

LINACRE HOUSE TRUST

Conventions for giving travel grants

The Linacre House Trust meets on Monday of 3rd and 7th Week each term. All parts of a travel grant application form must reach the College Secretary by 12 noon two weeks before a meeting, in order to be considered. Exceptions to these deadlines can only be made in cases of severe emergency, or, if proof is given that a paper has been accepted after the final committee meeting of Trinity Term and where the conference takes place before the first committee meeting of the following Michaelmas Term. In this case, students should contact the college office at the earliest opportunity.

Travel Grants

1. **DPhil:** The maximum any individual 3 year DPhil student may receive in terms of travel grants during his/her entire time at Linacre is £300. Students are not awarded this sum by default regardless of where they are going or what they are presenting, but according to need and the quality of the conference.
2. **MSc, MSt and other one- or two-year students** are eligible for a maximum of £120.
3. Records of payments made to students are maintained by the College Secretary.
4. The current ceiling for a DPhil student to attend an overseas conference is £300 for those who are presenting papers or posters, and that for UK conferences £120.
5. The first call on funds available for travel grants is normally to DPhil students who are in their second or later years and who want to attend a conference, and will be presenting their own work at it.
6. Travel grants will not be paid to those who could reasonably have foreseen that the expenditure would be necessary before coming to Oxford. This includes, for example, field course and project expenses for those attending one-year MSc courses, as well as payment for periods of research outside Oxford for those working for DPhils.
7. “Workshops” where applicants hope to learn special skills related to their research are not eligible for support.
8. OPAL (The Oxford University Programme in Languages) courses are eligible for support. The Linacre House Trust may reimburse up to 50% of the fees on successful completion of the OPAL course, as long as it is relevant to your course.
9. Some of the funds administered by the Linacre House Trust are limited to specific subjects: the Mulder Fund is for studies of social injustice, the LCL Fund for medical studies, and the EPA Fund is only available for those in biological (including medical) and chemical sciences.
10. In 2012-13, the LHT committee decided to limit grants from the Mulder Fund to less than £500 and that no repeat payments would be made to the same student. Students may apply to this fund for fieldwork/project/research costs within the Fund’s remit, but should not expect to fund the whole of such expenses from the Fund.

Vice Principal
May 2017