

HSBC FUTURE SKILLS INTERNSHIP BURSARIES 2021-2022

For Undergraduate Bursary Holders

# GUIDANCE FOR SUBMITTING A REQUEST

## UK internships

* UK-based internships must take place for a **minimum** period of 1 week to qualify for funding.
* If you are undertaking an **unpaid** internship, you should apply for National Living Wage or London Living Wage (if on a London-based internship) as set by the [Living Wage Foundation](https://www.livingwage.org.uk/). We will approve funding according to their [hourly calculations](https://www.livingwage.org.uk/calculation). **Note that we can still only fund up to £2,500.**
* Living Wage is calculated to cover all expenses, so you do not need to claim for your estimated expenses in addition to the Living Wage, however you should still show workings for your projected expenses on the form.
* You will need to confirm your working hours with the employer. You will need to consider and confirm whether your lunch breaks are paid. Upon submitting your request, we will check your hours with your employer.
* If your internship is paying **under National/London Living Wage**, you can apply to top up to the amount of the relevant Living Wage.
* In exceptional circumstances, your projected expenses may be more than Living Wage payment. If this is the case, please contact us to discuss further.

## International internships

* International internships must take place for a **minimum** period of 2 weeks to qualify for funding.
* For international internships, we will fund the expenses of the internship up to £2,500.
* If you are unable to provide us with the exact figures, you must provide as close estimates as possible.
* If you are being paid for an international internship and it covers your expenses, we will not grant additional funding.
* 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 that is 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, we project living costs to be £70 per week (the price of a weekly shop). We will not approve living cost requests higher than £70 per week in the UK.
* In other countries, the living costs will differ. It is up to you to look into prices, although we expect most countries to be less expensive than the UK (~£50 per week).
* If you believe that 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.

**Before completing the form, please note the following:**

* The awards vary from £200 to £2,500 depending on the location of the internship, the remuneration and living arrangements.
* Although there is no limit to the number of internship bursaries you can apply for, you may not exceed the maximum contribution of £2,500 overall.
* We will confirm your placement with the provider before a bursary is paid out.
* We will never fund internships with fee-charging organisations, or those organised by a third-party internship recruitment company.
* Funding is awarded with the understanding that the intern will complete the internship to the best of their ability.
* Contact [funding@careers.ox.ac.uk](mailto:funding@careers.ox.ac.uk) if any difficulties arise before or during an internship that may affect your ability to complete the placement.
* Quote the exact figures when it comes to your expenses (please do not round up).
* You may be asked for proof of internship-related costs, e.g., travel and accommodation.
* Make travel arrangements and, where necessary, find suitable accommodation for the duration of the internship.
* Obtain adequate travel and medical insurance which includes cover for personal money and property risks, any emergency medical expenses, and repatriation in case of a medical emergency or death.
* Act as an ambassador for the University of Oxford and be aware that at all times your personal conduct both on placement and outside of work will reflect upon yourself and the University.
* Obtain visa and work permits where necessary and take responsibility for making enquiries as to whether these are required.
* For international internships: Arrange to have any necessary vaccinations which may be appropriate for the host country.
* For international internships: Check the FCO web site for the most up-to-date information: <https://www.gov.uk/foreign-travel-advice>.
* Provide feedback to Oxford University at the end of the internship, if it is requested.
* Deadline for applications is **midnight on Friday, 6 May 2022**.

**Please note, once funding requests have been approved it can take approximately 2-3 weeks for the payment to be processed by the University’s central finance department.**

# **APPLICATION FORM**

## 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.

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

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

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

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

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

**Home address (not your college address):** Click or tap here to enter text.

## THE INTERNSHIP/RESEARCH PLACEMENT

**Who is your placement with? (Name and address of organisation):** Click or tap here to enter text.

**Contact name and contact details of your main point of contact within the organisation. Please include their email address and telephone number:** Click or tap here to enter text.

**Length of placement (please state number of days/weeks and includes start and finish dates):** Click or tap here to enter text.

**Please describe the nature of the work you will be undertaking:** Click or tap here to enter text.

**Can you confirm that the organization with whom you are undertaking this internship is not charging you any fee?** YES  NO

## REMUNERATION/STIPEND

**Is the placement paid?:** Click or tap here to enter text.

**If so, how much?** (Please specify weekly/monthly stipend):Click or tap here to enter text.

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

**Please specify whether you have approached your college about potential travel funds and include the details of any outcome:** Click or tap here to enter text.

**Please estimate the total cost of this placement:** Click or tap here to enter text.

* **Total cost of travel (flights, daily commute etc):** Click or tap here to enter text.
* **Immunization 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

**Based on the calculations above, please specify the total amount you are requesting from the internship fund. For unpaid UK internships, you can ask for the total of Living Wage payment for duration of internship:** Click or tap here to enter text.

**Please summarise how this internship will make a difference to your personal development:** Click or tap here to enter text.

## RISK ASSESSMENT

It is your responsibility to ensure your safety throughout the project. The project is a personal one which you are organising yourself and which is therefore outside of the University’s control. The University therefore has no responsibility for any loss or damage caused to you in any way during the project.

As such, 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 the project and taken any appropriate steps to mitigate those risks:**

YES NO

**Please confirm that the insurance you will take out is suitable for the project you are undertaking:**

YES NO

## HOW TO APPLY

Once you have secured your internship and you wish to apply, please complete the details above and submit the form by email to Stacey Phillington, Finance Officer, [funding@careers.ox.ac.uk](mailto:funding@careers.ox.ac.uk).