

**Wolfson College**

**Travel Grant Application Form 2025-26**

Enrolled Wolfson students may apply for financial support towards costs incurred whilst presenting at a conference, or conducting fieldwork necessary to complete their current course. A full break down of eligibility criteria and maximum funding amounts can be found on the next page.

**Please note that funding is limited and not guaranteed – not all applications will be successful**

Students are expected to explore all available sources of funding, particularly through their department or faculty, and plan trips accordingly. Applications are subject to maximum amounts and funding may only be awarded during the period of fee liability**††** (the duration for which Course Fees are payable: usually 3 – 6 terms for taught courses, and 9 – 12 terms for research courses).

Applications are accepted between October to July and are reviewed as a gathered field during term-time. Applications received outside of term-time will be treated as though submitted the following term (e.g. applications received during the Long Vacation–defined as July through to the end of September – will not be reviewed until Michaelmas Term). **Applications are reviewed twice a term with outcomes communicated shortly after**. During busy periods (such as preparing for the start of a new academic year) or where an application is submitted outside of term-time, it may not be possible to confirm the outcome in advance of your travel dates. If there are more submissions than funding available, we will unfortunately be unable to consider any further applications for the remainder of the current term / year.

**Important information (please note):**

* The period of travel specified in an application must take place within the current financial year, defined as 1 August – 31 July. Submissions received for travel during the College’s next financial year will be carried over and allocated to the following academic year’s budget, if approved;
* Retrospective applications are permitted, providing that the period of travel took place within the current College financial year and that there are remaining funds available;
* If you are successful in your application, we reserve the right to withdraw awarded grants in the event that your trip is cancelled or could not proceed due to illness or any other reason not covered by insurance. In these cases, you will be expected to pursue a refund from the related parties or your insurer;
* It is recommended to book travel and/or accommodation with flexible cancelation rates where possible;
* Before confirming your travel plans, please ensure you check the relevant government’s latest [travel advice](https://www.gov.uk/foreign-travel-advice);
* Incomplete applications will be referred back to the student. If missing details are not provided by the deadline stated, the application will be rolled forward to the next review once complete. The supervisor section must be completed by the Departmental Supervisor or Course Director (for students on taught courses);
* Completed forms must be submitted via email to academic.office@wolfson.ox.ac.uk from your University email account.

**Funding amounts and eligibility criteria:**

**Applications can be submitted up to the following maxima:**

* **MSc, MSt, MPP, MBA & MJur students**: up to a maximum of £300 over the period of fee liability to present a paper at a conference. Applications for fieldwork may be exceptionally considered, where the department/faculty has no source of funding to support additional course costs**†**, however fieldwork applications are less likely to be approved due to the number of applications received.
* **MPhil, BPhil & MSc (Res) students:** up to a maximum of £600 per trip / per financial year to present a paper at a conference, or to undertake fieldwork where the department/faculty has no source of funding to support additional course costs**†**; up to a maximum of £1,000 over the period of fee liability**††**.
* **DPhil students:** up to £600 per trip / per financial year to present a paper at a conference or undertake fieldwork where the department/faculty has no source of funding to support additional course costs**†**; up to a maximum of £1,500 over the period of fee liability**††**.

Funding will **not** be provided for the following:

* Summer schools, training course attendance, or conference attendance with no presentation
* Core elements of a degree programme
* Subsistence costs (e.g., food and drink)
* Travel into the UK from another country / Travel to or from a student’s home town or country
* Payments to third party participants in activities such as interviews or surveys
* High accommodation costs

**Conditions for funding**:

* **The College would normally expect to only make a contribution towards the total costs;**
* The funding available is a maximum and not guaranteed – please note not all applications will be successful and students may be awarded less than applied for;
* Maximum amounts will not be exceeded and no further funding will be available if the award limit is reached during the overall period of study;
* The College will award no more than one grant per student per term;
* The College will not award multiple grants to assist with the same project across multiple terms;
* Priority will be given to students who have not received prior support or who may be in need of financial assistance;
* If more applications are received than are able to be awarded, the travel grant will close once all funds have been allocated for the term / year, which may result in some applications being declined;
* Travel must take place during the period of fee liability**††**;
* Travel must take place before submission (research students) or before final examination or assessment submission (taught students);
* Any funds unclaimed at the end of the period of fee liability will be returned to the central fund and used for future students. Further applications will not be possible;
* Students must be in good financial standing with the College.

**If an award is made:**

* **Payment request forms, including digital copies of receipts, should be submitted no later than 30 days after the period of travel, or 30 days after the award notification in the case of retrospective applications.** Please note that you will also need to retain any hard copy receipts in case these are requested at a later date. Where actual expenses incurred are less than the grant awarded the grant will be adjusted accordingly. Any funds that are left unclaimed by the end of the following term in which a grant was awarded, will be returned to the central fund and used for future applications.
* Payment will be credited to your Battels in the first instance. If payment is made to a bank account, it will be made in Pounds Sterling to a UK bank account only.
* The College can only reimburse approved claims directly to the student. Departments / Faculties are advised to await confirmation of award decisions before providing their own funding (if applicable)
* Students must ensure they meet all departmental requirements for travel, and Masters students applying for funds to present at a conference must have confirmation from their department that their absence is authorised (if the conference falls during term or during a period that students are expected to be in Oxford).

**PART A: TO BE COMPLETED BY THE STUDENT *(fields will expand to fit contents)***

**Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Student Number:** |  |
| **Supervisor’s Name:** |  |
| **Supervisor’s Email:** |  |

**Travel Details**

|  |
| --- |
| **Please select the type of travel:**[ ]  Conference PresentationConference title: Dates of conference: Type of presentation: Title of paper (where applicable): Link to conference website or agenda: [ ]  FieldworkDetails:  |
| **Please explain the purpose of your application and its relevance to your studies:** |
| **Dates of travel (start date and return):** |
| **Destination (country and city/town):** |

**Application Details**

|  |
| --- |
| **Listing of expected costs (please specify in as much detail as possible):** |
| **Type of Cost** | **Details** | **Projected Costs** |
| Travel |  |  |
| Registration |  |  |
| Accommodation |  |  |
| Other |  |  |
| **Total expected cost:** |  |
| *Please note, costs for subsistence should not be included* |  |
| **How much are you applying for?** (Please refer to maxima in guidelines) |  |
| **Please list details of applications to/grants award from other funding sources, and when an outcome is expected (if applicable):** |
| **Signature:**  | **Date:** |

**PART B: TO BE COMPLETED BY THE SUPERVISOR**

|  |
| --- |
| **Please comment briefly on the relevance of the conference or fieldwork in relation to the student’s research, and the likelihood of receiving financial support from the Department.** If you would prefer, comments may be emailed directly to academic.office@wolfson.ox.ac.uk  |
| **Name:** | **Email address:** |
| **Signature:** *(If using a typed signature, please confirm approval via email)* | **Date:** |

**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. It will do so in accordance with our Data Protection Policy, in line with the General Data Protection Regulation. For more information on the College data protection policy please see <https://www.wolfson.ox.ac.uk/data-protection>