



FUNDING GUIDELINES

EUCN and NCRE Postgraduate Fees Scholarship & Research Awards

Eligibility

- Applicants must be enrolled (or enrolling) for a post-graduate course of study (Hons, taught Master, MA, PhD, or equivalent) at an EUCN partner university for the 2018/19 academic year.
- Applications are assessed on their relevance to the study of the European Union and the aims and objectives of the EUCN. If your research topic or course selection changes, you must check with the Project Team to ensure that you are still eligible for the funding.
- Students must be non-EU citizens or possess NZ citizenship or permanent residence (or attain this by February 2019 – proof will be required). Students are not eligible for this award if they are an EU citizen and do not possess permanent residence or citizenship in New Zealand.
- If your enrolment status changes or you suspend your enrolment, you are required to contact the Project Team to discuss the impact on your funding.

General Funding Conditions

- Recipients must complete the **Award Acceptance form** and a **profile form** for the jeanmonnet.nz website within 20 working days of date of the award letter.
- Eligible expenditure must take place **before 01 August 2019**, be in line with the EU grant requirements and University of Canterbury accounting practices. Recipients must provide original receipts for all spending in order for it to be reimbursed. Cost incurred after this date are not considered eligible, unless otherwise agreed in writing with the Project Team.
- Funding recipients are expected to demonstrate progress with their studies during the funding period.
- Students are strongly encouraged to present the findings of their work in an academic context such as a conference, seminar or as a working paper available on the jeanmonnet.nz website.
- *As a condition of any awards, UC students must attend NCRE Friday Seminars (ensure you use the sign-in book) and other NCRE/EUCN academic events held during the academic year at UC. Non-attendance will negate the eligibility for future funding administered by the NCRE/EUCN.*



Research Awards (RA)

The Research Award (RA) will only cover travel and living costs up to the awarded amount. Any costs greater than the awarded amount need to be covered by the award recipient.

The RA can only be used for the field work approved under the application. Any changes need to be submitted in writing to the EUCN Project Team who will confirm if the revised plans are still eligible for the award payment.

The award is designed to support overseas field work for your thesis, thus award recipients must comply with the following procedure:

1. Confirm your travel dates and destination.
2. Contact the EUCN Project Team with your travel plans. They will then contact the travel agent for quotes. The EUCN is required to use the designated travel agent unless another travel provider can offer comparable fares with significant cost savings.

If you wish, you can provide a quote from your preferred travel agent. Please note that this quote needs to include a comparative level of travel insurance as per the designated travel agent.

Neither the NCRE, EUCN nor the University of Canterbury will be liable for covering excess costs of travel insurance.

3. You are allowed to include private travel plans in the booking as long as all costs for those sections of travel are paid privately directly to the designated travel agent. Proof will be required.
4. The most economic, direct return airfares will be booked and paid for directly by the UC up to the amount awarded in the Research Award. Any additional costs have to be paid directly to the travel agent by the award recipient.
5. Accommodation costs will be pre-paid by the EUCN if at all possible.
6. If pre-payment of accommodation costs is not possible, the EUCN will offer reimbursement once the accommodation has been booked and paid for, and appropriate receipts provided. Please note that the reimbursement process can take up to three weeks.
7. The balance of the RA will be paid out as travel advance payment into the New Zealand bank account of the award recipient. The payment will be made approx. 2 weeks before departure date.



8. **Important:** Retain all your receipts. Upon your return you will need to post your original receipts to the EUCN Project Team. The EUCN is required to retain all receipts for auditing purposes by the Commission. If receipts cannot be provided we need to invoice you for the amount that has been paid out as travel allowance.
9. Under special circumstances accommodation and living costs may be paid out as travel advance.

Tuition Fees Scholarships

- The award covers tuition fee costs relating to postgraduate enrolment for the 2019 academic year. Please **contact the EUCN Project Team before paying your tuition fees to arrange the transfer of the scholarship to your university directly.** *Tuition fee scholarships cannot be paid to the recipients directly.*
- Upon completion of enrolment, recipients are required to send a copy of the receipt of your course fees to the Project Manager.
- The scholarship will only cover tuition fees up to the awarded amount. Any costs greater than the awarded amount and other enrolment-related costs (eg Student Services Levy, Administration fees, etc) need to be covered by the scholarship recipient.
- The scholarship is only eligible for the course of study or the topic for which you submitted your application. Any course or topic changes need to be submitted in writing to the EUCN Project Team who will confirm if the revised course or topic is still eligible for the scholarship payment.

Queries

If you have any queries please do not hesitate to contact us. In the first instance please contact Yvonne Grosch via email yvonne.grosch@canterbury.ac.nz or phone 03 36 94 395.