

Department of Chemistry



**Joseph Rufino Cordeiro Foundation
Summer Research Studentships in Sustainable Chemistry
Application Form (2024)**

FULL NAME	
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DATE OF BIRTH	
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RESIDENTIAL ADDRESS

EMAIL ADDRESS	
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DO YOU HAVE THE RIGHT TO WORK IN THE UK?	Y / N (<i>please circle one</i>)
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WHAT IS YOUR ETHNICITY? *Optional – this is to help us monitor the number of applications we receive from members of groups that are underrepresented at the University of Oxford*

<p>Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black, Black British, African or Caribbean</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black, Black British, or Caribbean background</p> <p>Mixed or multiple ethnic groups</p> <p><input type="checkbox"/> White and Black Caribbean</p>	<p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed or multiple ethnic background</p> <p>White</p> <p><input type="checkbox"/> English, Welsh, Scottish, Northern Irish or British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Roma</p> <p><input type="checkbox"/> Any other White background</p> <p>Other ethnic group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic group</p>
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DO YOU HAVE A DISABILITY OR ANY NEEDS THAT MEAN YOU REQUIRE SPECIAL ASSISTANCE TO WORK IN A LABORATORY ENVIRONMENT? *Optional - this is to help us plan for any access requirements to accommodate you.*

Y / N (<i>please circle one</i>)

WHICH UNIVERSITY ARE YOU ENROLLED AT, WHAT IS YOUR COURSE TITLE AND WHAT YEAR ARE YOU CURRENTLY IN?

WHICH GROUP(S) DO YOUR RESEARCH INTERESTS ALIGN WITH MOST CLOSELY? *Please list up to 3.*

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HAVE YOU INCLUDED YOUR COVER LETTER?

Y / N (*please circle one*)

HAVE YOU INCLUDED YOUR RESUME (max. 2 pages, named)?

Y / N (*please circle one*)

HAVE YOU INCLUDED YOUR GRADE TRANSCRIPT FROM THE LAST YEAR?

Y / N (*please circle one*)

NAME OF REFEREE AND RELATION TO YOU (*please remember this is only required if you are successful at the first round. It is also your responsibility to ensure that your referee submits their reference letter by 12pm on Friday 24th May.*)

Please ensure that you submit your completed application by email to Sue Henderson on sue.henderson@chem.ox.ac.uk no later than **12pm on Friday 19th April 2024**.

Please contact sue.henderson@chem.ox.ac.uk if you have any questions.

Please read on for our Privacy Statement.

Privacy Statement

In completing this application, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

We will use the personal data you have provided (which may include 'special category' data such as data revealing racial or ethnic origin) to assess your application to the Joseph Rufino Cordeiro Foundation Summer Research Studentships. This will involve sharing your data with assessors in the Department of Chemistry and the Joseph Rufino Cordeiro Foundation.

We will use your personal data to monitor the effectiveness of the Joseph Rufino Cordeiro Foundation Summer Research Studentships and may share your data with the programme sponsor (Joseph Rufino Cordeiro Foundation) for these same purposes. To achieve these purposes, we may use your contact details in the future to request details of whether you applied to graduate study and/or details of your employment. We may also compare any data you have provided with user account data from our Graduate Application Form to understand how many applicants/participants subsequently go on to make an application for, or enrol in, postgraduate study.

We need to process your data for these purposes in order to meet our legitimate interests in admitting candidates to the Joseph Rufino Cordeiro Foundation Sustainable Chemistry Summer Research Studentships and promoting access for postgraduate study at the University. This is known as our legal basis for processing personal data under data protection law.

We will only use your data for the purpose for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Special category data

Special category data and criminal conviction data require a higher level of protection. Listed below are examples of processing activities that we regularly undertake in respect of these types of data. In addition to the activities listed below, it may sometimes be necessary to process this sort of information for exceptional reasons, for example because it is necessary to protect your vital interests or those of another person.

Disability

We will process any data about disability in order to make any arrangements or adjustments required in relation to your application and participation in the programme and/or to monitor equal opportunities. This processing is necessary to meet our legal obligations.

Criminal conduct

Data about certain unspent criminal convictions, including whether or not you have such a conviction, is gathered from candidates who have been offered a place on the Joseph Rufino Cordeiro Foundation Summer Research Studentships. Data about barring decisions will only be collected if you have applied for and been accepted onto certain projects, and where we are legally required to do so. Processing of this nature is carried out in order to protect our legitimate interests, including to protect members of the University community from a foreseeable risk of harm. For certain projects this processing is also necessary to meet our legal obligations. Such processing will be subject to suitable safeguards.

Racial or ethnic origin

Data about your racial and ethnic origin will only be processed where you have volunteered it for the purposes of:

- Monitoring and increasing the number of applications from underrepresented groups at the University of Oxford through marketing activities; and
- Meeting our statutory obligations under equalities and other legislation.

This processing is considered to meet a substantial public interest.

Who has access to your data?

Access to your data will be provided to those within the University and Oxford colleges who need to view it a part of their work in carrying out the purposes described above.

We will share your data with our programme sponsor (Joseph Rufino Cordeiro Foundation), for the purposes of grantee selection and monitoring and improving the effectiveness of the Joseph Rufino Cordeiro Foundation Summer Research Studentships or enabling them to send you communications that are relevant to the objectives and aims of the programme and Oxford's graduate access programmes.

For these purposes, our sponsor may be provided with: your name, contact details, undergraduate institution and degree details, age, and ethnicity.

Where we share your data with a third party, we will seek to share the minimum amount necessary, and unless your contact details are necessary for communications purposes (as described above) the information will be shared in an anonymised form.

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Details of the retention period for different types of student and applicant data can be found in the University's [student records data retention policy](#).

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the [University's Information Security website](#).

Where we use and store your data

We store and use your data on University premises, in both a manual and electronic form. Your data may also be stored in both a manual and electronic form at the premises of:

- Oxford colleges participating in the Joseph Rufino Cordeiro Foundation Summer Research Studentships; and
- Joseph Rufino Cordeiro Foundation.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example, when we, an Oxford College, or a sponsor organisation communicate with you using a cloud based service provider that operates outside the EEA such as a provider of email, video conferencing or survey services.

Such transfers will only take place if one of the following applies:

- The country receiving the data is considered by the EU to provide an adequate level of data protection;
- The organisation receiving the data is covered by an arrangement recognised by the EU as provided an adequate standard of data protection, e.g. transfers to companies that are certified under the EU US Privacy Shield;
- The transfer is governed by appropriate contractual clauses;
- The transfer has your consent;
- The transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- The transfer is necessary for the performance of a contract with another person, which is in your interests.

Your rights

You have certain rights with respect to your personal data. These include being able to request access to it, correction of any mistakes in it, deletion of it, restriction of its use, as well as being able to object to any processing of it (i.e. any use of it), or request that it be transferred elsewhere. [Information on your rights in relation to your personal data are explained on the Individual rights page of our Compliance website](#).

However, depending on the circumstances, we may have grounds for not complying with your request, for example where we consider that deleting your information would seriously harm the research or where we need to process your data for the performance of a task in the public interest.

Keeping your data up-to-date

It is important that the data we hold about you is accurate and current. Please keep us informed of any changes after you submit your application.

Contact details

If you wish to raise any queries or concerns about our use of your data to assess your application, please contact us at sue.henderson@chem.ox.ac.uk.

If you would like to exercise any of your rights mentioned above or if, for any reason, you are not happy with the way that we have handled your data, please contact the University's Information Compliance Team at data.protection@admin.ox.ac.uk. The same address can be used to contact the University's Data Protection Officer.

If you are still not happy, you have the right to make a complaint to the Information Commissioner's Office.