**GUIDANCE NOTES**

Funding is available towards the cost of internships, summer research placements and unpaid work experience. Awards are made from two funds:

* **Catherine Hughes Fund** to fund initiatives to raise aspirations and expand horizons in the student community with a focus on intellectual curiosity and social conscience.
* **Dr Stephanie** **Dalley Fund** to fund internships with non-profit organisations, be they cultural or charitable.

ELIGIBILITY

All enrolled students are eligible with the exception of visiting and associate students. This includes research graduates who have submitted their thesis, but not received leave to supplicate. Students who are on suspension are not eligible. Priority will be given to applicants who have not received previous awards. The planned internship must start after Wednesday 16th June. It is not possible to be considered for retrospective funding unless there are exceptional circumstances. There is more information at [Internship Awards](https://www.some.ox.ac.uk/awards-internship/).

AWARD LEVELS (CATHERINE HUGHES INTERNSHIP AWARDS)

* **Catherine Hughes Fund** up to £2,500 is available. Awards of this level will support an internship of up to 10 weeks based on a living costs allowance of up to £250 per week.
* **Dr Stephanie Dalley Fund** up to £4,200 is available.

DECISIONS

All applications will be acknowledged once the deadline has passed. Decisions will be made by the Somerville College Travel and Special Project Grants Committee in June. All applicants will be notified of the outcome by Wednesday 23rd June at the latest.

REPORTING

Successful applicants will be expected to submit a brief report after the completion of their internship.

NOTES FOR STUDENTS

Please complete Section 1 of the application form and email it to your Supervisor, copying in the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk). We recommend that you do this by Monday 24th May. This is to allow enough time for your Supervisor to complete their section and submit the form on your behalf. You should also email any evidence of estimated or actual costs to the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk) by 12 noon on **Monday 31st May.** Please include **INTERN2021** in the subject line of the email.

NOTES FOR SUPERVISORS

Please complete Section 2 of the application form and email it to the [Scholarships and Funding Officer](mailto:scholarships.funding.officer@some.ox.ac.uk) by 12 noon on **Monday 31st May.** Please include **INTERN2021** in the subject line of the email.

NOTES FOR COLLEGE ADVISERS

Please complete Section 3 of the application form in Artemis by 12 noon on **Wednesday 9th June.**

SUMMARY OF DATES

|  |  |  |
| --- | --- | --- |
| 6th week | Monday 31st May | Deadline for the Supervisor to complete their section and email the form to the Scholarships and Funding Officer. Please include **INTERN2021** in the subject line of the email. |
| Deadline for the student to email any evidence of costs to the Scholarships and Funding Officer. Please include **INTERN2021** in the subject line of the email. |
| Wednesday 2nd June | The Scholarships and Funding Officer will share the form with the College Adviser in Artemis. |
| 7th week | Wednesday 9th June | Deadline for the College Adviser to complete their section. |
| 8th week | Wednesday 16th June | The planned project or travel must start after this date. |
| 9th week | Wednesday 23rd June | All applicants will be notified of the outcome. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1 – TO BE COMPLETED BY THE STUDENT** | | | | | |
|  | | | | | |
| STUDENT DETAILS | | | | | |
|  |  |  |  |  |  |
| Forename |  | | Surname |  | |
|  |  |  |  |  |  |
| Course |  | | Year of course |  | |
|  | | |
| Single Sign On |  | |
|  |  |  |  |  |  |
| INTERNSHIP | | | | | |
|  | | | | | |
| Brief description of internship |  | | Location(s) |  | |
|  |  |  |  |  |  |
| Start date |  | End date |  | Length |  |
|  | | | | | |
| COSTS | | | | | |
|  | | | | | |
| Total cost | £ | Travel | £ | Fees | £ |
|  |  |  |  |  |  |
| Accommodation | £ | Subsistence | £ | Other costs | £ |
|  | | | | | |
| Please provide details of these costs below | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| FUNDING | | | | | |
|  | | | | | |
| Your contribution | £ |  |  |  |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  |  |  |  |  |  |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Description of other funding |  | | Amount | | £ |
|  |  |  |
| Is the funding pending or confirmed? | |  |
|  |  |  |
| Notification date if pending | |  |
|  | | | | | |
| Please indicate how much you are applying for and if you have ever received a previous award(s) | | | | | |
|  | | | | | |
|  | | | Amount sought |  | Previous award(s) |
|  | Internship Award | | £ |  | £ |
|  |  |  |  |  |
|  | | | | | |

|  |
| --- |
| **SECTION 1 CONTINUED – TO BE COMPLETED BY THE STUDENT** |
|  |
| SUPPORTING STATEMENT |
|  |
| Please give a fuller description of your planned internship, and outline what you hope to gain from the experience. If the internship is relevant to your course or future career plans, please include information about this. |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2 – to be completed by the SUPERVISOR** | | | |
|  | | | |
| Forename |  | Surname |  |
|  | | | |
| Department |  | | |
|  | | | |
| Please indicate if you support this application and briefly comment on the student’s planned internship. If it is related to their course, please explain how it will benefit their studies. | | | |
|  | | | |
|  | | | |
| **Section 3 – to be completed by the college adviser** | | | |
|  | | | |
| Forename |  | Surname |  |
|  | | | |
| Please indicate if you support this application and briefly comment on the student’s planned internship. If it is related to their course, please explain how it will benefit their studies. | | | |
|  | | | |