

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 not applicable Short Courses and Professional programmes.

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, right to study 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.

Documentation required

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 and confirmation of their right to study, this must be an original.

FOR UK or Irish citizens, the following is required:

- A. British, UK or Irish Citizen passport or Irish passport card or;
- B. If you were born inside the UK/Ireland and are a British national but don't have a British, UK or Irish passport, we will require two documents from the following list:
 - Birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland including name of parent(s)
 - Current UK driving license
 - Student Loans Company tuition fee loan confirmation (electronic/good quality paper copy accepted)
 - Benefits paperwork issued by HMRC, Job Centre Plus or a UK local authority, dated within the last 3 months

If you are a British or Irish national but were not born in the UK or Ireland, you must provide your British Citizen, UK or Irish passport. No alternative documents can be accepted.

We will not confirm your official registration as a student until you have attended your in-person Registration Appointment and completed your Right to Study Check.

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. In order to register, a student needs to have an approved visa. 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.

Any international student must provide documentation that confirms their immigration status and right to be in the UK. Documentation to verify this may include:

- Valid passport
- Vignette
- Other visa documentation
- Digital share code

International Students should typically expect to be able to show flight and boarding details.

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.

Right to Study Checks for returning students

In some instances, returning students will be required to undertake a Right to Study Check upon their return to campus. This may be the case for a range of reasons, including if you have immigration permissions to study in the UK and your documents have expired part way through your studies. Any students requiring a check will be blocked from being able to access Online Registration until their Right to Study Check has been completed. This is part of our compliance with UK Home Office immigration rules, to ensure all registered students have relevant immigration permissions to study with us.

You will be contacted by the Registry Team before the start of term, if you are required to complete a Right to Study Check on your return.

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 Registrar, 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 their programme at the School.

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.

Undergraduate Registration Period

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.

Postgraduate Registration Period

The minimum period within which a student will be expected to complete a full-time postgraduate programme of study and associated assessment is 1 year; the maximum period is 2 years. This includes periods of leave of absence, repeat years of study, resits and deferral of assessments due to Extenuating Circumstances.

The minimum period of registration studying part-time at postgraduate level is 2 years; the maximum period is 4 years. This includes periods of leave of absence, repeat years of study, resits and deferral of assessments due to Extenuating Circumstances.

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 Head of Academic Services or nominee 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). Interruption is typically under two circumstances:

- a. they have a long-term difficulty that affects their studies.
- b. they wish to take up an opportunity (such as volunteering or studying abroad).

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 Registrar or their nominee.

An application for interruption should clearly state the reasons why an interruption is being requested and the length of time requested.

Any application for interruption should be sent to the Registry (studentenquiries@lis.ac.uk) in the first instance.

An interruption would not be granted to an overseas student with a visa in order to seek employment, language study abroad or volunteer etc.

Students are responsible for consulting with Student Loans Company to determine any financial implications. The Student Loans Company will be informed of the students interruption of studies based on the information

provided within the form. Students are also responsible for informing their sponsor. Students who choose to enroll at another institution during interruption are responsible for their tuition fees and support at that institution.

Any study and/or credit awarded at another institution whilst on interruption is not attributable to their programme at the London Interdisciplinary School.

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 their 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.

A student whose registration is suspended is not entitled to attend any teaching or take any assessments and will not pay tuition fees in accordance with the LIS's Fees and Refund Policy.

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 Registry (studentenquiries@lis.ac.uk). 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

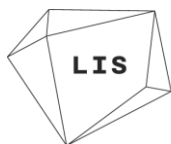
The School shall reserve the right to terminate a student's registration, temporarily or permanently, who:

- 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.

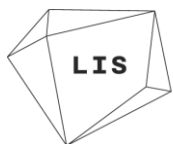
Under the provisions of this Procedure, a student who has exhausted the School's internal appeals procedure and has been issued with a Completion of Procedures Letter may refer their appeal to the Office of the Independent Adjudicator for Higher Education (OIA), within 12 months of receiving this letter. 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.



Version Control

Name of policy/procedure:	Registration Policy
Document owner:	Dr Michael Englard (Registrar)
Date Originally Created:	02/2019
Last reviewed:	05/2023
Reviewed by:	Regulatory Working Group
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Terms and Conditions Student Code of Conduct and Disciplinary Procedure Academic Appeals Procedure Attendance Policy Academic Progress Policy Admissions Regulations and Procedures for Students Admissions Regulations and Procedures for Admin Staff Data Retention Schedule Cas Issuance Policy

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	21/02/2019	Original draft
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
9	Regulatory Working Group	27/07/2021	Removed procedure from policy, updated for international students
10	Draft	Nov 2021	Inclusion of PG min and max period of registration
11	Regulatory Working Group, Chair's action	08/09/2022	Amendment to interruption to permit study abroad/voluntary work
12	PRC, Chair's action	07/12/2022	Amendment to suspension to clarify assessments and teaching is not permitted during suspension
13	Hayley Dawson (Head of Academic Services)	PRC: 17/05/2023	Clarified acceptable types of proof of Identities, corrected points of contact and email addresses, adjusted financial guidance for when students interrupt.
14	A Redford	PRC: 05/03/2025	Clarification of right to study checks