

## **2.7 Registration Policy**

### **Introduction**

This Policy sets out the conditions for students registering or changing their status at the School and maximum periods of registration. This policy is applicable to all students.

### **Registration**

All students, whether new or returning, must register with the School at the beginning of each academic year. On completion of Registering, students will become Current, this will enable them to access student services and teaching resources as well as receive credit for their attendance. Where applicable, once registered, a student's attendance will be confirmed to Student Finance England and their Student Loan will be released.

#### *New Students*

New students will register in two stages at the beginning of their programme. First, students will be invited to complete online registration. Second, students will register in-person on campus to confirm their attendance and provide any required documentation to verify their identity and qualifications. Students must adhere to the instructions provided and deadlines stated in all communications. Failure to comply may result in a student's place being deferred.

New students will be required to bring in all original certificates of their qualifications that were a part of their offer conditions; these will be verified as part of in-person registration. Students will also be required to bring with them a proof of ID, this must be an original.

#### *Returning Students*

Returning students will be required to register online at the beginning of the academic year. Students will need to comply with all instructions and deadlines stated in all communications. Failure to comply may result in a student's place being deferred.

#### *International Students*

International students sponsored by the School must have a CAS assigned, with stated course date corresponding with the date of in-person registration, or induction, whichever is earlier. The CAS Issuance Policy sets out the procedure for CAS issuance in further detail, including the stipulation that prior to registration, sponsored students will be required to deposit a minimum of £5,000 with the School

#### *All Students*

Timely registration of students within the specified deadline is required so that:

- Students are aware of and agree to abide by the provisions in the [Terms and Conditions](#), the related regulations and procedures, policies and codes, the Student Privacy Notice, Data Consent Notice, and other notifications;
- The School is provided with assurance of the identity of its students. A student's ID Card must be retained at all times whilst on School premises, since it provides evidence that they are student of the School, and allows access to School facilities such as the library. ID cards must also be presented in formal assessments;

- The timely payment of tuition fees, grants and bursaries can take place;
- All students are encompassed within the full range of School academic and support facilities, including access to the Learning Management System (LMS) and IT services;
- Have their student record opened;
- Are allocated Student ID cards.
- Students can undertake formal assessment as required; and
- In case of any emergency, the School has the most up-to-date information about the student's addresses and contact details.

All students must register by the deadline specified; failure to do so may result in the deferral of the offer of a place or suspension of registration until the following term. In exceptional circumstances and where there is good cause, registration may be delayed by up to 14 calendar days of the commencement of the academic year. "Commencement of the academic year" means commencement of teaching on the programme.

Students will not be permitted to register after 14 calendar days after the commencement of teaching, except where there are exceptional, extenuating circumstances, where a retrieval plan is agreed and only with the written permission of the Registrar.

Students may be enrolled conditional on results being outstanding on qualifying awards and may be permitted, at the discretion of the Director of Teaching and Learning, to attend classes, but may not be registered until evidence of results on all qualifying awards is submitted.

No credit will be given for attendance to any programme until registration has been completed.

All students are required to keep their personal information up to date; this can be done by logging into Quercus online portal where students are able to amend their own personal information.

### **Maximum Periods of Registration**

The period of registration will commence on the date that the student first registers onto the School's programme.

The minimum period within which a student will be expected to complete the programme of study and associated assessment is 3 years; the maximum period is 5 years. This includes periods of leave of absence, repeat years of study, resits and deferral of assessments due to Extenuating Circumstances.

A student will remain registered for the maximum period of the award or until they have achieved the award or the registration has been terminated, whichever comes first.

### **Changes to Registration**

#### *Jury Service*

Students may be summoned for jury service during their time at the School. Such service may be incompatible with their study. Students summoned for jury service must contact the Director of Teaching and Learning to discuss the impact of this on their study.

Students may seek to be excused from jury service by contacting the Registrar at the earliest opportunity, who will normally provide a letter supporting an application to be excused. Students should note however that excusal is not a right.

### *Interruption of Studies*

A student may make an application to suspend registration from their programme (interrupt their studies) if they have a long-term difficulty that affects their studies. Interruptions may be granted for a defined period of a minimum of one term up to a maximum of twelve months, subject to the approval of the Director of Teaching and Learning or their nominee.

A student given approval to take an interruption of studies within the academic year or term may be required to repeat part or all of that academic year or term.

A student who has completed the academic year or term and all associated assessments successfully shall be permitted to progress to the next level of the programme.

During an interruption of studies, the registration of the student is suspended and they have no right to avail themselves of School services unless this is expressly authorised in writing by the School. The school will put in place mechanisms to support students who have decided to interrupt their studies to support them in re-engaging in the programme. The student's dedicated academic tutor will meet with the student (either face-to-face or virtually):

- At the beginning of their period of absence;
- Half-way through the period of absence;
- One month before they are due to resume their studies; and
- At the point of resumption.

### *Withdrawal of Registration*

If a student wishes to withdraw their registration and leave the School before completion of their programme, they are advised to speak to their academic tutor in the first instance. If the student decides to withdraw and terminate their registration, they must give notice in writing to the Faculty Manager ([studentenquiries@t-lis.org](mailto:studentenquiries@t-lis.org)). Students should refer to the School's [Terms and Conditions](#); however, fees already paid will not normally be refunded and any monies due will be charged notwithstanding the withdrawal.

### **Termination**

A student may be presumed to have withdrawn and terminated their registration if:

- They do not re-register within the specific registration period at the beginning of the academic year; or
- They fail to meet the attendance requirements for LIS teaching and learning activities as set out in the School's Attendance [Policy](#), and are unable to provide a reasonable explanation for their absence.

Persons who are classified as withdrawn are not students and have no right to avail themselves of School services unless any are expressly authorized in writing by the School.

An application for entry from a student who has previously withdrawn or terminated their registration shall be treated as a new application.

#### *Terminating Registration*

The School shall reserve the right to terminate a student's registration, temporarily or permanently, who:

- Is in arrears with the payment of fees or any other dues to the School; or
- Has failed to satisfy the academic requirements necessary to continue on their programme of studies; or
- Has temporarily withdrawn from the School and has failed to meet the conditions laid down for resumption of study; or
- Has been disciplined in so far as the disciplinary action taken by the School relates to registration or re-registration; or
- Has provided materially inaccurate information in support of their application; or
- Has acquired a criminal conviction of sufficient seriousness or has failed to declare a police caution or criminal conviction during the course of their studies.

#### **Appealing termination**

A student may appeal against the decision to terminate their registration via the School's [Academic Appeals Procedure](#).

Under the provisions of this Procedure, a student who has exhausted the School's internal appeals procedure and has been issued with a Completion of Procedures Letter may refer their appeal to the [Office of the Independent Adjudicator for Higher Education \(OIA\)](#), within 12 months of receiving this letter. The OIA is an independent body established by the Government and funded by the higher education sector to run an independent student complaints scheme for higher education institutions in England and Wales.

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<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Terms and Conditions</b> <b>Student Code of Conduct and Disciplinary Procedure</b> <b>Academic Appeals Procedure</b> <b>Attendance Policy</b> <b>Academic Progress Policy</b> <b>Admissions Regulations and Procedures for Students</b> <b>Admissions Regulations and Procedures for Admin Staff</b> <b>Data Retention Schedule</b> <b>Cas Issuance Policy</b>

<b>Version Control</b>			
<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>21/02/2019</b>	<b>Original draft</b>

2	Hannah Kohler (Director of Admissions and Student Support)	14/06/2019	Removed reference to International Students. Simplified "Registration and Enrolment" into simply "Registration". Added more specific details on how to register (e.g., online registration, registration events, Registrar office hours). Included link to attendance policy.
3	Chris Maguire (Registrar)	20/06/2019	Adjustments to wording
4	Hannah Kohler (Director of Admissions and Student Support)	16/08/2019	Clarification of wording
5	Academic Council	18/12/2019	Requires update given overall update of general academic regulations in light of decision to pursue NDAPs
6	Hannah Kohler (Director of Admissions and Student Support)	13/02/2020	Clarification of decision rights and appeals with regard to interruption of studies
7	Hannah Kohler (Director of Admissions and Student Support)	07/03/2020	Clarified approach to support of students who have taken an interruption of studies
8	Academic Council	16/03/2020	Approved

<b>9</b>	<b>Regulatory Working Group</b>	<b>27/07/2021</b>	<b>Removed procedure from policy, updated for international students</b>
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