Waipapa Taumata Rau University of Auckland

ALUMNI RELATIONS AND DEVELOPMENT

GUIDELINES

Hood Fellowships 2026

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Partnered with: Research and Innovation Office

Date: 12/02/2026

Version: 1.0

1.	**Background**	**2**
2.	**Who can apply**	**2**
3.	**Number of awards and value**	**2**
4.	**Selection criteria**	**2**
5.	**Application process**	**4**
6.	**Information for Incoming Hood Fellows**	**4**
7.	**Information for Outgoing Hood Fellows**	**5**

1. Background

The Hood Fellowship Fund was established by The University of Auckland Foundation in 2004 in recognition of Dr John Hood's Vice Chancellorship at the University of Auckland. Its key purpose is to maintain and enhance the international standing and performance of the University of Auckland as New Zealand's premier research-led university. The Hood Fellowship Fund aims to help the University meet this challenge by:

- Attracting distinguished overseas academics who are leaders in their field.
- Developing and retaining the University's best academic staff.
- Hosting recognised international experts for guest lectures and seminars.
- Building stronger international networks among its community of scholars.

Hood Fellowships are awarded 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, to interact with staff and students and present their research findings to public audiences. One of the key expectations of inbound Hood Fellows is that they should give at least one public lecture during their time in Auckland, which should be arranged and appropriately publicised by the nominating Department.

There are two types of Hood Fellowship:

- Incoming Hood Fellows
- Outgoing Hood Fellows

2. Who can apply

Applicants must be members of the academic staff employed by the University of Auckland, hold an employment contract that specifies a requirement to undertake research, and be employed on a permanent basis (i.e. fixed-term and part-time academic staff are not eligible to nominate an incoming fellow or nominate themselves for an outgoing fellowship).

3. Number of awards and value

- Approximately 4 awards of $15,000 to $25,000 are available each year.
- A Hood Fellowship will normally be for a period of between two weeks to three months.
- All fellowships must be completed within the 12-month grant period (1 January to 31 December 2026).

4. Selection criteria

- There is one funding round per year.
- Applications will be open to all faculties and LSRIs.
- Fellowships are awarded on a contestable basis by the Hood Fellowship Selection Committee.
- Selection is based on academic excellence, impact potential, engagement and collaboration. Preference is given to those planning to visit or host from internationally renowned institutions.

5. Application process

- Applications for both incoming and outgoing Hood Fellowships are due by **31 July 2026**, for travel in 2027.
- Applicants will be notified of the results in September 2026.
- Enquiries about Hood Fellowships can be made to Sharissa Naidoo, Donor Relations Manager, Alumni Relations and Development: sharissa.naidoo@auckland.ac.nz.

- **All Applications are to be submitted** through the Research Management System - EndpointIQ. Contact your Faculty or LSRI Research Services Team for assistance in developing your submission in the system.

6. Information for Incoming Hood fellowships

- Hood Fellowship grants provide the cost of a return airfare by the most direct and economical route to Auckland, reasonable accommodation, and an allowance towards living expenses.
- A second airfare (within the total amount granted) is available for the Hood Fellow's spouse or partner, who accompanies their spouse or partner for 15 days or more and who lives at the same address.

Nominating departments are responsible for:

- All aspects of the Hood Fellow's programme, including making payment for and coordinating all travel and accommodation arrangements.
- Co-ordinating the fellow's teaching, research, and public lecture programme with the Deputy Vice-Chancellor (Academic), departmental colleagues and other participating Departments, and confirming that clearly with the fellow beforehand. One of the key expectations of inbound Hood Fellows is that they should give at least one public lecture during their time in Auckland, which should be arranged and appropriately publicised by the nominating Department.
- Providing, before the fellowship commences, a clear statement to the fellow and all concerned about how the costs will be managed.
- Providing the fellow with an official letter of invitation for visa application purposes (see below).

Reimbursement of Hood Fellowship expenses:

- Only economy class fares will be considered for all fellowships unless a special case is made by nominators.
- The per diem rate for Incoming Hood Fellowships is set at NZ$100 per day. For further information on how to claim the per diem reimbursement for an Incoming Hood Fellow, use the following link
- 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 in the budget for a social function in honour of the fellow.
- Reimbursement of all expenses must be completed within three months following the conclusion of the fellowship. The grant awarded must be used to cover all travel, accommodation, and general expenses.
- Research Operations Centre (ROC) will assign a grant ID number once the fellowship is awarded, and will reimburse the department/faculty, in arrears, of specific fellowship costs up to, but not exceeding the amount granted. Receipt of evidence of actual expenditure of all travel, accommodation and other fellowship related costs will be required.
- The fellowship must be completed within the 12-month grant period.

Visa/Work Permit and Travel Insurance costs:

- Each inbound Hood Fellow will need an official letter from the University confirming the position at the University in order for the visa/work permit to be obtained. It will be the responsibility of the nominating Department to provide this letter. A letter template can be provided, if necessary, by emailing sharissa.naidoo@auckland.ac.nz.
- The Hood Fellow is responsible for all work permit arrangements and travel insurance costs. A list of NZ High Commissions and Embassies abroad can be accessed from the following website: https://www.mfat.govt.nz/en/embassies/

- University of Auckland provides travel insurance for University-approved international travel. The grant provided under the Hood Fellowship meets conditions 2 and 6 for funding under the Funded Travel Insurance Terms & Conditions. As long as the visiting Hood Fellow meets the other conditions (e.g., not exceeding the allowable coverage, declaring required pre-existing conditions, etc) they will be covered automatically by the University's insurance policy.
- More info, including Terms & Conditions, FAQ's and a certificate of insurance is available here: Travel and accommodation - The University of Auckland. The host should ensure the Hood fellow has a copy of:

➢ the Funded Terms & Conditions
➢ University of Auckland Chubb Travel Policy (insurance certificate and contact number)
➢ **Please note that adequate time needs to be allowed to complete the arrangements beforehand.**

ID and access cards:

Depending on length of the fellowship, the nominating Department will be responsible for arranging, in good time beforehand, the Hood Fellow's ID card, door access card, and library card.

Computer facilities:

The nominating department is responsible for initiating a request through IT SERVICES to set up a visitor's computer account, internet access and sufficient file space, well in advance of the Hood Fellow's arrival, to allow sufficient time for appropriate computing facilities to be arranged. The address of the e-mail account for the visiting fellow needs to be in the standard format of firstname.lastname@auckland.ac.nz.

Hood fellowship final report:

On conclusion of the travelling fellowship, a written report must be submitted not later than three months. Please email this to Sharissa Naidoo, Donor Relations Manager, who will circulate copies to the Hood Selection Committee: sharissa.naidoo@auckland.ac.nz.

Fellowship Enquiries:

Please address any enquiries relating to the Hood Fellowships to Sharissa Naidoo, Donor Relations Manager, sharissa.naidoo@auckland.ac.nz.

7. Information for Outgoing Hood fellowships

Leave and salary:

- Hood Fellowship leave is credited as service for study leave purposes.
- 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.
- 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.
- Hood Fellowships may not be held concurrently with normal sabbatical leave entitlements.
- 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.

- The staff member remains on full salary for the duration of Hood Fellowship leave.

Reimbursement of Hood Fellowship Grant:

- Research Operations Centre (ROC) will assign a grant ID number once the fellowship is awarded, and will reimburse the department/faculty, in arrears, of specific fellowship costs up to, but not exceeding the amount granted. Receipt of evidence of actual expenditure of all travel, accommodation and other fellowship related costs will be required.
- The per diem rate for Hood Fellowships is set at up to $200 per day (depending on the destination) for University of Auckland academics travelling overseas. This per diem allowance is not taxable in New Zealand.
- General expenses for Outgoing Hood Fellows can be claimed by using one of the following options:
  - Via: Employees Reimbursement. All claims must be supported with actual receipts and invoices and completed within three months following the conclusion of the fellowship.
  - Via: Cash advance request in. Cash advance reconciliation of all expenses must be completed within one month of completion of the Hood Fellowship.

Flight bookings and accommodation:

- All flight bookings and accommodation will be the responsibility of the staff member/faculty support team. Bookings should be made through the University's designated TMC.
- Only economy class fares will be considered for all Hood fellowships.

Travel insurance:

The University provides travel insurance for staff travelling on university approved and funded international travel, as long as they meet the eligibility requirements of the Funded Travel Insurance Terms & Conditions. Travel funded by the Hood Fellowship meets conditions 1&2. As long as staff meet the other conditions (e.g., not exceeding the allowable coverage, declaring pre-existing conditions, etc) they will be covered automatically by the University's insurance policy. More info, including the full Terms & Conditions, FAQs and a certificate of insurance is available on the International Travel Insurance intranet page

Revised dates:

If the staff member wishes to change the dates for the fellowship from those in the letter of application, this should be communicated to Sharissa Naidoo, Donor Relations Manager, sharissa.naidoo@auckland.ac.nz

Please note all fellowships must be completed within the 12-month grant period.

Hood fellowship final report:

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