

WANT TO ATTEND A CONFERENCE?

The department has some limited funding for supporting postgrads to attend conferences. Please note that funding is not guaranteed.

- 1) Discuss your plans to present a paper at a conference with your supervisor and get his/her approval.
- 2) Obtain acceptance of your paper for presentation from the organizers of the conference where applicable.
- 3) Email the departmental post-graduate coordinator:
 - (a) a motivation for the proposed travel
 - (b) evidence of an invitation to present a paper at a conference
 - (c) a budget, attaching quotations.

Your budget should include all costs that you expect to incur, for example, air travel, airport transfers, visa application costs, accommodation, and conference fees (remember that postgraduate students can often apply to conference organisers to have this cost waived due to their postgraduate student status).

- 4) Get your own quotations, make your bookings and pay using your own credit card.
- 5) Present your talk to the department for approval and feedback before you go to the conference.
- 6) Once you have received confirmation from the PG coordinator that the department/your supervisor/the Faculty will be able to fund your travel, take careful note of the restrictions on that confirmation.
- 7) In order for you to claim, submit the following documents to the department:
 - (a) Invoice
 - (b) Proof of payment (bank or credit card statement)
 - (c) UJ Payment Requisition Form (available from the departmental office manager). Remember to sign as the applicant on that form.
 - (d) A completed UJ Travel Application Checklist
 - (e) A supporting memorandum plus supporting documents as required on the checklist (again, you will need to ask your supervisor/PG coordinator to provide the financial statement of the cost centre from which the funds must come).
 - (f) A report on the conference, including a description of:
 - how you talk went;
 - what sort of feedback you got and what you learnt from it;
 - what other talks you went to and what you learnt from them.

PUBLISHED A PAPER?

HOW TO CLAIM MONEY FROM THE FACULTY FOR PUBLICATIONS

In case you publish an essay in an accredited journal, you are entitled to a certain amount of incentive money generously funded by the Faculty of Humanities.

NOTE: A student/research associate/post-doctoral fellow must claim for a DHET accredited published article *in the year in which it appears in print*. Claims submitted after this period will not be entertained.

To claim this money, you will need to follow these steps:

- (a) As from 2016, students simply need to load their publications onto Research Output System (your supervisor will be able to do that for you if you do not have access), and wait for the Research Officer to contact them. If the research officer does not contact you within a couple of weeks after the close of the relevant call, please contact the postgrad coordinator.
- (b) The Humanities Faculty Accountant will then provide you with a FINPG-1 Form to complete your UJ account details. This form needs to be stamped and signed by the Vice Dean Research before returning it to the Humanities Faculty Accountant.
- (c) Submit the stamped and signed FINPG-1 Form to one of the cashiers in the Student Finance Office, who will credit your UJ account.
- (d) Once the money is reflected in your UJ account, complete the UJ Refund Form, which you can download from here:

<http://www.uj.ac.za/EN/StudyatUJ/StudentFinance/Documents/APPLICATION%20FOR%20REFUND%202015.pdf>

Attach to it a copy of all the relevant documents: ID, proof of personal banking details, plus a memo from the Vice Dean of Research stating that you are eligible for the Refund. Submit the Refund Form to one of the cashiers in the Student Finance Office.