

UNIVERSITY OF PRETORIA
FACULTY OF HUMANITIES

REGULATIONS

re application for funds for the hosting of a conference

administered by the Dean and the Research Committee of the Faculty of Humanities

NB: PLEASE NOTE the following:

- **2014's deadlines:** ~ 1st round: **17 March** ~ 2nd round: **5 May** ~ 3rd round: **31 July**
- Application may be made for a maximum amount of R30 000 once in two years. In total, application for hosting of conferences and visiting international scholars may not exceed the maximum amount of R30 000 per annum.
- The application form with relevant signatures, together with supporting documentation, should be scanned and submitted as **ONE consolidated PDF file** to aretha.schultz@up.ac.za **before the applicable due date. NO late applications** will be considered.
- Please make sure that your requests are in line with the tariffs on the following website: <http://www.up.ac.za/services/finance/docs/R5991afr.html>.

1. AIM

The Faculty provides limited funding for hosting conferences to stimulate research.

2. VALUE OF THE FUND ALLOCATION

2.1 Candidates may apply for a maximum of R30 000. Should this amount be insufficient for the intended conference, departments are encouraged to supplement this funding.

2.2 The fund application should be accompanied by a detailed budget for the intended conference.

2.3 The budget and related planning should be based on the University's financial guidelines and procedures for the hosting of conferences.

3. APPLICATION PROCEDURES

3.1 The hosting department must complete the attached application form.

4. CRITERIA FOR APPLICATION

4.1 This conference will be supported only if it takes place within the framework of a well-planned research programme.

4.2 The nature, aims and the potential benefits of the conference, as well as the quality of the submission, will be of primary importance in the evaluation of the application.

4.3 The academic achievements of the department are of key importance in the consideration of the proposal. The exposure of young members of staff, or staff from underrepresented communities at the University is strongly encouraged.

4.4 Other local and International universities should also be represented in the conference.

4.5 The Faculty's Research Committee makes the allocation of funds. Applicants will then be informed of the results of the application as soon as a decision has been made by the Committee.

4.6 The decision of the Committee is final.

5. SUBMISSION OF REPORTS

5.1 Within one month of the completion of the conference, the department must submit a report in the attached format to the Faculty. The report must give details of the impact and value of the conference. **Copies of the report must be endorsed by the Head of Department.**

5.2 Should a report **not be submitted**, or if the nature of the report is unsatisfactory, the Committee, in consultation with the Head of Department or Dean, may recommend that the **full fund allocation**, or part thereof, be **reimbursed** to the Faculty.

UNIVERSITY OF PRETORIA
FACULTY OF HUMANITIES

APPLICATION FORM – hosting of a conference

administered by the Dean and the Research Committee of the Faculty of Humanities

The application form must be submitted to the Research Committee of Humanities **via Aretha Schultz** at aretha.schultz@up.ac.za.

PART 1: DETAILS OF STAFF MEMBER HOSTING THE CONFERENCE

Name of Department _____

Conference for which funding is requested _____

Date of conference _____ to _____

Venue _____

Attach a description of the conference objectives in not more than 500 words (Please attach the programme)

Outcomes of conference _____

PART 2: BUDGET

Detailed budget (Please attach.) _____

Contribution by the Department: _____

Additional funding _____

Additional funds obtained: _____

Exact amount requested from the Faculty Research Fund: _____

SIGNATURE:

DATE:

1. RECOMMENDATION BY HEAD OF DEPARTMENT

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.....

SIGNATURE:

DATE:

REPORT FORM – CONFERENCE HOSTED

The applicant must complete this form within one month of the completion of the conference.

Form to be submitted to:

Aretha Schultz at aretha.schultz@up.ac.za; HB 7-10; x2416

DETAILS OF RECIPIENT OF FUNDING

Name of Department

Title of conference (as indicated in application)

Conference period

Institution(s) of visitor(s)

Achievement of aims

(Refer to the aims, outcomes and envisaged benefits included, in the original application and describe the extent to which they were achieved.)

Evaluation

(Give your own evaluation of the success achieved with the conference and its contribution to towards research in the Faculty.)

Final sources of finance for the conference

(Indicate briefly the final sources from which this conference was financed and the contribution from each source.)

SIGNATURE:

NAME:

DATE:

1. COMMENTS BY DEPARTMENTAL HEAD

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SIGNATURE:

NAME:

DATE: