

University of Aberdeen

Senate
(8 June 2016)

READMISSION TO STUDY

The University of Aberdeen recognises that life events can sometimes get in the way of a student's ability to engage fully in their studies and this may cause them to suspend their studies at the University or may result in their studies being discontinued. After a period away from the University, students may wish to recommence their studies and can apply for readmission (downloadable form available at <http://www.abdn.ac.uk/infocenter/study/readmission.php>). Please note that readmission to study is not an automatic right. Outlined below is our policy for readmission to study for all degree areas except Medicine, Dentistry and Physician Associate. The policy for Medicine, Dentistry and Physician Associate can be found at <https://www.abdn.ac.uk/registry/calendar/regulations/medicine-dentistry.pdf>

Definitions: a) **suspension of study** is a voluntary process where the student has made the decision to leave University for a period of time

b) **discontinuation** is where the student has been required to leave University because of academic failure (General Regulation 17) or lack of engagement in their studies (General Regulation 18).

c) **expulsion** is the termination of matriculated student status involving a total prohibition on attendance at, or access to, the University and on any participation in University activities.

Readmission to study policy:

The decision on whether or not to readmit a student is the responsibility of the Academic Admissions Selector for the area of study to which the student wishes to be readmitted. The decision will be taken in consultation with the Convenor of the relevant Students' Progress Committee (if necessary) and will take into account the student's full background with the University. This will include, but is not limited to, their academic background, non-academic background, immigration status, debt and previous findings of academic or non-academic misconduct. When reaching a decision on the readmission of a student, the following non-exhaustive list of general principles will be considered.

A: Students who have voluntarily suspended their studies

1. A student who has had to suspend their studies for health reasons or because of other mitigating circumstances must provide some assurance that they are now fit and able to resume their studies. This could be in the form of a doctor's note or some reflective analysis of the issues faced and a plan for their resolution.

2. A student who has suspended their studies in term one will not normally be eligible for readmission until September in the next academic year. Readmission in term two in the current academic year may be allowed if the student is able to make sufficient progress in terms of credits and compulsory courses to progress to the next year of study or if they are

currently fit to continue their studies and it is considered beneficial for the student to remain at University.

3. A student who has had to suspend their studies more than once will be eligible for readmission if:

- i) there is support from the Discipline and School where the student last studied,
- ii) there is well documented evidence of the reasons for the student's suspension,
- iii) there is evidence that the issues involved have been resolved sufficiently to allow the student to resume their studies,
- iv) the Students' Progress Committee are satisfied that the student can still make progress through their degree.

4. If 3 or more years have passed since the student last attended University readmission may be to a lower level, i.e. the student may have to repeat a year of study, to ensure a smooth transition back to University study. Applications for readmission will not normally be considered for any student who has been away from University study for 5 or more years.

5. A student who applies for readmission to a different programme area (e.g. MA to BSc) must satisfy the normal entry requirements (at the time of readmission) for that area of study. The student must recognise that readmission may be to first year of the new degree programme.

6. The academic regulations and programme prescriptions in place at the time of readmission will normally apply.

7. Should a degree programme be in the process of being withdrawn a student will be allowed readmission to that programme only if there are still other students at the same stage of the programme as the readmitting student will be joining. Should there be no more students in that stage of the degree programme the student will be readmitted to another related degree programme only if that is possible from their previous study. Should no appropriate programme of study be available the student will not be allowed readmission.

8. Students who were undertaking Honours-level study at the time of suspending their studies may be readmitted into Ordinary Level study at the discretion of the Admissions Selector and SPC Convenor, taking account of the requirements for progression. Upgrading to Honours-level study requires the student to have their first attempt at Honours study discounted (<http://www.abdn.ac.uk/about/our-website/search-results.php?q=discounting>). Discounting is only considered under exceptional circumstances and requires the support of the Head of School and the SPC Convenor. A third attempt at Honours is not possible.

9. A student who has completed their programme of study (defined as having achieved at least a Designated degree) cannot apply for readmission to a new degree programme unless they fulfil all academic requirements for progression into Senior Honours of the new degree programme. Should the new degree programme require a repeat year of study such applications must be made through UCAS.

10. Students must apply for readmission by the deadlines (30th June for readmission in September and 15th November for readmission in January). Deadlines will be strictly adhered to.

B: Students who have had their studies discontinued by the University

1. A student who has had their studies discontinued in term one will not normally be eligible for readmission until September in the next academic year.

2. A student who has had their studies discontinued more than once will not normally be eligible for readmission. Readmission will only be considered if
 - i. there is support from the Discipline and School where the student last studied,
 - ii. there is well documented evidence of the reasons for the student's discontinuation,
 - iii. there is evidence that the issues involved have been resolved sufficiently to allow the student to resume their studies,
 - iv. the Students' Progress Committee are satisfied that the student can still make progress through their degree.
3. If 3 or more years have passed since the student last attended University an application for readmission will be assessed taking into consideration the current entry requirements, which may be higher than when the student was first admitted, as well as the student's academic performance whilst at University. If readmission is granted the student may be readmitted to a lower level, i.e. have to repeat a year of study, to ensure a smooth transition back to University study. Applications for readmission will not normally be considered for any student who has been away from University study for 5 or more years.
4. A student who applies for readmission to a different programme area (e.g. MA to BSc) must satisfy the normal entry requirements (at the time of readmission) for that area of study. The student must recognise that readmission may be to first year of the new degree programme.
5. If a student is readmitted to study, the academic regulations and programme prescriptions in place at the time of readmission will normally apply.
6. Should a degree programme be in the process of being withdrawn a student will be allowed readmission to that programme only if there are still other students at the same stage of the programme as the readmitting student will be joining. Should there be no more students in that stage of the degree programme the student will be readmitted to another related degree programme only if that is possible from their previous study. Should no appropriate programme of study be available the student will not be allowed readmission.
7. Students who were undertaking Honours-level study at the time their studies were discontinued may be readmitted into Ordinary Level study at the discretion of the Admissions Selector and SPC Convenor, taking account of the requirements for progression. Upgrading to Honours-level study requires the student to have their first attempt at Honours study discounted (<http://www.abdn.ac.uk/about/our-website/search-results.php?q=discounting>). Discounting is only considered under exceptional circumstances and requires the support of the Head of School and the SPC Convenor. A third attempt at Honours is not possible.
8. A student who has completed their programme of study (defined as having achieved at least a Designated degree) cannot apply for readmission to a new degree programme unless they fulfil all academic requirements for progression into Senior Honours of the new degree programme. Should the new degree programme require a repeat year of study such applications must be made through UCAS.
9. Students must apply for readmission by the deadlines (30th June for readmission in September and 15th November for readmission in January). Deadlines will be strictly adhered to.

C: For students who have been expelled from the University

A student who has been expelled under the code of practice on student discipline (academic or non-academic) will not be eligible for readmission to any programme area.

S:\Academic Services\Senate\Agendas\2015-16\8 June 2016\Approval\Readmission to study policy_Appendix A_V4.docx