

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Student Registration and Enrolment Procedure (BNU Registered Students)

Version 3.0

Approved by the Board of Governors

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1. SCOPE

1.1. This procedure applies to all BNU partner students studying at LSST.

1.2. This procedure should be used in conjunction with procedures and regulations of Buckinghamshire New University.

2. AIMS

2.1. To register individual students to the correct programme within the agreed timescales.

2.2. To inform the awarding body of withdrawals, transfers or changes to student enrolment and registration.

3. REGISTRATION WITH BNU (BUCKINGHAMSHIRE NEW UNIVERSITY) AT LSST

3.1. Registration with BNU – the University is provided with student data, copies of qualifications achieved, and copies of personal ID obtained at LSST Admission Stage.

3.2. BNU Student ID Numbers – Upon registration the University will issue all students a unique BNU ID number which must be used for any BNU process or correspondence with the University.

3.3. BNU Student Enrolment – BNU students are required to enrol with the University annually using their BNU Student Number on the BNU Connect Platform BNU Connect (bucks.ac.uk).

4. ENROLMENT WITH BNU (BUCKINGHAMSHIRE NEW UNIVERSITY) AT LSST

4.1. Existing Student Enrolment 1-Step Procedure

4.1.1. **Progressing Students:** Students must re-enrol themselves with BNU at the start of each Academic Year on BNU Connect (bucks.ac.uk). Online enrolment will open following notification of the outcome of the Progression or Reassessment board. Existing students will receive an invite to enrol prior to the teaching start date. Existing students will also be given guidance on re-enrolment during induction week.

4.1.2. **Students returning from Deferral:** Students are required to enrol with BNU within a specified period surrounding their resumption of studies date. Enrolment must be completed using the online enrolment form on BNU Connect BNU Connect

(bucks.ac.uk). BNU and LSST will also send the enrolment guidance via the student email addresses on file. It is the student's responsibility to ensure their contact information is up to date to receive this communication. The enrolment link will only be available if the student has completed and submitted the “Confirmation of Resumption of Studies” form to LSST Registry. More information can be found in the LSST Withdrawals, Interruption of Studies and Transfer Policy for BNU Registered Students.

4.2. New Students Enrolment 2-Step Procedure

4.2.1. Step 1: Online Enrolment.

4.2.1.1. New Students are required to complete enrolment with the awarding body during induction week. LSST Registry and BNU will provide new students with their BNU ID number prior to course commencement. Shortly after which they will receive information on how to enrol and reset their password on BNU Connect BNU Connect (bucks.ac.uk). This will be the first step of two in completing new student enrolment. Completion of the BNU Connect Enrolment form shall result the student status with BNU and LSST becoming “Online Enrolled”.

4.2.2. Step 2: In-Person Verification.

4.2.2.1. Full enrolment shall be contingent upon in-person verification, done during the Induction Week of the course at the Students LSST campus. Once new students have been verified by LSST Registry; student data for new students, along with their correlating copies of qualifications achieved, copies of personal ID and completed forms, shall be sent to BNU, who shall then complete the full enrolment process by modifying the student status from “Online Enrolled” to “Enrolled” on BNU Connect. The student can then view their Enrolment status online.

4.3. Noncompliance with the Registration Requirements

4.3.1. New students are required to complete both online enrolment with BNU and In-Person Verification with LSST. Failure to do so will result in the student’s registration on the course being terminated.

4.3.2. Continuing students are required to complete online enrolment with BNU only. Failure to do so will result in the student’s registration on the course being terminated.

4.3.3. Students must complete their enrolment/re-enrolment process before the start of their course or within the first two weeks of the course commencement. This action is necessary to ensure compliance with academic regulations and to maintain accurate student records.

4.3.4. The responsibility for submitting this task within the grace period rests solely with the student. Failure to enrol within this timeframe will result in the student being withdrawn from their course by LSST. Students will be notified of the appeal option, should this apply, and the student will have 10 working days to complete and submit an appeal form along with supporting evidence of why they could not complete their enrolment by the given deadline.

5. STUDENT'S EMAIL ADDRESSES

5.1. Students will also have their own LSST and BNU email addresses. Any LSST communication and further updates related to students' course (e.g. timetable, course notification, progression) or if any pending tasks are due for completion (enrolment, enrolment and reassessment opportunity) will be sent from LSST to the Student's LSST email account.

5.2. Additionally, the University (BNU) will notify the students via their BNU email account of any further course updates, such as enrolment, the Board's decision on progression or reassessment opportunities, and student surveys where applicable. Therefore, LSST urges their students to check both their LSST and BNU email addresses regularly so that they do not miss out on any important communication related to their studies. When contacting LSST departments via email, students are advised to use their LSST email account in such instances.

6. STUDENT ID NUMBERS

6.1. The Admissions Office will generate a unique LSST ID number upon completion of the admissions process and the student's acceptance of the admission offer alongside LSST's Terms and Conditions. This ID will be the student's primary identifier throughout their academic journey at LSST. As such, students contacting LSST must provide their LSST ID to identify themselves.

6.2. Following the issuance of the LSST ID and becoming provisional on the applied course, the Registry Department will promptly inform the partner university of the student's acceptance and update the Student Management System (SMS).

6.3. BNU will also issue a student ID and communicate it to students and the LSST Registry Department, which will make the students active and upload their BNU IDs to the LSST system for student identification. In the case of interactions between the LSST and the Awarding Body (BNU), the identification utilised shall be that of the Awarding Body, namely BNU.

7. SUPPORT AND ASSISTANCE

7.1. Students requiring assistance with the enrolment or re-enrolment processes are encouraged to contact the Student Support Team at their local campus. The Student Support team can guide students through the process and address any issues throughout their studies.

8. AMENDMENTS TO THE ENROLMENT POLICY

8.1. LSST holds the right to make changes to this enrolment policy as required. Students will be promptly informed of any modifications to the policy, and the updates will be reflected in the official student handbook.

9. CONTACT INFORMATION

9.1. For any queries related to enrolment, please contact:

- Admissions Office: admissions@lsst.ac
- Registry Office: registry@lsst.ac

9.2. Student Support Services can be contacted at the email addresses provided below:

- Wembley Campus: wembleystudentsupport@lsst.ac
- Elephant & Castle Campus: ecstudentsupport@lsst.ac
- Aston Campus: astonsupport@lsst.ac
- Luton Campus: lutonstudentsupport@lsst.ac
- Stratford Campus: stratfordstudentsupport@lsst.ac

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