## Oxford University Internship Office Logo

# **The Miranda Brawn Diversity Leadership Foundation awards 2023-2024**

* This award is open to UK-resident undergraduate Black, Bangladeshi, Pakistani and relevant mixed heritage students to undertake a self-directed career development project in the summer vacation.
* Deadline for applications is **midnight on Friday 10 May 2024**.

## WHAT IS A SELF-DIRECTED CAREER DEVELOPMENT PROJECT?

There are many definitions of a self-directed career project but essentially it is a project which students organise themselves and can be used to enhance a set of skills and knowledge that will help with a future career. Although this is not an exhaustive list, examples of a self-directed project might include: making a short film, learning a new language, starting a new enterprise, writing or putting on a play, learning to code, developing an app.

## GUIDANCE FOR SUBMITTING A REQUEST

* The awards vary from £50 to £1,000 depending on the nature of the project and the likely impact it will have on a future career.
* Projects can vary in scope and size and can include any self-directed project that will help with your career development.
* Please note that you will have to provide proof that you are undertaking a project before a bursary is paid out.
* We will not fund experiences with fee-charging organisations, or those organised by a third-party internship recruitment company.
* Funding is awarded with the understanding that the self-directed project will be completed to the best of your ability.
* Please contact [funding@careers.ox.ac.uk](mailto:funding@careers.ox.ac.uk) if any difficulties arise before or during the proposed activity that may affect your ability to complete the placement.
* Please quote the exact figures when it comes to your expenses (please do not round up).
* You may be asked for proof of your project-related costs, e.g. IT, travel and accommodation.
* All applicants, whether they secure an award or not, will be informed by Friday 24 May 2024.

In all circumstances you must:

* Act as an ambassador for the University of Oxford, being aware at all times that your personal conduct will reflect upon you and the university
* Obtain visa, work permits, and Covid passes/tests where necessary and take responsibility for making enquiries as to whether these or any other administrative steps are required
* Arrange to have any necessary vaccinations etcwhich may be appropriate for the country you are visiting
* Ensure you have appropriate travel insurance in place
* 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 project, if it is requested.

**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.

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

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

**Fee status:** Click or tap here to enter text.

**Ethnicity (please tick):**

Black or Mixed Black

Bangladeshi or Mixed Bangladeshi

Pakistani or Mixed Pakistani

Other, please specify: 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.

## SELF-DIRECTED PROJECT

**Please describe your proposed project:** Click or tap here to enter text.

**What impact will this project have on your future career?** Click or tap here to enter text.

**Contact name and contact details of any organisation involved.** (Please include their email address and telephone number): Click or tap here to enter text.

**Duration of the project.** (Please state the number of days/weeks and include start and finish dates): Click or tap here to enter text.

**Is anyone involved in your project charging you a fee?** YES NO

## REMUNERATION/STIPEND

**Will you be receiving any funding for your project 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.

**Have you approached your college about potential travel funds?** Include the details of any outcome: Click or tap here to enter text.

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

Things to think about:

* **IT costs**: Click or tap here to enter text.
* **Materials required to undertake the project**: Click or tap here to enter text.
* **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.

**Based on the information above, what is the amount you are requesting from the Miranda Brawn Diversity Leadership Foundation?** 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>);
* 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 self-directed career development project and you wish to apply, please complete the details above and submit the form by email to [funding@careers.ox.ac.uk](mailto:funding@careers.ox.ac.uk).