READMISSION POLICY: POSTGRADUATE

1. Postgraduates who have officially or unofficially withdrawn from the University, or who have been away from the University past the expiry date of an approved leave of absence, must apply to Registry Services for re-admission using the form on the university website.

2. Applications for re-entry to either full-time or part-time study must be submitted at least twelve weeks before the semester begins, and additional material may be requested to inform the University's decision to re-admit.

3. Applications to be re-admitted carry a charge of £25.

4. Re-admission is only considered within three years of the last semester in which students were registered for courses at the University.

5. Postgraduates dismissed from the University on academic grounds are not normally granted readmission.

6. Postgraduates are normally required to be in good academic standing to be considered for re-admission.

7. Applications for re-admission are not accepted from students who have already graduated from the University with a UK and/or a US postgraduate Exit Award, unless they have not attempted the dissertation. See Exit Awards Policy - Postgraduate.

8. Confirmation deposits are required for re-admission.

9. Re-admitted students are registered onto the programme requirements in place during their semester of re-admission, not the requirements in place during their last semester of study. Course cycling may mean that postgraduates will be restricted as to in which semester they may readmit, and so may encounter delays to progression.

10. Re-admitted students may register for classes with the assistance of Registry Services at any time after the approved re-admission and the necessary financial and immigration steps have been completed.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
002	Added a charge of £25 for readmission. Amended readmission timeframe from four to three years.	May 2021	
		Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**	