



APPLICATION FOR A SUMMER INTERNSHIP GRANT 2019-20

THESE GRANTS ARE FOR INTERNSHIPS DURING THE LONG VACATION, WHICH MAY BE IN THE PRIVATE SECTOR, WITH A CHARITABLE ORGANISATION, WITH A THINK-TANK, OR INVOLVE ENGLISH LANGUAGE TEACHING ABROAD (INTERNSHIPS MUST BE SALARIED, UNLESS THEY ARE FOR CHARITABLE PURPOSES).

Please ensure all sections are completed, including the statement of support, and return to Miss Liz Howdill, Academic Administrator, Tutorial Office, Magdalen College, **by noon on Wednesday of 0th, 3rd, or 6th Week** of the Hilary or Trinity Term before the Long Vacation in which you wish to undertake the Summer Internship. See the back of this form for details. All questions must be answered as informatively as possible. **Successful applicants will be notified by hard copy letter, which should be taken to the Accounts Office to receive the award.**

FULL NAME:

COURSE & SUBJECT:

EXPECTED COURSE COMPLETION DATE:

DATES OF INTERNSHIP:

LOCATION(S) OF INTERNSHIP:

DESCRIPTION AND/OR PURPOSE OF THE INTERNSHIP:

IS THE INTERNSHIP SALARIED?

ESTIMATE OF TOTAL COST: £
(as precise as possible breakdown by category is **required**, e.g. travel, accommodation cost, food cost)

OTHER SOURCES OF MONEY AVAILABLE FOR THIS INTERNSHIP:

Self or family £

Internship salary / Other grants £

STATEMENT of SUPPORT

*Undergraduate and Clinical Medical students are required to obtain this support from their College Tutors.
Graduate students are required to obtain this support from their University Supervisors.*

I support this application for a Summer Internship Grant, and believe that undertaking this Internship would be beneficial for the student's career prospects (or future charitable activities) and would not be detrimental to the student's academic progress:

Signed: PLEASE PRINT NAME:

Date:

SUMMER INTERNSHIP GRANTS 2019-20

The Tutorial Board will consider applications from Junior Members of the College (both undergraduates and graduates) for assistance towards the costs of Summer Internships not directly related to their course of study. Eligible Internships may be in the private sector, with a charitable organisation, with a think-tank, or involve English language teaching abroad. Internships must be salaried, unless they are for charitable purposes. These awards are available thanks to the generosity of old members of Magdalen who have contributed to the College's Student Support Fund. The guidelines are as follows:

Costs covered

Subject to the availability of funding, grants will be made to cover costs which are incurred directly as a result of the Internship (particularly travel, accommodation, and food) and which are not covered by other sources of money. The grant is subject to a maximum of £1,050 awardable to any applicant, and applicants are eligible to receive only one grant during their time as a Magdalen student. **In every case, the grant will be limited to 75% of the total expenditure being incurred.**

Applications should be made in the Hilary or Trinity Term before the Long Vacation in which you wish to undertake the Summer Internship, **by noon on Wednesday of 0th, 3rd, or 6th Week**. Your application will be considered at the meeting of the Cases Committee in the following week, which will make recommendations to the next meeting of the Tutorial Board.

Please note that any grant awarded is for the purpose specified and does not facilitate in any way any further financial call on the College directly or indirectly.

Cancelled trips

Junior members who have been awarded a Summer Internship Grant by the Tutorial Board and who have incurred expenditure in planning their Internship, but whose proposed Internship cannot subsequently take place for reasons outside their control, may be permitted to claim all or part of the award, subject to the following conditions:

The applicant should provide a short written statement explaining the circumstances leading to the cancellation of the proposed Internship. This should include proof of expenditure (such as receipts), together with evidence that they had taken reasonable precautions to insure themselves against the risk of cancellation, as well as a statement concerning any compensation provided by (or anticipated from) the insurer. This statement, or an independent letter, should be submitted to the Senior Tutor/Tutor for Graduates by the tutor or supervisor who originally countersigned the grant application, certifying that the circumstances leading to the cancellation were beyond the applicant's control.

General

Those students who will have completed their Magdalen course or submitted their thesis before the date of the Internship are not eligible to apply for a grant; those whose status is suspended are not eligible to apply for or receive a Summer Internship Grant during the suspension of their status.

Forms are available from the window-sill on the ground floor of Grammar Hall or on the 'Internal Pages' of the College website and require the signed support of the applicant's tutor or supervisor. All questions must be answered as informatively as possible.

**Dr M P Pobjoy, Senior Tutor/Tutor for Graduates
September 2019**