

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 Any student who does not re-enrol by the deadline we set is withdrawn from the University.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;
or
 - c. we withdrew you for non-attendance within the last 12 months, you have fresh evidence of extraordinary circumstances which impacted your ability to attend, and you wish to return to continue your studies;
or
 - d. you were withdrawn for non-attendance over 12 months ago, wish to apply for a new course, can meet the admissions criteria and can provide a personal statement and evidence to show how you will be able to meet the attendance requirements.
- 1.4 Being withdrawn from the University means you are no longer able to continue your studies, you will leave the University immediately and will no longer be an enrolled student.
- 1.5 'Readmission' means that you self-withdrew or were withdrawn from your course for non-enrolment, or non-attendance within the last 12 months and now want to re-enrol and resume your studies on the course you were on at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. The Readmissions Panel does, however, consider the extraordinary evidence and personal statements to determine whether to admit students after 12 months for new courses when they were previously withdrawn for non-attendance on a different course.
- 1.6 This section of the Academic Regulations **does not apply** to you if you are not a recent, former student. This means:
 - a. you are an applicant who did not fully complete your initial registration;
or
 - b. you are a former student who self-withdrew more than 12 months ago;
or
 - c. you are a former student who was withdrawn for non-enrolment more than 12 months ago;
or
 - d. you are a former student who was withdrawn for non-attendance more than 12 months ago wishing to return to the same course;
or
 - e. you are a former student who was withdrawn for any other reason than self-withdrawal, withdrawal for non-enrolment or withdrawal for non-attendance (e.g., academic failure or expulsion).
- 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.
- 1.8 Any designated role (e.g. Head of School or Director of Programme) will be taken to include 'or nominee'.

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 (where the application is for the assessment of extraordinary circumstances as part of a request to start a new course, this does not apply);
and
- b. not have outstanding debt with the University;
and
- c. not have received a penalty for major or severe misconduct (academic and/or behavioural/general);
and
- d. return to us 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 to request a form and return it completed with all supporting evidence, to 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:

- a. calculate your maximum period of registration;
and
- b. check with the Regent's University London Finance team to see if you have any outstanding debt;
and
- c. check with the Student Records team to see if you have had any penalties for major or severe misconduct;
and
- d. 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
- e. 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;
- c. Director of Programme of the student's original course of study (or equivalent);
- d. Director of Programme or Course Leader for the course applied to (where a different course);
- e. (As relevant) the Head of Student Immigration & Compliance;
- f. 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:

- a. the reasons for the application;
- b. the academic and practical implications of the application;

- c. whether Readmission is the best possible way for you to successfully resume your studies;
 - d. whether there is compelling evidence that you have overcome the circumstances that caused the position that led to your withdrawal;
 - e. any potential risk to your health and wellbeing;
 - f. regulations or professional body requirements of the course;
 - g. 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 Student Support Agreement and/or have regular meetings with your Personal Tutor or a member of the Student Experience & Wellbeing team).
 - c. Agree that your extraordinary circumstances can be applied where you are a former student withdrawn for non-attendance seeking admission to a new course.
 - d. 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. The Admissions Complaints Policy is available on our [website](#).

4. Schedule A

- 4.1 The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.
- 4.2 Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

DOMUS Academy

- 4.3 This policy does not apply to Domus Academy students. Students should refer to Domus Academy's policies for applicable policy.

Istituto Marangoni (London)

- 4.4 This policy is replaced by Istituto Marangoni's Readmissions Policy.

Istituto Marangoni (Paris)

- 4.5 This policy is replaced by Istituto Marangoni's Readmissions Policy.

Liverpool Media Academy (LMA)

- 4.6 This policy is not applicable to applicants to LMA courses. Applicants should refer to LMA's Readmissions Policy.

MACROMEDIA

- 4.7 This policy does not apply to Macromedia applicants. Applicants should refer to Macromedia's policy for applicable regulations.