

Academic Support Fund

Notes of Guidance - Graduates

1. Graduate students may apply to the Graduate Academic Support Fund to request funding to be put towards approved academic curriculum-enhancing opportunities, for example:
 - Travel to undertake research in archives or a visit to an artefact, site, or lab in support of work directly relevant to your course (such as approved non-compulsory field trips or a relevant residential language course)
 - Costs associated with attending meetings, summer schools, or conferences
 - 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 during the period of travel/activity. 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.
5. 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 responsibility of departments/faculties to flag these costs to potential applicants in their publicity material and in their course handbooks. Students are expected to approach their department for funding first.
6. **Funding**

Course Type	Available Funding
One-year PGT	£310
Two-year PGT	£620
Two-year PGR	£1,035
Doctoral/DPhil Students and all Clinical Medical students	£1,550

The above figures apply to students who began their current course **in Michaelmas Term 2025 or later**. The funds are what is available **for the duration of the student's course less any amount already spent**. The amount is not refreshed each year, although the College may approve annual inflationary uplifts.

Graduate students who started their current course **between** Michaelmas Term 2023 and Michaelmas Term 2025 have access to up to £1,035 for the remainder of their course less any amount already spent. Students who began their degrees before Michaelmas Term 2023 are not eligible for funding. The value of the grant will be subject to review each year by the Rents & Charges committee. If you are unsure whether you are eligible for funding, for example if you have previously suspended your studies, please email grants@sjc.ox.ac.uk

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.

7. Applications must be made via the online form only.
8. 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. Students are responsible for ensuring that suitable arrangements are in place, and travel at their own risk.
9. Applications received after the relevant event or trip has started will NOT be accepted.
10. Applications will need to be endorsed 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.
11. 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 Fellows.
12. 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.
13. 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.
14. Feedback will not be offered to unsuccessful applicants. The committee's decision is final.
15. Any payment will be withheld if you have outstanding Battels until such a time that your Battels have been paid, or a payment plan is in place.

16. 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.
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.