School of Cultures, Languages and Linguistics

2019 PhD Student Conference Fund Guidelines

The CLL Research Committee invites applications to assist a number of PhD students to present their own independent thesis research at significant national or international conferences or workshops. There are two rounds per annum. Funding is limited and competitive, and distributed over the two rounds. Please apply in the appropriate round, as applications pertaining to conferences outside the stipulated time frames will not be considered.

Applications for Round 1 are due 8 May for conferences held until the end of October. Applications for Round 2 are due 21 August for conferences held November to early June.

1. You must have completed your Provisional Year and had your PhD registration confirmed. Please attach evidence from the UoA Graduate Centre of the official confirmation of your PhD registration.

2. Maximum support available is $1,500. You should explain how your PReSS account is being used in 2019.

3. In the case of a joint presentation with your supervisor, please indicate clearly if the research is your own independent research and if you are the leading/first researcher for the paper.

4. Awards will be based on the quality of the application and the significant contribution that presentation at the conference will make to the timely completion of your thesis.

5. Applications must be made on the CLL Research Fund on-line application form. Here is the link for online application form – most compatible with Internet Explorer browser. It is available for CLL students: you should select PhD under Position Held.

6. Budget: Specify the components (airfare, accommodation, registration and airport transfers) of the total budget for your conference attendance. Per diems (for food, internet, etc.) will not be funded. Quotations for airfares and accommodation must come from Orbit, the University’s travel supplier (more information available on Doctoral students page, or email: travel.uoa@orbit.co.nz). All supporting documents must be uploaded in a single pdf.

7. Endeavour to scan together all necessary documents in the same orientation so that Committee members do not have to adjust continually the viewing of the documentation on screen.

8. Retrospective applications for reimbursement (i.e., seeking approval and funding for a conference expense paid before funding has been granted) are not permitted for airfares and accommodation. You should plan your research and conference activities in advance and secure PBRF/conference funding before committing any funds. If exceptional circumstances do necessitate a retrospective application for accommodation only, please consult the School’s Deputy Head Research.

9. You should consult the following University of Auckland policies: Students Travelling Abroad Procedures, Students Travelling Abroad Policy and Guidelines for students travelling overseas.

10. The CLL Research Committee will consult with your supervisors. An indication of your main supervisor’s awareness of the application is required on the application form.

11. Successful applicants will be advised by Wednesday, 22 May (Round 1) and Wednesday, 4 September (Round 2).
Checklist of what you must provide:

- Abstract of conference paper and evidence of its submission.
- Acceptance letter if available. Funds will not be released until the Deputy Head Research has sighted the acceptance letter.
- Doctoral Annual Report or Provisional Year Report (as applicable).
- Press Account report.
- All quotations:
  - Airfare.
  - Accommodation (without hotel breakfasts, as per diems are not funded).
  - Conference registration fee; indicate if you are eligible for an early-bird registration fee.
  - Ground transportation, airport transfers.
  - Orbit booking fees.

Upload all documentation in a single pdf.

If you have questions about the CLL PhD Student Conference Fund, please contact the CLL Deputy Head Research, Prof. Christine Arkinstall (c.arkinstall@auckland.ac.nz).
On technical questions regarding the application process, consult Anna Ma (n.ma@auckland.ac.nz).