

READMISSION POLICY: POSTGRADUATE

Introduction

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 Postgraduates who have officially or unofficially withdrawn from the University, or who have been away from the University past the expiry date of an approved leave of absence, must apply to Registry Services for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.
2. Applications for re-entry to either full-time or part-time study must be made at least three months before the semester begins; additional material may be requested to inform the University's decision to re-admit. **Special note:** students requiring a new visa to study in the UK must apply at least four months before the semester begins, and this should be stated on the application form.
3. Applications to be re-admitted carry a charge of £25.

General Principles

4. Re-admission is only considered within three years of the last semester in which students were registered for courses at the University.
5. Applications are normally only considered from students in good:
 - a. Academic standing: a GPA of 2.0 for undergraduate programmes
 - b. Social standing: no formal disciplinary record
 - c. Financial standing: all debts must be resolved ahead of application
6. Applications from individuals who do not meet the requirements of good academic, social or financial standing can be exceptionally reviewed on receipt of clear statements and evidence of mitigating circumstances to support their application.
7. If no offer of readmission is made, the individual may submit a formal review of this decision. (See Academic-Related Complaints Policy).
8. Students dismissed from the University on academic grounds, or because of breach of the Student Code of Conduct, are not eligible to apply to re-admission. This decision cannot be appealed.

9. 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.
10. The offer of re-admission from Registry Services is from an academic viewpoint only. Re-admission does not guarantee that students will meet their necessary financial and/or visa requirements.
11. Confirmation deposits are required for re-admission.
12. 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. This may result in being re-admitted to a new programme title, if the previous programme of study is no longer offered.
13. Course cycling may mean that postgraduates will be restricted as to in which semester they may readmit and so may encounter delays to progression.
14. 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.
15. Re-admitted students will be required to re-take any failing grades and are not permitted to petition for incompletes from their final semester before they were officially or unofficially withdrawn.

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	May 2021
003	Removed header and hyperlink	18 October 2022	18 October 2022
005	Major: Added special note to application deadline. Clarification on academic, social and financial standing and steps before application. Added clause on mitigating circumstances. Clarified final decision and complaints/appeals.	June 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	