**APPLICATION FOR REINSTATEMENT TO THE**

**REGISTER OF GRADUATE STUDENTS**

***Staff notice:*** *This form contains personal data and may contain sensitive information. Please ensure that downloaded or printed copies are stored securely. Please retain information only for as long as you need it and then dispose of it confidentially. Further advice about handling student data can be found here: (*[*https://academic.admin.ox.ac.uk/student-data*](https://academic.admin.ox.ac.uk/student-data)*).*

**NOTE: There may be a fee payable for reinstatement to the register, please check with your Graduate Studies Assistant for details.**

For details of the provisions governing reinstatement, please consult the University’s Examination Regulations.

**Please provide details of your time as a graduate student by completing the sections below and the reasons for seeking reinstatement.**

***Your application must be accompanied by a work plan and timetable for completion of your programme of study.***

Once completed please return to the relevant Graduate Studies Assistant (<http://www.ox.ac.uk/students/academic/guidance/graduate/contacts/>).

**SECTION 1 –** Declaration of consent *(to be signed by the student)*

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| I understand that the information and any materials that I supply in support of this application will be processed by the University in accordance with the Student Privacy Policy <https://compliance.admin.ox.ac.uk/student-privacy-policy>. I consent to my information being used for the purposes of this application. |
| **I consent to disclosure within the above limits** |                       ❑   **Yes**           ❑   **No** |
| **Signature of Student:** |  |

**SECTION 2 –** to be completed by the student. Please use **BLOCK CAPITALS** (unless typed)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title (Mr/Mrs/Miss/Ms/etc.): |  |
| First name (in full): |  | Student Number: |  |
| Address for communication: |  |
|  |
| Telephone Number: |  | Email: |  |
| College: |  | Department: |  |
| Programme of study: |  |
| Status when enrolment was withdrawn (PGR students only)(i.e; D.Phil/M.Litt./M.Sc. by Research): |  |  |  |
| Date of admission as a graduate student: | / / | At the end of which term did you withdraw or were withdrawn? |  |
| Title of Thesis (PGR students only) |  |
|  |
| Former Supervisor(s) |  |
| **Term to be reinstated:** |  |
| Reason for requesting reinstatement: |
|  |
|  |
| **Student visa holders**: If you need further advice about your Student visa, please contact the Student Visa Advisers at student.immigration@admin.ox.ac.uk.  |
| ❑ | I am an international student and I understand that it is my responsibility to ensure that I have a new or valid visa for resuming my studies. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | Date: |  |

**SECTION 3**– to be completed by the former supervisor (if available) or assessor

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| **In addition to completing the section below, supervisors should also review the candidate’s proposed work plan and timetable, which should be attached to the application.** |
| Comments: |  |
|  |
| Signature: |  | Date: |  |
| Full name: |  |
| ❑ | I have seen and endorse the student’s proposed work plan and timetable |

**SECTION 4** –to be completed by the college’s Tutor for Graduates

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| --- | --- |
| Does the college support the application: |  ❑ Yes ❑ No |
| Comments on behalf of the college: |
|  |
| Signature: |  | Date: |  |
| Full name: |  |
| Position (if not Tutor for Graduates): |  |
| College stamp: |  |

**SECTION 5** – to be completed by the Director of Graduate Studies (or equivalent)

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| **PGT** students must apply for reinstatement within two years of their status ceasing, otherwise approval for reinstatement must be sought from Education Committee.When considering applications for reinstatement for **PGR** students, departments/faculties should take into account factors such as the currency and validity of the thesis, the availability of appropriate supervision, and whether the students has successfully completed Transfer and Confirmation of Status before their enrolment was withdrawn. In the majority of cases students should be ready to submit their thesis. In cases where the student did not complete Transfer of Status, a fresh application will be more appropriate. In cases where Confirmation of Status was not completed, reinstatement should be made dependent on completion of an assessment equivalent to Confirmation of Status, (the requirement for the milestone might subsequently be waived) and sufficient time on the register should remain available to the student to complete their thesis within normal time limits. For PGR students who withdrew/were withdrawn **before** submitting their thesis for the first time, the relevant body (department/faculty etc.) may grant permission for reinstatement provided that:* The student has **not** held the relevant status for the maximum number of terms allowed under the regulations governing that status, i.e. has **not** used all of the terms of extension which the relevant body may grant; **and**
* no more than **twenty-four months** have passed since the student’s enrolment was withdrawn.

If **either** of the above is not the case, then an application for exceptional reinstatement must be made to Education Committee. Further details are available in section 2.3.3 of the *Policy and guidance on research degrees* (<https://academic.admin.ox.ac.uk/research-degrees>).For PGR students who withdrew/were withdrawn **after** submitting their thesis for the first time (i.e. were unable to complete their minor or major corrections, or to revise the thesis following reference back, within the time allowed plus any extension granted by the relevant body), the relevant body (department/faculty etc.) may grant permission for reinstatement provided that:* in the case of **minor corrections**, no more than **six months** have passed since the candidate was notified of the outcome of their examination;
* in the case of **major corrections**, no more than **twelve months** have passed since the candidate was notified of the outcome of their examination;
* in the case of **reference back**, no more than **twenty-four months** have passed since the candidate was notified of the outcome of their examination.

If a candidate is unable to apply within the above timeframes, an application for exceptional reinstatement must be made to Education Committee. Further details are available in section 7.3.7 of the *Policy and guidance on research degrees* (<https://academic.admin.ox.ac.uk/research-degrees>). |
| **I certify that this application has the approval of the candidate’s department** |  ❑ Yes ❑ No |
| Signature of DGS: |  | Date: |  |
| Full name: |  |

**For Office Use Only – information to be emailed to Data Quality Team for processing.**

Term Student being reinstated from:

Year of Study student being reinstated to:

Maximum Submission Date (PGR students only): / / Programme End Date (PGT student s only): / /

**Note: should a current student record not exist then further information regarding the student such as ethnicity, domicile, and disability will be required.**

GSO.23. Updated April 2021