

## Academic Regulations: Readmission

### 1. Introduction

- 1.1 If you are studying on a course that is normally delivered over more than one academic year, we require you to re-enrol before the beginning of each academic year. Any student who does not re-enrol by the deadline we set is withdrawn from the University.
- 1.2 The applicability of these Regulations under the University's Collaborative Provision arrangements is detailed in Schedule A.
- 1.3 This section of the Academic Regulations applies to you if:
  - A. You self-withdrew (this means that you asked to withdraw because you decided that you no longer wanted to continue your studies)  
Or
  - B. We withdrew you for non-enrolment and you wish to return to continue your studies.
- 1.4 Being withdrawn from the University means you are no longer able to continue your studies, you will leave the University immediately, and will no longer be an enrolled student.
- 1.5 'Readmission' means that you self-withdrew or were withdrawn from your course for non-enrolment and now want to re-enrol and resume your studies on the course you were on at the point of the withdrawal. You are not able to request a change of course through the Readmission process.
- 1.6 This section of the Academic Regulations does not apply to you if:
  - A. You are not a recent, former student. This means:
    - i. You are an applicant who did not fully complete your initial registration.  
Or
    - ii. You are a former student who self-withdrew more than 12 months ago.  
Or
    - iii. You are a former student who was withdrawn for non-enrolment more than 12 months ago.
  - B. You are a former student who was withdrawn for any other reason than self-withdrawal or withdrawal for non-enrolment (e.g., academic failure).
- 1.7 If you are not eligible to be considered for Readmission because any of the circumstances explained above (in 1.6) apply, you should consult the current Admissions Policy to see if you are eligible to apply to study with us.

### 2. Eligibility and Process for Readmission

- 2.1 To be eligible for Readmission you must:
  - A. Be able to complete all remaining credits within the original maximum period of registration as calculated from the start date of your first registration on the course.  
And
  - B. Not have any outstanding debt with the University.  
And
  - C. Not have received a penalty for major or severe misconduct (academic and/or behavioural).  
And
  - D. Give us back any interim or exit award you received following your withdrawal.  
And
  - E. Be able to demonstrate you can obtain a student visa if you require one to study in the UK.

- 2.2 To apply for Readmission, you must email [admit@Regents.ac.uk](mailto:admit@Regents.ac.uk) to request a form and return it completed with all supporting evidence, to [admit@regents.ac.uk](mailto:admit@regents.ac.uk). Your completed Readmission application form and supporting evidence will be reviewed by Registry staff to determine eligibility. This means Registry staff will:
- Calculate your maximum period of registration.  
And
  - Check with the Regent's University London Finance team to see if you have any outstanding debt.  
And
  - Check with the Student Records team to see if you have had any penalties for major or severe misconduct.  
And
  - Check to see if you have been issued with an interim or exit award and that you have confirmed you will return this if granted Readmission.  
And
  - Check with the Student Immigration & Compliance team about what's required of you if you need a student visa to study in the UK.

2.3 If eligible based on the above, your application will be reviewed by a Readmissions Panel.

### **3. Readmission Panel**

- 3.1 Readmission Panels are normally held monthly and carry out a desk-based review of all applications on a case-by-case basis. This means that, even though you may be eligible based on the above criteria, an application may be declined for academic reasons. You are not able to attend a Readmission Panel.
- 3.2 Readmission Panels comprise:
- A. Head of Registry (Chair).
  - B. Head of Admissions (or nominee).
  - C. Director (Content) of the student's original course of study (or equivalent).
  - D. (As relevant) the Head of Student Immigration & Compliance (or nominee).
  - E. A member of Registry (Panel Clerk).
- 3.3 Readmission Panels may invite other members of staff to observe for training or other reason as agreed by the Chair.
- 3.4 Readmission Panels review:
- The reasons for the application.
  - The academic and practical implications of the application.
  - Whether Readmission is the best possible way for you to successfully resume your studies.
  - Whether there is compelling evidence that you have overcome the circumstances that caused the circumstances that led to your withdrawal.
  - Any potential risk to your health and wellbeing.
  - Regulations or professional body requirements of the course
  - Any other information relevant to make a decision on your application.
- 3.5 Within five working days of the Readmission Panel, the Admissions team will communicate the Panel's decision to you. The Panel can make one of the following decisions:
- A. Approve your Readmission without conditions.
  - B. Approve your Readmission with conditions (for example that you set up a Study Support Arrangement and/or have regular meetings with your Personal Tutor or a member of the Student Experience & Welfare team).
  - C. Decline the readmission.

3.6 If you are not satisfied with the Readmission Panel's decision, you may be able to submit an Admissions Complaint or an Admissions Appeal. Details of which are on our [website](#).

#### **4. Schedule A**

The applicability of these Regulations (as set out above) under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Regulations apply, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

#### **Domus Academy**

4.1 This section of the Academic Regulations does not apply to Domus Academy students. Students should refer to Domus Academy's regulations for applicable regulations.

#### **Istituto Marangoni (London)**

4.2 The section of the Academic Regulations is replaced by Istituto Marangoni's Readmissions Policy.

#### **Istituto Marangoni (Paris)**

4.3 The section of the Academic Regulations is replaced by Istituto Marangoni's Readmissions Policy.

#### **Liverpool Media Academy (LMA)**

4.4 This section of the Academic Regulations is not applicable to student's studying at LMA. Students should refer to LMA's Readmissions Policy.

#### **MACROMEDIA**

4.5 This section of the Academic Regulations is not applicable to Macromedia students. Students should refer to Macromedia's policies for applicable policy.