Dear Undergraduates

**Catherine Hughes Funds - Support for Internships**

I am writing to let you know about a new initiative to provide modest financial assistance towards the costs of unpaid internships; these might be in University Labs, Museums, Libraries or other with a significant academic content, which may provide you with insight into academia or help to inform your career decisions.

Awards will normally be considered for up to £2500, for a duration of up to 10 weeks – this aims to provide a cost of living allowance of £250/week. The application process is not intended to be onerous, but the application (one page) should indicate:

* Your name , with course title and year
* Title of the project
* Location/Department and proposed supervisor
* Proposed dates
* Short summary of the internship (up to 150 words)
  + Evidence that the internship has agreement from the host organisation (where relevant)
  + If you have a short proposal from a host supervisor, please also attach this
* Total and breakdown of major costs involved
  + Please include sources of funding already applied for or obtained and outline any shortfalls for particular elements where funding is difficult
* What you hope to do after graduation

Please send applications to Sharika Khan (SC MTST Officer) [mtst.officer@some.ox.ac.uk](mailto:mtst.officer@some.ox.ac.uk) by Friday of 6th week this term; to whom any questions should be sent. The application must be limited to 1 page with 11 pt font.

References will be requested from tutors. Do discuss your ideas with your tutors who may be able to provide guidance on your proposal.

**Background**

Thanks to the generosity of Somerville’s former Principal, Catherine Eva Hughes, The Catherine Hughes Fund has the remit to support projects that promote academic or personal excellence within the student community. We trialled a few things in the 2016/17 academic year such as the Hughes Finalists’ Awards and the Hughes Development Awards, to enable students to attend conferences, undertake research internships for example.