Registration and Certificate Procedure with External Awarding Bodies

Version 5

Approved by the Board of Governors

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Document Information

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

Contents

1. Scope

1.1.   This procedure applies to all students enrolled on LSST programmes. This procedure should be used in conjunction with procedures and regulations of University of West London, Buckinghamshire New University and De Montfort University.

2. Aims

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

2.2.   Inform the awarding body of withdrawals, transfers or changes to student details;

2.3.   To claim valid student certificates within agreed timescales.

3. UWL (University of West London)

3.1.   Registrations with UWL – the University is provided with student data, copies of qualifications achieved and copies of personal ID.

3.2.   Achievement must be reported using the grades below:

The boundaries for the honours classifications are: 70% and above – First Class Honours; 60% or over and under 70% Second Class (Upper Division) – Honours; 50% or over and under 60% Second Class (Lower Division) – Honours; 40% or over and under 50% – Third Class Honours.

3.3.   Certification – Award certificates and transcripts are provided by UWL. All the certificates will be first sent to LSST by University Partner. Once received, LSST will then distribute the certificates to students. If the student has any balance of tuition fees outstanding, then student will be asked to clear the balance before the certificate can be released.

4. De Montfort University (DMU)

4.1.   Registrations with DMU – the University is provided with student data, copies of qualifications achieved and copies of personal ID.

4.2.   Achievement must be reported using the grades below:

The boundaries for the honours classifications are: 70% and above – First Class Honours; 60% or over and under 70% Second Class (Upper Division) – Honours; 50% or over and under 60% Second Class (Lower Division) – Honours; 40% or over and under 50% – Third Class Honours.

4.3.   Certification – Award certificates and transcripts are provided by DMU. All the certificates will be first sent to LSST by University Partner. Once received, LSST will then distribute the certificates to students. If the student has any balance of tuition fees outstanding, then student will be asked to clear the balance before the certificate can be released.

5. BNU (Buckinghamshire New University)

5.1.   Registrations with BNU – the University is provided with student data, copies of qualifications achieved and copies of personal ID.

5.2.   Achievement must be reported using the grades below:

The boundaries for the honours classifications are: 70% and above – First Class Honours; 60% and below 70% Second Class (Upper Division) – Honours; 50% and below 60% Second Class (Lower Division) – Honours; 40% and below 50% – Third Class Honours.

5.3.   Certification – Award certificates and transcripts are provided by Buckinghamshire New University. All the certificates will be first sent to LSST by University Partner. Once received, LSST will then distribute the certificates to students. If the student has any balance of tuition fees outstanding, then student will be asked to clear the balance before the certificate can be released.

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Original author(s):   CEO

Reviewed by:

Approved by: Executive Committee

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