**UNDERGRADUATE RE-ADMISSIONS FORM**

This form is intended for use by former students who are requesting permission to be re-admitted to study, having previously left voluntarily or having been required to withdraw by the University without obtaining an award. It does not cover requests from students who want to be admitted to study at a higher level after having successfully completed an award at a lower level (this is covered by APL/APEL procedures).

All student requests to be re-admitted to the University must be forwarded to Information Services when completed they can be scanned and emailed to headmissions@southessex.ac.uk marked HE RE-ADMISSION REQUEST. Once received the Information Services Manager will seek approval from the relevant programme leader for re-admission and finally seek approval from the awarding body.

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| **Academic Year for Re-Admission** | 2019/20 |
| **Previous Student ID No. (If known)** |  |
| **Full Name** |  |
| **Address for correspondence** |  |
| **Programme of Study Re-admission Requested** |  |
| **Year of Study** **Re-admission Requested****(Please select)** | **FIRST/SECOND/THIRD**  |

**re-admission approval – Facult of HE APPROVAL**

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| **Statement from Programme Leader approving re-admission****(**The selector should pay particular attention to what the student had previously studied. Has the course changed significantly, meaning that the student has missed taking pre-requisite modules? What rules of assessment was the student previously on? Can the student be readmitted without requiring a special syllabus? The Department must state clearly the reason why the student is likely to succeed on this occasion.  | * Unconditional offer (On what basis?);
* Conditional offer (what conditions? Suitable conditions may include asking the student to complete work for evaluation or requiring the student to attend an interview;);
* To reject the application. If the Programme Leader decides to reject the application, the Programme Partnership Manager should be asked to confirm the decision and HE Admissions Team will inform the student.
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**south essex college USE ONLY**

Check whether the student can complete within maximum period for award.

Are there grounds for extending the maximum period?YES/NO

Have the following checks been made satisfactorily:

Academic Offences/Disciplinary History YES/NO

Student Support Issues YES/NO

Finance YES/NO

Tier 4 Sponsorship YES/NO

Any Comments for consideration by the Programme Partnership Manager:

Signed………………………………………………

Date……………………………………..

**university approval**

**Undergraduate Re-Admission Approved;**

Dean /Deputy Dean of Academic Partnerships Signature………………………………………………………..…………………

Date ……………………………

**Faculty of HE Contacts**

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| **18-19 Programmes** | **Programme Partnership Manager** | **PL** |
| W213 BA (Hons) Fashion Communication | Abi Thompsonabi.thompson@southessex.ac.uk | Jenny Carrington Jenny.Carrington@southessex.ac.uk  |
| W220 BA (Hons) Fashion Design | Kirsti McLeanKirsti.mclean@southessex.ac.uk  |
| W100 BA (Hons) Fine Art | Matt ChambersMatthew.chambers@southessex.ac.uk  |
| W210 BA (Hons) Graphic Design | John ChandlerJohn.chandler@southessex.ac.uk  |
| W250 BA (Hons) Interior Design | Stephanie BlandStephanie.bland@southessex.ac.uk  |
| W642 BA (Hons) Photography | Andrew DeeAndrew.Dee@southessex.ac.uk |
| B940/B941 FdA/BA (Hons) Counselling | Tracy MauleTracy.maule@southessex.ac.uk | Derek Cunninghamderek.cunningham@southessex.ac.uk  |
| X310 BA (Hons) Early Years Education | Maria CruickshankMaria.cruickshank@southessex.ac.uk  |
| L340 BSc (Hons) Psychology and Sociology | Sue WindhamSue.Windham@southessex.ac.uk  |
| X161 BA (Hons) Special Education Needs & Disability Studies | Chris NormanChristopher.norman@southessex.ac.uk  |
|  |
| N100 BA (Hons) Business Studies | Abi Thompsonabi.thompson@southessex.ac.uk |  Bruce NeagusBruce.neagus@southessex.ac.uk  |
| WG24 BSc (Hons) Computer Games Design | Ram MacchaRam.maccha@southessex.ac.uk  |
| W615 BA (Hons) Digital Animation | Lawrence Bignell Lawrence.Bignell@southessex.ac.uk  |
| P320 BA (Hons) Film and Television Production | Tony SweeneyTony.Sweeney@southessex.ac.uk |

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| 5616 Cert. Ed & 80046, 5617 PGCE | Professional Development & Training (PDT) | Chris Brookes Chris.Brookes@southessex.ac.uk  |
| C601 BSc (Hons) Sports Studies | Tracy MauleTracy.maule@southessex.ac.uk | Jon Morrison Jon.Morrison @southessex.ac.uk  |
| LF64 BSc (Hons) Criminology and Forensic Investigation |   |