

Student parental leave policy

Women students who give birth during their period of registration for a postgraduate research degree are automatically entitled to suspend their studies for up to 3 terms (1 year) of maternity leave.

Postgraduate student fathers may take 2 weeks' paternity leave at or within 3 months of the birth; this is not taken as a suspension of study. They may also take up to 3 terms (1 year) extended paternity leave. Terms of paternity leave must be taken consecutively and any unused terms may not be taken at a later date.

Parallel arrangements have been put in place for adoptive parents.

Applications for Suspension of Status for maternity, extended paternity and adoption leave should be submitted on a [GSO17b](#) form as soon as the need for such an application is identified. You will usually be advised of the outcome by email within 2 weeks of receipt of the application in the Graduate School Office.

Any such application should have the full support of your supervisor and college, and should normally be for a specified period.

Payment of Stipend

If the student taking maternity leave receives a stipend to fund their studies and this is suspended by the sponsor, then the department will pay the stipend amount for the period for which it is suspended, subject to the qualifying conditions below:

At the qualifying week (15 weeks before the expected week of childbirth) the student must:

1. be registered as a student with the University; and
2. have been registered as a student with the University for at least 26 weeks'; and
3. provide her department with the correct notification of her intention to take leave, and
4. intend to return to her studies following the birth of her baby.

If she meets all these requirements the department will pay the benefits of the department student maternity leave scheme as follows:

26 weeks' full stipend (inclusive of any statutory maternity pay which is due); followed by 13 weeks' statutory maternity pay (if a woman does not meet all the statutory qualification rules for statutory maternity pay, she will only receive pay for the first 26 weeks of maternity leave); followed by 13 weeks' unpaid leave. Total maternity leave = 52 weeks

For divisional guidelines on parental leave see the Graduate School WebLearn site [here](#).

Student absence through sickness policy

If you require an extended period of sick leave you may, with the support of your college, supervisor and DGS, as candidate for a postgraduate degree, apply to the Graduate Studies Committee for suspension of your status for a specified period.

You should complete and submit your application for suspension of status, using the [GSO17](#) form, as soon as the need for such an application is identified. You will usually be advised of

the outcome of your application by email within 2 weeks of receipt of the application form in the Graduate School Office.

If the student taking sick leave receives a stipend to fund their studies and this is suspended by the sponsor, then the department at its discretion will pay the stipend amount for some or all of the period for which it is suspended in line with the sick leave policy for paid employees:

http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/section4/#d.en.49193.

For divisional guidelines on sickness see the Graduate School WebLearn site [here](#).