

Application for Reinstatement Form

PGR Students (Under Reg 45 of PG DPRS)



THE UNIVERSITY
of EDINBURGH

For details of the provisions governing PGR reinstatement, please consult the University's Postgraduate Degree Programme Regulations (Reg 45): <https://www.drps.ed.ac.uk/> and the UoE [Withdrawal and Exclusion from Studies Procedure](#).

PGR students who voluntarily withdrew from their programme, or were excluded for the following reasons listed in the **Withdrawal and Exclusion from Studies Procedure** are **eligible** to request reinstatement.

Eligible for reinstatement	Not eligible for reinstatement
Non-attendance / non-engagement (Section C)	Unsatisfactory academic progress (Section B)
Non-matriculation (Section E)	Fitness to practice procedures (Section D)
Lapse of time (Section F)	Misconduct (Section G)
Debt to the University (Section H)	Termination of supervision (Section J)
Lack of visa permission (Section I)	
Support for Study (Section K)	

If you wish to apply for reinstatement following voluntary withdrawal or eligible exclusion, you should contact your Graduate School and former primary supervisor before making an application to the College. Where your former primary supervisor is no longer available, you should contact your Graduate School and ask if they are able to appoint an assessor to check the appropriateness of your reinstatement request.

Guidance on completing this request form

Please provide details of your time as a PGR student by completing the sections below and providing reasons for seeking reinstatement.

Where you withdrew voluntarily or were excluded **before** your maximum programme end date (i.e. you had active study time remaining on your programme), and you are seeking reinstatement to re-engage with studies and work towards completing your thesis, you must also submit a detailed work plan and a thesis completion timetable, which includes specific academic milestones and interim completion deadlines for the duration of remaining period of registration.

Where you withdrew voluntarily or were excluded **after** your maximum programme end date (i.e. there was no active study time remaining on your programme), reinstatement will be considered only where a completed thesis is ready for submission and examination within one month of the approved reinstatement date.

Once completed please return the signed form (and work plan and thesis completion timetable, if applicable) to the College PGR Administration team:

College Science and Engineering (CSE): pgrcse@ed.ac.uk

College Arts Humanities and Social Science (CAHSS): cahss.PGRExams@ed.ac.uk

College Medicine and Veterinary Medicine (CMVM): cmvm-pgr-examinations@ed.ac.uk

Staff notice:

- This form contains personal data and may contain sensitive information. Please ensure downloaded or printed copies are stored securely. Please retain information only for as long as you need it and then dispose of it confidentially.

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- Further advice about handling student data can be found here:
<https://registryservices.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement>

Section 1: Declaration of consent (to be signed by all students)

I understand that the information and materials that I supply in support of this application will be processed by the University in accordance with the Student Privacy Policy
<https://registryservices.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement> By signing this form I consent to my information being used for the purposes of this application.

Signature of Student:

Section 2a: Student details (to be completed by all students)

Surname		Forename	
UUN			
Date of Birth (for student record ID verification)			
Email address for communication			
School where previously registered			
Programme on which registered when withdrawn/excluded (delete as required)	MScR / PhD / PhD with Integrated Studies / EngD / Other (please specify)		
Name of primary supervisor at time of withdrawal/exclusion			
Reason for withdrawal or exclusion (delete as required)	Non-attendance / non-engagement (Section C) Non-matriculation (Section E) Lapse of time (Section F) Debt to the University (Section H) Lack of visa permission (Section I) Support for Study (Section K)		
Date of withdrawal or exclusion			
Were you issued any exit award on withdrawal / exclusion? (delete as required)	Yes – I received an exit award and understand that to be re-instated on the original programme, the exit award will be removed and the degree certificate returned to the University. No – I did not receive an exit award on my withdrawal or exclusion.		
Please confirm your understanding of the following statements by entering YES in the boxes.			

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I understand that if permitted to return to complete my studies after an absence period of more than a year then I will be required to submit a new application to the programme and provide my academic documents, transcripts and a valid English Language certificate (if applicable).	
I understand that the College will conduct a debt status check with the University Finance team as part of this application process, and any previous debts owed to the University must have been paid and cleared before reinstatement is permitted.	
I understand that any period of reinstated registration will be self-funded, and any previous studentship funding provided by the University will not be reinstated and that I will be responsible for the payment of any/all outstanding fees that may become due upon my re-matriculation.	
For international students who held a student visa at the point of withdrawal/exclusion: If I am required to return to the University to resume and complete my postgraduate research studies on campus, I understand that it is my responsibility to obtain a new ATAS certificate (where applicable) and a Student visa, or other appropriate immigration permission. I further understand that I will be required to provide evidence of my immigration status to the University before I can recommence my studies. <i>(Enter N/A if not applicable.)</i>	

Note to students requiring visa sponsorship: We recommend you seek advice from the Student Immigration Service prior to submitting this request. StudentImmigration@ed.ac.uk

Section 3: Thesis details and status (to be completed by all students)

Title of thesis:	
Confirmation of thesis status <i>(delete as required)</i>	(A) My thesis is completed and is ready for submission and examination now. OR (B) My thesis is completed but requires supervisor review and possibly minimal / minor amendments prior to submission and examination. If my application is successful, I confirm that I will submit my thesis within the 1-month submission period granted. OR (C) My thesis is incomplete, and I require a period of supported registration to work towards completing my research and/or submission of thesis.

Section 4: Assessment of thesis status (to be completed by former supervisor or appointed assessor)

Supervisors / assessors are asked to review the student's thesis and (for incomplete theses) the proposed work plan and timetable to completion, which should be attached to the application.

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I have seen the student's thesis (and work plan and thesis completion timetable if applicable) and confirm status as: <i>(delete as required)</i>	(A) The student's thesis is completed and I confirm it is ready for submission and examination now. Or
	(B) The student's thesis is completed, but in my opinion, it would benefit from minimal/minor amendments being made but which can be completed within the submission period of one month. Or
	(C) The student's thesis is incomplete, and the proposed work plan and timetable for completion are, in my opinion, both accurate and achievable and the student is in good standing to complete the thesis successfully, if re-instatement is approved. Or
	(D) Having reviewed the thesis (and supporting documents if applicable), I am unable to support the request for reinstatement <i>(please provide explanation below)</i> .
If supporting reinstatement (A, B or C), please provide your assessment of the student's suitability for reinstatement and any comments related to the status of the thesis. <i>Box will expand with text. Expected word count is at least 300 words.</i>	
Please also confirm that the following expectations are true (state Yes or No in the box)	
The field of research has not advanced significantly since the student's original withdrawal exclusion to invalidate the student's research / literature / methods / data.	
The student's research continues to make a significant contribution to new knowledge.	
The research / thesis continues to meet the expectations of the degree award sought.	
Supervisor / assessor name	
Signature	
Date	

Section 5: Head of Graduate School statement of support

<i>(delete as required)</i> I certify that this reinstatement application has the approval and support of the Graduate School; OR I certify that this reinstatement application cannot be supported by the Graduate School.
If supporting reinstatement, please provide supporting comments (required); Box will expand with text.

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Head of Graduate School Name	
Signature	
Date	

Section 6: Dean of PGR Studies for the admitting College

<i>(delete as required)</i>	
I certify that this reinstatement application has the approval and support of the College Office, OR	
I certify that this reinstatement application cannot be supported by the College Office.	
Supporting comments on behalf of the College	
Dean of PGR Studies (or delegated authority)	
Signature	
Date	

Section 7: Administrative guidance on reinstating the student record

[UoE Student Systems Reinstatement Guidance](#)

Document control (College Office use only)

Date Approved: 02 Sept 2026		Date for next review: Sept 2027
Contact: Postgraduate Research Officer	Department: CSE PGR Student Administration team In partnership with the Doctoral College	Email: pgrcse@ed.ac.uk