a baby (under the age of two) will be able to receive an additional grant (beyond the amounts indicated above) of up to $500, to encourage the presentation of their research abroad.

Funding is contingent on reporting to the foreign exchange section for travel expenses. Documents required to be submitted include original receipts or proof of payment for: flights, registration fees, hotel fees and all other approved related expenses.