

Student Suspension Guidance



The Academic Office encourages any student considering suspension, or wishing to find out more about the process, to arrange a time to discuss this with us in person. You can contact us at academic.office@linacre.ox.ac.uk.

What is suspension of status?

Suspension of status **pauses your degree** – including your residence, fee liability, and the terms for which you may hold a particular status – until you are in a position to restart it.

Details of the University's policy on suspension and the relevant forms to complete are available here: www.ox.ac.uk/students/academic/guidance/graduate/status

You may decide to suspend for a range of reasons, including temporary full-time employment, parental leave, and difficulties with working environments or supervisors' availability, but the most common reason is illness.

If you are a research student, you can apply to suspend for no fewer than one and no more than three terms at any one time. Taught students can only suspend their studies for three terms (one year) at a time. **There are also limits to how long you can suspend over the entire period of your degree.** For research students, this is a total of six terms (two years), while taught students can suspend for the number of terms your course would typically take, for example three terms for students on a one-year course.

If you are considering suspension, you should **get in touch with the Academic Office** and your academic department as soon as possible, as swift action is often required in the best interests of your health and wellbeing. There are also circumstances in which the College, your department, or the University may encourage or require you to suspend your studies.

Suspension is a serious step and needs to be thought about carefully, and this guide is designed to explain the effects of suspension in terms of your relationship with the College.

Academic Progress During Suspension

Suspended students are **not expected to make any academic progress**. For research students, this means all milestone deadlines will be pushed back by the number of terms suspended. You cannot be granted suspension for a term in which a progression milestone, for example transfer or confirmation of status, was achieved. Suspension should **not** be used if you are simply seeking additional time to meet a milestone deadline; deferral and extension processes exist for this purpose.

For taught students, engagement with the course structure should cease, and you should **re-enter with the succeeding year group** at the point in the course at which you suspended. If you completed any summative assessments in a term in which you are seeking suspension, it is expected that these will be repeated in the following year. In exceptional circumstances the College can apply for a 'carry forward' of results obtained prior to suspension.

What Happens to Fees During Suspension

Suspended students are **not liable for any tuition** fees while suspended. The clear understanding is that suspended students hope to return after suspension, at which point they will be liable for fees, living costs, and any other expenses.

In cases of retrospective suspension, fees for the relevant period will be refunded. You will, however, still be **liable for fees for the repeated terms**, as well as the costs of accommodation, food, and any other expenses for the additional time.

There is a section on the suspension form which asks about scholarships and loans. If you have any concerns about the impact of suspension on your funding arrangements, please **speak to the Academic Office**.

College Access During Suspension

Facilities

Students with suspended status **retain access to online resources**, including email, and University libraries during periods of suspension. Suspended students should liaise with the Academic Office so your University card and account can be extended to reflect the impact of suspension on the expected end date of your course. You will also **retain access to most communal College facilities**, although this may be reviewed on a case-by-case basis.

Accommodation

Vacating your college accommodation is usually in your best interests, and the Academic Office will assist you with forming a plan regarding your accommodation at Linacre. If you are living in College accommodation and you suspend, you will typically be **required to vacate and clear your college room** as near as possible to the date the suspension form is signed by College and in accordance with your license agreement. In most cases, once you and your department have completed your sections of the form, the college will complete and sign the relevant section as soon as possible.

Visa Status

Students on visas should be aware that the University is **required to report all suspensions** of status to the Home Office. The Home Office will usually cut a suspending student's visa short to 60 days from the date the University report is made. The Home Office expects suspending students to return to their home country or switch visa status, unless there are other circumstances as listed below:

- Students **suspending for parental leave** may be able to remain in the UK without their Student visa being affected, depending on the length of the leave;
- Research students suspending for one term only **due to illness** may be able to remain in the UK without their Student visa being affected;
- Suspending students who are **medically unable to travel** may be able to remain in the UK without their Student visa being affected.

Students seeking advice before proceeding with suspension should email the Student Visa Compliance Team: student.visacompliance@admin.ox.ac.uk

Returning from Suspension

The Academic Office will reach out to all students due to return from suspension in the **term preceding your planned return**. At this stage you will be asked to complete a return from suspension form and meet any conditions of return set by the college or the department. For students suspending on the grounds of ill health it is likely that the college will request a **fitness to return to study certificate** signed by a medical professional.