

# Application for Conference Travel Funding for PhD Students

## ELIGIBILITY RULES:

1. The conference should have major international standing OR significant relevance to the student's field of research (as judged by the student's supervisor and/or Head of Department).
2. The student must be presenting a full paper or abstract and verbal presentation. Posters only will not be eligible.
3. The student shall not have exceeded 4.0 EFT years *at the time of conference attendance*.
4. Every OBS PhD student is eligible for **up to \$2,000** over the course of their enrolment (not per year), and conference funds will not normally be taken up in the first year of enrolment.
5. As a general principle, only one conference per student will be supported during their enrolment. However, if the full amount is not used for an initial conference attendance, students may reapply to use the remaining funds for a further eligible conference attendance. These applications will be treated on a case by case basis.
6. A one-page report must be submitted within 6 weeks of return from the conference, to the Associate Dean Postgraduate Research. Failure to submit a report will result in loss of any unspent funds.
7. Retrospective applications will not be accepted.
8. Where a student who meets the other eligibility criteria has already submitted a thesis, that is either still under examination, or they have completed the PhD, they may still make an application for funding up to **6 months, if (i) they are current holders of a publishing bursary; or (ii) if they have an employment relationship with the University of Otago.**
9. Students must present their PhD research at the conference under Otago University branding.
10. Applications will be considered on a case-by-case basis, and approvals are subject to funding availability. The maximum funding value is not an entitlement and may change year-to-year as funding availability changes.

## GUIDELINES:

1. A **maximum** of \$2,000 will be awarded from the Division for each PhD student.  
Students whose supervision/EFTS is split across Divisions are eligible to an amount proportional to their Commerce supervision. For example, a student who is supervised 80% with Commerce and 20% with Humanities is only eligible \$1,600.
2. Applications should normally be received at least **2 months prior** to the date of conference.
3. Application for virtual conferences is encouraged, provided the student is presenting their work, or otherwise contributing substantially to the conference (e.g. panel discussion).
4. Applications for physical attendance at conferences are accepted, provided the student is presenting their work (full paper); these include travel and accommodation costs, according to University guidelines (including airport transfers). It is expected that students will seek the cheapest airfare (where practical) and stay at low-cost accommodation. A case for exceptions to these guidelines can be made in the application. Attendance at conference dinners is normally not funded. Per diems or sustenance are not funded.
5. Travel insurance must be purchased through the University. Costs of insurance should be included in the application.
6. International students must check their visa conditions and ensure any travel is permitted. All students must make themselves aware of, and adhere to, entry requirements for any country they intend to travel to. If there are additional costs associated with entry requirements, these should form part of the application, within the specified maximum budget, and will be considered on a case-by-case basis.
7. Visits to research institutions etc. whilst away are acceptable, but costs incurred outside conference attendance (e.g., travel to another city) must be funded from other sources. Travel must not impact the progress of PhD study.
8. Applicants are encouraged to discuss further conference support with their respective departments.

## APPLICATION:

Please send your application form and other documents to Associate Dean Postgraduate Research, Lisa McNeill [lisa.mcneill@otago.ac.nz](mailto:lisa.mcneill@otago.ac.nz)

Checklist for applications:

1. Application form
2. Abstract
3. Evidence of your participation/paper acceptance
4. Evidence (quotes) supporting the amount applied for (airfares, accommodation, registration fees).