



# **Recognised Students**

**Information for applicants and students**

**2018-19 for entry in 2019-20**

## 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 Reporting (GSR) system, <http://www.admin.ox.ac.uk/studentssystemsgsr/> and you will be asked to contribute to this each term. If you or your advisor are unable to access GSR, 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/2018-19/recostud/>

## Term Dates

The term dates for the academic year 2019-20:

|                  |                                   |
|------------------|-----------------------------------|
| Michaelmas 2019: | 13 October 2019 – 7 December 2019 |
| Hilary 2020:     | 19 January 2020 – 14 March 2020   |
| Trinity 2020:    | 26 April 2020 – 20 June 2020      |

## Application and offer

The recommended application deadlines are:

| <b>Term of admission</b> | <b>EEA/Swiss applicants</b> | <b>All other applicants</b> |
|--------------------------|-----------------------------|-----------------------------|
| Michaelmas 2019:         | Friday 30 August 2019       | Friday 26 July 2019         |
| Hilary 2020:             | Friday 29 November 2019     | Friday 25 October 2019      |
| Trinity 2020:            | Friday 21 February 2020     | Friday 31 January 2020      |

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 an 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 provisional agreement from them, and, where the department requires this, provisional acceptance from a member of the academic staff who is prepared to act as your Academic Advisor.

Contact details for the department may be found on the [course pages](#) by selecting an area of study that is similar to your area of intended research.

If the department agrees, you will then be asked to complete an application form. This should be submitted to the Graduate Admissions Office, University Offices, Wellington Square, OX1 2JD, United Kingdom unless the department specifies otherwise.

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

1. evidence of 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. for applicants whose first language is not English, you must submit evidence of achievement of the Standard or Higher score as would be required for graduate level student in this department. These requirements are outlined on the [Graduate Admissions webpage](#).

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 course fees at the Home/EU or Overseas rate. (<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>. Tier 4 visa holders have restricted permission to work in the UK. See <https://www.ox.ac.uk/students/visa/during/work>.

**If your period of study will be for less 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' and coming for less than a maximum of six months 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.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide>.

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 at the level expected by the department (either standard or higher), 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 book an appointment with Student Information to do this and complete your registration and receive your University card: [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)

## 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, 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 in accordance with the University's obligations towards students and staff, we will request information about **relevant, unspent** criminal convictions during the offer-stage process for recognised students so that appropriate steps can be taken to facilitate effective support and/or assess whether a prospective student poses an unacceptable risk to students and staff.

The University has adopted the following policy where an applicant with an offer for a recognised student place has a relevant, unspent criminal conviction which has either been declared by an applicant to the University or which has otherwise come to the University's attention (such as where information is disclosed by a third party).

### **What has to be declared?**

If you are in receipt of an offer to become a recognised student, you will in due course be asked to declare any relevant unspent criminal convictions.

'Relevant' convictions are:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson; and
- offences listed in the Terrorism Act 2006.

Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) or will be spent at the point of starting your time as a recognised student do not need to be declared. If you are uncertain as to whether your conviction is spent, please seek independent advice.

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)

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.

### **Application fee**

Recognised Students are required to pay an application fee of £50 ([www.graduate.ox.ac.uk/recognisedapplicationfee](http://www.graduate.ox.ac.uk/recognisedapplicationfee)) when submitting their application.

After you have submitted your application, this fee cannot be refunded, even if you decide to withdraw it later or if it is not accepted. The payment will not form any part of the tuition and college fees you need to pay if you are offered and accept a place at Oxford.

Your application will not be considered unless you have paid the fee or been granted a fee waiver (see below).

### **Application fee waivers**

In some circumstances, the application fee can be waived:

If you are resident in a country on the [World Bank list of low-income countries](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups) <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups> and you are not able to pay the application fee, you can request a waiver of this fee within your application as a recognised student.

## Fees

Recognised Students must pay fees. See: <https://www.ox.ac.uk/students/fees-funding/fees/visiting-recognised> 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. Course fees do not include accommodation, or other course and maintenance fees. Some departments may provide bursaries to cover the cost of the course fees.

## How to pay your fees

Fees must be paid within fourteen days of the start of term and failure to do so may 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 attend your appointment to enrol (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 '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 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.

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 will need to complete the enrolment process. There are two stages to the enrolment process, the first is

verifying your details online and the second involves making an appointment to enrol in person. After you have verified your details online you must arrange an appointment by emailing [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 the appointment with 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 attend your appointment at Student Information. This is a requirement of the UK Home Office.

When you come to your appointment at 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.

## **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 need 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: <https://www.spareroom.co.uk/flatshare/oxfordshire/oxford>

There is also a Facebook group for graduate student housing (OxGradHousing): [www.facebook.com/groups/160632823948859/](http://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 three youth hostels until you find a place. This should be an **emergency** option only:

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

<http://hostels.co.uk>

[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](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) 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/2019-20/recostud/>

1. There shall be a Register of Recognized Students who are not members of the University.
2. Any academic division, department or faculty board may place the name of any applicant of the Register of Recognized 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 adviser appointed by the relevant board. It shall be the duty of the academic adviser to advise on the work of the student but not to give systematic instruction. The adviser 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 Recognized Student shall include:

(a) evidence of the degrees previously obtained by the applicant,

(b) a statement of the proposed subject of study,

(c) two references, normally from senior academic members of the applicant's current university;

(d) proof of English language proficiency at the appropriate level determined by the relevant board.

Applications will be assessed by an academic assessor appointed by the relevant board. The decision to admit an applicant is the responsibility of the relevant board which may delegate approval to the Director of Graduate Studies or equivalent or other appropriate person.

4. If an applicant for admission as a Recognized 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 their case as if it were the board of a faculty.

5. For each term for which their name is on the Register, every Recognized Student shall pay a fee at the annual rate specified by the Regulations on Financial Matters, within fourteen days from the beginning of Full Term (or from the date of the decision to place their name on the Register, in the case of a decision taken during Full Term and applying to that term).

6. A Recognized Student shall cease to hold that status

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

(b) if their name shall have been removed from the Register by the relevant board.

7. Every Recognized 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 Recognized Student shall have their name on the Register of Recognized Students for more than three terms.

9. The relevant board shall have power to remove the name of any Recognized Student from the Register of Recognized Students.

## 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:<br>Listening – 22<br>Reading – 24<br>Speaking – 25<br>Writing – 24 | 110          | Minimum component scores:<br>Listening – 22<br>Reading – 24<br>Speaking – 25<br>Writing – 24 |
| Cambridge English Advanced (CAE) & Proficiency (CPE) | 185            | Minimum 176 per component                                                                    | 191          | Minimum 185 per component                                                                    |