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| Oxford University Internship Office  Logo**The Promentor Programme Internship Bursaries2020-21**Scholarships for Internships/Research Placements |

If you are a current participant in the Promentor Programme at the University of Oxford, and you have applied and been selected for an internship or research placement during the summer vacation you may apply for an internship bursary to support your placement. The awards vary from £50 to £2,500 depending on the location of the internship, the remuneration and living arrangements. Students are limited to one bursary application during their participation in the Promentor Programme. We recommend that students consider waiting until the second long summer vacation of their degree to apply to this discretionary fund to gain the most benefit from the scheme.

To apply, please fill in the details below and submit this form to the Promentor Programme Administrator at promentor-programme@careers.ox.ac.uk once you have secured your internship. Applications will only be considered up to and including **10 May 2021.**

# GUIDANCE

**\*\* Before filling out the form, please note the following:**

* It is a requirement to first approach your college about potential internship funds. Please confirm that you have approached your college and include the details of any outcome.
* 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 the Promentor Programme Administrator on promentor-programme@careers.ox.ac.uk.
* UK-based internships must be for a **minimum** period of 1 week to qualify for funding
* Non-UK based internships must be a **minimum** period of 2 weeks to qualify for funding
* **The funding is designed to subsidise unpaid**, or **poorly paid** internships
* 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 internship organisation.
* Please quote the *exact* amounts when it comes to your expenses (do not round figures up)
* You may be asked for proof of accommodation and travel costs
* **Guidance on Living Costs:** we usually expect students to ask for around £70 per week in the UK (the cost of a weekly food shop) but you should ask for less in cheaper countries and slightly more in very expensive countries.
* For **unpaid UK internships only,** you may opt to ask for UK Living Wage or London Living Wage depending on the location. London Living Wage is currently £10.85 per hour, and UK Living Wage £9.50 per hour
* 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 full details (e.g. length of internship, details of employer etc.)

## 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 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

# aPPLICATION form

Please complete the entire form (the **Guidance Above** will help you).

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| Your Personal Details |  |
| Full name |  |
| Oxford email address |  |
| Alternative email address |  |
| Course Type |  |
| Year of Study |  |
| Subjects |  |
| Oxford College |  |
| Mobile telephone number |  |
| Out of term address (not your college address) |  |
| The Internship/Research Placement  |  |
| Who is your placement with?(name and address of organisation). |  |
| Contact name and contact details(this is your main point of contact within the organisation. Please include their email address and telephone number). |  |
| Length of placement (please state the exact number of weeks and days and includes start and finish dates). |  |
| Please describe the nature of the work you will be undertaking. |  |
| Can you confirm that the organization with whom you are undertaking this internship is not charging you any fee (**yes or no**) |  |

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| Remuneration/Stipend |  |
| Is the placement paid? |  |
| If so, how much? (please specify weekly/monthly stipend) |  |
| Please specify whether you are being provided with any additional help (e.g. accommodation, lunch, travel expenses). |  |
| Please specify whether you have approached your college about potential travel funds and include the details of any outcome. |  |

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| Please provide the **exact** details of this placement |  |
| Total cost of travel (flights, daily commute etc.) |  |
| Immunisation costs |  |
| Travel and medical insurance |  |
| Accommodation costs |  |
| Living costs |  |
| Visa costs |  |
| The Internship Award  |  |
| Based on the calculations above, please specify the total amount you are requesting from the Promentor Programme’s discretionary fund  |  |
| Please summarise how this internship will make a difference to your personal development. |  |

Risk Assessment

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| Please confirm this internship meets your requirements. (**yes or no**) |
| If this placement is overseas, please confirm that you have checked the FCO website:(**yes or no**)<https://www.gov.uk/foreign-travel-advice> |