

## GUIDANCE NOTES FOR THE FOUNDATION YEAR ACADEMIC DEVELOPMENT GRANT - 2024/25

**Please read the following guidance notes carefully before completing an application.**

### Overview of the Grant

The purpose of this Grant is to support Foundation Year students who commenced their course in the 2024/25 academic year, are currently enrolled, and who would like to apply for funds to assist with expenditure related to academic projects or work.

The Astrophoria Foundation Year Programme Team is responsible for processing and reviewing applications to the Grant.

### The Grant

A non-repayable Grant of between £50 and £500 is available. Depending on the level of demand, the award amount may be capped below the maximum to ensure sufficient funding is available to students in need of assistance throughout the academic year.

### Eligibility criteria

All currently enrolled Astrophoria Foundation Year students are eligible to apply for the grant. Students are not eligible to apply for items retrospectively once on undergraduate courses.

The Foundation Year Academic Development Grant is designed to assist with one-off costs associated with study or academic interest. Applications for the grant must be for the purchase/ booking of academic related items.

### How do I apply?

Applications for the 2024/25 academic year must be made to the Astrophoria Foundation Year Programme Team.

Applications for the Grant must be made through [this form](#). Students who are unable to complete the form electronically should contact [admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk). You are advised to discuss your application with your subject and/or course lead before submitting the form. Please see the guidance below on how to complete the form.

We may ask for clarification relating to your application or for further information. If this is the case, you will receive an email from the Astrophoria Foundation Year Programme Team. If no response is received within 21 days we will consider the application withdrawn.

Applications will be considered on a rolling basis during term time, from week -1 to week 9 of each term. Applications received after the Friday of Trinity Term week 9 will not be processed. Please note you do not need to have completed your visit/ travel/ internship by Trinity Term, week 9, but you must have completed the application by this point.

Grants will be paid on receipt of any receipts for purchases and the short report (more detail below).

### How to complete the application?

The form consists of a number of sections.

- Section 1: About you – This section will ask you basic questions about you to help us identify you. You should answer all questions.
- Section 2: Grant details – This section will ask questions about the type of activity you would like funds for. It will ask you to give details of what you're claiming for, the estimated cost and the total amount requested. You should answer all the questions. If you have already purchased tickets/ items you have an opportunity to upload proof of purchase here. If you have not yet purchased tickets/ items you will need to submit your receipts when they are available, please see further guidance below.
- Section 3: Supporting statement and confirmation – This section will ask you to complete a supporting statement about why you are applying for the Grant. You should include information about how this travel/ visit/ conference/ item/ internship will benefit your study. You will also be asked to confirm that you understand that if your grant request is accepted you will be expected to submit a report of a minimum of 500 words on your experiences. You must answer both questions.

### How do I submit additional information relevant to my application?

If you wish to submit additional information to support your application, you should provide this to [admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk). It should be clearly identified as additional information relating to your application for a Foundation Year Academic Development Grant so that it can be processed appropriately. Any additional information must be received within two weeks of the application.

### **How do I submit receipts?**

You will need to provide proof of purchase before any grant is issued. If you did not upload the receipts as part of the online application you will need to provide these to the Foundation Year Programme Team. You must email a copy of all receipts to [admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk). It should be clearly identified as relating to your application for a Foundation Year Academic Development Grant so that it can be processed appropriately.

Receipts must be received within one month of the application or the event/ visit/ purchase. If receipts are not received within this deadline the Grant will not be paid.

### **How do I complete/ submit the report?**

In order for the grant to be processed students are expected to complete a short report on their experiences for the benefit of future AFY students. Students must write a minimum of 500 words on their experience and how it benefitted their study.

This must be submitted to the Foundation Year Programme Team by email ([admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk)) within one month of the event/ visit/ purchase.

If a report is not submitted or if it is not deemed by the course/ subject lead to be of sufficient quality the further 50% of the grant will not be paid.

### **How will my application be assessed?**

Applications will be considered within two weeks of submission by a panel consisting of the Foundation Year Programme Manager, Foundation Year Director and the relevant course or subject lead.

The panel will consider the nature of your request and the extent to which it is determined to be of benefit to your current or future study of your course. Applications that are deemed to benefit foundation year study will be prioritised.

Applications will be treated in the strictest confidence subject to the University's GDPR Policy.

### **How will I be notified of the outcome of my application and how will the funds be disbursed?**

The outcome of your application will be sent to you via email. Payment of any bursary will be made directly to you, 50% at the point the Academic Development Grant is confirmed by the panel and 50% on receipt of the report and receipts for purchase.

### **Can I submit a repeat or new application?**

It is possible to reapply within the same academic year, provided you have not already received the maximum award of £500. You should note that any subsequent application and request for funding will take into account that this is a subsequent request for the Grant but will be reviewed based on your current circumstances and using the latest available information.

### **How can I appeal the decision or award?**

If you are not satisfied with the outcome of your application you may appeal in writing to Astrophoria Foundation Year at [admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk).

Any appeal must be made within four weeks of the date Astrophoria Foundation Year notifies you of the outcome of your application. Decisions made regarding appeals are final.

An appeal must either:

- i) Contain new or more detailed information relating to your situation which was not available to you at the time of your original application;
- ii) or Dispute the application decision by demonstrating that the decision was not conducted in accordance with the stated procedure

**Contact details**

Please contact us at [admin@foundationyear.ox.ac.uk](mailto:admin@foundationyear.ox.ac.uk) if you have any queries or require further clarification before submitting your application form.

*Last reviewed: June 2025*