**APPLICATION FOR DISPENSATION FROM**

**STATUTORY RESIDENCE**

**(D.Phil., M.Litt., M.Sc. By Research, MPhil/BPhil and Probationer Research Student)**

Please refer to the notes overleaf. On completion please return this form to the relevant

Graduate Studies Assistant (*please refer to* [*https://www.ox.ac.uk/students/academic/guidance/graduate/contacts*](https://www.ox.ac.uk/students/academic/guidance/graduate/contacts) *for contact details*)

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

|  |  |  |
| --- | --- | --- |
| 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: | |  |
| College: | |  | Department: | |  | | |
| Current Status (i.e; D.Phil/M.Litt./M.Sc. by Research/MPhil/BPhil/PRS): | | |  | | | | |
| Year of admission as graduate: | |  | Term of admission as graduate: | |  | | |
| Address for correspondence: | | | | | | | |
|  | | | | | | | |
| Telephone number | |  | Email address: | |  | | |
| **Terms for which dispensation is required:** | | | | | | | |
|  | | | | | | | |
| **Reason for request:** | | | | | | | |
|  | | | | | | | |
| Signature: |  | | | Date: | |  | |

**SECTION 3** – to be completed by the supervisor

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor’s remarks:** (please continue on separate sheet if necessary) | | | |
|  | | | |
| Signature: |  | Date: |  |
| Full name: |  | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 4** – to be completed by the Director of Graduate Studies (or equivalent)

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that this application has the approval of the candidate’s department | | | ❑ **Yes** ❑ **No** |
| Signature of DGS (or equivalent): |  | Date: |  |
| Full name: |  | | |

***Notes***

1. Probationer Research Students are required to keep statutory residence and pursue their course of study at Oxford. A faculty board or department may, in exceptional circumstances and with the support of the student’s supervisor and college, grant dispensation from such residence on the grounds that it is necessary for the student’s work that he or she should be able to study or conduct research elsewhere.
2. D.Phil. and M.Litt. students are required to keep statutory residence and pursue their course of study at Oxford for at least *six* terms after admission, *except that* D.Phil. students who already hold the Oxford degree of Bachelor or Master of Philosophy or Master of Science or Master of Letters or Master of Theology (except those who hold the degree having studied for it at Westminster College) shall keep statutory residence and pursue his or her course of study at Oxford for at least three terms after admission as a student for the degree of Doctor of Philosophy. Time spent outside Oxford during term as part of an academic programme approved by Council shall count towards residence for this purpose.

Faculty boards or committees may dispense D.Phil. and M.Litt. students from not more than three terms of residence and study in Oxford on the grounds that it is necessary to their work that they should be allowed to pursue their course of study at some other place than Oxford. The three terms maximum includes any dispensation granted while the student was a Probationer Research Student.

1. B.Phil. and M.Phil. students are required to keep statutory residence and pursue their course of study at Oxford for not less than six terms after admission. They may be granted leave of absence for not more than two terms and be dispensed from residence for the same period if it is desirable in the interests of their work that they should be allowed to pursue their studies at some other place.
2. M.Sc. students, whether undertaking the M.Sc. by Research or by course work, are required to keep statutory residence and pursue their course at Oxford for not less than three terms after admission.
3. In the case of most students terms spent outside Oxford as part of an academic programme approved by Council (e.g. ERASMUS) count towards residence at Oxford. Students should consult the relevant Graduate Studies Assistant for further details. (Please see <https://www.ox.ac.uk/students/academic/guidance/graduate/contacts> for contact details).

GSO.8. Revised: June 2018, August 2020