REGENT'S
UNIVERSITY LONDON

Academic Regulations - Readmission

Approved by: *Academic Committee*
Approval date *06/07/2022*

Readmission

1. Principle and Scope

1.1 'Readmission' means that a student who self-withdrew or was withdrawn from their course following non-enrolment now wishes to re-join the University and resume their studies, within a period of no more than 12 months.

1.2 This policy does not apply to the following:

A. An applicant who did not fully complete their initial registration. In this case, the University will refer the request to the Admissions team for consideration.

B. A student who was withdrawn from the course for an academic withdrawal or another University regulation. For these students, they may reapply under the Admissions criteria after a period of 12 months following the Progression and Finalist Board.

1.3 A readmission request is subject to the applicant being able to complete all remaining credits of the course within the original maximum period of registration. The maximum period of registration will be calculated from the start date of the first registration with the University. If the applicant would not be able to complete all credits of the course in this time period, then the readmission application will not be able to be progressed.

1.4 Other scenarios in which a student has been withdrawn from the University will not be considered through the readmissions process. The student should complete the process as set out by the Academic Appeals regulations.

1.5 Students will not normally be readmitted to the University if the following applies:

A. A student has been withdrawn from their course of study by the Progression and Finalist Board at Regent's with an interim award because they have not fulfilled the requirements of a higher award;

B. A student's studies have been terminated on the grounds of academic failure;

C. A student has been excluded from the University for any other reason.

1.6 Where students are eligible to apply for readmission to the University, students should submit a statement and supporting evidence to the University's Admissions team. Their application for readmission will be reviewed by a Readmissions Panel with outcomes determined on a case-by-case basis.

1.7 Students who are readmitted back onto their course of study will need to surrender any Exit Award they may have received from the University before they can resume their studies. Students should contact the Support team to do this.

2. Readmissions Panel

2.1 The Readmissions Panel operates on the basis of academic judgement and applications are reviewed on a case-by-case basis. The Panel will usually be made up of the following members:

- Head of Registry (Chair)
- Head of Admissions or nominee
- Director (Content) of the student's original course of study or their equivalent

- Director (Content) of the course of study the student is applying for readmission to or their equivalent
- Head of Student Immigration & Compliance

2.2 A member of Registry will be present, to act as Secretary.

2.3 Upon receipt of the statement and supporting evidence the Panel will:

- Consider the reasons for the request.
- Discuss the academic and practical consequences of the request.
- Consider whether readmission at this point provides the best possible opportunity for the applicant to successfully resume their studies.

2.4 In reaching a decision about whether or not to reject a request the Panel will consider:

- Whether there is compelling evidence that they have overcome the circumstances that caused the circumstances that led to the withdrawal;
- The potential risk to the student's own health and wellbeing;
- Particular regulations or requirements of the course (including any professional body requirements).

2.5 The Panel will confirm one of the following outcomes:

A. Accept the readmission;
B. Accept the readmission, with conditions (for example that the student sets up a Study Support Arrangement and/or have regular meetings with their Personal Tutor or member of the Student Support & Welfare team);
C. Decline the readmission.

2.6 The request will normally be completed within 20 working days of receipt of the readmission request.

2.7 The Admissions team will communicate the outcome to the applicant.