

TE KETE ARONU I | DIVISION OF HUMANITIES PhD CONFERENCE FUNDING

Application for Financial Assistance to Participate in Subject Conference in Aotearoa or Overseas

Candidates for PhD degrees in Te Kete Aronui Division of Humanities who have been invited to deliver a paper or present in a poster session at a subject conference in Aotearoa or overseas are invited to apply for financial assistance, up to a maximum of \$2,000, from a fund administered by the Associate Dean of Graduate Studies. It is expected that the paper or poster will be based on research that the applicant is undertaking or has completed for the current degree and has a clear academic benefit to the candidate.

Eligibility:

- 1) Applicants must be currently enrolled at the University of Otago. If your thesis will be submitted before the date of the conference no funding will be approved.
- 2) Applicants are only eligible to apply once during the time they are enrolled for the PhD and only one conference per trip is eligible for funding. There is no retrospective funding.
- 3) Conference funding is not available for workshops, fieldwork, collaborative meetings, or other research activities.
- 4) Candidates who are not 100% supervised within Te Kete Aronui Division of Humanities are eligible for a pro-rata amount.
- 5) It is expected that candidates will seek the cheapest airfare (where practical) and stay at budget accommodation.
- 6) The supervisor must ensure:
 - a. that the paper being presented is directly related to the student's research for the current thesis.
 - b. that the substance of the paper has not already been published or is under review for publication.
 - c. that the candidate will normally be presenting towards the later part of the candidature and not in the first 12 months of enrolment.
- 7) Members of staff on fixed term appointments at less than 0.25FTE and who are enrolled at 0.5 or greater are entitled to apply.

Information for Applicants:

- 1) It is unlikely that the amount awarded will cover all costs of participating in a conference and intending applicants are advised to seek supplementary funding from other sources.
- 2) Intending applicants may discuss their application with the Associate Dean. Requests for information should be sent to humanities@otago.ac.nz.
- 3) Completed application forms should reach the Associate Dean of Graduate Studies by email well in advance of the conference registration deadlines. Although every effort is made to process applications promptly, the Division cannot guarantee that applications received less than a month prior to a registration deadline will be processed and paid in time to meet the deadlines.
- 4) Within one month of returning to Dunedin, the recipient of an award shall email a brief written report (normally not more than 2 pages in length) to the Associate Dean.
- 5) Travel insurance must be purchased through the University when travelling overseas on University business. This can be arranged by emailing travel.insurance@otago.ac.nz who will provide you with a spreadsheet to complete and they will then invoice you for the charge. Alternative insurance policies should not be used as a substitute for the University cover as there can be uncertainty about the level and quality of the protection that is being provided.
- 6) In your eVision portal please complete your bank account details in 'My Finances' under the Finances tab.

Te Kete Aronui | Division of Humanities PhD Conference Funding Application Form

Surname:

Given Name:

Student ID Number:

Date:

Student email:

Phone:

Programme/School/Centre:

Name of your degree programme:

Date when first enrolled in this degree programme:

Period of full-time equivalent enrolment for this degree:

Proposed/intended thesis submission date:

Name of the conference:

Location of the conference:

Date of the conference:

Working or final title of your paper or poster:

Will proceedings of the conference be published? YES / NO

Will your paper be included? YES / NO / POSSIBLY

Itemised budget in NZ\$

Have you applied for or received other funding? YES / NO
If yes, please state how much and from where:

Travel:

Registration fee:

Accommodation:

Travel Insurance:

Other costs (please specify):

TOTAL APPLIED FOR (NZ\$):

Please attach the following information in PDF form:

1. A letter of support from your supervisor.
2. Documentary evidence of your participation in the named conference e.g. an email message or letter from the conference organisers advising you that your paper or poster session has been accepted.
3. A copy of the Abstract of your paper.
4. A brief curriculum vitae summarising your educational record and research activities, and listing publications.
5. Evidence (in the form of quotes or screenshots) supporting the amount applied for.