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**INTERNSHIP/RESEARCH PLACEMENT BURSARIES; 2019-2020 FOR:**

* HSBC Scholars
* Galactic-Chang Rajii scholars
* D. H. Chen Foundation Scholars
* Carpenters’ Scholars

**GUIDANCE FOR SUBMITTING A REQUEST**

**Guidance for UK internships**

* UK-based internships must be 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 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 [here](https://www.livingwage.org.uk/calculation). **NB we still can 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 Living Wage, however you should still show workings for your projected expenses on the form
* National Living Wage: £9.00 per hour
* London Living Wage: £10.55 per hour
* You will need to confirm with the employer your working hours. You will need to consider and confirm whether your lunch breaks are paid. Upon submitting your request, we will check with your employer your hours
* 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 be 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 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
* 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, 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 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 (~£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
* Please note, if you are applying for Living Wage payment, this will cover your living costs

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**APPLICATION FORM**

If you are one of the scholars named above at the University of Oxford, and you have applied and been selected for an internship or research placement during the Easter or long summer vacation you may apply for an internship bursary to support your placement. We will only consider funding those internships with a minimum duration of 2 weeks. 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. Please note that we will confirm your placement with the provider before a bursary is paid out.

Please note, we 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 the Internship Office Finance Officer, [funding@careers.ox.ac.uk](mailto:funding@careers.ox.ac.uk) by **Friday, 17th July 2020**.

***\*\*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 Finance Officer, [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.
* Please 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, being aware at all times that my personal conduct both on placement and outside of work will reflect upon myself 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 etcwhich 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

*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*

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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 |  |
| Home 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 number of days/weeks 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 NO** |
| **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 (eg, accommodation, lunch, travel expenses). |  |
| Please specify whether you have approached your college about potential travel funds and include the details of any outcome. |  |
| Please estimate the total cost of this placement.   * Total cost of travel (flights, daily commute etc) = * Immunization 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 internship fund. For unpaid UK internships you can ask for the total of **Living Wage payment for duration of internship.** |  |
| 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 NO** |
| If this placement is overseas, please confirm that you have checked the FCO website:  <https://www.gov.uk/foreign-travel-advice>  **YES NO** |

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