*Advice and guidance on filling out this form can be at the end of this form*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: TO BE COMPLETED BY THE STUDENT** | | | | | | | | | | | | |
| **Surname/Family name** | |  | | | **First/Given name(s)** | | | |  | | | |
| **University student no.** | |  |  |  |  | |  |  |  |  | |  |
| **Level of Study** | | Undergraduate | |  | Taught Postgraduate | | |  | Postgraduate  Research | | |  |
| **Programme of study** | |  | | | | | | | | | | |
| **College:** | |  | | | | | | | No College  (please tick if relevant) | | | |
| **University email:** | |  | | | | | | | | | | |
| **Part B: details of the request** | | | | | | | | | | | | |
| Reason for the request to reside outside the University limits. (indicative word limit 500 words) | | | | | |  | | | | | | |
| Are you submitting any evidence to support this request? | | | | | | No | | | Yes | | | |
| Proposed place of residence and distance *in miles* from Carfax (i.e. OX1) | | | | | |  | | | | | | |
| Which term are you requesting this arrangement be in place for, e.g. HT2020 | | | | | |  | | | | | | |
| Have you been granted the right to reside outside the University limits for this course before? If so, how many terms were granted to you. | | | | | | No | | | Yes  Number of terms: | | | |
| **PART C: declaration (please tick to indicate your agreement)** | | | | | | | | | | | | | |
| I have read the University’s website on residing outside the University’s limits | | | | | | | | | | |  | | |
| I understand that the Proctors are considering only my application to reside outside the University limits. Any wider implications of this request that may impact on the attendance, teaching and supervision requirements for my course have already been discussed and agreed with the College and Department. | | | | | | | | | | |  | | |
| I understand that the University may need to exchange information about my application within the University and colleges, including disclosing this completed application form. | | | | | | | | | | |  | | |
| The information I have given on this form is true, correct and complete, to the best of my knowledge | | | | | | | | | | |  | | |
| **Signed[[1]](#footnote-1)**: |  | | | | | | | | **Date**: | |  | | |

**Please send to your College (or Department for students with no college) to complete the next section**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2: TO BE COMPLETED BY THE COLLEGE** | | | |
| By ticking this box you confirm that the Department supports the student’s application for residing outside the University limits | | | |
| **Name of person spoken to** |  | **Position** |  |
| **Department** |  | **Date** |  |
| **Department email**  the outcome email will be sent to this address |  | | |
| By ticking this box you confirm that the College supports the student’s application for residing outside the University limits | | | |
| **Name of person** |  | **Position** |  |
| **College** |  | **Date** |  |

**Please send the completed form to** [**casework@proctors.ox.ac.uk**](mailto:casework@proctors.ox.ac.uk)

**Important: please read this section carefully before submitting an application**

***Information on the policy***

* This form is for use only in making an application to the Proctors to reside outside the University limits, a requirement outlined in the course examination regulations. Please read the course [examination regulations](https://www.admin.ox.ac.uk/examregs/) carefully before completing this form.
* In general terms:
* Undergraduate students are typically required to live within 6 miles of Carfax (this limit is extended to 25 miles in the case of Senior Students, if a student has already satisfied the examiners in a Second Public Examination and those residing in the home of a parent or guardian). In addition they are required to be in residence for at least six weeks of each term of their course and cannot have more than 3 terms of their course duration dispensed from residency requirements.
* Postgraduate students are typically required to live within 25 miles of Carfax.
* Residence limits do not apply to students on part-time courses, students carrying out approved study abroad, or D.Phil. students who have permission to work away from Oxford.
* An application can be made for only one term at a time, and if granted excusal from residence by the Proctors, the student will still be expected to meet the attendance, teaching and supervision requirements for their course unless otherwise agreed by the College and Department outside this process.
* The Proctors will consider excusal only in exceptional circumstances where it is clear there are special circumstances which appear to justify such permission.

***Information on the application process***

* Students should discuss residing outside the University limits with their College, or Department for non-matriculated students without a college, before an application is started. It is important to establish if there are any wider implications which need to considered, such as the availability of accommodation in subsequent terms within the academic year.
* **Students** should

1. Discuss their application with their College, or Department for non-matriculated students with no college. It is recommended that students consider attendance, teaching and supervision requirements alongside a residency request, as well as the availability of accommodation in subsequent terms.
2. Complete Section 1 of the form outlining reasons for their request. It is important to provide enough detail at this stage to enable the Proctors to make a decision. For example if you are making an application on medical grounds please state what the medical grounds are and explain why the impact will be mitigated by not being in residence, if you are making an application on the basis of travel restrictions please include information about the nature of those restrictions. If enough detail has not been provided students may be asked to provide further information which will delay the application process. Any evidence supplied at this stage will also be considered by the Proctors. Please note that for the academic year of 2020/21 supporting evidence is not required to be seen by the Proctors for any application associated with the COVID-19 pandemic.
3. Provide the form to their College, or Department for non-matriculated students with no college, for the next stage of the process.

* **College** (or Department for non-matriculated students with no college) should

1. Ensure the student has fully completed Section 1 of the form, and, if they support the request, complete Section 2 of the form.
2. It is essential that the College and Department are in support of the application before it is submitted to the Proctors; therefore, please include in Section 2 the details of who in the Department this application was discussed and agreed with.
3. Once the Department has agreed to support this application, please submit it, along with any supporting evidence, to [casework@proctors.ox.ac.uk](mailto:casework@proctors.ox.ac.uk)

***Information on the appeals process***

* If any student is dissatisfied with a decision by the Proctors, the College, or Department for non-matriculated students with no College, may make an appeal in writing to the Chair of the Education Committee. This appeals should be made within fourteen days of the date of the decision and should include details of why the decision was unreasonable, any evidence in support of this and an explanation of the desired outcome. Applications should be submitted to [edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)

1. A typed name is accepted if an electronic signature is not available [↑](#footnote-ref-1)