



UNIVERSITY OF LONDON

Intercollegiate Halls of Residence

## **Readmission Policy**

## Readmission for a second year

Students are welcome to apply for a second year of residence in an Intercollegiate Hall if all of the following criteria are met:

1. The student has lived in Intercollegiate Halls for less than 15 months during the past three academic years;
2. The student has made a positive contribution to the community within their Intercollegiate Hall and can demonstrate this with a recommendation letter from a Resident Advisor, Senior Resident Advisor or Warden;
3. The student has no disciplinary warning from the University, for minor or serious misconduct, on their file for the previous three academic years;
4. The student has never previously been asked to leave any Intercollegiate Hall for serious misconduct;
5. The student has no outstanding debts with the University, final reminder notices or a 'Notice to Leave'; and
6. The student will remain as a registered full-time student at one of the University's *Member Institutions* for the following academic year.

Applications that do not meet the above criteria will automatically be rejected, unless the application is being made on grounds of disability or other medical condition (see separate heading below). Those that do meet the above criteria will be reviewed by the Hall Warden, whose decision for readmission for a second year is final and not open to appeal.

Each Intercollegiate Hall reserves 10% of its bed spaces for returning students – with a fixed number of different room types reserved. It is not possible to guarantee a particular room type or location to any individual student.

### Guarantee of early arrival and room preference

Should a student be successful in their application for readmission for a second year, they will be eligible to apply for the following two benefits:

1. Early arrival to their Intercollegiate Hall on the Tuesday before Arrivals Day (which is usually the second or third Sunday of September);
2. Subject to availability within the allocated room-types set aside for returning students, the option to choose their room within their Intercollegiate Hall.

In order to receive this guarantee, the student will be expected to:

- Assist the Warden's Team with pre-arrival preparations in the hall on the Saturday before Arrivals Day (four hours)
- Assist the Warden's Team as part of their hall's Welcome Team on Arrivals Day (09:00 – 18:00);
- Host two welcome events in the hall within the first two weeks after Arrivals Day for new students.

Please note that students will not receive payment for these three obligations and the guarantee will serve as the benefit.

### Readmission on grounds of disability or other medical condition

If you would like to be considered for readmission on grounds of a medical condition or disability affecting your physical or mental health, you will need to submit a supporting letter from a doctor. The doctor must be registered in the UK or an EU / EEA country. The letter must be written in English on official paper and signed or stamped by the doctor; and must clearly state that the doctor recommends readmission to the Intercollegiate Halls. It is not sufficient only to provide proof that you have a particular medical condition: there must be a clearly written recommendation for readmission meeting all of the aforementioned criteria.

To help you obtain the required evidence, please show the following request to the doctor who will be writing your supporting letter:

*Dear Doctor*

*The University of London kindly requests your opinion as to whether this student will significantly benefit from an additional year of living in our halls of residence on medical grounds.*

*To help us prioritise those students with the greatest genuine need, our policy is that a diagnosis alone is not sufficient reason for automatic readmission to the halls. For readmission to the halls on medical grounds to be guaranteed, there must be a clear benefit to the student of living in halls, **over and above** the benefits that all students naturally enjoy from living on campus.*

*If you do choose to support this student's application for readmission to the intercollegiate halls, we would be grateful if you could include in your letter a clear statement (a) that you recommend readmission on medical grounds; (b) how the student's management of their medical condition would be aided by living on campus for another year; and (c) if you recommend any specific additional measures (e.g. room type or floor location) that the halls should implement to support the student.*

*Yours faithfully*

*Dr Adrian Clark  
Student Health & Wellbeing Manager, University of London  
(GMC 6051851)*

In some cases, it may be a reasonable adjustment for the University to waive some or all of the requirements listed in criteria 1,2, and/or 3 under "Readmission for a second year" above. The Warden, Residential Life Manager or Student Health & Wellbeing Manager's decision for readmission on medical grounds will be final and not open to appeal.