

**ISTITUTO MARANGONI LONDON  
READMISSION POLICY  
SEPTEMBER 2023**

<b>Version</b>	1.0		
<b>Document title</b>	Readmission Policy		
<b>Document approved by</b>	Academic Board		
<b>Approval date</b>			
<b>Date for review</b>			
<b>Amendments since approval</b>	<b>Detail of revision</b>	<b>Date of revision</b>	<b>Revision approved by</b>
	Creation of new policy	September 2023	

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## 1. INTRODUCTION

- 1.1. If you are studying on a programme that is normally delivered over more than one academic year, we require you to re-enrol before the beginning of the next academic year. Any student who does not re-enrol by the deadline we set is withdrawn from the School.
- 1.2. This section of the Academic Regulations applies to you if:
  - i. You self-withdrew (this means that you asked to withdraw because you decided that you no longer wanted to continue your studies).
  - ii. We withdrew you for non-enrolment and you wish to return to continue your studies.
- 1.3. Being withdrawn from the School means you are no longer able to continue your studies, you will leave the School immediately, and will no longer be an enrolled student.
- 1.4. 'Readmission' means that you self-withdrew or were withdrawn from your programme for non-enrolment and now want to re-enrol and resume your studies on the programme you were on at the point of the withdrawal. You are not able to request a change of programme through the Readmission process.
- 1.5. This section of the Academic Regulations does not apply to you if:
  - 1.5.1. You are not a recent, former student. This means you are either:
    - i. An applicant who did not fully complete your initial registration.
    - ii. A former student who self-withdrew more than 12 months ago.
    - iii. A former student who was withdrawn for non-enrolment more than 12 months ago.
  - 1.5.2. You are a former student who was withdrawn for any other reason than self-withdrawal or withdrawal for non-enrolment (e.g., academic failure).
- 1.6. If you are not eligible to be considered for Readmission because any of the circumstances explained above (in 1.5) apply, you should consult the current Student Recruitment and Admissions Policy to see if you are eligible to apply to study with us afresh.

## 2. ELIGIBILITY AND PROCESS FOR READMISSION

- 2.1. To be eligible for Readmission you must meet all the following criteria:
  - i. Be able to complete all remaining credits within the original maximum period of registration as calculated from the start date of your first registration on the programme.
  - ii. Not have any outstanding debt.
  - iii. Not have received a penalty for major or severe misconduct (academic and/or behavioural).
  - iv. Give us back any interim or exit award you received following your withdrawal. An (as relevant) Be able to demonstrate you can obtain a student visa.

- 2.2. To apply for Readmission, you must email from Student and Academic Services to request a form and return it completed with all supporting evidence, to [academicervices.london@istitutomarangoni.com](mailto:academicervices.london@istitutomarangoni.com).
- 2.3. Your completed Readmission application form and supporting evidence will be reviewed by the Student and Academic Services Team to determine eligibility. This means they will:
  - i. Calculate your maximum period of registration.
  - ii. Check with the Finance team to see if you have any outstanding debt.
  - iii. Check with the Quality Assurance Team to see if you have had any penalties for major or severe misconduct.
  - iv. Check to see if you have been issued with an interim or exit award and that you have confirmed you will return this if granted Readmission.
  - v. (For students requiring a visa to study) check with the Student Immigration and Compliance Team about what you would need.
- 2.4. If eligible based on the above, your application will be reviewed by a Readmissions Panel.

### 3. READMISSIONS PANEL

- 3.1. Readmission Panels are normally held monthly and carry out a desk-based review of all applications on case-by-case basis. This means that, even though it may be eligible based on the above criteria, an application may be declined for academic reasons. Also, you are not able to attend a Readmissions Panel.
- 3.2. Readmission Panels comprise:
  - Registrar (Chair).
  - Admissions Manager (or nominee).
  - Programme Leader of the student's original programme of study or their equivalent
  - Visa and Compliance Manager
  - Student and Academic Services Specialist (Secretary)
- 3.3. Readmissions Panels may invite other members of staff to observe for training or other reason as agreed by the Chair.
- 3.4. Readmission Panels review:
  - i. The reasons for the application.
  - ii. The academic and practical implications of the application.
  - iii. Whether Readmission is the best possible way for you to successfully resume your studies.
  - iv. Whether there is compelling evidence that you have overcome the circumstances that caused the circumstances that led to your withdrawal.
  - v. Any potential risk to your health and wellbeing.
  - vi. Regulations or professional body requirements of the programme
  - vii. Any other information relevant to make a decision on your application.
- 3.5. Within five working days of the Readmissions Panel, the Admissions team will communicate the Panel's decision to you. The Panel can make one of the following decisions:

- i. Approve your Readmission without conditions.
  - ii. Approve your Readmission with conditions (for example that you set up a Personal Learning Plan and/or have regular meetings with your Programme Leader or member of the Student and Academic Services Team).
  - iii. Decline the readmission.
- 3.6. If you are not satisfied with the Readmission Panel's decision, you may be able to submit an Admissions Complaint or Appeal using the IML Admissions Complaint and Appeal Policy, which you can find on the website.