

B.5. READMISSION OF PREVIOUS STUDENTS

Purpose and scope

- 5.1. This section of the Consolidated Academic Policies and Regulations (CAPR) explains how the College will assess a previous student's request to be readmitted to study at the College.
- 5.2. This policy applies to all applicants who were previously fully registered at the College, and to any registration of a previous student completed on or after 1 July 2017 regardless of the date of the application giving rise to the registration.
- 5.3. This policy **does not** apply in the following circumstances:
 - (a) A student has not fully completed the initial registration and enrolment process. If so, the College will normally refer the request to the Admissions Team for consideration.
 - (b) A student has interrupted their studies. If so, the College consider any requests for transfer or alterations to their enrolment on their expected return to their programme.

Definitions

- 5.4. 'Termination' means that the College ends a student's registration before the completion of their programme, or exceptionally before conferral of an award. This means that the contract between the student and the College ends before both sides have fully performed it because the duty to do so has ceased to exist.
- 5.5. 'Withdrawal' means that a fully enrolled applicant voluntarily leaves their programme and ends their registration with the College.
- 5.6. 'Readmission' means that a student who has withdrawn or had their registration with the College terminated now wishes to re-join the College and resume study.
- 5.7. 'Previous student' means any student who has been registered and fully enrolled on programme with the College. This includes students who are registered on programmes leading to awards of other bodies.

Introduction

Overview

- 5.8. The aim of the College is to provide an environment where every student has the maximum chance of success in their programme. However, as part of this, the College recognises that sometimes it is impossible for a student to continue to properly engage with their studies. This may lead to the student's registration being terminated or their withdrawal from a programme.
- 5.9. Readmission is a formal process. It is designed to ensure that when a student's registration has been terminated – or they have withdrawn – and they wish to return to study at the College that their application is considered together with their previous record and with the need to be fair to all applicants who are applying to study at the College.

Principles

- 5.10. An applicant who has previously had their registration terminated or has withdrawn from the College should only be offered a place on a programme after a break of at least twelve (12) months from their last date of registration.

NOTE: The admissions process must not be used to undermine a Board of Examiners' decision. Any termination of registration on academic grounds applies to all programmes at the College.

- 5.11. If the College revokes the termination of an applicant's registration and re-opens an enrolment, then as part of the re-admissions process the applicant will have to surrender and return any award made earlier by the College.
- 5.12. To be fair to all applicants who are trying to complete College awards, for the purpose of readmission the College should also transfer credit from the College and other universities including rules on the expiry of credit, where appropriate
- 5.13. However, if an applicant has previously had their registration terminated or withdrawn from the College during the first academic stage of a programme, the College may only re-admit them to start again. Module credits may not be transferred or credited from the original registration.
- 5.14. When the College re-admits an applicant, the maximum period of registration will be calculated from the start date of their first registration with the College. If the applicant would not be able to complete all credits of the programme in this time period, the maximum date of registration will be

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agreed by Academic Registrar in consultation with the Chair of the relevant Board of Examiners, ensuring the currency of any previous credits.

Readmission and finance

- 5.15. Applicants must consult the Student Finance Office about their tuition fees. Applicants should be aware that when resuming they may be liable for the difference in the level of tuition fee between their withdrawal or termination date and the date they resume study. They may be liable up to the total annual tuition fee if they repeat some or all of the study they have already done.

Procedure

Overview

- 5.16. The process for addressing a case for readmission has three (3) stages:
- (a) Stage 1 – Submitting an application for readmission.
 - (b) Stage 2 – Considering and deciding on an application.
 - (c) Stage 3 – Resuming studies.

Stage 1 – Submitting an application for readmission

- 5.17. A person may only apply for readmission:
- (a) in writing on the prescribed form with their full name¹, previous student number, and signature; and
 - (b) to the place and person stated in the written instructions.
- 5.18. The application must include:
- (a) a clear statement of the reasons for their request (i.e., why the applicant believes their readmission is justified);
 - (b) all relevant evidence or details of events in support of the request; and
 - (c) a list of any people (and contact details) who are known to have relevant information.
- 5.19. If an applicant cites medical reasons to support an application for readmission, the application must include evidence fully certified by a UK qualified and registered medical practitioner.

¹ If the student has changed name since their previous registration, they will be required to show appropriate documentation approving the change such as a Deed Poll or Marriage Certificate.

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- 5.20. If an applicant cites compassionate reasons to support an application for readmission, they must give evidence of the specific events or conditions that caused such an interruption to be unforeseen and unpreventable. These may include the death or serious illness of a spouse, partner or other close family member. The evidence must be supported by documents that the applicant has not created.
- 5.21. If an applicant's previous registration has been discontinued, they must give evidence that they understand the reasons for the termination, and have overcome the circumstances that caused the termination of study. The evidence must be supported by documents that the applicant has not created.

Stage 2 – Considering and deciding on an application

- 5.22. An application for re-admission must be forwarded to the Admissions Team in the usual way for an academic decision. Admissions Officers will be reminded not to contact the applicant at this stage and that the student's previous registration with the College must have no bearing on their academic decision.
- 5.23. If an admissions officer decides to reject an applicant on academic grounds, the College will take no more action regarding the fitness for readmission. It will process the rejection decision in the usual way.
- 5.24. If an admissions officer decides the College should make an offer on academic grounds or wishes to interview an applicant as part of the academic decision, the Admissions Team will forward the application and supporting evidence to the Fitness to Study Panel.
- 5.25. The panel will:
- (a) consider the reasons for the request;
 - (b) discuss the academic and practical consequences of the request with the applicant, if present; and
 - (c) consider whether readmission at this point provides the best possible opportunity for the applicant to successfully resume their studies.
- 5.26. The panel has the right to investigate the applicant's statements and to call for such papers, take evidence, examine witnesses and make such other enquiries as it sees fit and as are necessary to decide what it should do with the application.

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- 5.27. In reaching a decision about whether or not to reject an applicant on the grounds of previous study, the panel will, among other things, consider:
- (a) whether there is compelling evidence that they have overcome the circumstances that caused the withdrawal or termination of study;
 - (b) the potential risk to the College's reputation;
 - (c) the potential risk to the student's own health and wellbeing; and
 - (d) particular regulations about the programme applied for (including any requirements for membership of professional bodies associated with the programme).
- 5.28. Following consideration of the case for admission, the panel may decide that:
- (a) there is no reason to stop the offer being made to the applicant or an academic interview going ahead, or that there is no reason to withdraw an offer already made;
 - (b) the offer may be made to the applicant but subject to them satisfying or agreeing to additional non-academic conditions which may apply throughout their registration with the College;
 - (c) the applicant should not be made an offer for the programme applied for but may be considered for other programmes at the College with or without additional non-academic conditions; or
 - (d) the application should be rejected (or that an offer already made should be withdrawn) because there is no compelling case or evidence to suggest the circumstances that gave rise the student's withdrawal or termination have been overcome.
- 5.29. If non-academic conditions are applied, these must not in a Senior Academic Officer's opinion affect the student's chance of success or ability to fulfil the academic requirements of the programme and they must be explained in writing to the applicant. The conditions may include:
- (a) seeking and maintaining contact with specialist support services;
 - (b) signing and maintaining a good behaviour bond with the College; or
 - (c) maintaining a particular housing situation.
- 5.30. If a student is applying for readmission after time in prison and there has been released on license with probation conditions, compliance with these will usually be included as a condition of the offer.
- 5.31. The panel's work must normally be completed and the applicant informed of the outcome within twenty (20) working days of the College receiving the

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request. If this is impossible, the applicant must be notified within this timescale of the delay and the reasons for it.

- 5.32. If the application is successful, applicants will resume their studies at the most suitable point in the academic year as decided by the panel, and a date for a returner's interview will be agreed, which will normally be about one (1) month before the agreed return date.
- 5.33. In communicating its decision, the panel must inform the applicant that, within ten (10) working days of receiving the decision, if they disagree with a decision to reject the application or apply conditions they may appeal - if appropriate grounds are available - using the relevant policy for appealing an admissions decision.

Stage 3 – Resuming studies

- 5.34. The applicant is responsible for noting the date and time of the agreed returner's interview and keeping to it. They must attend the interview in person or by telephone. It will be conducted by the programme leader or nominee. The purpose is to assess the applicant's continued ability to re-engage with their studies, and to clarify the expectations and support available from the College for the student.
- 5.35. The outcome of the returner's interview will be one (1) of the following:
- (a) If there are doubts about the applicant's ability to immediately resume their studies, a delay in readmission may be required of up to one (1) further year.
 - (b) If there are serious doubts about the applicant's ability to resume their studies in the foreseeable future, the programme leader may request the panel to withdraw the offer of re-admission.
 - (c) If the applicant shows they are ready to resume their studies, they will be reinstated from the intended date of return.
- 5.36. If the applicant does not attend the interview in person or by telephone or resume their studies on the agreed date after the interview, they will immediately forfeit their place at the College and be regarded as inadmissible.

Advice

- 5.37. If a previous student is thinking about applying for readmission, they may wish to discuss their situation with their previous programme leader or Learning Support and Wellbeing Team before starting the formal process.

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- 5.38. Advice for applicants on readmission, and the associated lower-level College rules is available from the Admission Team, admissions@gsmlondon.ac.uk
- 5.39. Advice for staff on readmission is available from Admission Team, admissions@gsmlondon.ac.uk
- 5.40. If any staff development needs are identified, these may be discussed with members of the Staff and Educational Development Team.

Fees

- 5.41. A fee may be charged for each application for readmission as set out in the College's list of charges.
- 5.42. An applicant must pay their own costs for attending interviews or making investigations before they are readmitted. They must also pay the cost of complying with any conditions on the readmission.
- 5.43. The College is not liable for financial or other consequences arising from action under this policy.

Legal and regulatory context

- 5.44. This policy has been informed by the UK Quality Code for Higher Education (UKQC), "Chapter B2: Recruitment, selection, and admission to higher education". The UKQC is the definitive reference point for all UK Higher Education institutions and sets out how academic standards are established and maintained, and how the quality of learning opportunities is assured and enhanced.
- 5.45. The College may not be bound by all the principle in the code and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures.. It uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 5.46. If any person or body in the College refuses to comply with a request or decision made to enforce these regulations, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.
- 5.47. Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy are interpreted and applied.

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- 5.48. The annual report must include statistical data on the number of applications for readmission; the outcomes, Departments and programmes from which they originate; the length of the process; the equality characteristics (including sex, disability and ethnicity) of those who apply; and separately those that are successful and unsuccessful.
- 5.49. Every three (3) years, the College must review this policy to ensure that:
- (a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - (b) areas of improvement, or any concerns, raised by applicants, external examiners, or professional bodies have been addressed; and
 - (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies or regulations):

Schedule:

Responsible Officer:	Head of Admissions
Approved by:	Board of Directors and Academic Board
Version:	2.0
Date:	June 2017
Monitoring and Review Body:	Academic Board
Effective From:	July 2017
Next Scheduled Review:	June 2019