# REGULATIONS GOVERNING HOOD FELLOWSHIPS

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Hood Fellowships may be awarded to academic staff members of the University of Auckland or to visiting academics who have demonstrated outstanding contributions in their disciplines. Fellows are expected to use the award to increase their knowledge to the benefit of The University of Auckland and the international scholarly community, or, in the case of incoming visitors, to interact with staff and students and present their research findings to public audiences. | | |
| 2 | A Hood Fellowship will normally be for a period of/from between two weeks to three months. | | |
| 3 | All fellowships must be completed within the 12 month grant period. | | |
| 4 | Fellowships are awarded on a contestable basis by the Hood Fellowship Committee. | | |
| 5 | Only economy class fares will be considered for all incoming and outgoing fellowships unless a special case is made by nominators. | | |
| 6 | Hood Fellowship grants provide the cost of a return airfare by the most direct and economical route to the intended place of study of the awardee, or to Auckland in the case of an awardee from outside Auckland, actual and reasonable accommodation an allowance towards living expenses. | | |
| 7 | A second airfare (within the total amount granted) is available for the Hood Fellow’s spouse or partner, who accompanies his/her spouse or partner for 15 days or more and who lives at the same address. | | |
| 8 | Those nominating fellows or applying on their own behalf are required to present a provisional budget. All expenditure should be accounted for in a report to be submitted within three months of the completion of the fellowship. | | |
| 9 | For Incoming Hood Fellows, general expenses can be paid as a per diem. The amount payable can be determined after flights and accommodation costs have been deducted from the total grant award. The maximum allowable per diem rate for Incoming Hood Fellows is set at NZ $100. | | |
| 10 | For Outgoing Hood Fellows, general expenses can be paid as an actual employee reimbursement claim or obtained as a cash advance to cover for daily expenses whilst travelling. This should be submitted through the University’s expense management system (Concur) | | |
| 11 | In order to entertain Hood donors, alumni and friends who attend the public lecture by incoming Hood Fellows, up to $1500 will be made available for a social function. | | |
| 12 | All Hood Fellows and those responsible for nominating the Fellows shall provide a written report to the Hood Committee within three months of the conclusion of tenure of the Fellowship. Please email your report to [gautami.sithambaram@auckland.ac.nz](mailto:gautami.sithambaram@auckland.ac.nz). | | |
| 13 | **For University of Auckland Hood Fellows travelling overseas:** | | |
|  | 13.1 | | Hood Fellowship leave is credited as service for study leave purposes. |
|  | 13.2 | | A member of the academic staff of the University shall not normally be awarded a Hood Fellowship unless a period of at least one full year separates the end of any previous study leave. In exceptional circumstances, a variation on the requirement to work 12 months between leave periods will be considered. |
|  | 13.3 | | No more than a maximum of two leave periods, including Hood Fellowship leave, occurring in full or in part within any five-year periods shall be approved. |
|  | 13.4 | Hood Fellowships may not be held concurrently with normal sabbatical leave entitlements. | |
|  | 13.5 | A University of Auckland staff member in receipt of a Hood Fellowship who fails to return to duty at the University or returns for a period of less than a full year will be required to refund the Hood Fellowship grant. | |
| 14 | **For Incoming Hood Fellows:** | | |
|  | 14.1 | | Nominations for incoming Hood Fellows need to be supported by at least two nominators, all of whom must be University of Auckland academic staff members. |
|  | 14.2 | | It is expected that all incoming Hood Fellows will provide at least one public lecture or seminar and undertake media activities where relevant. Awardees are expected to take up their fellowships at the University of Auckland during teaching periods. |
|  | 14.3 | | When planning the in-coming Hood Fellow’s schedule of lectures, the principal nominator should consult with Gautami Sithambaram, extension 82617, in good time beforehand with a view to avoiding clashes with relevant lectures given by other visitors. |