**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Name** |  | **Given Name/s** |  |
| **Student Number** |  | **Enrolling Unit** |  |

**Name of Scholarships Awarded:**

|  |
| --- |
|  |

**Travel Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date: |  | Return Date: |  |

What activities did you undertake? \**insert more rows if required*

| Development Activity | **Organisation/**  **Institution** | Country | **Duration** | |
| --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Was the funding spent in accordance with the activities and/or budget previously approved by the UQ Graduate School?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No – please identify the variations from your approved application and explain the reasons for those variations below |

|  |
| --- |
|  |

***Please submit with this report copies/scans of your receipts for flights and accommodation.***

**Report**

*Please supply as much detail as possible for each question.*

What were the most valuable aspects of this experience for you (max 250 words)?

1. Explain how this award has helped you to enhance the quality of your candidature, thesis and/or associated research output and/or develop your skills for your career post-candidature (max 250 words):

|  |
| --- |
|  |

1. What do you anticipate doing in the near future to build on your learnings from this experience? eg. Implement a new process/method/approach, publish with contacts, undertake an interview for a position at XXX company etc.(dot points acceptable)

|  |
| --- |
|  |

Would you be happy for The University of Queensland to use what you have written or contact you about using this information for its publications and promotional materials (including websites, annual reports and marketing collateral)?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | If yes... Phone |  |
|  | No | Email |  |

Do you have a photo that represents your time spent abroad and activities conducted that you could submit to help promote the program? If so, please send with this form.

|  |
| --- |
| **Report on Travel – Endorsement** |

This form must be signed, scanned, and returned with your report on travel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Candidate’s Section:***  *I certify that I have completed this report on travel truthfully, correctly and completely.*  *I have read the Privacy Statement detailed below.*  *I certify that I have complied with all rules related to the award and other University rules and policies, as set out on the Graduate School website and elsewhere on The University’s website, along with any subsequent amendments approved by the Senate or the Academic Board.*  *I agree to repay to The University any unused funds and any funds that The University deems were not used for the activity approved by the UQ Graduate School.* | | | | | | |
| **Candidate** |  |  |  |  |  |  |
|  | **Name and Title** |  | **Signature** |  | **Date** |  |
| **Principal Advisor’s Section:**  *I endorse the candidate’s report on their travel.*  *I certify that this is a reasonable account of the candidate’s achievements during this travel and of the outcomes of that travel.* | | | | | | |
| **Principal Advisor** |  |  |  |  |  |  |
|  | **Name and Title** |  | **Signature** |  | **Date** |  |

**Privacy Statement**

The information on this form is collected for the purpose of assessing your Report on Travel, a condition of your award. Information on this form may be disclosed to relevant bodies for the assessment or verification of the claims made in this report. Otherwise the information you provide will not be disclosed to a third party without your consent, unless disclosure is authorised or required by law. For further information please consult the [UQ Privacy Management Policy](https://ppl.app.uq.edu.au/content/1.60.02-privacy-management).

**Please email your completed Report on Travel to**

[**graduateschool@uq.edu.au**](mailto:graduateschool@uq.edu.au)