Readmission to a Coursework Program Procedure Flowchart

**RESOURCES**

- Admission (Coursework) Policy
- Readmission criteria after period of absence
- UAC Entry
- eStudent

**ACTIONS**

- Publish readmission criteria, processes and associated forms
- Check readmission criteria and program availability, seek academic advice in planning the remainder of the Program of Study, gather evidence to support readmission application
- Apply through UAC or to the University as a new applicant
- Assess and update application record
- Advise students to apply via correct method
- Forwards to New / Current Students Teams to process RPL/Reparenting
- Review Saving, Deeming and Other Cases
- Refer to Faculty for Saving/Deeming/Other cases
- Update RPL/Reparent then notify Admissions to issue Readmission Offer to approved Program/Version
- Update admission record and send offer and enrolment instructions
- Enrol or Decline Offer

**RESPONSIBILITY**

- Admissions Manager
- Previous MQ student
- Previous MQ student
- Admissions Officers
- Admissions Officers
- Current Students Teams
- New/Current Students Teams
- Faculty Academics
- Faculty Standing and Quality Committee
- Faculty Academics
- New/Current Students Teams
- Admissions Officers
- Previous Macquarie University Students

*For further information please contact the Policy Unit via policy@mq.edu.au or 9850 4791.*