

Academic Support Fund

Notes of Guidance - Undergraduates

1. Undergraduate students may apply to the Academic Support Fund to request funding to be put towards approved academic curriculum-enhancing opportunities, for example:
 - Travel to undertake research in archives, or to visit an artefact, site, or lab
 - In support of work directly related to your studies (such as non-compulsory field trips or residential language courses).
 - Costs associated with attending meetings, summer schools, or conferences
 - Academic project work to be carried out in Oxford
 - Supporting curriculum-enhancing internships (provided by the University, a charity, or other public institution)
2. Internships offered by commercial organisations will not be covered.
3. The College will not meet the cost of course fees of other institutions. It will consider requests for related travel.
4. Applicants must be enrolled students at the time of their proposed activity. Requests for funding are unlikely to be approved after the Christmas vacation of a student's final year.

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.

5. **Funding**

Course length	Available Funding	Crankstart/Oxford Bursary Holders
3 years	£775	£1,550
4 years	£1,035	£2,070

These funds are what is available **for the duration of the student's course**. The amount is not refreshed each year, although the College may approve annual inflationary uplifts. Applicants may wish to apply for the entirety of their allocated funding at once or make several smaller applications towards different trips/activities. Once these funds are gone, they are gone.

NB: From Michaelmas Term 2026, an inflationary uplift of 3.25% has been applied to the value(s) of the Academic Support Fund. If you are a **returning** student, this still applies to you and your available funding. Please email grants@sjc.ox.ac.uk if you have any questions about how much you have remaining.

6. Applications received after the relevant event or trip has started will NOT be accepted.
7. 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 should seek funding from their department/faculty in the first instance.
8. 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, and with thanks to the Richard Burns Fund are able to apply for an additional up to £1,000.
9. Applications will only be accepted via the online form.
10. Students 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.
11. Applications will need to be endorsed by the student's College tutor, who will be asked to confirm the relevance of the proposed activity to the applicant's studies. It is the student's responsibility to discuss their plans to secure this support in advance of submitting an application.
12. Applications are considered by a panel consisting of the Senior Tutor, Finance Systems and Operations Manager, and Academic Registrar or their deputy, with representation from Tutorial Fellow. There is one application round per term.
13. 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.
14. 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.
15. Feedback will not be offered to unsuccessful applicants. The committee's decision is final.
16. Any payment will be withheld if you have outstanding Battels until such a time your Battels have been paid, or a payment plan is in place.
17. 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.

18. The deadline for student applications and supporting statements is 12noon on Thursday of 4th Week in each term.