

UNDERGRADUATE SPECIAL GRANTS NOTES OF GUIDANCE

Please read these notes before completing your application.

Purchases of academic materials such as books or software are covered separately by the Academic Grant.

Deadlines for student applications are: 12 pm (noon) on Thursday, 4th Week in Michaelmas Term; 12 pm (noon) on Thursday -1 st Week and 4th Week in Hilary and Trinity Terms. Tutors recommendations are due by 12 pm (noon) Thursday of 5th Week in Michaelmas Term; 12 pm (noon) on Thursday 0th Week and 5th Week in Hilary and Trinity terms.

Note: this recommendation must be made by your St John's subject Tutor.

1. Special Grants are available to undergraduate students of St. John's for academic purposes.

Examples of these are:

- Travel to undertake research in archives
- In support of work directly relevant to your course, e.g. non-compulsory field trips
- Attendance at meetings, summer schools, conferences
- Academic project work to be carried out in Oxford
- Residence in College outside of full term (see point 15)

You may apply for grants involving an element of cultural enrichment but only where this is directly related to your course, and confirmed as directly related by your tutor. What counts as 'directly relevant' will vary between students on different degree courses, and it is for you to make a case and ask your tutor to endorse it. Examples might include a relevant residential language course, or a visit to an artefact, site, lab, or person you are working with or on.

2. Special Grants are not available to support sporting activities. Paid and unpaid internships are not normally supported.

3. You must be an enrolled student for the period of travel/activity proposed in your application.

4. Undergraduates in their final year are unlikely to receive funds for an activity due to take place after the end of the Christmas vacation.

6. The College will not normally meet the cost of courses offered by other institutions but will consider requests for related travel.

7. You are expected to discuss your plans with your tutors and confirm they have agreed to support the application. We recommend that you save a copy of your application and forward it to your tutor with a request that they kindly complete the on-line recommendation form (<https://forms.office.com/e/m3BBgPC8tH>) before the end of Thursday of 5th Week in Michaelmas Term and by end of Thursdays of 0th and 5th Weeks in Hilary and Trinity terms.

8. Use only the on-line application form. Additional material will not be accepted.

9. Applications received after the relevant event has taken place will NOT be accepted.

10. First-year undergraduates planning to apply for a grant towards the cost of travel over the Long Vacation should note that payment of their grant is conditional upon passing their First Public Examination (i.e. Prelims) at the first attempt. Awards will be paid after the FPE results are known. Should a student not pass their FPE, the offer of a grant will be withdrawn. It is also advisable that

you do not travel straight after the end of Trinity Term, before your exam results are released, in case you are recalled to the University, for example because of an illegible script.

11. While you may apply for more than one grant in a year, you should be aware that the College is unlikely to fund more than one substantial application per year.

12. You are expected to quote reasonable figures for both travel and subsistence in British sterling. The maximum grant awarded to undergraduate students will usually be 100% of costs up to £300 or 50% of costs up to an annual maximum of £750, with the possibility of the £750 cap being lifted in exceptional circumstances only. Holders of Crankstart or Oxford Care -Experienced and Estranged Student Bursaries, REACH or JAMES Scholarships, will be eligible to receive 100% of their request up to a maximum of £750.

13. If you have any outstanding battels and do not have a payment plan in place, payment of the Special Grant will be withheld.

14. Special Grants are not transferable, and must be used for the purposes outlined in your application. Should your plans be altered or cancelled, you must inform the Academic Office as soon as possible.

15. When there is a strong demand for grants, one of the factors taken into account, when considering each request will be the number of times the applicant has previously applied for such a grant and the amounts given.

16. All applicants are required to follow any relevant UK government guidance on travel and to include in their costings adequate provision for any expenses such as travel health insurance and testing as applicable. Students are responsible for ensuring that suitable arrangements are in place, and travel at their own risk.

17. If you apply for a Special Grant for accommodation outside of full-term, please note the following: • Maximum days covered by a Special Grant is 56. • If you are being paid for the activity in your application, you will be expected to pay some of your accommodation costs. • You need to apply for Vacation Residence in the normal way. • You are not eligible for a Special Grant if you are applying for vacation residence with a view to completing outstanding work or getting ahead in your academic work for the following academic year.

18. Successful grant applicants are required to submit a report of their trip/activity, and all receipts for expenses covered by the Special Grant, before the Monday of 0th Week of the term following the completion of the trip/activity. The report should normally be between 300 and 500 words. Students are very welcome to add photographs to their written report. Reports should be sent to grants@sjc.ox.ac.uk. Please note that failure to submit this report and relevant receipts by the due date may lead to steps being taken to recover your grant.

19. All expenses must be provided in British pounds sterling (GBP). If receipts are in a different currency, you must convert them and indicate the equivalent amount in pounds sterling, as well as the rate you used and the date on which you checked.

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