

St Hilda's ASM Committee Studentship Grant Confirmation Agreement

About the Award & Application Process:

All members of the St Hilda's Association of Senior Members (ASM) are eligible to apply for the ASM Studentship. Those who are not ASM members but who have made a substantial contribution in any form to St Hilda's College will also be considered. Priority will be given to ASM members.

The ASM Studentship is awarded annually to support independent study. It is designed to help people return to an interrupted academic career or to re-orientate by changing subject. Women and carers who wish to get back into research are particularly encouraged to apply.

The Studentship honorarium is a single award of £4,000. It is not expected that this award will cover the entire cost of a research project. A non-exhaustive list of examples of how the funding may be used is in the Appendix to this agreement.

The holder may also use the facilities of the SCR and St Hilda's College Library and subject to availability may be granted up to a week's residence in each vacation, up to 3 weeks in total.

How to apply:

Please provide a current CV and a cover letter, in conjunction with a proposal for your use of the Studentship funds, that includes the following information:

- A detailed programme of work for a self-contained academic project or a specific plan of activities to be undertaken. There should be a clearly defined end within the academic year.
- What you envisage as the outcome of the work and how you intend to develop the work after the end of the Studentship.
- What difference the honorarium would make to your ability to complete the project.
- How you will use the College and University facilities to complement your studies.

The successful candidate will be required to submit two reports of up to 500 words both before the third term of the academic year and at the completion of the Studentship for publication in the St Hilda's Chronicle. They will also be expected to present the results of the research to other members of the College and/or at an alumnae event, preferably the two.

They may also be contacted by the Development Office to contribute to publicising the Studentship in the future.

A detailed representation of these expectations can be found in Clause 2 of the Terms & Conditions below.

Applications for study to begin in autumn 2026 will be considered during the summer of 2025. Shortlisted candidates may be invited for an interview.

Applications for the ASM Studentship should be sent:

- **by email to [emma.campbell @st-hildas.ox.ac.uk](mailto:emma.campbell@st-hildas.ox.ac.uk) ; or**
- **by post to The Development Office, FAO Emma Campbell, St Hilda's College, Oxford, OX4 1DY**

by 31 July 2025.

All questions relating to this award can be sent to emma.campbell@st-hildas.ox.ac.uk.

Terms & Conditions:

Definitions:

The Awardee – the individual who is successful in being awarded the ASM Studentship Grant, who will receive £4,000 of funding to further their educational studies in addition to being eligible for up to 3 weeks' free accommodation at St Hilda's College, Oxford (subject to availability) and will have the use of the St Hilda's College Senior Common Room and College library.

The Funder – St Hilda's College ASM Committee

This Agreement exists between the Awardee and the Funder of the ASM Studentship Grant and stands for the duration of the grant period, which is one academic year, from the commencement of this contract.

1. Eligibility

1.1 All members of the St Hilda's College Association of Senior Members are eligible for the Studentship. Other applicants will be considered, but priority will be given to senior members.

2. Obligations & Timeframes

2.1 The Awardee will be required to submit two reports of up to 500 words both before the first half of the academic year and at the completion of the Studentship for publication in the St Hilda's Chronicle. The report can detail the successful candidate's progress at the time of writing, discoveries, how the Studentship has helped them and how they might inspire others in their respective field.

2.2 The Awardee will also be expected to present the results of the research to other members of the College and to Senior Members and guests at an alumnae event. Whilst one of these options is possible, the two are very much encouraged by College.

2.3 The Awardee may also be contacted by the Development Office to contribute to publicising the Studentship in the future (such as by engaging in a short form video presentation).

3. College Accommodation

3.1 St Hilda's College accommodation is provided for the Awardee for one week in each of the three academic vacations up to a maximum of 3 weeks' free accommodation, subject to availability .

Please do let the Development Office know the details of dates in advance, so that they can best accommodate preferences.

4. Concerns

4.1 If the Awardee has any concerns about their ability to fulfil the above criteria and obligations, they must let the Development Office know in advance and appropriate amendments or arrangements can be discussed. These will be subject to discretion.

5. Extraordinary Circumstances / Waivers

5.1 Should extraordinary circumstances arise under which the Awardee is not able to complete the expectations of this funding agreement, as stated in Clause 2, the Funder is willing to discuss a postponement of the Awardee's obligations.

5.2 If extenuating circumstances occur, the Funder is willing to remove all requirements and can discuss a practical arrangement, relating to the reimbursement of or, under extreme circumstances, the cancellation of the mandatory fund repayment outlined in Clause 8.

6. Fairness of Award

6.1 The ASM Studentship is awarded after fair consideration of all applicants and applications, without prejudice, bias or discriminatory premises or behaviour.

7. Payment Schedule

7.1 Payment of the funding will be made in full to the Awardee as soon as practicable after the award date, and prior to the 2025/6 academic year.

8. Default or Neglect of Obligations from Either Party

8.1 Should the studies and academic initiatives detailed in the Awardee's proposal not be fulfilled, in cases where Clause 5 is not applicable, the Awardee must repay the full grant amount (£4,000) to St Hilda's College within 18 months of receipt of the award payment.

8.2 Should the studies and academic initiatives detailed in the Awardee's proposal only be partially yet more than 50% completed by the end of the academic year, in cases where Clause 5 is not applicable, the Awardee must repay 50% of the grant value (£2,000) to the Funder. This clause is inclusive of the completion of the expectations detailed in Clause 2.

9. Repayment of Funds and Permissions

9.1 The repayment of funds, should such an event occur, is subject to an 18-month grace period from the initial funding payment date. However, repayment is expected to be prioritised, in instances where possible.

10. Disclosure, Privacy and Permissions

10.1 This agreement exists as a private agreement between the Awardee and the Funder.

10.2 The disclosure of any Studentship-related information by either party which pertains to the other party is subject to the approval of the non-disclosing party (not to be unreasonably withheld).

Signatories:

St Hilda's College Representative

Awardee

Full Name (Printed)

Full Name (Printed)

Date

Date

APPENDIX

This is a non-exhaustive list of examples of how the funding conferred by this agreement may be used by the Awardee.

- Living costs whilst in College
- Travel costs
- Childcare costs
- Carers' costs