



**Recognised Students**  
**Information for applicants and students**  
**2016-17 for entry in 2017-18**

Updated November 2016

## Status

Recognised Student status is a special status for postgraduate research students who are registered with another university, and who have been admitted by a University faculty or department at Oxford to undertake research under the guidance of an Oxford academic.

If admitted, you will be allocated an Academic Advisor, who will give general advice about the research topic, but not systematic instruction, such as reading and commenting on written work, as you are expected to be sufficiently well advanced in your studies to undertake research largely unsupervised. The Advisor would normally expect to see you only two or three times each term, and would discuss the work as a colleague rather than as a teacher. Your advisor will write a report on your academic progress on the University's [Graduate Supervision System \(GSS\)](#), and you will be asked to contribute to this each term: <http://www.admin.ox.ac.uk/gss/>. If you or your advisor are unable to access GSS, please contact your Graduate Studies Assistant (GSA) and ask them to set up a supervision record for you – you can find the contact details for your GSA here: <http://www.ox.ac.uk/students/academic/guidance/graduate/contacts>.

You will not be affiliated to an Oxford college or hall, and will not receive an Oxford qualification or any formal accreditation for your studies at Oxford. Your admission is at the discretion of the faculty or department concerned.

You can only hold your Recognised Student status for a maximum of three terms.

Your status is formalised in the [Examination Regulations](#), which are reproduced at the end of this document: <https://www.admin.ox.ac.uk/examregs/2016-17/recostud/>

## Term Dates

The term dates for the academic year 2017-18:

Michaelmas 2017:	8 October 2017 – 2 December 2017
Hilary 2018:	14 January 2018 – 10 March 2018
Trinity 2018:	22 April 2018 – 16 June 2018

## Application and offer

The recommended application deadlines are:

<b>Term of admission</b>	<b>EU/Swiss applicants</b>	<b>All other applicants</b>
Michaelmas 2017:	Friday 28 July 2017	Friday 2 June 2017
Hilary 2018:	Friday 27 October 2017	Friday 1 September 2017
Trinity 2018:	Friday 2 February 2018	Friday 1 December 2017

Please note that it is your responsibility to check how long it will take to obtain a Visa in your country and to plan the submission of your application accordingly.

You should ensure that the start of your stay corresponds with the start date of any particular academic term. In order to start the application process you need to get in touch with the department where you intend to apply and obtain agreement from them, and from a member of the academic staff who is prepared to act as your Academic Advisor. You will then be asked to complete an application form, which should be submitted to the Graduate Admissions Office, University Offices, Wellington Square, OX1 2JD, United Kingdom.

As part of the application, you will be asked to provide:

1. evidence of the degrees previously obtained;
2. a statement of between 500 and 1,000 words outlining the proposed subject of your research.
3. two references from senior academic members at your current University
4. a letter from the Head of the Department of the University of Oxford supporting the application or any nominated senior academic (e.g. Director of Graduate Studies).
5. a letter from a member of the academic staff prepared to act as Academic Advisor.

If the department approves your admission, your Academic Advisor will be appointed and you will receive:

- an offer letter specifying the admitting body and terms for which you have been admitted and containing links to the University's Terms & Conditions and Student Handbook. You will enter into your contract with the University when you accept your offer.
- a University Card Form. This should be completed and returned to Student Information (at the Examination Schools, High Street, Oxford, OX1 4BG) before you arrive at Oxford.

If the department awards you with a bursary you will also receive a Financial Sponsorship Letter with details of the award.

It is not possible to be admitted as a Recognised Student if you have already been matriculated as a member of the University of Oxford. In such a case, the only possibility is to return as a matriculated non-award student, which requires a college place, and incurs University tuition fees at the Home/EU or Overseas rate and a college fee. (<http://www.ox.ac.uk/students/fees-funding/fees/non-award>)

## International Students

### Immigration considerations

If you are not an EEA or Swiss national you will need immigration permission for study in the UK.

**If your period of study will be for more than six months** you must apply for a Tier 4 (General) student visa before coming to the UK. You will need to request your department to assign you a Confirmation of Acceptance for Study (CAS). See our website for information on applying for a Tier 4 visa: <https://www.ox.ac.uk/students/visa/before/tier4?wssl=1>. Tier 4 visa holders have a restricted permission to work in the UK. See <https://www.ox.ac.uk/students/visa/during/work?wssl=1>.

**If your period of study will be for not more than a maximum of six months** You could apply for a Tier 4 visa as above or alternatively you could use the Short-term student route. You will need a Short term student letter from your Oxford Department and written confirmation from your home institution that your research in Oxford will be part of or relevant to your course. If you are a 'Visa National' you must apply for a six month Short-term student visa before travelling to the UK. To check if you have to apply for a visa, see <https://www.gov.uk/check-uk-visa>. To apply, see <https://www.gov.uk/study-visit-visa/apply>.

If you are a 'Non-visa National' you do not have to apply for a visa before travel but can instead show your short-term student letter and the letter from your home institution on arrival at UK Border Control and ask to be admitted as a short-term student.

Short-term students are prohibited from working in the UK.

**Please note**, whether you are studying under tier 4 or the short term student route, you cannot apply for a visa from within the UK and so cannot extend your period of study.

## English language requirements

All students are expected to meet the University's English language proficiency requirements for admission <https://www.graduate.ox.ac.uk/applicationguide>

Unless you are a national of a majority English-speaking country, as defined by the UK Home Office (see Appendix A), or have completed a full-time degree-level course of a minimum of 9 months, entirely taught and assessed in English, then you are required to submit evidence of language test results, which should be no more than two years old at the start of your study in Oxford, from one of the language tests that the University approves (see Appendix B).

If you will be applying for a Tier 4 visa and are not a national of one of the countries in Appendix A your CAS will state that Oxford has assessed your English language proficiency and it meets the visa requirement. You do not need to submit any evidence of English language proficiency for your Tier 4 visa application.

## Further information on visas and immigration

Please see the University's web pages for students: [www.ox.ac.uk/students/visa](http://www.ox.ac.uk/students/visa) or email [student.immigration@admin.ox.ac.uk](mailto:student.immigration@admin.ox.ac.uk).

## When you arrive

In line with requirements from the UK Home Office, we must scan your passport and visa. Please report to Student Information at the Examination Schools on the High Street. If applicable, you should also ensure that you register with the police.

<https://www.ox.ac.uk/students/visa/during/police?wssl=1>

## Disability

The University is committed to making reasonable adjustments to enable students with disabilities (including dyslexia, dyspraxia and other specific learning difficulties, sensory or mobility impairments, Autistic Spectrum Conditions, or long-term health conditions or mental health difficulties) to participate fully in student life. If you have a disability you are strongly advised to contact the Disability Advisory Service before you arrive in Oxford to discuss any disability-related study support requirements you might have: Email [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk) or refer to the website <http://www.ox.ac.uk/students/welfare/disability> for more information.

## Criminal convictions

Please note that this question is mandatory and must be answered.

To help the University reduce the risk of harm or injury to students and staff caused by any criminal behaviour of students, we must know about any relevant convictions that you may have.

If you declare a criminal conviction your application will still be assessed according to the published entry requirements for the programme you have selected. All published entry requirements focus on academic excellence. If you disclose a criminal conviction the information on your conviction will be passed to appointed University staff, who will consider your application separately from your academic achievements. The University may want to ask you for more information before a decision is made. Third parties may also be approached for information, but this will not be done without your permission.

If you are charged with a relevant criminal offence after you have submitted your application, or after you have been made an offer, you must tell the University as soon as possible. When you do so, the same process as for convictions declared at the time of applying will be carried out; this process is detailed above.

If you fail to declare a relevant criminal conviction at any point in the admission process, then your application will be considered to be fraudulent and the University will retain the right to withdraw your application. If you have been made an offer of a place by the University then the University may in these circumstances withdraw that place or amend the conditions on which that place has been offered to you. If you have been admitted as a student, you may be subject to disciplinary action which could result in your expulsion from the University.

Full details of the University's process for declared criminal convictions can be found here: [www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions](http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions)

### ***Declaring relevant unspent criminal convictions***

You must declare any unspent criminal convictions related to:

- offences against the person, whether of a violent or sexual nature
- convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- offences where you are currently serving a prison sentence for a relevant criminal conviction. In these circumstances you must give the prison address as your postal address in the contact details on the application form. In addition, a senior prison officer must support your application.

### ***Applicants from within the UK and European Economic Area***

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you do not need to disclose them. If you are unsure whether a caution is relevant or spent, you should get advice from a Citizen Advice Bureau, the Probation Service or Nacro, the crime reduction charity. If you seek advice from a solicitor you may have to pay for that advice.

Note that offences attracting sentences of 30 months imprisonment or more are never spent and therefore must always be declared

### ***Applicants from outside the UK and European Economic Area***

The Rehabilitation of Offenders Act 1974 (the Act) is relevant to those of all nationalities and residencies, and the concept of "spent" convictions as set out in the Act applies regardless of the jurisdiction of the court where the offender was convicted. However, you should note the following:

- Whilst a conviction acquired outside Great Britain may be spent under the relevant national law, it is not automatically deemed spent under English law.
- In determining whether a conviction is capable of becoming spent, a sentence imposed by a court outside of Great Britain will be treated in the same way as the corresponding sentence under English law, or its nearest equivalent.
- Where a sentence is imposed by a court outside of Great Britain, the period before which the conviction is deemed spent will be calculated according to English law, as set out in the Act.

If you are unsure whether your conviction is deemed relevant and spent under English law then we strongly advise you to seek legal advice before answering this question.

If you require a visa or you are extending your visa, then you must declare any unspent criminal convictions, including driving offences, when you apply to the UK Home Office. Please see sections 18 and 19 of the Home Office document 'Part 9 - General grounds for the refusal of entry clearance, leave to enter or variation of leave to enter or remain in the UK' <https://www.gov.uk/guidance/immigration-rules/immigration-rules-part-9-grounds-for-refusal> for information regarding possible circumstances under which a visa application may be refused.

### **Data Protection**

All records and correspondence relating to an applicant declaring a relevant criminal conviction will be securely stored in accordance with the University's Data Protection Policy which can be found at: [www.admin.ox.ac.uk/councilsec/compliance/dataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/)

If you have declared a criminal conviction and your application is successful, all records and correspondence relating to your application will form part of your personal record but will be stored separately from other applications.

If you have declared a criminal conviction and your application is unsuccessful, all records and correspondence relating to your application will be destroyed in accordance with the University's Policy on handling personal data, including sensitive personal data, which can be found at: <http://www.ox.ac.uk/students/life/it/studentrecord/data> .

Your consent will always be obtained before seeking further information about any declared convictions from third parties.

### **Fees**

Recognised Students must pay fees. See: [www.graduate.ox.ac.uk/vrfees](http://www.graduate.ox.ac.uk/vrfees) for details of fees by subject for Recognised Students.

This fee covers the cost of the access to the University facilities and the cost of the guidance provided by your Academic Advisor. Tuition fees do not include college fees (which you will not need to pay as you will not be affiliated with any college), accommodation, or other course and maintenance fees. Some departments may provide bursaries to cover the cost of the tuition fees.

### **How to pay your fees**

Fees must be paid within fourteen days of the start of term and failure to do so will result in the cancellation of your admission. You may pay for more than one term at a time if you wish. If your department has given you a bursary that covers your fees, you will not need to pay any fees, but you must bring your letter of financial sponsorship to Student Information when you arrive in Oxford (see 'Arriving at Oxford'). If anyone other than yourself (i.e. a university other than Oxford or a corporation or sponsor) is going to pay your fees, we will need to raise an invoice for them –

please see the details below as you will need to provide us with certain information so this can be done correctly.

If you are paying the fees yourself you can do this directly via the University Online Stores – see instructions below.

### Online Stores

It is strongly recommended that you pay your fees by credit/debit card through our Online Stores – you can then make your payment at any time, and your payment will be processed in the quickest possible way. You are strongly advised to make your payment prior to your arrival in Oxford.

Debit/Credit Cards accepted: Visa debit/credit cards Mastercard (incorporating Maestro) and Amex.

To use this method of payment please follow the below link:

[www.oxforduniversitystores.co.uk](http://www.oxforduniversitystores.co.uk)

In the Menu on the left please choose 'Product Catalogue'. From the list of available departments choose 'Student Information' and then click on the product called 'SI -Recognised Student Fees'. 'If a sponsor is paying on your behalf they will also be asked to enter the number of their particular invoice. If you are paying by yourself you will not necessarily need an invoice and may enter N/A in the invoice entry box on the form. Please ensure you enter the correct name of your department and e-mail them when you have made a payment to let them know that you have done so.

If you have any difficulty paying via the Online Stores please contact Student Information at [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk).

### **IMPORTANT REMINDERS:**

Please note that in order to complete your payment successfully you need to put the total amount of fees you want to pay in the price field available. Otherwise the total amount paid will show as £0.00.

Before you attempt to make a payment, please check with your bank if there is a limit that you can spend on your credit/debit card at any one time or in any one month as often this is the reason why payments are not being authorised.

If you wish to pay by bank transfer rather than use the Online Stores you will need an invoice to be generated for you – please let Student Information know if this is the case:  
[student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)

### Employer/Sponsor Invoice

If your employer/sponsor is funding your studies they will require an invoice which you must request prior to your arrival in Oxford.

In order to arrange this, please e-mail [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk) with the following details:

Purchase Order Number (if applicable)  
Employer/Sponsor's name  
Employer/Sponsor's address

Employer/Sponsor's Contact name  
Employer/Sponsor's Telephone and email address  
Department/Faculty that you are joining

You will also need to provide the following information if your sponsor is a company/corporate body, organisation, or educational institution:

- 1) VAT Number of the paying body, if UK or EU. Or a note to confirm 'Not Registered'.
- 2) If elsewhere in the world: is the Company/Organisation tax registered? Yes or No
- 3) Is the Company/Organisation an eligible Body for the purpose of VAT Education Exemption? Yes or No
- 4) Is the Company/Organisation a Health Authority or Not for Profit Hospital? Yes or No
- 5) Is the Company/Organisation legally regarded as a Charity? Yes or No
- 6) If yes, does this charitable organisation undertake business activities? Yes or No.

If you have been admitted for more than one term please indicate if your employer/sponsor requires one invoice or separate termly invoices.

To arrange any other payment methods please e-mail [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk).

## Arriving at Oxford

Once you have arrived at Oxford and before the end of Week 2 of term at the latest, you need to come to Student Information at the Examination Schools to undertake a small number of administrative tasks. It is best to arrange this initial meeting by appointment by e-mailing [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)

When you received your offer letter from the department/faculty (or your confirmation of completion of conditions letter if your offer contained academic conditions), you should also have received a University Card Form. Once your returned University Card Form has been processed you will be issued with a University Card. You will need this card for admission to the Bodleian Library and other University Libraries and to use IT Services and the Language Teaching Centre. In some departments, you will need it as a payment card or to enter buildings which have swipe-card access control. It will also act as an identity card whenever you are on college or university premises.

All Recognised Students must bring their passport and visa to Student Information to identify themselves. If you are **not** a national of the EEA or Switzerland **and you have been issued with a Tier 4 visa**, you must have your passport and visa scanned when you report to Student Information on your arrival. This is a requirement of the UK Home Office. If your visa states that you need to register with the Police you must report to them within 7 days [www.ox.ac.uk/students/visa/during/police](http://www.ox.ac.uk/students/visa/during/police). This is only a requirement for some nationalities and will be stated on the documents provided when your student visa is granted.

When you come to Student Information, you should therefore bring:

- The letter of admission that the faculty or department sent you;
- Any financial sponsorship letter that you have received from your department;
- Your passport and visa;

- A completed University Card Form and passport size photo (if you have not already sent this in).

## Access to facilities

You are entitled to use the University Libraries and attend lectures advertised in the lists of boards of faculties and other bodies, subject to the following limitations:

(a) lectures described as seminars or classes or informal instruction shall be subject to the permission of the holder,

(b) lectures given in any college building shall be subject to the right of the college concerned to refuse admission.

You are also entitled to study/conduct your research in any University department or institution subject to the agreement of the Head of that department or institution.

## The University Club

The University Club on Mansfield Road offers social and sports facilities to postgraduate students (as well as alumni, staff and other University members), including a very reasonably priced bar and café – you can find out more information about the Club and how to join here:  
[www.club.ox.ac.uk](http://www.club.ox.ac.uk)

## Oxford University Sport

Oxford University Sport on Iffley Road offers facilities and services to both students and members from the local community, including a 24 metre-eight lane swimming pool, gym and facilities for most sporting activities. You can find out more information here:  
[www.sport.ox.ac.uk/facilities/iffley-road](http://www.sport.ox.ac.uk/facilities/iffley-road)

## Accommodation

You are strongly advised to organise accommodation before you arrive in Oxford. You will not be a member of a college, so you will not usually have access to college accommodation and the University Graduate Accommodation Office regrets it is not able to offer graduate housing to Recognised Students.

You can look for University-approved private housing through the Studentpad facility - [www.oxfordstudentpad.co.uk/Home](http://www.oxfordstudentpad.co.uk/Home).

Other places to look include the Oxford Gumtree website ([www.gumtree.com/oxford](http://www.gumtree.com/oxford)) and the Oxford Daily Info website ([www.dailyinfo.co.uk](http://www.dailyinfo.co.uk)) and the Spareroom site for Oxford ([www.spareroom.co.uk/flatshare/oxfordshire/oxford](http://www.spareroom.co.uk/flatshare/oxfordshire/oxford)).

There is also a Facebook group for graduate student housing (OxGradHousing): [www.facebook.com/#!/groups/160632823948859/](https://www.facebook.com/#!/groups/160632823948859/)

The North Oxford Overseas Centre also offers accommodation for international students - <http://nooc.org.uk/> .

Colleges may very occasionally have free rooms that they are willing to offer to non-members. You can find the links to all the separate College websites here: [www.ox.ac.uk/about/colleges](http://www.ox.ac.uk/about/colleges)

If you arrive without having secured more permanent accommodation you might like to stay temporarily at one of Oxford's two youth hostels until you find a place. This should be an **emergency** option only:

[www.hostels.co.uk/home.php](http://www.hostels.co.uk/home.php)

[www.yha.org.uk/hostel/oxford](http://www.yha.org.uk/hostel/oxford)

## **What if I have to postpone or cancel my study?**

If your circumstances have changed and you have to postpone your arrival, please contact your department and the appropriate [Graduate Studies Assistant](#) to make alternative arrangements: ([www.ox.ac.uk/students/academic/guidance/graduate/contacts](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) ).

If you have to cancel your stay at the University of Oxford, please inform your department (and the appropriate Graduate Studies Assistant) as well as Student Information (by e-mailing [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)).

If you have been issued a CAS number to apply for a visa, or have been issued a Tier 4 visa this may need to be withdrawn and you must notify us.

## **Examination Regulations for Recognised Students**

<https://www.admin.ox.ac.uk/examregs/2016-17/recostud/>

1. There shall be a Register of Recognised Students who are not members of the University.
2. The Board of a faculty or divisional board may place the name of any applicant on the Register of Recognised Students: provided that the applicant:
  - (a) is not a member of the University,
  - (b) possesses the qualifications required from candidates for admission to the status of Senior Student except that persons not so qualified may in exceptional cases be admitted,
  - (c) is placed under an academic advisor appointed by the board. It shall be the duty of the academic advisor to advise on the work of the student but not to give systematic instruction. He or she shall submit a report on the progress of the student to the Board at the end of each term.
3. Application for admission as a Recognised Student shall be made to the Registrar for submission to the appropriate faculty board and shall be accompanied by
  - (a) evidence of the degrees previously obtained by the applicant,
  - (b) a statement of the proposed subject of study,
  - (c) a certificate from a professor or head of a department of the University of Oxford supporting the application.
4. If an applicant for admission as a Recognised Student shall propose a subject of study which is outside the scope of the board of any faculty or divisional board but which may in the opinion of the Education Committee be profitably studied at Oxford, that committee may, on the

recommendation of a delegacy or committee constituted under the provisions of the appropriate regulation, deal with his or her case as if it were the board of a faculty.

5. For each term for which his or her name is on the Register, every Recognised Student shall pay to the Curators of the University Chest, within fourteen days from the beginning of Full Term (or from the date of the decision to place his or her name on the Register, in the case of a decision taken during Full Term and applying to that term), a fee at the annual rate specified in the appropriate regulation.

6. A Recognised Student shall cease to hold that status

(a) if he or she shall have failed to pay the fees required under clause 5,

(b) if his or her name shall have been removed from the Register by the faculty or divisional board concerned.

7. Every Recognised Student shall be entitled

(i) to use the University Libraries subject to the provision of the statutes governing particular Libraries,

(ii) to attend lectures advertised in the lists of boards of faculties and other bodies:

Provided that attendance

(a) at lectures described as seminars or classes or informal instruction shall be subject to the permission of the holder,

(b) at lectures given in any college building shall be subject to the right of the college concerned to refuse admission.

(iii) to work in any University department or institution subject to the agreement of the head of that department or institution.

8. No Recognised Student shall have his or her name on the Register of Recognised Students for more than three terms.

9. A faculty or divisional board shall have power to remove from the Register the name of any Recognised Student which it has placed on the Register.

## Appendix A

Majority English-speaking countries, as defined by the UK Home Office:

Australia

Canada

New Zealand

United States of America

*Caribbean:* Antigua and Barbuda, The Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago

*Central and South America:* Belize, Guyana

## Appendix B

This table gives an indication of the equivalence of English language proficiency tests.

Test type	Standard score	Additional requirement	Higher score	Additional requirement
IELTS	7.0	Minimum 6.5 per component	7.5	Minimum 7.0 per component
TOEFL ibt (internet-based)	100	Minimum component scores: Listening – 22 Reading – 24 Speaking – 25 Writing – 24	110	Minimum component scores: Listening – 22 Reading – 24 Speaking – 25 Writing – 24
Cambridge English Advanced (CAE) & Proficiency (CPE)	185	Minimum 176 per component	191	Minimum 185 per component