

## University of Otago Faculty of Law

### **Funding Support for PhD Candidates**

The Faculty of Law allocates a provisional grant of up to \$500 per year for each PhD candidate (three years for a full time PhD or equivalent for a part time candidate). Each year is calculated from the date you started rather than the calendar year.

#### *On-site candidates*

For each PhD candidate the Faculty deducts \$300 per year to cover costs such as internet access, photocopying, printing and binding of theses, interloans and use of the postgraduate suite and facilities. Up to \$200 is available to cover other research-related expenses (such as travel or koha). Reimbursement of expenditure requires approval from the Faculty and the completion of an application form accompanied by original receipts.

#### *Off-site candidates*

For off-site PhD candidates the Faculty deducts \$100 per year to cover costs such as printing and binding of theses, interloans, intermittent use of the postgraduate suite and facilities, and use of the University's audio-visual facilities for supervision and postgraduate review meetings. Up to \$400 is available to cover other research-related expenses (such as printing, photocopying or koha, but not travel to meet with supervisors). Reimbursement of expenditure requires approval from the Faculty and the completion of an application form accompanied by original receipts.

#### *Conference funding for PhD candidates*

Conference funding for PhD candidates is available through the Division of Humanities which offers contestable funding for up to one conference per three year degree programme (subject to acceptance of a conference proposal). For an application form please see the last page of this document.

October 2018

**UNIVERSITY OF OTAGO  
FACULTY OF LAW  
Application for PhD GRANT**

Name: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Expense Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____

(Receipts are to be attached for all items) **TOTAL \$** \_\_\_\_\_

Attach a copy of your account details on your bank's letterhead, this can be a PDF from online banking (for NZ bank accounts only).

I confirm that I am a PhD law student.

Signature: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Note: A maximum grant of **\$200 for on-site candidates** or **\$400 for off-site candidates** is available to each PhD student for research-related expenses. ***All expense claims must be accompanied by original receipts.***

**Applications from international students must be received at least one month prior to departing New Zealand.**

**Take / send this form with receipts to 9<sup>th</sup> Floor Reception Richardson Building P.O. Box 56 Dunedin or email to [postgraduate.law@otago.ac.nz](mailto:postgraduate.law@otago.ac.nz) for processing.**

**FACULTY OF LAW, UNIVERSITY OF OTAGO**  
PO Box 56, Dunedin 9054, Phone 03 479 8857



## **HUMANITIES PhD CONFERENCE FUNDING**

Application for Financial Assistance to Participate in Subject Conferences in New Zealand and Overseas

### **Eligibility:**

- 1) Candidates for PhD degrees in the Division of Humanities who have been invited to deliver a paper or present in a poster session at a subject conference in New Zealand or overseas are invited to apply for financial assistance 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.
- 2) Candidates can expect to be funded up to a maximum of \$2,500. Candidates who are not 100% Humanities students will be eligible for a pro rata amount. It is expected that students will seek the cheapest airfare (where practical) and stay at budget accommodation.
- 3) Candidates are only eligible to apply once during the time they are enrolled for the PhD.
- 4) Conference funding is not available for workshops and collaborative meetings.
- 5) Normally only one conference per trip is eligible for funding.
- 6) Heads of Departments should 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 at least 6 months before his/her PhD is complete.

If the thesis has been submitted no funding will be provided.

- 7) Normally, only those who have evidence of the acceptance of their paper will be considered. There is no retrospective funding.
- 8) An applicant must be currently enrolled at the University of Otago.
- 9) 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. Confirmation path staff members are not entitled to funding from this source.

### **Information for Applicants:**

- 1) It is unlikely that the amount awarded will cover all costs of participating in the 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 the following email address: [humanities@otago.ac.nz](mailto:humanities@otago.ac.nz)

- 3) Completed application forms should reach the Associate Dean of Graduate Studies 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 3 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 completing the online application form. A link to this can be found on the University website <http://www.otago.ac.nz/financialservices/travel/>. 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. Please note that the whole trip can be insured through the University policy but you will need to pay for any part of the trip that is for personal travel. Provision for this option is made on the form.

## Humanities PhD Conference Funding

**SURNAME:**

**GIVEN NAME(S):**

**Student ID Number:**

**Date:**

**Student email:**

**Phone:**

**Department/Centre:**

**Name of your degree programme:**

**Date when first enrolled in this degree programme:**

**Period of full time equivalent enrolment for this degree:**

**Name, location and 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\$:**

**Other funding applied for or granted:**

Travel: .....

**Have you applied for or received other funding?**

Registration fee: .....

YES/NO

Accommodation: .....

**If yes, then please state from where:**

Travel Insurance: .....

.....

Other Costs: .....

.....

(please specify):

.....

.....

.....

.....

**How much has been granted?**

.....

NZ\$ .....

**Total: NZ\$ .....**

**Please attach the following information:**

1. A letter of support from your Head of Department.
2. Documentary evidence of your participation in the named conference eg. 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 written or printed quotes) supporting the amount applied for. Candidates are expected to seek accommodation at the budget end of the range.
6. Evidence of the bank account number to be credited (e.g. pre-printed deposit slip; copy of a bank statement; online banking screen-shot or hand-written deposit slip verified by recipient's bank). Please note that we cannot make payments without bank account verification.

**Your completed application to be submitted to:** Associate Dean of Graduate Studies, Division of Humanities, Arts Building.