

PGR Readmission policy

The University of Aberdeen recognises that individual circumstances can impact a student's ability to engage fully in their studies and this may cause them to withdraw from study 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.

Please note that readmission to study is not an automatic right nor guaranteed. Outlined below is our policy for readmission to study for all research degrees.

1. The following are examples of when a student might be eligible to apply for readmission:
 - a) When a student has previously withdrawn from study by submitting a formal request to withdraw.
 - b) When a student has been withdrawn by the University due to failure to complete annual registration.
 - c) When a student has been withdrawn by the University through student attendance monitoring procedures due to failure to engage with their studies
 - d) When a student has exceeded the maximum study for their degree but is seeking special permission in order to submit their thesis for examination.
2. The following are examples of when a student is not eligible to apply for readmission:
 - a) When a student has had a suspension of study approved. Students in this circumstance do not need to apply for readmission in order to resume their studies.
 - b) When a student's studies have been discontinued by the University due to academic failure, for example unsuccessful completing of the annual progression exercise.
 - c) When a student has been expelled by the University under the Code of Practice on Student Discipline (academic or non-academic)
3. A student wishing to apply for readmission must complete a readmission application form. This form must be approved by the student's proposed supervisor, the Head of School and the Dean of Postgraduate Research. The decision may 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 nonexhaustive list of general principles will be considered.

4. A student who withdrew from their studies for health reasons or because of other mitigating circumstances may be asked to 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.
5. A student who has had their studies discontinued by the University will not normally be eligible for readmission. Readmission will only be considered if:
 - i) there is support from the 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 Dean of Postgraduate Research is satisfied that the student can still make progress through their degree.
6. Applications for readmission will not normally be considered for any student who has been away from University study for 5 or more years.
7. Readmission can only be sought to the same research topic as before. A brand new topic would require a new application for admission.
8. In order for readmission to be approved, the School in which the student would be based must be able to provide supervision and must be able to confirm that the research conducted prior to withdrawal remains relevant and competitive to fulfil the requirements of a PGR degree.
9. Applications for readmission must normally be submitted no later than 3 months before the intended date of return to study.
10. Students who are seeking special permission to submit their thesis having exceeded the maximum study period for their degree, must have their thesis ready to submit before approval for readmission can be given.
10. Readmission may be granted to a different degree than previously, i.e. a previous PhD student might be approved for readmission to an MSc by research only. In all cases the research topic will be the same as previously, albeit adapted to the requirements of the degree.
11. The period of study that a student was registered for prior to withdrawal/discontinuation will count towards the period of study post-readmission. For instance, if a student is resuming study on a 36 month full time PhD, and was registered for 12 months previously, they will have 24 months of study left upon readmission.
12. The academic regulations and programme prescriptions in place at the time of readmission will normally apply.
13. Funding cannot be guaranteed for students whose studies were previously funded through the University. Students must discuss with the relevant School whether

funding will be in place and, if not, find an alternative source of funding or be prepared to meet the costs of their study themselves. Students who were funded by external sources, must check with their previous funder whether funding will be in place should they be permitted to resume studies.

14. Students who are looking to resume study and complete either further supervised study time or an extension period, will be required to pay the standard tuition/continuation fees.
15. Students who are given special permission to submit their thesis for examination having exceeded the maximum study period for their PhD, will be required to pay a reinstatement fee equal to 1/3 of the full time Home fee rate upon submission of their thesis.
16. Where a Student Visa is required for on campus study, approval of readmission from the Dean of Postgraduate Research does not guarantee that a CAS can be issued for study under a Student Visa. Student Immigration Compliance will be consulted on any application for readmission that requires a Student Visa. Furthermore, in order to allow enough time for an application for a Student Visa to be approved and the Visa issued, the date of return must be 3 months after the date that the request for readmission is submitted.