

Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award

Approved by: Academic Board	Effective date: 1 September 2020	Next review: 1 May 2023
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Policy statement

The University welcomes applications from students who wish to return to complete their award. This policy applies to undergraduate and postgraduate taught students who have previously studied at Canterbury Christ Church University and sets out the requirements regarding consideration of applications to complete an award. Students wishing to return to the University will be considered under the 'resumption of studies' or the 'readmissions' process as prescribed in the policy.

Who needs to know about the policy?

- Deans of Faculty and Pro Vice-Chancellors
- Heads of School and Department
- Planning and Academic Administration staff, specifically Admissions and Registry
- Academic and professional services staff who advise students and applicants
- Students considering leaving their programme of study
- Applicants

Purpose of the Policy

This policy sets out the requirements regarding consideration of applications to return to undergraduate or postgraduate taught study to complete an award where individuals have previously studied at Canterbury Christ Church University. The policy sets out the categories of 'resumption of studies' or 'readmission' and which of these should be applied to applicants.

Contacts

Admissions in Planning and Academic Administration is responsible for:

- Providing advice and guidance on the overall policy.
- Providing advice and guidance on readmission.

Undergraduate Admissions can be contacted by emailing: ugadmissions@canterbury.ac.uk.

Postgraduate Admissions can be contacted by emailing: pgadmissions@canterbury.ac.uk.

Registry in Planning and Academic Administration is responsible for:

- Providing advice and guidance on the resumption of studies.

The team can be contacted by emailing: student.records@canterbury.ac.uk.

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1. Resumption of Studies

- 1.1. If the applicant meets the following criteria then they will be considered under the Resumption of Studies process before they can reapply as a new student:
 - 1.1.1. the applicant has outstanding reassessment opportunities available to them from their previous programme of study at the University
 - 1.1.2. the application is for a programme which shares modules with the previous programme.
- 1.2. Resumption of Studies will be managed by Registry in Planning and Academic Administration.
- 1.3. The decision on whether a student can resume studies will be made in consultation with the Programme Director.
- 1.4. Where it is clear that an underlying health or wellbeing issue has affected the student's studies, the Fitness to Study Procedure will be consulted.
- 1.5. At the point of a student resuming their studies, the offer made by the most recent Board of Examiners will be reinstated and the student will be expected to take up this offer.
- 1.6. Anyone who is resuming their studies will be subject to the Regulation and Credit Framework which applies at the point of resuming their studies.
- 1.7. Any student who wishes to appeal the decision should follow the [Student Appeals Procedure](#).
- 1.8. Any student wishing to submit a complaint must follow the [Student Complaints Procedure](#).

2. Readmission to the University

- 2.1. Applications for readmission will be considered by Admissions according to the requirements below.
- 2.2. Any previous university level study must be declared on an application form or at the point of initial enquiry for applicants applying through clearing.
- 2.3. Applications for readmission should address the reasons for the initial withdrawal and the changes in circumstances which enable the applicant to return to study.
- 2.4. An applicant will be considered under the readmissions policy if they have previously studied at the University and

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- 2.4.1. they are not eligible to resume their studies under the Resumption of Studies procedure
- 2.4.2. the applicant is intending to return to study to complete an undergraduate or postgraduate taught award.
- 2.5. Applications for readmission to a programme previously failed or one which shares modules with a programme previously failed will only be considered where there is a gap of at least 24 months between periods of study.
- 2.6. Applications that have met the above criteria will then be assessed in conjunction with the relevant Academic Recruitment Lead, or Programme Director. A decision will then be made after considering the following:
 - 2.6.1. if the applicant has attempted any modules which are shared with the programme that they have submitted a new application for
 - 2.6.2. if the applicant wishes to apply to transfer prior credits.
- 2.7. Applications for readmission to CCCU will be subject to the Regulation and Credit Framework which applies at the point of readmission. The process to assess what previous credits will apply to the new award will align with the RPL process for these students. This will take into account the currency of the credits and Professional Body requirements.
- 2.8. Applicants who are given readmission to the University will start on a new registration.
- 2.9. Applicants who are given readmission will not be allowed to retake previously awarded credit.
- 2.10. If there are any unresolved Fitness to Study Cases involving the applicant, then the University may not approve the application for readmission and guidance will be sought from the Student Health and Wellbeing team on the applicant's current Fitness to Study.
- 2.11. Any applicants who require a Tier 4 visa and are given readmission to return to study at CCCU will need to meet the current requirements for Tier 4 sponsorship.
- 2.12. Applications from previous students who have been excluded from their studies by the University through a formal university procedure will not be considered for readmission.
- 2.13. Applicants should consult the Admissions Complaints and Appeals process if they wish to appeal against or make a complaint with regard to Readmission.

3. Support for Students

- 3.1. Previous students will be encouraged to consult with the Student Health and Wellbeing Team so that they can identify any appropriate support requirements when returning to study.

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Policy Information	Description of Policy Information	
Policy Title	Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award	
Department Owner	Admissions – Planning and Academic Administration	
Policy Category		
	Category	Description of category
	Academic	Policies directly affecting research, assessment or teaching within the University.
	Administrative Practice	Policies of an administrative and/or operational nature.
	Students	Policies that directly affect student life at the University.
Policy Owner	Cathy Lambert, Director of Planning and Academic Administration	
Policy Administration	ugadmissions@canterbury.ac.uk pgadmissions@canterbury.ac.uk	
Related University Policies	Requirements Related to Student Registration	
Related University Procedures (*)		
Approved by	Academic Board	
Date Approved	June 2018	
Date of Commencement	September 2020	
Review Date	1 May 2023	
Version	1.1	
History of revisions of the policy	Version 1, approved by Academic Board June 2018 Version 1.1, minor formatting changes approved by Director of Planning and Academic Administration, 27 August 2020	
Website Address	This document will need to be linked on <ul style="list-style-type: none"> • Admissions pages for Applicants • Guidance on Leaving the University via the Changes to Study pages. • The Policy Zone for Students • The Policy Zone for Staff 	