

Criteria for Postgraduate Applications

1. Honours students and taught Masters students cannot apply in the Postgraduate round. All PBRF funds must be used by the close of November 30 in the year allocated.
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 (not Masters taught students) may only apply for funds to present a paper at one conference during their period of enrolment.
3. Grants are not meant to supplement PReSS account sums. PhD students should have used funds available in their PReSS accounts for conference attendance. If there are reasons why they cannot use their PReSS account, they should state these in their application.
4. PhD and Masters 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 [Current Student](#) 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), Brian Boyd (English Drama and Writing Studies), Barry Reay (History), Robert Wicks (Philosophy).

Note 1

That all travel, including Domestic and Trans-Tasman is now required to be booked via Orbit, effective the 1 March 2019, and you can view here: [Travel Policy](#).

- i) 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.
- ii) Should there be instances where it can be proven that Orbit is unable to provide cost effective and appropriate accommodation, alternative accommodation can be sought. However this will require pre-approval from the University's Travel Compliance Team.
- iii) Until recently, there were opportunities for either the Dean or the Faculty Finance Director to retrospectively approve alternative accommodation options. **This has now been removed, therefore unless pre-approval has been granted we are unable to reimburse these costs.** To obtain pre-approval, please follow the online process as detailed below via the Staff Service Centre [Portal](#) drop down menu [Service: Financial Services. Topic: Travel Compliance].