

A GUIDE TO APPLYING FOR A ST HILDA'S GRANT

A Guide to Applying for a St Hilda's Grant for Hardship, Research and Study, Travel, Extra-Curricular Activities, and Vacation Study

St Hilda's College Funds

St Hilda's College has a range of funds which are available to make grants towards living costs (in the case of hardship), research and study, travel, extra-curricular activities and vacation study. Please note that in all cases amounts granted are discretionary, depend on the availability of resources, and may represent only a contribution to the required amount.

Full details of funds available can be found on the College website. Application forms are available on the College's [website](#).

Applications may be submitted each term. **The deadline for applications is noon on Wednesday of 2nd week** (apart from extra-curricular which is Hilary Term only). Late applications will not be considered.

Applications are considered by the Support and Travel Grants Committee who meet each term, in 4th week.

Please note that payment of grants can only be made into a UK Bank Account.

HARDSHIP

University Funds

Funds are available from the Government and University to help students who are facing financial hardship. Full details can be found on the University website: www.ox.ac.uk/students/fees-funding.

University Hardship Fund (UHF)

The University Hardship Fund is designed to assist students who experience financial difficulties due to circumstances unforeseen at the start of their course. Details are on the University website www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf. Application Forms are available from the Accounts Office and the College Bursar must endorse the application.

College Funds

College Hardship Fund

Students who are experiencing financial hardship may apply to the College Hardship Fund in each term for grants towards accommodation and other expenses. Hardship is interpreted fairly liberally by the Support and Travel Grants Committee, and undergraduates should not feel embarrassed about making an application. In every case, full details of the applicant's financial circumstances are required. The Hardship Fund Application Form for undergraduates or graduates should be filled in with the assistance of either the Bursar or the College Accountant and should be submitted to the Accounts Office.

Principal's Hardship Fund

This fund is managed by the Principal. It is used to meet special and urgent problems of any kind. Applications may be made direct to the Bursar or Accountant, orally or in writing, at any time. Applicants will be asked to see the Principal to explain their financial position, the sum required, and the reasons for it. There is no special application form.

JCR Support Fund

This fund is managed by the executive branch of the JCR Committee. The application form is available on the [website](#). Completed forms should be submitted to the Accounts Office by the deadline of 5pm on Friday of 2nd week in each term. Awards are up to a maximum of £300.

Due to the change in study and research practices during the pandemic, St Hilda's has set up a temporary **STUDENT ACADEMIC AND RESEARCH SUPPORT GRANT**, to contribute towards the extra costs of study that you may be experiencing under Covid-19 restrictions. The Muriel Wise bequest will provide grants for academic and research support (such as the purchase of books and copies of manuscripts), and for the additional technical equipment that students may need in order to maximise their remote learning and performance in online examinations, or their research activities (such as a writing tablet or computer software).

RESEARCH, STUDY AND TRAVEL

The College wishes to help as many students as possible within the limits of its finite funds.

Priority will be given to study and research trips (visiting libraries and archives; for fieldwork; dissemination of research through presentation, not just attendance, at a conference). In particular these funds can be used to assist medical electives and all students of modern languages with travel and study needs related to their subject. Lesser priority applications include training trips, such as summer schools; internships (apart from Media and Law which have dedicated funds); attendance at a conference; costs of research materials or equipment.

It remains uncertain what travel arrangements will and won't be feasible over the summer months, and all planning would need to be in accordance with UK and relevant countries' government guidelines. We do not want to encourage travel unrealistically or unsafely. If you want to book travel, you must inform yourself about the current situation at your travel destination, check carefully your insurance cover and consider what aspects can be made refundable should the journey not prove possible. Other kinds of eligible projects that do not involve travel include reimbursement for on-line language courses or (subject to libraries and archives re-starting their services) funding to obtain materials for extended essay research.

Due to demand we are no longer able to support research or travel unrelated to current course of study. Travel grants are not made for journeys undertaken after Finals, and are not made for travel for the sole purpose of returning to the student's home.

Amounts are discretionary and may represent only a contribution to the required amount, and to be fair to all students, grants awarded to a student are unlikely to total more than £1,000 per year. Receipts (or other evidence of expenditure) are required before research and study grants are paid.

EXTRA-CURRICULAR ACTIVITIES

St Hilda's has a fund which can help undergraduates and graduates to pay for sport and other extra-curricular activities. Grants are routinely £50 or less. Please note that in all cases amounts granted are discretionary, depend on the availability of resources, and may represent only a contribution to the required amount. The Extra Curricular Activity Grant Application Form should be completed and submitted to the Accounts Office by noon on Wednesday of 2nd week in Hilary Term.

VACATION STUDY RESIDENCE GRANTS

The College allocates some funds for 'vacation study' to undergraduate students.

Any student with a legitimate academic-related reason to stay in College for a period between terms (including personal issues meaning that they cannot study at home), should be able to apply for vacation study residence grants totalling up to 28 nights a year. A standard award for the Easter vacation is 21 nights. The educational legitimacy of their application will be assessed by the Senior Tutor (or delegate), based upon a statement of

support from their tutor(s). Examples include work on extended essays, dissertations, or assessed projects. Finalists will always have priority.

All students sitting written University exams out of term will be automatically credited by the College for examination residence from the end of term to the date of their last written examination paper. 'Examination Residence' applies **only** to specific written or oral examination papers.

The Vacation Study Residence Grant application form is available on [the website](#). Completed forms should be returned to the Accounts Office.

BOOK GRANT

This fund is to assist first-year taught students and research students of all years with the purchase of course books. Eligible students may apply once only during the year and the application may be made in any term. First-year undergraduates, and graduate students in the first year of a postgraduate taught course, can apply for up to a maximum of £60, whilst graduate students in any year of a postgraduate research course can apply for up to a maximum of £30. Applicants must have the form signed by their Personal Tutor or College Adviser and return it, with the relevant book receipts attached, to the Accounts Office.

OTHER SPECIFIC FUNDS

K O Morgan Fund (application via the History Fellow)

This fund is used to award prizes and travel bursaries to students reading History. Applications should be made on the K O Morgan Fund Application Form and submitted to the History Fellow, Dr Hannah Smith, by the deadline of noon on Wednesday of 2nd week in each term.

Christina Keith and Mary Burn Fund (application via the Classics tutors)

This fund is managed by the Principal and is used to help undergraduate and postgraduate students studying Classical subjects to travel to Mediterranean countries. Applications should be made through the Classics tutors.

Beryl Smalley Fund (application via the History tutors)

This fund is managed by the Principal. It is to assist undergraduates reading History (or a joint school with History) with travel in connection with medieval studies. Applications are made through the History tutors.

David Wulstan Fund (application via the Medieval French Fellow)

This fund supports the research needs of postgraduate students at St Hilda's reading for a degree (Postgraduate Taught or Postgraduate Research) in any subject in the field of medieval studies. Grants will be made to fund costs relating to research purposes, such as travel to visit libraries or archives or to participate in a conference (giving a poster or paper presentation). Applications are invited for any sum up to £800 and should be made on the David Wulstan Fund Application Form on the [website](#). Completed application forms must be submitted to the Medieval French Tutor, Dr Helen Swift, by the deadline of Wednesday of 2nd week of Hilary Term.

Rosalind Jane Bairstow Bursary (application via the English Fellows)

This annual bursary is intended to assist one undergraduate reading English (or a joint school with English) with one year's graduate study after their BA degree. Applications are accepted from eligible final-year undergraduates and the scholarship should be taken up in the academic year immediately following completion of the undergraduate course. The application form is on the [website](#) and the deadline is Thursday of 1st week of Hilary Term.

Hildegard Prize

The Hildegard Prize is awarded annually to a History, or History and Joint Schools, student of St Hilda's College to assist them in undertaking postgraduate research or to participate in a research programme, internship, or training that will further their development as an historian. Candidates must be either current undergraduate or graduate students of St Hilda's or have graduated from the College within the last three years. Candidates must

demonstrate outstanding academic excellence and potential. The annual award is £1500. Applications should be made on the Hildegard Prize Application Form on [the website](#) which should be submitted, along with a CV, and a proposal of no more than 500 words stating the purpose for which the Prize will be used, to Dr Hannah Smith by the deadline of noon on Monday 24 August 2020.

Teach First Bursaries

Teach First is an influential charity that is delivering far-reaching social and economic change by addressing educational disadvantage. Their approach is to attract high-calibre, highly motivated graduates into leadership development programmes focusing on the achievements and aspirations of pupils and their access to further opportunities in education and beyond. The Teach First Leadership Development Programme combines teacher training and a Post Graduate Certificate in Education (PGCE) with one-to-one coaching and the opportunity to study for a Masters qualification in the second year.

To apply for Teach First you will need to register interest and fill in an online application form at www.teachfirst.org.uk.

St Hilda's College provides a bursary (normally £500, subject to the number of participants in any year). There is no application needed; Teach First advises the College which students from the College are joining their programme. Those accepting the bursary will be expected to engage with College in its outreach activity to ensure that the brightest pupils apply to St Hilda's College, regardless of their background.

Music Grant

Music students may claim grants of up to £220 per term (excluding travel) for music tuition lessons. There is no application form. For reimbursement, students should forward receipts to the Accounts Office. Receipts must be received during the academic year in which the expenses were incurred.

Language Courses (offered through the Oxford University Language Centre) www.lang.ox.ac.uk/index.html

The College will pay £50 per student per year for a language course at the Oxford University Language Centre. Students are required to provide a rationale related to their academic work. Application forms are available from the Oxford University Language Centre.