

Graduate Academic Support Fund:

1. Graduate students may apply to the Graduate Academic Support Fund, to be spent on approved academic activity directly related to their studies. 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
 - Subsidy of rent for College accommodation during a protracted absence on eligible grounds (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

2. 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.
3. Graduate students who are enrolled students during the period of travel/activity proposed in their application may apply to the academic support fund for travel/activity directly relevant to their studies, provided that the travel/activity must be completed by the end date of their course (as recorded by the University) for PGT students, or by the end of the term in which they submit for PGR students.
4. The College does not expect to have to meet the cost of essential field trips or other essential academic activities associated with a student's course. It is the clear responsibility of departments/faculties to flag these costs to potential applicants in their publicity material and in their course handbooks, and students are expected to approach their department for funding first.
5. Students new to the College in Michaelmas Term 2025 have access to the following sums of money to be used across the duration of their course subject to approval as below:
 - One-year PGT students: £300
 - Two-year PGT students: £600
 - Two-year PGR students: £1,000
 - Doctoral students and all clinical medical students: £1,500.

Graduate students other than clinical medics returning to their second or third years in MT25 have access to up to £1,000 for the remainder of their course. Students in their fourth year onwards in MT25 will not be eligible to receive funding, as would have been the case under existing Special Grant rules.

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

The value of the grant will be subject to review each year by the Rents & Charges committee.

6. Applicants must submit via an online form a 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.

7. 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. Students are responsible for ensuring that suitable arrangements are in place, and travel at their own risk.
8. 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.
9. Applications will need to be endorsed with a simple yes/no tick box by the applicant's College adviser or supervisor. It is the applicant's responsibility to discuss their plans to secure this support in advance of submitting an application. The committee will take note of the adviser/supervisor's comments but will make the final decision about the level of funding to be awarded.
10. 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.
11. 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.
12. 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.
13. Feedback will not be offered to unsuccessful applicants.
14. If a recipient has any outstanding battels and does not have a payment plan in place, payment will be withheld.

15. 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.
16. Under the College's Graduate Residence Academic Grant, graduate students may apply for the remission of up to 36 days' accommodation costs for absence on academic grounds.
From 1st October 2025, applications for funding to cover the cost of any accommodation after the 36 day grant had been used should be made via the Graduate Academic Support Fund as part of the claimable cost of academic travel, with endorsement from a College adviser confirming the academic necessity of the trip.
A maximum of 21 additional days in a given academic year should usually be claimable via the Graduate academic support fund. Any remission of rent for academic absences for more than 36 + 21 days in a given academic year will be considered case-by-case as at present, to allow provision for fieldwork, electives, and other necessary long-term absences.
17. Graduate students may apply at any time in advance of their proposed travel and should normally expect a response within ten working days; please allow more time outside of term time, and apply as far in advance as possible to avoid delay.

Guidance to advisers/supervisors

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 Graduate Academic Support Fund for support with the cost of approved academic 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 the cost of college accommodation during absence for such activities. Costs associated with compulsory fieldwork cannot be supported.