## Oxford University Internship Office  Logo

**Crankstart Internship Bursaries 2021-2022**Scholarships for internships, research placements and work experience

The Crankstart Internship bursary is designed to subsidise unpaid or poorly paid internships, research placements and work experience. For all internships we can only fund up to the maximum award of £2,500 per annum. All funding awards are made at the discretion of the funding committee. The awards vary from £50 to £2,500 depending on the location of the internship, the remuneration and living arrangements. We will confirm your placement with the provider before a bursary is paid out.

Please note that for-profit organisations are expected to pay National Minimum Wage (NMW) as a minimum. If you are undertaking an unpaid internship with a for-profit organisation and would like help negotiating your renumeration please let us know and we will do our best to help.

Any questions, as well as submitting the form, should be sent to: crankstart-internships@careers.ox.ac.uk

# GUIDANCE FOR SUBMITTING A REQUEST

* Internships should offer an opportunity to work on a graduate-level, structured project, or a defined set of tasks that are designed for those who are hoping to enter a profession.
* Funding is awarded with the understanding that the intern will complete the internship to the best of their ability. If for whatever reason you are unable to do so (illness etc.) you should inform crankstart-internships@careers.ox.ac.uk.
* UK-based internships must be for a minimum period of 1 week to qualify for funding.
* Non-UK internships must be a minimum period of 2 weeks to qualify for funding.
* For-profit organisations are expected to pay NMW as a minimum. However, you can claim the difference between NMW and Oxford or London Living Wage.
* We do not provide funding for internships offered through a fee-paying organisation.
* We do not provide funding for internships organised by a third-party/recruitment organisation.
* We do not provide funding for Insight Days.
* We will only provide funding for internships that take place during the Winter, Spring or Long Vacation, unless you are a suspended student.
* Crankstart-funded internships cannot be included in your Crankstart volunteering hours.
* Once funding requests have been approved it takes approximately 2-3 weeks for the payment to be processed by the University’s central finance department.
* Please note, we will only consider forms which provide all the details requested.

## Guidance for UK internships

* If you are undertaking an **unpaid** internship with a not-for-profit organisation in Oxford or elsewhere across the UK, you should apply for [Oxford Living Wage](https://staff.admin.ox.ac.uk/article/increase-to-the-oxford-living-wage#/): £10.50 per hour (£367.50 per week based on a 35-hour week). If you are undertaking an in-person internship in London, you should apply for London Living Wage at £11.05 per hour (£386.75 per week based on a 35-hour week).
* You will need to confirm with your employer your working hours and should not include your lunch break as these are unpaid. We will check with your employer your hours.
* If your internship is paying **under Oxford or London Living Wage**, you can apply to top up the amount - for example, if you are working in Oxford for 6 weeks and are being paid £7.00 per hour (35hrs a week), you would be entitled to £3.50 extra an hour, £122.50 extra a week and £735 extra in total from Crankstart funding.

## International internships

* For international internships, we will fund the **expenses** of the internship up to £2,500.
* We will not fund in terms of Living Wage, as each country’s wage varies drastically.
* If you are unable to produce exact figures, you must provide as close estimates as possible.
* If you are being paid for an international internship and it covers all your expenses, we will not grant additional funding.
* If you are being poorly paid, we can top up to cover your expenses.
* You should always seek the most cost effective and safe travel option. We will only fund private transport (i.e., taxis) in countries where this is the safest option.
* We will only fund travel directly related to the internship.

## Guidance on living costs

* ‘Living costs’ are what you can expect to spend on food, water, toiletries, and any other living essentials. In the UK, living costs are around £70 per week (the price of a weekly shop). In other countries living costs will differ. It is up to you to look into prices, although we expect most countries to be less expensive than UK cities (for example, £50 per week).
* If you believe your living costs will exceed £70, you will need to show a breakdown of what you are claiming for and how much this will be.
* If you are applying for Living Wage payment, this will cover your living costs.

## Deadline for funding requests

* For the 2021-22 academic year, the deadline for Crankstart funding requests is **midday 15 July 2022.**
* Any requests submitted after this date will come from the following year’s allowance.
* If you are a finalist, it is of paramount importance we receive your funding request by this deadline, as **you are not entitled to any funding after 15 July.**

## Medical electives

* If you are a medical student undertaking an elective, you may be able to apply for funding towards this, providing the placement adheres to the rules on the first page of the funding form (i.e., it is not with a fee-charging organisation).
* We will require a signed letter from your tutor regarding the elective before considering your funding request.

## Conservation internships

If you are undertaking an internship with a conservation organisation which charges a fee, we will consider your funding request, but you must provide a letter of support from your tutor or senior tutor along with your funding request.

# APPLICATION FORM

Please complete every section otherwise your application may be rejected

## YOUR PERSONAL DETAILS

**Full name:** Click or tap here to enter text.

**Oxford email address:** Click or tap here to enter text.

**Alternative email address:** Click or tap here to enter text.

**Mobile telephone number:** Click or tap here to enter text.

**Home address:** Click or tap here to enter text.

**Oxford college:** Click or tap here to enter text.

**Course type:** Click or tap here to enter text.

**Subjects:** Click or tap here to enter text.

**Year of study:** Click or tap here to enter text.

## INTERNSHIP/ RESEARCH PLACEMENT

**Who is your placement with:** Click or tap here to enter text.

**Location of placement. Specify whether your internship is in person, remote or hybrid. If the internship is hybrid, please provide further details on the arrangements:** Click or tap here to enter text.

**In no fewer than 100 words, please describe the nature of the work you will be undertaking and explain how this internship will make a difference to your development. This is essential for us to consider the suitability of the internship and its eligibility for funding. Please note, the committee may reject funding requests if they do not deem the work suitable, or if you have not explained what you anticipate the impact of the internship to be:** Click or tap here to enter text.

**Contact name and contact details of any organisation involved.** **Include their email address and telephone number. We will contact your internship host to confirm internship details:** Click or tap here to enter text.

**Duration of the work experience. State the number of days/weeks and include start and finish dates**: Click or tap here to enter text.

**Daily working hours excluding lunch breaks:** Click or tap here to enter text.

**Is anyone involved in your work experience charging you a fee?** YES[ ]  NO[ ]

## REMUNERATION/STIPEND

**Will you be receiving any funding for your placement from another source?** Click or tap here to enter text.

**If so, how much?** Click or tap here to enter text.

**Please specify whether you are being provided with any additional help e.g., accommodation, lunch, travel expenses**: Click or tap here to enter text.

**Please estimate the total cost of this work experience. Things to think about**:

* **IT costs**: Click or tap here to enter text.
* **Cost of materials required**: Click or tap here to enter text.
* **Cost of travel (flights, daily commute)**: Click or tap here to enter text.
* **Immunisation costs**: Click or tap here to enter text.
* **Travel and medical insurance costs**: Click or tap here to enter text.
* **Accommodation costs**: Click or tap here to enter text.
* **Living costs**: Click or tap here to enter text.
* **Visa costs**: Click or tap here to enter text.

## THE INTERNSHIP AWARD

**Please specify the total amount you are requesting from the Crankstart Internship Bursary. You must include your calculations**.

1. **For UK internships you can ask for the total of Oxford or London Living Wage payment x the duration of your internship (please give in figures). Living Wage is designed to cover all expenses including accommodation, travel, and food. Please note that when calculating your award, you may not claim funding for lunch breaks.**
2. **For international internships please submit your request based on the expenses listed above**

Click or tap here to enter text.

## RISK ASSESSMENT

It is your responsibility to ensure your safety throughout the work experience. If the work experience is a personal one which you are organising yourself and which is therefore outside of the University’s control, the University has no responsibility for any loss or damage caused to you in any way during the work experience. If the work experience has been sourced through the Internship Office, employers on our programmes have agreed to comply with local health and safety obligation in relation to the internship and have provided assurance that their organisation’s insurance will cover potential liability that may arise from the internship.

You should (a) carefully consider any risks associated with your plans, the nature of the activity with which you will be engaged, and its location, (b) make any necessary enquiries or checks to understand those risks, and (c) take out appropriate travel insurance (including medical cover).

For example:

- if your placement is overseas, you should check the FCO website (<https://www.gov.uk/foreign-travel-advice>) and ensure that you understand and comply with all local requirements, including any Covid-19 related travel restrictions;

* if your placement is with a third party, you should consider making enquiries to ensure that they have appropriate insurance in place; and
* you should consider whether you have appropriate emergency contact details in place.

**Please confirm that you have given due consideration to any risks that may arise while you are on your work experience placement and taken any appropriate steps to mitigate those risks:**YES[ ]  NO[ ]

**Please confirm that the insurance you will take out is suitable for the work experience you are undertaking:** YES[ ]  NO[ ]

## HOW TO APPLY

Once the details are completed in full, please submit the form by email to the Crankstart Internship and Mentoring Team at crankstart-internships@careers.ox.ac.uk. Read our [privacy and cookie policy](https://www.careers.ox.ac.uk/privacy-cookie-policy) on our website.