



Application for a College Academic Grant for Graduate Students 2018-2019

Use this form to apply for money to support conference or academic travel, or miscellaneous academic activities. Please ensure that you read the notes and rules below in full when making your application. Completed forms can be submitted electronically or in hard copy to the Academic Office (academic.office@exeter.ox.ac.uk).

Notes and rules on application process:

1. The maximum grant in **any one year** will not normally exceed **£300**, and the cumulative amount across a student's **entire course** will not normally exceed **£300 per year of fee liability**. These amounts are maxima, not guarantees, and Cases Committee will only exceed these amounts in very exceptional cases. This annual allowance can be rolled up within a multi-year degree course if unspent in a previous year, but cannot be forward spent;
2. Students who have completed a Masters course at Exeter and move through to a DPhil will be able to roll the Masters £300 forward to the DPhil if unspent, but only if going directly from the Masters to the DPhil with no break.
3. Funding may be sought for travel/subsistence costs necessary for fieldwork, research visits, or attendance at academic conferences (including necessary registration fees at conferences). Fares must be standard/economy class;
4. No application will be accepted unless it is endorsed with the Supervisor's explicit support;
5. Conference travel where no paper or poster is to be presented will only be supported by the College where there is overwhelming support from the supervisor and a strong likelihood of matching departmental support. The College will only match departmental or University funding (up to the maximum College Academic Grant available to that student)
6. The expenditure must be incurred (i.e. fieldwork or research visit completed, or academic conference taken place) during the period in which the applicant is enrolled and on course as a student at Exeter College (except that a student who undertakes such activity during a period in which their studies at Exeter College are suspended for reasons of maternity, paternity, or shared parental leave, may ask for an Academic Grant in respect of such activity);
7. Where an award is made, funds will be reimbursed on the production of original receipts.
8. Grants which are awarded but not used must be returned in full; alternative uses must be sanctioned by Cases Committee explicitly via another grant application.
9. The college would normally expect only to make a contribution towards the full costs, and other sources of academic travel support should be approached. The College may in some circumstances request a short report of the activity.
10. Applications will be reviewed on or around the 15th of each month and outcomes communicated shortly thereafter. Any application exceeding a student's allowance will be referred to Cases Committee for approval. This Committee meets in weeks 1, 4, and 7 of each term.
11. Please complete all sections of the form, including seeking your supervisor's comments, before submitting your application.

Data Protection

The College will use information provided on the application form for processing the application and in relation to the award of any consequential grant or loan. It will do so in accordance with the College's policies on data protection and related issues. Current policies may be found at: <https://www.exeter.ox.ac.uk/governance>.

Personal Data

Name	
Term Time Address	
Course	
Year of Study	
Email	
Supervisor/College Tutor	

Grant Details

Purpose of Grant
Are you attending a conference? Yes/No If yes please detail the conference title, location and dates
Are you giving a paper or presentation? Yes/No If yes please specify paper title, authors and type of submission (eg invited, abstract, full peer review)

Costs and Funding

Please detail the total expected costs associated with this application:

Travel: £

Registration: £

Accommodation: £

Other (please specify): £

Total Cost: £

Please confirm amounts sought and/or granted from other sources (e.g. department, funding body, self-funding etc) and when you are likely to receive an outcome from these bodies:

The College would normally expect only to make a contribution towards the full costs and other sources of academic travel support should be approached. If this has not been done, please supply reasons.

What is the TOTAL AMOUNT you are requesting from the College:

£

Please list all previous academic grants received from the College with approx. dates.

Supervisor's (College Tutor's) comments:

Please comment briefly on the value of the proposed activity, if applicable the quality and nature of the conference (eg peer-reviewed submissions), suitability of the budget, and likelihood of departmental support. If the latter is unlikely it would be helpful to give an indication of why. If you would prefer, please submit your comments by email to academic.registrar@exeter.ox.ac.uk

Supervisor's (College Tutor's) signature..... Date

Student Signature..... Date.....

If you are submitting your application electronically from your Exeter College email account you may type your name or insert an electronic signature