

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Student Registration and Enrolment Procedure (RUL Registered Students)

Version 3.0

Approved by the Board of Governors

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London School of Science and Technology Limited
First Floor, Memo House, Kendal Avenue, Park Royal, W3 0XA | +44 (0) 208 7953 863 | www.lsst.ac

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1. SCOPE

1.1. This procedure applies to all RUL partner students studying at LSST. This procedure should be used in conjunction with the procedures and regulations of Ravensbourne University London.

2. AIMS

2.1. To register individual students to the correct course of study within the agreed timescales.

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

3. REGISTRATION WITH RUL (RAVENSBOURNE UNIVERSITY LONDON) AT LSST

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

3.2. RUL Student ID Numbers – Upon registration the University will issue all students a unique RUL ID number which must be used for any RUL process or correspondence with the University. Replace with: Upon acceptance by RUL, each student will be issued a unique RUL Student ID number. The Student ID number will serve as the student's unique identifier throughout their studies and must be used for all RUL processes, documentation, records, and correspondence with the University. The Student ID number will remain unchanged for the duration of the student's enrolment with RUL.

3.3. RUL Student Enrolment – RUL students are required to enrol and re-enrol with the University annually using their RUL Student ID Number on the RUL Platform. Prior to the commencement of each academic year, students will receive an email from RUL containing a link to the MyRave portal and instructions to access and complete the online enrolment/re-enrolment process. For continuing/progressing students, re-enrolment communication will be sent to their Ravensbourne student email account.

3.4. Students must personally complete the online enrolment process. If support is required, students can contact their campus Student Support team for assistance.

4. ENROLMENT WITH RUL (RAVENSBOURNE UNIVERSITY LONDON) AT LSST

4.1. Existing Student Enrolment 1-Step Procedure

4.1.1. **Progressing Students:** Students must re-enrol themselves with RUL at the start of each Academic Year on the RUL Platform. 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. Students will also be given guidance and assistance with re-enrolment during induction week.

4.1.2. Students **returning from Deferral:** Students are required to enrol with RUL within a specified period surrounding their resumption of studies date. Enrolment must be completed using the online enrolment form on the RUL PlatformRUL 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 RUL 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. Prior to course commencement, RUL will provide new students with their RUL ID number, as well as a temporary password for their RUL account. Soon after becoming eligible to enrol, students will receive instructions via their personal email account on how to complete the online enrolment process. We advise students to only proceed with the enrolment process after receiving this email. Following the enrolment submission, the Awarding Body, RUL, will verify the information to ensure all the required documentation is in place for their enrolment to be completed. If RUL finds any inconsistencies or requires additional information, it will promptly notify the students. This will be the initial step in the process of enrolling a new student. Completion of the RUL Enrolment form shall result in the student's status with RUL 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 copies of personal ID, shall be sent to RUL, who shall then complete the full enrolment process by modifying the student status from “Online Enrolled” to “Enrolled” on RUL Platform. 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 RUL 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 re-enrolment with RUL 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, and, for new students, the in-person verification requirement by the end of the first two weeks of their course. In all cases, these requirements must be completed no later than the third Monday following the commencement of the academic year. These requirements are necessary to ensure compliance with academic regulations and to maintain accurate student records.

4.3.4. Students are responsible for completing the University's online enrolment and, where applicable, LSST's in-person verification requirements within the specified grace period. Students must also attend their scheduled classes within this period. Failure to complete the enrolment and in-person verification requirements, or to attend scheduled classes within the specified timeframe, may result in the student being withdrawn from their course. Where a student is withdrawn, they will be informed of their right to appeal. Students will have 10 working days from the date of the withdrawal notification to submit an appeal form, together with supporting evidence explaining the circumstances that prevented them from completing the enrolment requirements or attending their classes by the deadline.

4.4. Authorised Absence at the Start of the Academic Year

4.4.1. Students may request up to one week of authorised absence at the start of the academic year, in addition to the course induction period. Requests must meet the School's authorised absence requirements and be approved by the LSST Attendance Team. Where a student requires a longer period of absence, they may be advised to defer their studies to the next available intake to avoid missing essential teaching and being placed at an academic disadvantage.

5. STUDENT'S EMAIL ADDRESSES

5.1. Students will also have their own LSST and RUL email addresses. A student's LSST email address will be comprised of their LSST ID number, starting with H, followed by seven digits, and @lsst.ac (e.g., H1234567@lsst.ac). 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 and reassessment opportunity) will be sent from LSST to the Students' LSST email account.

5.2. Whereas the RUL email address will be the first letter of their first name followed by a dot (.) their surname and @rave.ac.uk (e.g. a.bcd@rave.ac.uk). The university (RUL) will notify the students via their RUL email account of any further course updates, such as enrolment, the Board's decision on progression or reassessment opportunities, and student surveys where applicable. Students are responsible for activating and maintaining access to their University email account, which will be used for re-enrolment in subsequent academic years.

5.3. LSST urges their students to monitor both their LSST and RUL 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 signing the 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 will promptly inform the partner university of the student's acceptance and update the Student Management System (SMS).

6.3. RUL 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 RUL IDs to the LSST system for student identification. In the case of interactions between the LSST and the Awarding Body (RUL), the identification utilised shall be that of the Awarding Body, namely RUL.

7. SUPPORT AND ASSISTANCE

7.1. Students requiring assistance with the enrolment or re-enrolment process 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:

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

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