



APPLICATION FOR A VACATION STUDY GRANT 2023-2024

To be completed and returned electronically to the Tutorial Administrator,
(tutorial.administrator@magd.ox.ac.uk) by **noon on Friday of Week 6 of the term preceding vacation residence.** No late or retrospective applications will be considered, unless in exceptional circumstances.

Full name:	
Subject:	Year of course:
Number of nights of Vacation Study Grant previously awarded this year if applicable: (The annual entitlement, which normally runs from 1 August each year for each undergraduate)	
Number of nights of residence in Oxford for which a grant is requested: (The first night of the Christmas Vacation is Saturday night of 8 th week. The first night of both Easter and Long Vacations is Sunday night of 9 th week. Wednesday night of 0 th week is the last night for all vacations)	
Dates of nights of residence in Oxford for which a grant is requested (inclusive): (You can claim for the nights up to and including the night of your last examination held during the vacation.)	
Signed: (You must obtain your tutor's support below before submitting this form.)	Date:
<p style="text-align: center;">TUTOR'S CERTIFICATE (Tutor must be a Magdalen Tutorial Fellow or Stipendiary Lecturer)</p> <p>This application has my approval and I certify that the vacation study is <i>directly related to the approved course of study</i> and is necessary in the sense that the student's progress will be seriously prejudiced if he/she is unable to undertake it. It falls within the category which I have ticked below:</p> <ul style="list-style-type: none"><input type="checkbox"/> University examination: give date of last exam held during the vacation:<input type="checkbox"/> Compulsory vacation course: organised by the University (not funded by Department).<input type="checkbox"/> University submission date<input type="checkbox"/> Work on a compulsory research project<input type="checkbox"/> Making up residence and/or study lost through illness (a medical certificate may be required)<input type="checkbox"/> Tutorials postponed at <u>tutor's</u> request and held in the vacation<input type="checkbox"/> Reading and revision. <p>Signed: _____ Please print name: _____</p> <p>Date: _____</p>	

From: The Senior Tutor/Tutor for Graduates
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Magdalen College
Oxford
OX1 4AU

VACATION STUDY GRANTS 2023-2024

Grants of £15.17 per night are available to **all current undergraduates** for essential academic work in Oxford during the vacation. The annual entitlement runs from 1 August each year for each undergraduate. The following are available:

- 30 nights for students taking FHS examinations (including students taking examinations in the second, third or fourth year),
- 15 nights for those taking Prelims, Moderations, or Honour Moderations in vacation or compulsory vacation courses, and
- 10 nights for others.

Those living out of College in Oxford are also eligible. Grants are not available for students who are out of residence, or who are returning to Oxford to study for or sit re-sit examinations.

Students must apply for a grant before the end of Week 6 of the term preceding the vacation residence. **No late or retrospective application will be considered, unless in exceptional circumstances.**

No internship or work experience may be funded by this grant.

PROCEDURE

There is a two-step process for obtaining a vacation study grant:

APPLICATION

The application form is available from the internal pages of the College website. The form requires the signature of a Magdalen Tutorial Fellow or Stipendiary Lecturer and the tutor must state in which category the application falls. A completed application form should then be returned electronically to the Tutorial Administrators (tutorial.administrator@magd.ox.ac.uk) by **noon of Friday of Week 6 of the term preceding vacation residence, which includes the support of a subject tutor.** Email confirmation of the outcome of grant applications is sent to successful applicants by the Tutorial Administrators, with a claim form attachment.

(NB: For those requiring College accommodation a separate, additional application form for vacation residence is available from the Conference and Accommodation Office in the Home Bursary.)

CLAIM

In order to receive a Vacation Study Grant a student must complete a claim form confirming the dates of the vacation residence. The claim must be returned electronically to the Tutorial Administrators, **by noon on Friday of Week 1 of the term after the vacation concerned.** Vacation study grants are paid directly into students' bank accounts later that term.

**MPP
October 2023**