**APPLICATION FOR REINSTATEMENT TO THE**

**REGISTER OF GRADUATE STUDENTS**

**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 ([www.ox.ac.uk/students/academic/guidance/graduates/contacts/](http://www.ox.ac.uk/students/academic/guidance/graduates/contacts/)).

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

All information that you provide on this form and any supporting materials submitted in support of your application are treated confidentially and stored securely. In order to process your application this information will be shared with a number of individuals on a strictly need to know basis in order that a decision can be made on your application. This group is likely to include your Graduate Studies Committee / Director of Graduate Studies (or equivalent), the relevant departmental and divisional administrators and the Disability Advisory Service. In some circumstances your college senior tutor and administrator (or equivalent), Education Policy Support, Proctors’ Office and Education Committee will also be consulted.  Input is needed from each of these areas of the University in order to assess your application and to record the outcome so that it can be administered effectively.

Once a decision on your application has been made, a summary of your application will need to be shared with other relevant individuals to ensure that any necessary adjustments can be put in place. It is likely that this information will be shared with Research Degrees Team, assessors, internal and external examiners.

Further information about the University’s Data Protection Policy can be found at <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/>

After your application has been completed, the paperwork will be retained for 6 years after the end of your student relationship as part of your student record. Information on how the University handles student data can be found at <https://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/student/>

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| --- | --- |
| **I consent to disclosure within the above limits** |                       ❑   **Yes**           ❑   **No** |
| **Signature of Student:** |  |
|  |  |  |

*You may refuse or withdraw your consent at any time. However, please note that if you withdraw consent before a decision has been taken on your application, you should be aware that the processing of your application will cease with immediate effect. Further information on your rights in relation to your data be found at* [*https://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/*](https://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/)

**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: |
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| **Tier 4 student visa holders**: If you need further advice about your Tier 4 visa, please contact tier4compliance@admin.ox.ac.uk and/or 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. |

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| --- | --- | --- | --- |
| **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. Revised October 2019