

## **DEPARTMENT OF MARINE SCIENCE**

### **Policy on Conference Funding for Students**

The Department will subsidise the attendance of Hons, MSc thesis and PhD students at conferences with grants-in-aid as follows (pro-rated based on your EFTS in Marine Science):

<b>Region</b>	<b>Maximum Funding Granted</b>
<b>Online</b>	<b>\$300</b>
<b>New Zealand</b>	<b>\$500</b>
<b>Australia</b>	<b>\$750</b>
<b>Rest of the World</b>	<b>\$1000</b>

The grant-in-aid can be used to meet the costs of travel, accommodation and/or registration. To be eligible for the grant-in-aid, a student must present a paper (oral or poster) on the results of research carried out in the Marine Science Department at the University of Otago. In exceptional circumstances, this requirement may be relaxed. Grants-in-aid will not normally be available for conferences that occur after submission of the thesis (except during the Publication Grant period of a PhD).

Each MSc student may normally expect support for participation in one conference and PhD students may normally expect support for not more than one per year during their enrolment, for up to 3 years.

If the Department's annual budget for conference support falls short of student demand it may be necessary to lower the maximum amounts for grants-in-aid and to vary some of the conditions. Under these exceptional circumstances, grants-in-aid would be awarded on a first come-first served basis up to the total allocation. There are no closing dates for applications.

#### **Online only conferences**

More than one online conference may be applied for in the same year up to a maximum of \$300.

#### **Application Process**

Applications must be made on the Student Conference Grant-in-aid form and submitted to the Head of Department, Marine Science, accompanied by an abstract of the offered presentation. A budget should be provided for the most economical means of travel, accommodation and registration fees, together with a statement about the source and amount of any other financial support available.

#### **Poster Costs**

Participation in conferences often involves the professional production of a poster. The Department will cover the full and reasonable costs of poster presentation. Application for these costs should be made on the application form. The Department will meet the costs of the actual printing and laminating. However, if there are problems at the Printery with a student's poster file, substantial extra costs may be incurred that the Department cannot cover.

#### **Division of Sciences Conference Funding for PhD Students**

The Division of Sciences endeavours to subsidise the attendance of PhD students at one conference held during their course of study (that is before submission of their thesis or during the Publication Grant period immediately after submission). Applications for this subsidy (maximum \$2000) need to be made on a Division of Sciences application form (available on the Sciences Division website: [Sciences Division PhD Conference Funding](#)). The application, with a

brief accompanying letter of support from the primary supervisor, should be submitted to the Head of Department, Marine Science, for endorsement. A successful application by a PhD student for Divisional support to attend a conference will not prejudice their eligibility for a Departmental grant-in-aid to attend the same or another conference in the same year.

Application for the Marine Science departmental grant-in-aid can be made on the same form as the Division of Sciences application form (note under other financial assistance) if it is for the same conference (ie. only one application form needs to be completed for both grants).