

Criteria for Postgraduate Applications in School of Humanities

1. Honours students cannot apply in the Postgraduate round. All PRBF funds must be used by the close of November 30 in the year.
2. Over the life of their enrolment PhD students are entitled to apply for funds to present papers at a maximum of two conferences, only one of which may be outside New Zealand or Australia. Masters students may only apply for funds to present a paper at one conference during their period of enrolment.
3. The expectation for PhD students is that in the first instance they should use their PReSS account to fund conference attendance. If there are reasons why they cannot use their PReSS account, they should state these in their application.
4. PhD and Master's students will generally only be funded if they give a presentation at the conference they are attending. Some conferences do not accept student presentations, and, if so, this should be noted in the application and the academic case for attending should be clearly stated.
5. The maximum is \$2500; no per diem is allowed.
6. Supervisors' comments are to be sent separately from the student's application and are not to be seen by the student.
7. Please note that the Research fund application will be available via the [Forms for Students](#) page. Information on this process will be sent out within a general announcement. There are approximately two weeks between the opening of a round and the closure date. No applications will be accepted after the deadline.
8. Conference participation must be confirmed so that the PBRF funds can be released for this category. Note that there is no per diem allowance. All travel and accommodation must be arranged by [Orbit](#) via their online Travel Platform or email travel@orbit.co.nz. (See note 1 below for permissible deviations from this requirement.)
9. If you have any questions concerning the Humanities PBRF Fund please contact Greg Minissale (School Director of Research) at g.minissale@auckland.ac.nz or your disciplinary representative on the Research Committee.
10. The present disciplinary representatives are: Greg Minissale (Art History), Marcus Wilson (Classics & Ancient History), Paula Morris (English Drama and Writing Studies), Barry Reay (History).

Note 1

Domestic and Trans-Tasman airfares may be purchased with an alternate supplier if it is more cost effective than booking through Orbit. Contact your discipline Group Services Coordinator (located Arts 1, room 538) if you wish to purchase tickets online but not with Orbit.

In addition, once booked outside of Orbit, you **must also** inform the Risk Office riskoffice@auckland.ac.nz so they can manually add you to the tracking system so that we can maintain a record of your travels in the event of an emergency.

- i) Accommodation may be purchased as part of a conference registration package where the offered package is more cost effective than registering and booking accommodation separately through Orbit.
- ii) The accommodation should be of reasonable standard, but it should also be cost-effective. If Orbit suggests only expensive accommodation options (4-star rather than 3-star, say), it is up to the applicant to search for cheaper accommodation options on the internet and to draw Orbit's attention to such options. Accommodation that is on the expensive side when cheaper options are available is unlikely to be funded by the Committee.
- iii) Accommodation may be purchased from an alternate supplier if Orbit is unable to source suitable options given the purpose of the business trip (e.g., if it is too far away from the location). If uncertain, applicants should make a request via the Staff Services [Portal](#) drop down menu [Service: Financial Services. Topic: Travel Compliance].