 **TAUGHT POSTGRADUATE APPLICATION FOR READMISSION**

**This form should be completed by students who wish to return to study having previously withdrawn and not received approval for a temporary suspension.**

Please complete the relevant sections of this form and submit to your programme coordinator for signature. The form must be submitted by the appropriate deadline, depending on which term you are seeking readmission to: during the first half session (1 September – 31 January): 30 June; during the second half session (1 February – 30 May): 30 November; during the summer session (1 June – 31 August): 31 March. We cannot guarantee that late forms will be approved or will be processed in time for your start date.

**Please ensure that you read the notes at the end of this form.**

The form must be submitted to the Programme Coordinator for the programme applied for. If approved, email confirmation will be sent to the student and copied to the School Office. The email to the student will be sent to the address given below.

|  |  |  |
| --- | --- | --- |
|  | **STUDENT DETAILS** |  |
|  | **Name:** |  |  |
|  | **Student ID number:** |  |  |
|  | **E-mail address for correspondence regarding application:**  |  |  |
|  | **Degree title (e.g. MSc Real Estate):** |  |  |
|  | **Degree programme start date:** |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **READMISSION DETAILS** |  |
|  | **Date of return:** |  |  |
|  | **Further relevant employment/experience since leaving University:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Physical or other disabilities that might necessitate special arrangements or facilities:** |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Do you have any criminal convictions? (excluding motoring offences for which a fine and/or up to three penalty points were imposed) – see note 1** |  |  |  |  |  |
|  | **YES** |  | **NO** |
|  |  |  |  |  |
|  | **If you are an international student please state the visa you intend to return on – see note 3** |  |  |
|  |  |  |
|  |  |  |  |  |  |
|  | **Please state the degree you wish to be readmitted to:** |  |  |  |
|  |  |  |  |  |
|  | **Please state whether you wish to resume as full time or part time:** |  | **Full time** |  | **Part time** |  |  |
|  |  |  |  |  |  |  |  |
|  | **Are you intending to study on campus or online:** |  | **On campus** |  | **Online** |  |  |
|  |  |  |  |  |  |  |  |
|  | **Please state the full reasons for your application (expand as necessary):**  |  |
|  | **Applicant’s signature:** |  | **Date:** |  |  |
|  |  |  |  |  |  |

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| --- | --- | --- |
|  | **TO BE COMPLETED BY THE PROGRAMME COORDINATOR** |  |
|  | **REPORT:** Please confirm whether or not the student is able to recommence study on the above resumption date and that progression requirements (as stated in the grade spectrum) have been met, if appropriate. Please expand as necessary: |  |
|  |  |  |  |  |
|  | **Should readmission be offered:** |  | **YES** |  | **NO** |  |
|  | **Please confirm date student should resume studies by:** |  |  |  |
|  | **Conditions (if any):** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Programme co-ordinator’s signature:** |  | **Date:** |  |  |
|  |  |  |  |  |  |

**THE APPROVED FORM MUST BE SENT TO** **postgraduate@abdn.ac.uk**

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| --- | --- | --- |
|  | **REGISTRY USE ONLY** |  |
|  | **Date changes made in SRS:** |  | **By:** |  |  |
|  |  |  |  |  |  |  |

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**NOTES**

**Criminal Convictions**

|  |  |
| --- | --- |
| Courses in teaching, health, social work and coursesInvolving work with children or vulnerable adults | All other courses |
| For these courses, you must indicate Yes if any of the following statements apply to you. | For these courses, you must indicate Yes if either of the following statements apply to you. |
| a I have a criminal conviction**b** I have a spent criminal conviction**c** I have a caution (including a verbal caution)**d** I have a bind-over order**e** I am serving a prison sentence for a criminal convictionIf statement **e** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. | a I have a relevant criminal conviction that is not spent**b** I am serving a prison sentence for a relevant criminal convictionIf statement **b** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. |

**2. Fees notes**

* Tuition fees will then be charged for the remainder of study when studies recommence.
* You should normally return in the following academic year at the same point at which you left. If you return before this point, tuition fees will be charged for any period repeated.
* If you owe the University money your application for readmission will be refused.
1. **Immigration notes**

If you are an international student and require a Student Visa the onus is on you to check with one of the International Student Advisers that you will be eligible to be issued with a new CAS number or that you are permitted to swap into a new area of study. Any academic offer of readmission/transfer does not guarantee that a CAS will be issued or that your visa will be unaffected. A CAS number is required for a student to be able to apply for a new Student Visa, as any previous Student Visa would have been invalidated at the point of withdrawal.

* If you require an ATAS certificate, you must have this in place before a CAS can be issued. An ATAS certificate can take a month to come through to you after you have applied ([www.atas.fco.gov.uk](http://www.atas.fco.gov.uk)).