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| **Student Services** | **A black text on a white background  Description automatically generated** |

**Re-entry Form**

**For students wishing to change their course**

Re-entry is a process for students currently enrolled at the University of Reading to apply to re-enter onto a different programme from the next academic year. Entry is onto the first part of the new programme only (Part 0 or Part 1 as applicable).

You must ensure that you read through the re-entry guidance webpage [Essentials | Changing degree programme](https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Changing-your-degree-programme) before applying to re-enter onto another programme.

* **Max no. attempts** – Students are permitted to submit **one re-entry request at a time**. If your re-entry request is rejected, you will be permitted to repeat this process up until a maximum of 3 applications have been submitted. If you submit more than one application in one go, your request may not be processed until we have received confirmation of which application you wish to proceed with first.
* **Application deadline –** Students wishing to re-enter and start the 2024-25 academic year must submit a completed re-entry form to the relevant Support Centre by **12pm on Friday 13 September 2024** (to be forwarded from the Support Centre/HBS Officer by email to the Admissions Office by 5pm on that day). Any late applications will be considered for 2025/26 entry.

**Section 1 – Student Details – To be completed by Student**

Student Name:

Student Number:

Current Programme:

New Programme:

Funded by the Student Loan Company(Yes/No)

Tier 4/Student Route visa holder? (Yes/No)

Academic year in which you wish to commence the new programme? (e.g. 2024/5)

Have you previously applied for re-entry this academic year? (If yes, please state how many times)

Are you currently suspended? (Yes/No)

Do you wish to complete the year of study on your current programme before withdrawing?

Have you past your current part of study?

\* Tier 4 / student visa route students who re-enter successfully may need to leave the UK to apply for a visa for their new course. Students requiring visa related guidance should contact the International Student Advisory Team.

**Section 2 – Student Confirmation – To be completed by Student**

Provide details of your reasons for applying to re-enter onto a new programme. This must demonstrate why you think the new course would be more suitable for you:

Please include any additional information that is relevant for consideration, such as circumstances that may have impacted your ability to study on/successfully complete your current programme e.g. if you were subject to academic engagement support in your previous programme how are you now better placed to engage ?

Please sign to confirm both sections 1 and 2 have been fully completed.

I confirm that the information provided is correct and acknowledge that it may be disclosed to the relevant officers of the University who are responsible for considering or processing this change.

Student Name:

Signature:

Date:

**Section 3 – Module scrutiny (parts a and b)**

**3a Modules on Current Programme**

**To be completed by the SSC/HBS School office**

Please include all modules in the student’s current year of study (and any other previous year(s) of study on their current programme if applicable).

Module Code/Occurrence/Level/Credits:

**3b Identifying shared modules between students current and new programme they wish to re-enter on to.**

**To be completed by the Admissions Tutor (Academic Department)**

Admissions Tutor/Academic Dept to review modules in Section 3(a) and, if applicable, identify and note here any modules which have previously been studied on the student’s current programme and which also appear on the student’s new programme for module carry over. *Note – module code/titles may have changed from 2024/25*

Module Code:

Optional/Compulsory?

Module Title:

No. of Credits

Module on the new programme that the student’s module will map to:

**Section 4 – Declaration - to be completed by Admissions Tutor and returned to Admissions Office**

Please sign to confirm both sections 1 and 2 have been fully completed.

**I confirm that I have scrutinised the modules on the student’s current programme of study against the proposed new programme, identifying in section 3(b) if any are shared. If no modules are shared, I have left section 3(b) blank.**

Admission Tutor Name:

Student Name:

Date: