**Undergraduate Academic Support Fund:**

1. Undergraduate students may apply to the Undergraduate Academic Support Fund, to be spent on approved academic curriculum-enhancing opportunities. These might include for example:

* Travel to undertake research in archives or a visit to an artefact, site, lab, or person you are working with or on.
* In support of work directly relevant to your course, e.g. approved non-compulsory field trips or a relevant residential language course.
* Attendance at meetings, summer schools, conferences
* Academic project work to be carried out in Oxford
* Curriculum-enhancing internships provided by the University, a charity, or other public institution, but not those offered by commercial organisations.
* Residence in College outside of full term to meet one of these aims (on which see point 15 below.

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

1. Funds are available only for activities directly related to the applicant’s course of study. The Expanding Horizons Programme, funded by an alumnus, will continue to offer financial support for travel for the purposes of intellectual enrichment outwith students’ degree studies.
2. Applications may be made after a student has enrolled on course at the beginning of their first year. Requests for funding are unlikely to be approved after the Christmas vacation of a student’s final year.

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

1. Students (including existing undergraduate students from this academic year) may apply for funds on more than one occasion, up to a maximum of £750 (£1,500 for Oxford Opportunity and Crankstart bursary holders) for the duration of their course.

New students on four-year courses (or longer) will have access to a maximum of £1000 (£2000 for Oxford Opportunity and Crankstart bursary holders) for the duration of their course. For these purposes all degrees which usually extend to a fourth integral masters’ year (eg MMath, MBiol, MPhys) will be counted as a four-year degree, though the College reserves the right to reclaim funds from students who elect to leave after three years.

Students no longer have to fund a proportion of their own costs, though they may choose to do so.

1. Students undertaking travel for compulsory fieldwork, or wishing to seek non-travel related funding in support of compulsory fieldwork, which is a required element of their course (examples include the Biology residential field course in Trinity Term of the 1st year and compulsory fieldwork undertaken by 1st year Archaeology & Anthropology students) should seek funding from their department/faculty in the first instance. If funding is not available they may apply via the College’s Academic Grant.

Students on their Year Abroad and those taking part in St John’s exchange schemes should be able to apply to the fund for support for academic travel and directly related activities.

1. Applicants must submit via an online form a detailed project proposal of up to 250 words, explaining the relevance of their proposed activity to their current studies and what they hope to gain by it.

In recognition of the fact that students may wish to add a personal element onto an academic trip at their own expense, they will be asked to confirm what if any part of the trip falls outside the travel grant scheme, noting that the College will contribute only to cost associated with the academic element of the trip, covering at most one day before and after the stated activity.

1. 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 as applicable. You are responsible for ensuring that suitable arrangements are in place, and you travel at your own risk.
2. Use only the on-line application form. You are expected to quote reasonable figures for both travel and subsistence in British sterling. Additional material and applications received after the relevant event or trip has started will NOT be accepted.
3. Applications will be graded 1-3 by subject tutors:

1= supported by tutor

2 = may be supportable; Academic Support Fund Committee to decide

3 = not supported by tutor.

The committee will take note of tutors’ comments but will make the final decision about the level of funding to be awarded.

1. Membership of the committee, which should include representation from Tutorial Fellows, will be the Senior Tutor, Finance Systems and Operations Manager, and Academic Registrar or their deputy. There should be one application round per term.
2. Claims for subsistence costs will be capped at the upper band of the relevant University rates, and payable by receipts. 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.
3. Students are encouraged to travel sustainably wherever possible.  We expect students to consider whether a similar opportunity with equivalent academic benefit is available locally, in which case students should consider these options instead of travelling abroad. Where overseas travel is essential please explain why.
4. Feedback will not be offered to unsuccessful applicants. The committee’s decision is final.
5. If a recipient has any outstanding battels and does not have a payment plan in place, payment will be withheld.
6. Awards under this scheme are not transferable and must be used for the purposes outlined in the student’s application. Should plans be altered or cancelled, the Academic Office must be informed as soon as possible so that a grant can be cancelled or a revised application considered.
7. If you apply for support for the cost accommodation outside of full-term, please note the following: • Maximum days available is the lesser of 56/the balance of your unspent Support Fund • If you are being paid for the activity in your application, you will be expected to pay a proportion of your accommodation costs (typically 50%, depending on the particular circumstances) • You need to apply for Vacation Residence in the normal way. • You are not eligible for support 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.
8. Deadlines for student applications are: 12 pm (noon) on Thursday, 4th Week in each term. Tutors’ recommendations are due by 12 pm (noon) Thursday of 5th Week.

**Application Form**

For applications for funding for residence in college, please use this [separate form]

Name

Year

Subject

3- or 4-year degree

Proposed activity (max 250 words) including dates, purpose, relevance of the proposed activity to their current studies and what you hope to gain by it.

Sum applied for

Cost breakdown (e.g. travel, accommodation, subsistence, direct costs, other).

Have you previously applied to the Undergraduate Academic Support Fund? If yes, when and how much were you awarded?

Do you hold a Crankstart or Oxford Bursary?

Name of tutor to whom you will send this form for grading

**Guidance to tutors**

In 2025 Ed Pol and GB agreed to replace the Special Grant with an Academic Support fund on which students can draw during their time in the College.

Students may apply to the Undergraduate Academic Support Fund for support with the cost of approved academic curriculum-enhancing opportunities which must be directly related to the applicant’s course of study. These might include for example: academic travel, approved non-compulsory field trips or a relevant residential language course, attendance at a conference, academic project work to be carried out in Oxford, or curriculum-enhancing internships provided by the University, a charity, or other public institution, but not those offered by commercial organisations, or residence in College out of term time to meet one of these aims. Costs associated with compulsory fieldwork cannot be supported.

See [here] for further details.

Please grade your student’s application 1-3:

1= supported by tutor

2 = may be supportable; Academic Support Fund Committee to decide

3 = not supported by tutor.

The committee will take note of tutors’ comments but will make the final decision about the level of funding to be awarded.