

# University of Canterbury Erskine Programme

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**Erskine Grant Information for Staff**

**2011**

# Erskine Grant Information

Please keep this document with you, to assist you during your Fellowship.

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## REGULATIONS

- 1 Erskine Grants may be awarded to teachers who are staff in a continuing role at the University of Canterbury of any subject taught in the Faculties of Commerce, Engineering and Science to enable staff members to increase their knowledge in any such subjects so as to better enable them to teach those subjects to students.
- 2 In the case of new staff members, Erskine Grants are available after one full year of service.
- 3 A member of the teaching staff of the University shall not normally be awarded an Erskine Grant unless a period of at least one full year separates the end of any previous study leave or Erskine leave and the beginning of a period of Erskine leave. In exceptional circumstances, a variation on the requirement to work 12 months between leave periods will be considered.
- 4 No more than a maximum of two Erskine leave periods, including Erskine-funded leave under an Exchange Programme, occurring in full or in part within any five year period shall be approved.
- 5 An award will normally be for a period of from 1 to 3 months.
- 6 The itinerary can include any days involving conference attendance supported by a Teaching and Learning Committee Teaching Conference Award.
- 7 An Erskine Grant takes into account the cost of a return air fare by the most direct and economical route and a daily allowance towards living expenses.
- 8 A staff member in receipt of an Erskine Grant who fails to return to duty at the University or returns for a period of less than one full year will be required to refund the Erskine Grant.
- 9 A staff member in receipt of an Erskine Grant shall send a brief report to the Erskine Programme Manager within 3 months of returning to the University, for distribution to the University's Senior Management Team and Heads of Schools/Departments. The report should compare the expected/potential and actual/yet to be measured outcomes of the leave period, especially with regard to the teaching of the staff member's subjects to students, and have a commentary on benchmarking issues, such as the standard of facilities and teaching, comparison of curricula, admission standards, and the quality of student achievement at visited institutions.
- 10 The Head of School/Department shall include in annual reporting the benefit to the School/Department's teaching and learning resulting from Erskine Grants to staff members during the year.
- 11 Erskine leave is credited as service for study leave purposes.
- 12 Applications for Erskine Grants should be made on the appropriate form which may be downloaded from <https://intranet.canterbury.ac.nz/erskine/forms.shtml>

There is no deadline and applications are considered by the Deputy Vice-Chancellor as they are received. Please refer to 'Timing of Application' below.

## PURPOSE OF LEAVE

- 13 The main purpose of Erskine leave is to enhance teaching to students. Accordingly, in order for an application to be approved, a clear and detailed statement of how the proposed leave would benefit your teaching to students must be included, together with the relevant course codes.

Applications that are more suited for study leave or conference leave will not be approved for Erskine leave.

## TIMING OF APPLICATION

- 14 Staff members applying for a Erskine Grant should arrange to submit an application to the Erskine Programme office **a minimum of three months, and preferably four months**, prior to the proposed departure date:
- (i) To allow the Head and Pro-Vice-Chancellor sufficient time to consider the application and to clarify any aspects of an application;
  - (ii) To enable the Head to make the appropriate teaching and administrative arrangements;
  - (iii) So that the Erskine Programme office can issue accurate travel instructions to the agent at the beginning of the booking process;
  - (iv) To allow preferred air flights/seats to be obtained, or waitlisted successfully.

In special cases, an application may be considered by one month prior to the proposed departure date. An application received less than one month prior to departure will not be considered.

A minimum of **three months** should be allowed before travel at peak times of the year, especially January and December.

For comparison, the travel for incoming Visiting Erskine Fellows is ordered four months ahead of the departure date.

Please note that if you make confirmed bookings before your application is approved the University is not liable for the cost of any cancellation penalties.

## PUBLICATIONS

- 15 A list of publications, in the standard format, must be attached to an application.

## SALARY

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

## MAINTENANCE ALLOWANCE

- 17 The per diem rates of the maintenance allowance per eligible night spent overseas are as follows:

UK, Eire, Western Europe, Japan, Hong Kong, South Korea, Canada, USA,  
and South America: NZ\$280 per night  
Australia: NZ\$200 per night  
All other countries: NZ\$240 per night.

Any period of annual leave or other leave does not qualify for payment of the maintenance allowance.

The period from 24 December to 2 January inclusive (10 nights) is automatically regarded as annual leave.

There is a maximum of 91 nights' maintenance allowance paid for any net period of Erskine leave.

The payment is made in New Zealand dollars and direct credited to the same bank account into which the staff member's salary is paid

## TRAVEL GRANT-IN-AID

- 18 The University does not purport to pay the total travel costs of a staff member's itinerary.  
The travel portion of an Erskine Grant is a contribution towards those costs.

## TRAVEL CONSULTANT

- 19 All Erskine Grant travel is arranged through Tandem Travel, Campus Office,  
< [international@travel.canterbury.ac.nz](mailto:international@travel.canterbury.ac.nz) > based at the Campus Travel Office.

## TRAVEL QUOTATION

- 20 The quotation obtained from the University's travel agent Tandem Travel  
<[international@travel.canterbury.ac.nz](mailto:international@travel.canterbury.ac.nz)> can include rail travel and car-hire that can both be purchased in advance (see next paragraph).

## QUALIFYING TRAVEL COSTS

- 21 The University will fund return air-travel and car-hire up to a combined total maximum of NZ\$2,500 (Australia) or NZ\$4,800 (all other countries) plus taxes and levies where itemised separately.

As a component of the overall allowance, the maximum car-hire is \$833 for Australia and \$1,600 for all other countries.

Discounted car hire is available through Tandem Travel as part of the University's Travel Policy.

Rail travel (2nd class) is additional to the above allowance.

The allowance applies only to travel that can be booked and purchased in New Zealand by the University's travel agent.

The maintenance allowance is deemed to contribute towards the costs of all remaining travel items including:

- any air travel/car-hire in excess of the above;
- any air travel/rail travel/car-hire that cannot be booked & purchased in New Zealand by the agent;
- petrol for rental cars;
- other types of surface travel such as ferry travel, bus travel and taxis;
- immigration visas.

## APPLICATION FORM

- 22 The application form requires other financial assistance to be declared.

Please forward the completed application form plus attachments to the **Erskine Programme Manager, Room 112, Okeover House** (do not send to the Deputy Vice-Chancellor's office).

CHECKLIST: (i) publications list attached  
(ii) travel quotation, including the date and the consultant's name, attached  
(iii) signed by Head of School/Department or *formally appointed* Acting Head  
(iv) signed by College Pro-Vice-Chancellor or delegated authority.

## TRAVEL ITINERARY

- 23 Please diary to ask the Tandem Travel consultant to e-mail your final travel itinerary to the Erskine Programme office at least 2 weeks prior to your departure date. After receipt of the itinerary, the maintenance allowance will be calculated and paid in to your bank current account at least 5 days prior to your departure date.

## TRAVEL PAYMENT

- 24 The Financial Services Department is invoiced direct by the University's travel agent for the University-funded travel.

The travel grant is paid direct to the University's travel agent and not via the traveller's bank current account or credit card.

Any portion of the total travel itinerary that is the financial responsibility of the traveller may be paid by any method agreeable between the traveller and the agent.

If a Research Grant is funding your travel costs in excess of the Erskine travel grant, please provide the travel consultant with the relevant Oracle Code number.

## TRAVEL SAFETY

- 25 Current travel advisory information is available from the New Zealand Ministry of Foreign Affairs and Trade at < [www.mft.govt.nz](http://www.mft.govt.nz) > and the Australian Department of Foreign Affairs & Trade at < [www.dfat.gov.au/travel](http://www.dfat.gov.au/travel) >. The University recommends that you check these sites regularly.

TRAVEL ADVISORY WEBSITE: [www.safetravel.govt.nz/](http://www.safetravel.govt.nz/) - The Ministry offers a registration service for New Zealanders visiting or residing in a foreign country. The details you provide when you register will help MFAT to contact you in an emergency (e.g. natural disaster, civil disturbance, family emergency etc.).

## TRAVEL INSURANCE

- ❑ A “Summary of Cover detailing the amount of cover available under each Section of the Policy will be provided by the travel agent. For advice or answers to specific questions regarding the travel insurance Policy and to make a claim please contact direct:  
Jo Cattermole: Tel 03 977 4319 Email: [jo.cattermole@marsh.com](mailto:jo.cattermole@marsh.com)  
Marsh Limited, Box 1591, Christchurch, New Zealand. Fax 03 977-4399
- ❑ Cover under this Policy is available without charge to all staff travelling overseas on University business.
- ❑ Once cover is confirmed you will be issued with a **Vero Global Assistance Card** that is retained by the staff member for all future trips. *If you do NOT already have a card please advise Tandem Travel.* This card is University property and must be handed in to your Head of Department when you leave the employment of the University.
- ❑ Leisure travel for staff member, spouse, partners and/or family members accompanying the staff member for leisure travel either as part of the business travel or separately can purchase cover under the same Policy at a reasonable cost per travel day per person. One card is sufficient for staff, spouse/partner and family.
- ❑ Payment for leisure travel must be made to Tandem Travel prior to departure.
- ❑ **The insurance card is not a credit card.**
- ❑ The purpose of the **Vero Global Assistance Card** is to enable the traveller to speak with a New Zealand representative of Vero who will facilitate medical advice and/or appropriate procedures to enable the traveller to be adequately cared for during an illness or personal injury or medical emergency happening overseas. The 24-hour emergency contact numbers are printed on the reverse of the both the Marsh and the Vero cards.
- ❑ For any claims apart from extreme medical emergencies, the traveller should seek their own medical advice/attention and retain receipts and supporting documentation to enable them to submit a claim on their return to New Zealand.
- ❑ All claims under this Policy should be made through the University Insurance Brokers, Marsh Ltd at the above address.
- ❑ Please note that to facilitate prompt settlement all relevant documents including invoices and receipts should be submitted with the claim form.
- ❑ A copy of the full Policy document is held by New Zealand and Financial Services in the Registry Building.
- ❑ You will be billed direct for the travel insurance premium for any period of annual leave during or adjacent to your Erskine leave.

New Zealand Terrorism cover is included automatically, however if cover is required for WAR risks in Hot Spot Countries TANDEM TRAVEL should be notified and an additional premium is payable.

**Please read the policy for information on pre –existing injuries or sickness and age limit for this policy.**

*This information is current as at 8 July 2011.*

## HEALTH

- 27 **HEALTH WARNING:** To reduce the risk of Deep Vein Thrombosis (blood clots) when undertaking long haul flights, it is recommended that you take the following precautions both before boarding, where relevant, and while in flight: drink sufficient fluids to avoid dehydration, wear loose-fitting clothes, avoid smoking and alcohol, and do physical exercises while seated. Taking blood thinners in advance, under medical advice, and wearing compression hose may also reduce the risk of blood clots.

## TRAVEL VACCINATIONS

- 28 Specialist travel vaccination centres in Christchurch that are licensed for all vaccinations including yellow fever include:

Moorhouse Medical Centre – Travel Clinic, Ph. **3657900**  
 3 Pilgrim Place (across Moorhouse Ave from Manchester St)  
[www.moorhousemedical.co.nz/travelclinic.html](http://www.moorhousemedical.co.nz/travelclinic.html)

The selection of a medical centre is the responsibility of the traveller.

## TRAVELLERS' HEALTH INFORMATION

- 29 Comprehensive travellers' health information is available from  
[<www.internationalisos.com>](http://www.internationalisos.com)  
 (click on Members Login and enter University of Canterbury code **25ACPA000019** ).  
 Additional information is available at: [www.cdc.gov/travel](http://www.cdc.gov/travel)  
[www.md-travelhealth.com](http://www.md-travelhealth.com)  
 Current health information is available at the New Zealand Ministry of Health website  
 :  
 < <http://www.moh.govt.nz/whatsnew.html#1> >  
 and from the World Health Organisation < [www.who.int/en/](http://www.who.int/en/) > and should be  
 checked regularly.

## AIRPOINTS DOLLARS

- 30 Retain all boarding passes on Air New Zealand and other Star Alliance flights and check that the appropriate basic Airpoints Dollars and bonus Airpoints Dollars are credited in due course to your account. Any inquiries about the crediting of Airpoints Dollars should be made direct to the Air New Zealand Air Points Call Centre at **0800 247764** within 6 months of travel.

For further information visit: <http://airpointsonline.airnz.co.nz>

## REVISED DATES

- 31 If you wish to change the dates for your Erskine leave from those contained in the formal letter of approval signed by the Erskine Programme Manager you will first need to obtain approval from your Head of School/Department who will consider the revised teaching and administrative arrangements that may be necessary. The Head will then need to notify any approved change direct to <[erskinemanager@canterbury.ac.nz](mailto:erskinemanager@canterbury.ac.nz)> preferably at least three weeks prior to the original departure date. You will receive approval by direct e-mail of the revised dates and notification of any revision to the maintenance allowance. All correspondence on this topic will be copied to the Head of School/Department.

## USA IMMIGRATION PROCEDURES

- 32 All New Zealand citizens travelling to, or transiting through, the United States of America under the visa-waiver programme require a machine-readable passport. You will be photographed and finger-printed.  
Refer to: <http://www.airnewzealand.co.nz/before-you-fly/international-travel/transiting-via-la.htm> for current information.

### **Important 2009 Changes to the Visa Waiver Program**

It is now compulsory for passengers travelling to or transiting in the United States under the Visa Waiver Program to apply for an [Electronic System for Travel Authorisation](#) (ESTA) no later than 72 hours prior to departure.

The Consulate's website is: <https://esta.cbp.dhs.gov/esta/esta.html>

Information current as of September 2009.

If you are spending part or all of your leave in the USA and are not receiving any financial support other than your Erskine leave maintenance grant, it is possible that you will require an actual visa which must be obtained in person from the Consulate General of the United States of America in Auckland, prior to your departure. You are advised to contact the Non-immigrant Visa Section of the Consulate Ph. **0900 878 472** (charges apply) at an early stage for current information on this subject.

## RECONFIRMATION OF FLIGHTS

- 33 A limited number of airlines still require you to telephone and reconfirm your flight 72 hours before departure or your ticket may not be honoured at check-in. Check with the travel consultant as to whether your itinerary includes any such airlines. Air New Zealand does not require such reconfirmation.

## ITINERARY UPDATES

- 34 Your travel itinerary can be checked for updates at:  
**[www.virtuallythere.com](http://www.virtuallythere.com)**  
The code to enter is provided on your e-mailed itinerary from TANDEM TRAVEL.

## UC TRAVEL WEBSITE

- 35 General travel information is available at:  
**<https://intranet.canterbury.ac.nz/travel/?s=i-home>**

## AIRPORT CHECK-IN

- 36 Travellers are reminded that **the latest check-in** time for most international flights is at least two hours prior to departure time - a minimum of three hours prior is recommended. The sector Christchurch/Auckland is regarded as part of your international itinerary for check-in purposes. Please allow sufficient time for your connecting surface travel to each airport, including an additional margin for any delays in motorway travel, airport parking, baggage issues, extensive security clearances, and possible changes of departure gate. Allow additional time during heightened terror alerts. Shorter check-in times for budget airlines are rigidly enforced. To avoid unnecessary delay, do not pack banned items in carry-on luggage. Photographic ID is required to board all international flights and many domestic flights.

## LAPTOP COMPUTERS

- 37 Laptop computers are subject to an additional security check. At the airport security check, the laptop computer must be removed from its carry case and the battery must be removed from the laptop. All three items will be x-rayed separately. The battery must be removed from the computer for the x-ray process to be effective. The separation and reassembly of the laptop, battery and carry case will be undertaken by the passenger and not the screening officer.

## HOTEL ROOM RATES

- 38 Significant discounts off certain overseas hotel chains' list room rates have been arranged for University travellers under the Travel Policy. Please consult your Tandem Travel consultant for details of all current University hotel rates.

## CELL PHONE

- 39 Check with your service provider regarding roaming or SIMS card replacement in order to use your phone in certain overseas countries.

If your cell phone battery is more than 1 year old, take a spare battery.  
Replace any cell phone battery that is more than 2 years old.

## BANKING

- 40 Because of currency fluctuations, staff members on Erskine leave for periods of 2-3 months may wish to consider transferring funds into foreign currencies in several instalments.

Ensure existing credit cards have not expired.  
If you have ordered a new credit card ensure that the PIN number is loaded before you depart for overseas.

Ensure that at least one credit card contains your photo identification.

Overseas ATM machines will dispense cash but may not issue statements. To check balances, you may need to use Internet Banking or Telephone Banking.

As a back-up, take your bank's direct telephone number with you.

## ERSKINE LEAVE INQUIRIES

- 41 Please address all other inquiries regarding Erskine leave to:

Erskine Programme Manager  
<[erskinemanager@canterbury.ac.nz](mailto:erskinemanager@canterbury.ac.nz)>  
Ext. **6363**

***PROFESSOR IAN TOWN***

***DEPUTY VICE-CHANCELLOR***

***AUGUST 2011***



*John (Jack) Angus Erskine, Benefactor  
(1872 - 1960)*

The silver plaque beside the above portrait of Jack Erskine, painted by William Sutton in 1962, reads:

**John Angus Erskine  
1872 -1960  
MATHEMATICIAN AND ENGINEER  
Junior University Scholar & Senior University Scholar  
1851 Exhibition Scholar  
M.A. (Double Hons. N.Z.) Qualified Ph.D. (Berlin)  
BENEFACTOR OF THE UNIVERSITY OF CANTERBURY**

*The portrait hangs on the 6<sup>th</sup> floor of the Registry building.*