

# CANDIDATURE BUDGET

## APPLICATION FOR CONFIRMATION OF CANDIDATURE

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

**IMPORTANT INFORMATION:** Your funds cannot exceed the maximum allowance (as per the Budget Guidelines). The Institute Executive Officer administers the budget and will contact you if there are any irregularities. Claims that exceed the maximum allowance will need to be funded via other resources.

The Candidature and Professional Development budgets are two separate funds. Surplus funding from one budget, cannot be used to top-up the other. You cannot submit an expense claim for items 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** as per the Candidature Budget Guide:

<https://www.vu.edu.au/researchers/candidature/preparing-for-candidature>

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**4. Candidature Expenses: (Please specify items to be purchased)\***

<b>Expense Description</b>	<b>Candidature Funded \$</b>	<b>Supervisor or External funds* \$</b>
<b>TOTAL</b>		

**5. Professional Development /Conference/Seminars & Training expenses\***

Expense Description	Candidature Funded \$	Supervisor or External funds \$
<b>TOTAL</b>		

**\*NOTE: The Candidature and Professional Development funds are two separate budgets. Surplus in one budget cannot be used to top-up the other.**

Supervisor or external fund contributions (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](https://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).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](https://vu.edu.au/privacy)

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731