

# CHRISTOPHER MOORE INTERNSHIP BURSARY FOR VISUALLY IMPAIRED STUDENTS

The Christopher Moore Internship Bursary is intended to cover the costs of any specific equipment or support visually impaired students need to take part in an internship.

The bursary can be used for internships offered as part of the Oxford University’s [Summer Internship Programme](https://www.careers.ox.ac.uk/the-summer-internship-programme-employer-info) and [Micro-internship Programme,](https://www.careers.ox.ac.uk/micros) as well as internships sourced outside of these programmes.

Please note that the Careers Service will never fund internships with fee-charging organisations, or those organised by a third-party internship recruitment company.

Once you have secured your internship and you wish to apply, please complete the details below and submit the form by email to Stacey Phillington, Finance Officer, at funding@careers.ox.ac.uk before midnight **on Friday, 6 May 2022**.

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

* Funding is awarded with the understanding that the intern will complete the internship to the best of their ability.
* Please advise the Internship Office at internships@careers.ox.ac.uk if any difficulties arise before or during an internship that may affect your ability to complete the placement.
* Please quote the exact figures when it comes to your expenses (please do not round them 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 website 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.

**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 [ ]

## FUNDS NEEDED FOR THE PLACEMENT

**Please outline the additional support, equipment, or funds you will need to complete the internship, including a breakdown of costs:** Click or tap here to enter text.

**In what way will these items help you complete the internship?:** 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**: 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[ ]