

# APPLICATION FOR A SUMMER INTERNSHIP GRANT 2023-24

**THESE GRANTS ARE FOR INTERNSHIPS DURING THE LONG VACATION WHICH ARE not directly related to YOUR course of study, 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). APPLICATIONS FOR INTERNSHIPS THAT ARE RELATED TO YOUR COURSE OF STUDY MUST BE SUBMITTED ON THE TRAVEL AND/OR RESEACH GRANT APPLICATION FORM.**

Please ensure all sections are completed, including the statement of support, and return to Miss Liz Howdill (liz.howdill@magd.ox.ac.uk), 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.

FULL NAME:

CURRENT COURSE & SUBJECT:

EXPECTED COURSE COMPLETION DATE:

DATES OF PROPOSED 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 £

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# STATEMENT of SUPPORT

***Undergraduate and Clinical Medical students are required to obtain this support from* *their College Tutors (who must be a Magdalen Tutorial Fellow or Stipendiary Lecturer).***

***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 (but is not directly related to their course of study):

Signed: ……………………………………………… PLEASE PRINT NAME: …………………………………

Date: ………………………………………..

# SUMMER INTERNSHIP GRANTS 2023-24

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. You must ensure that this travel is undertaken in accordance with national and University guidelines in force at the relevant time. 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 £1,250 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 student status is suspended are not eligible to apply for or receive a Summer Internship Grant during the period of their intermission.**

The application form requires the signed support of the applicant’s College tutor or University supervisor. All questions must be answered as informatively as possible.

**Internships related to study**

Application for funds towards summer internships that are related to your course of study must be submitted on the application form for Travel and/or Research Grants 2023-24.

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

### September 2023