



NEW COLLEGE
OXFORD

POLICY DOCUMENT

*Undergraduate Student
Suspension Policy*

New College – Undergraduate Student 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 the result of a Disciplinary Sub-Committee hearing.¹

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.

Undergraduate student suspension procedure²

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 College's Welfare Team in the first instance instead of/ as well as your tutor(s).
2. Email the Senior Tutor and/or Academic Registrar to confirm your intention to suspend and when you plan to return.
3. Send a medical certificate from the college doctors or your home GP or from a suitably qualified specialist service confirming a medical recommendation that you suspend your studies, and including a proposed date of return, to the Senior Tutor/ Academic Registrar.
4. Once your email request and the medical certificate have been received, 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

¹ See New College Academic Discipline – further information, available [here](#).

² For an informal guides to suspension for both undergraduates and graduates, please see the [Welfare Team's webpage](#).

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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 4th 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) 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 are welcome to contact the Welfare Team at any time during your suspension.

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 contacted by the College Welfare Team in your first week back in Oxford, and meetings throughout your first term back may be arranged as required. You will normally be expected to sit routine collections in 0th 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 01865 279596 or at tuition@new.ox.ac.uk

Alternatively, you may wish to contact the Senior Tutor directly at

william.poole@new.ox.ac.uk.

Academic Registrar

Tuition@new.ox.ac.uk

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