

Registration guidance 2019/20

Programmes and Assessment

Year-Round Taught Student Registration Timeline/Deadlines (including identity checks)

STEPS	1. START OF REGISTRATION <i>Month before start month</i>	2. EARLY WARNING DATE <i>Friday week 2 of teaching</i>	3. FIVE DAY WARNING <i>5 days prior to deadline</i>	4. REGISTRATION DEADLINE (9AM) <i>Monday week 5 of teaching</i>	5. FINAL DEADLINE FOR REINSTATEMENTS	6. REPORT TO HOME OFFICE
Details / OPS ACTION	Records created, holds lifted for eligible students with given start month. Email sent to Schools informing registration is now open for students with start date in relevant month. Schools to run Argos report** to identify 'EL' students and contact them directly.	Not yet registered: Email reminder sent to schools – schools to run separate Argos report(s)** to identify and contact students directly.	<i>Ops email students 5 day warning about incomplete registration or identity check, detailing possibility of withdrawal from studies at given deadline.</i>	All EL students and/or students who have not yet completed the identity-check are made permanently withdrawn due to failure to register (new students to NS, returning students to WD). Email sent to schools listing the above students.***	9AM Monday week 7 of teaching (NB exception). <i>The deadline by which Schools should contact us in order to reinstate any students.</i>	Deadline for PBS team to inform UKVI of international students made permanently withdrawn due to failure to register online/failure to complete identity check.
SCHOOL ACTION	Inform Operations of no-shows/ deferrals/ withdrawals ASAP.	Inform Operations of no-shows/ deferrals/ withdrawals ASAP.	No prescribed action for Schools at this stage.	Inform Operations of no-shows/withdrawals ASAP.	Request reinstatement if appropriate (download reinstatement form from ses.leeds.ac.uk/registration).	
Best practice example	Contact returning students twice (e.g. Template 1 on registration opening and Template 2 part way into start month) and new students once (e.g. Template 2 when arrive/mid-start month).	Contact all students with warning reminding them to register (Template 3a or Template 3b).		Check to ensure this is the correct course of action for these students.		
START MONTH						
September*	01 Aug 2019 (taught returners/new TP) 28 Aug 2019 (taught new UG)	11 Oct 2019	21 Oct	28 Oct 2019	11 Nov 2019	15 Nov 2019
October*	Sep 2019	18 Oct 2019	28 Oct	4 Nov 2019	18 Nov 2019	22 Nov 2019
November	Oct 2019 (Wk 1)	15 Nov 2019	25 Nov	2 Dec 2019	16 Dec 2019	20 Dec 2019
December	Nov 2019 (Wk 1)	06 Jan 2020	13 Jan	20 Jan 2020	03 Feb 2020	07 Feb 2020
January	Dec 2019 (Wk 1)	24 Jan 2020	10 Feb	17 Feb 2020	02 Mar 2020	06 Mar 2020
February	Jan 2020 (Wk 1)	14 Feb 2020	24 Feb	2 Mar 2020	23 Mar 2020	27 Mar 2020
March	Feb 2020 (Wk 1)	13 Mar 2020	30 Mar	6 Apr 2020	20 April 2020	24 April 2020
April	Mar 2020 (Wk 1)	17 April 2020	05 May	11 May 2020	27 May 2020	01 Jun 2020
May	Apr 2020 (Wk 1)	15 May 2020	01 Jun	08 Jun 2020	22 Jun 2020	26 Jun 2020
June	May 2020 (Wk 1)	12 Jun 2020	29 Jun	06 Jul 2020	20 Jul 2020	24 Jul 2020
July	Jun 2020 (Wk 1)	17 Jul 2020	03 Aug	10 Aug 2020	24 Aug 2020	28 Aug 2020
August	Jul 2020 (Wk 1)	14 Aug 2020	02 Sep	07 Sep 2020	21 Sep 2020	25 Sep 2020

Use this document with "Registration timeline schools example contact emails". See ses.leeds.ac.uk/registration for more resources.

* Records for September and October starters are created in April to allow schools to make changes for next session and students to choose modules.

** Argos reports available to identify students not yet registered online (*Argos General > Registration > Monthly Registration Chase Up*), or students registered online but not yet completed identity check (*Argos General > Registration > RE students with no ID Checks*)

*** Where relevant, a report will be made to the UKVI, sponsors etc. following a final audit procedure including checks with Schools

Last update: 16/01/19