

CANDIDATURE BUDGET

APPLICATION FOR CONFIRMATION OF CANDIDATURE

Prior to completing this application, please refer to the Budget Guidelines related to your **initial enrolment start date** (refer to **Step 2** to in following link): <https://www.vu.edu.au/researchers/candidature/preparing-for-candidature>

IMPORTANT INFORMATION: You will be asked to re-submit your budget if it exceeds the maximum allowance (as per the guidelines). The Institute Executive Officer administers the budget and will contact you if there are discrepancies.

Please be aware that Candidature and Professional Development budgets are two separate funds and any surplus funding from one, cannot be used to top-up the other. You cannot submit an expense claim for items that have not been itemised on this form.

1. Candidate Details

Family Name:

First Name:

Candidate ID:

2. Enrolment Details

Institute:

Initial Enrolment Date:

Expecting Completion Date:

Full-time

Part-time

Master of Research Practice

Master of Research

Master of Applied Research

Masters by Research

Professional Doctorate
(DBA, DEd) Doctor of Philosophy

Doctor of Philosophy (Integrated)

3. Candidature Budget

Please specify the **Disciplinary Area Study** and as per the Candidature Budget Guide (refer to **Step 2** in the following link): <https://www.vu.edu.au/researchers/candidature/preparing-for-candidature>

4. Outline of Candidature Budget: (Please specify items to be purchased)*

Candidature Budget Expense Description	Estimated Cost \$	Candidature Funded \$	Supervisor/ External funds \$
TOTAL			
**Professional Development/Conference attendance	\$	\$	\$
TOTAL			

****Professional Development Expenses (Conferences, Workshops/Seminars & Training etc.)**

- *Doctoral candidates will automatically receive \$1300 towards Professional Development Expenses*
- *Master degree candidates will automatically receive \$700 towards Professional Development Expenses*

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Supervisor Contribution (if applicable)	Cost Centre Code

Additional comments (if applicable):

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PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

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