



NEW COLLEGE  
OXFORD

POLICY DOCUMENT  
*Suspension Policy*

### **Suspension of studies (voluntary)**

Voluntary suspension of studies is a request from a student to suspend on medical or personal grounds. The procedure is outlined below.

### **Suspension of studies (non-voluntary)**

Compulsory suspension of studies may be imposed by the college on grounds of poor behaviour, whether academic or otherwise. It is often a result of a [Disciplinary Sub-Committee hearing](#)

### **Fitness to Study**

The [Fitness to Study](#) procedure is put into place on those rare occasions when the college believes that a student is not fit to study and no earlier agreement has been reached on how to proceed.

### **Suspension Procedure (Undergraduates)**

Suspension from studies may be requested by an undergraduate on medical or serious personal grounds. It is not a decision to be taken lightly as suspension usually requires a year away from study (to return at the same point a year later as a single term cannot be missed). Each year around 15 undergraduate students voluntarily suspend their studies.

The procedure to request voluntary suspension is outlined below.

1. Discuss with your tutor(s). Let them know the problem and together determine what the best course of action is. If that is suspension, your tutor (s) will inform the Senior Tutor. (If you prefer, you are welcome to approach the Cox and/or Salvesen Fellow in the first instance instead of/as well as your tutor(s).)
2. Email the Senior Tutor to confirm your intention to suspend and when you plan to return.
3. Send a medical certificate from the college doctor or your home GP or from a suitably qualified specialist service (e.g. the University's Student Counselling Service) confirming a medical recommendation that you suspend your studies, and including a proposed date of return, to the Senior Tutor.
4. Once the Senior Tutor has both the email confirming your intention and the medical certificate, the request (though not the medical details) will be discussed with Warden & Tutors Committee.

5. Once the Committee agrees the request, the formal paperwork will be processed and the student will receive a letter from the Senior Tutor confirming the details.

### **During suspension**

You will receive a letter from the Senior Tutor when your suspension is formalised.

You will be expected to leave College as soon as is practicable and you will also receive a letter from the Dean confirming that during the period of your suspension there is no access to college facilities except with explicit permission, to be sought from him for individual events. Such permission is rarely not granted and if it is denied, a reason will be given. You retain access to your university email account, online university resources, university libraries and the university counselling service.

If your university card is due to expire during the period of your suspension, please contact the Tuition Office to get it renewed.

If you suspend prior to Monday of 4<sup>th</sup> Week in any given term, you will not be liable for tuition fees for that term. Regardless of when you suspend, Student Finance will be informed and they will contact you directly to discuss the impact on your student loan. If you receive the Disabled Students' Allowance, the University's Disability Advisory Service will also contact you about the impact on this. Further details are available from Student Finance directly or from Linda Goodsell ([linda.goodsell@new.ox.ac.uk](mailto:linda.goodsell@new.ox.ac.uk)) in the college bursary (4 OB 2).

You will need to move out of your college accommodation and will receive a refund on any time left on your lease.

You will be given a designated welfare contact (either the Cox or Salvesen Fellow) for the period of your suspension. You are welcome to contact these at any time. If you do not make contact, they will get in touch with you in the term preceding your return.

Your tutors *may* discuss the option of keeping in touch by email during your suspension. However, as you have been deemed unfit to study this will be decided on an individual basis as it may be that a complete break from study is required.

### **On your return**

All suspensions on medical grounds are granted on condition that you submit a medical certificate at the end of the suspension confirming that you are fit to return to study. This should be sent to the Senior Tutor. On its receipt, the formal paperwork confirming your return will be processed.

You will be expected to meet with the college welfare team in your first week back in Oxford, and more meetings throughout your first term back may be arranged as required.

You will be expected to sit routine collections in 0<sup>th</sup> Week of the term in which you return.

The Academic Registrar is always happy to answer queries and discuss options. She is based in 4 OB 5 and can be contacted on 79596 or at [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk) Alternatively, you may wish to contact the Senior Tutor directly at [william.poole@new.ox.ac.uk](mailto:william.poole@new.ox.ac.uk)