

LIS Registration Policy

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Introduction

This Policy sets out the requirements for registering and re-registering as a student of the School, the maximum periods of registration, and the circumstances in which a student's registration status may change.

It applies to all students registering with the School, except those on Short Courses or Professional Programmes, which are governed by separate arrangements.

Registration

All new and returning students must complete registration with the School at the beginning of each academic year, by the deadline communicated to them. Completion of registration confirms the student's status for that academic year and enables access to teaching resources, student services and School facilities.

Where applicable, the School will confirm a student's registration and attendance to Student Finance England. The payment of any student finance remains subject to Student Finance England's requirements and processes.

All students must demonstrate right to study on a UK course. Right to study checks will be undertaken prior to admission and at the point of enrolment. Evidence of the right to study will vary depending on a student's status in the UK.

New Students

New students must complete the registration process specified by the School at the beginning of their programme. This will normally include online registration and any further checks required to confirm the student's identity, qualifications and fulfilment of the conditions of their offer. These checks may take place in person or through an approved digital process.

The School will tell students what evidence they must provide and the applicable deadlines. Students must follow the instructions given and provide any required evidence in an acceptable form. Failure to complete the registration requirements by the specified deadline may result in registration being delayed or the student's place being deferred.

All new students must provide satisfactory evidence of their right to study in the UK, in accordance with the Right to Study section of this Policy.

Returning Students

Returning students must complete online re-registration at the beginning of each academic year, by the deadline communicated by the School. Students must follow the instructions provided and confirm or update any information required as part of the re-registration process.

Failure to re-register by the specified deadline may result in access to teaching and School services being suspended. Where a student does not complete re-registration after being given a reasonable opportunity to do so, their registration may be terminated in accordance with this Policy.

Right to Study

All students must demonstrate that they have the right to undertake their programme of study in the UK. Right-to-study checks will be undertaken before admission and again when the student registers with the School. Further checks may be required where a student's immigration status or permission is time-limited or changes during their studies.

The evidence required will depend on the student's status:

- UK and Irish nationals must provide a valid UK or Irish passport. Where the student does not hold a passport or it is unavailable, the School will accept valid photographic identification together with a birth certificate.
- Other students who do not require sponsorship by the School must provide a valid passport and evidence of immigration permission or status that permits study in the UK. Where immigration status is held digitally, students will normally be required to provide a share code so that the School can verify their eVisa.
- Students sponsored by the School under the Student route must provide the physical passport connected to their immigration application, access to their eVisa through a share code, and their UK arrival details.

For students sponsored by the School, the programme start date will be the first day of teaching. Where the student has travelled to the UK to begin their studies, the School will check their date of arrival to confirm that they entered the UK during the period in which their Student permission was valid. Evidence may include an entry stamp, travel ticket, boarding pass or other suitable evidence.

Students must maintain a valid right to study throughout their registration and must promptly inform the School of any change to their immigration status. Students who are sponsored by the School must also comply with the conditions of their immigration permission and the School's policies and requirements for visa-sponsored students.

Registration cannot be completed until the School has received satisfactory evidence of the student's right to study.

All Students

Timely completion of registration is required so that:

- students confirm that the information they have provided is accurate and agree to comply with the School's Terms and Conditions, Academic Regulations, policies and codes;
- the School can verify students' identities and create or maintain their student records;
- tuition-fee, funding, grant and bursary arrangements can be confirmed;
- students can access teaching, learning resources, student services and formal assessment; and

- the School can meet its legal and regulatory responsibilities, including maintaining accurate contact information for students.

Students must retain their Student ID card while on School premises and present it where reasonably required, including during formal assessments where applicable. Students must keep their personal and contact information up to date through the School's online portal.

All students must complete registration by the deadline communicated by the School. Where a student has a good reason for being unable to meet the deadline, the Registrar or their nominee may permit registration up to 14 calendar days after teaching on the programme has commenced, where it remains academically practicable for the student to begin their studies.

Registration after this period will be permitted only in exceptional circumstances, with the written approval of the Registrar or their nominee. Approval will require an agreed plan showing how the student will retrieve missed teaching and meet the requirements of the programme. Any late registration by a sponsored international student will also be subject to applicable immigration requirements.

Failure to complete registration within the permitted period may result in the deferral of a new student's place or the termination of a returning student's registration in accordance with this Policy.

Where evidence of a qualifying award remains outstanding, the Registrar or their nominee may, in consultation with the relevant academic lead, permit a student to attend teaching on a conditional basis. This does not constitute registration or confer an entitlement to undertake formal assessment or receive academic credit. Registration will not be completed until satisfactory evidence that the conditions of the student's offer have been met has been provided.

Maximum Periods of Registration

The period of registration begins on the date that the student first registers on their programme at the School. It is calculated continuously from that date and includes any periods of interruption, repeat study, resits or deferred assessment.

Where a student is admitted with advanced standing through the recognition of prior learning, the normal period required to complete the programme may be reduced to reflect the student's point of entry and the remaining requirements of the programme.

A student will remain registered until they have achieved the relevant award, withdrawn from the programme, had their registration terminated, or reached the maximum period of registration, whichever occurs first. The normal and maximum periods of registration are set out below.

Undergraduate Registration Period

The normal period of registration for an undergraduate programme is the approved duration stated in the relevant Programme Specification. The maximum period of registration is the approved duration of the programme plus two years.

For the standard three-year BSc programme, the normal period of registration is three years and the maximum period is five years. For a four-year BSc programme that includes a Year Abroad, the normal period of registration is four years and the maximum period is six years.

Postgraduate Registration Period

The normal period of registration for a full-time postgraduate programme is one year and the maximum period is two years. The normal period of registration for a part-time postgraduate programme is two years and the maximum period is four years.

Where a postgraduate programme has an approved duration that differs from these standard periods, the applicable normal and maximum periods of registration will be stated in the relevant Programme Specification and communicated to students before registration.

Circumstances Affecting or Changing Registration

The following sections explain the circumstances in which a student's registration may be affected or changed, including jury service, interruption of studies, withdrawal and termination.

Jury Service

A student who is summoned for jury service must notify Academic Services as soon as possible and provide a copy of the jury summons. The School will discuss with the student the likely impact on their studies and any appropriate academic arrangements.

Where jury service would be incompatible with the student's studies, the student may apply to have their service deferred or to be excused. The Registrar or their nominee may provide a letter supporting the application where appropriate. The decision whether to defer or excuse the student rests with the court and cannot be guaranteed by the School.

Where the student is required to undertake jury service, any resulting impact on their studies or assessment may be considered under the Extenuating Circumstances Policy and Procedure or, where appropriate, through an application to interrupt their studies.

Interruption of Studies

A student may apply to suspend their registration from their programme, referred to as an interruption of studies. An interruption will typically be requested in either of the following circumstances:

- a. the student has a long-term difficulty that affects their studies; or
- b. the student wishes to take up an opportunity, such as volunteering or employment.

An interruption may normally be granted for a defined period of no more than 12 months, subject to approval by the Registrar or their nominee. In exceptional circumstances, a student may apply for a further period of up to 12 months, subject to approval by the Registrar.

An application for interruption must clearly state the reason for the request and the period of interruption requested. Applications should be submitted via the published route and any queries related to the application should be directed to registryenquiries@lis.ac.uk.

An interruption will not be granted to an overseas student holding a visa for the purpose of seeking employment, undertaking language study abroad or volunteering.

Students are responsible for consulting the Student Loans Company to determine any financial implications of interrupting their studies. The School will inform the Student Loans Company of the interruption using the information provided by the student in their application. Students are also responsible for informing any relevant sponsor. A student who chooses to enrol at another institution during an interruption is responsible for their tuition fees and support at that institution.

Any study undertaken or credit awarded at another institution during an interruption will not be attributable to the student's programme at the London Interdisciplinary School.

A student who is granted an interruption during an 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 will be permitted to progress to the next level of their programme.

During an interruption of studies, the student's registration is suspended and they are not entitled to access School services unless expressly authorised in writing by the School. This does not prevent the School from providing the re-engagement support described below.

The School will support students who have interrupted their studies to re-engage with their programme. The student's dedicated academic tutor will meet with the student, either in person or remotely:

- at the beginning of the period of interruption;
- halfway through the period of interruption;
- one month before the student is due to resume their studies; and
- at the point of resumption.

A student whose registration is suspended is not entitled to attend teaching or undertake assessments and will not be charged tuition fees for the period of interruption, in accordance with the School's applicable fees and refunds policy.

Deemed Withdrawal

A student may be treated as having withdrawn and their registration may be terminated where:

- they do not re-register within the specified 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 Attendance Policy, and do not provide a satisfactory explanation for their absence.

Before terminating the student's registration, the School will make reasonable attempts to contact the student and give them an opportunity to complete the relevant requirement or explain their

circumstances. The School will confirm any decision to terminate registration, and its effective date, in writing.

A person whose registration has been terminated is no longer a student of the School and is not entitled to access School services unless expressly authorised in writing.

An application for admission from a person whose registration has previously been withdrawn or terminated will be reviewed on a case by case basis.

Withdrawal of Registration

A student who wishes to withdraw from their programme is advised to discuss this with their Programme Director in the first instance. If the student decides to withdraw, they must submit notice through the School's published withdrawal route. Queries should be directed to registryenquiries@lis.ac.uk.

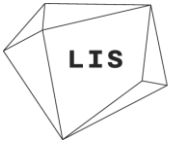
The School will confirm the effective date of withdrawal in writing. Any tuition fees payable or refundable will be determined in accordance with the School's Terms and Conditions and applicable fees and refunds policy.

Termination by the School

The School may suspend or terminate a student's registration where:

- the student is in arrears with the payment of tuition fees or other sums properly due to the School, in accordance with the applicable Terms and Conditions and fees policies;
- the relevant academic decision-making body has determined that the student has failed to meet the academic requirements necessary to continue on their programme;
- the student has interrupted their studies and has failed to meet the conditions specified for their return;
- suspension or termination is an outcome imposed under the Student Code of Conduct and Disciplinary Procedure or another applicable disciplinary procedure;
- the student provided materially inaccurate or misleading information in support of their application or registration; or
- a decision made under the Criminal Convictions Policy and Procedure determines that the student's registration should be terminated, including where the student has failed to disclose a caution or criminal conviction that they were required to disclose.

Any decision to suspend or terminate registration must be made under the applicable policy, procedure or regulations. The student will be informed in writing of the decision, the reasons for it, its effective date and the relevant internal review or appeal route.



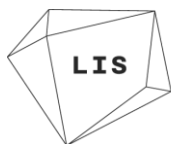
Reviewing or Appealing Termination

A student may challenge a decision to terminate their registration through the internal review or appeal route specified in the written decision and the policy, procedure or regulations under which the decision was made.

Where termination results from an academic decision concerning progression or continuation, the student may be able to appeal under the Academic Appeals Procedure. Where termination results from a disciplinary decision or another procedure, the review or appeal route set out in that procedure will apply.

When the student has completed the applicable internal procedure, the School will issue a Completion of Procedures Letter where required. A student who remains dissatisfied may be able to ask the Office of the Independent Adjudicator for Higher Education to review the matter.

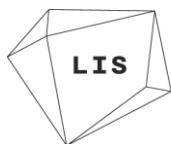
The Office of the Independent Adjudicator is independent of the School and its service is free to students. A complaint must normally be submitted within 12 months of the date of the Completion of Procedures Letter. The letter will provide current information about how to submit a complaint and the applicable deadline.



Version Control

Name of policy/procedure:	Registration Policy
Document owner:	Dr Andre Redford (Registrar)
Date Originally Created:	02/2019
Last reviewed:	09/2026
Reviewed by:	Academic Council
Date of next review: (annually unless otherwise agreed)	09/2027
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 Academic Progress and Attendance Policy Admissions Regulations and Procedures Data Retention Schedule CAS Issuance Policy Fees and Refund Policy Extenuating Circumstances Policy Criminal Convictions 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	Brett Cuming (Head of Quality)	Academic Council 10/09/2026	Full policy review. Clarified registration and right-to-study requirements, updated registration periods, and revised provisions relating to interruption, withdrawal and termination. Updated responsibilities, contact details and policy cross-references.