

London School of Theology

Visiting Students Policy

Process of ratification:	Executive Team
Executive Team Member Responsible:	Academic Dean
Individual Responsible:	Clare Miller
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To be Reviewed:	Every 24 months
Review consultation:	Executive Team, Programme Leaders, Student Academic Reps
Date of Next Review period:	May 2027

Introduction

This document outlines LST's policy and processes for incoming Visiting Students to the London School of Theology. It includes students enrolled as Lifelong learning (LLL) students and those who are governed by a formal partnership agreement (MoA) between their home institution and the London School of Theology.

It does not confer any visa immigration advice for students requiring a visa to study in the United Kingdom. Visiting Student is a term specifically used by higher education institutions, and does not refer to any Home Office visiting student visa categorisation.

Visiting students are not enrolled on any Middlesex accredited programme and will not be awarded Middlesex academic credit. In addition, they are not eligible to graduate from LST or attend the LST graduation ceremony.

All Visiting Students must abide by the School's rules, regulations and the Community Code.

Definitions

Visiting Campus Student (residential): a student who attends one or more modules on-campus, either auditing or with assessment, while resident at LST halls of residence. This student will normally be a Partnership Student (see below).

Visiting Campus Student (non-residential): a student who attends a standalone module on-campus, either auditing or with assessment.

Visiting Online Student: a student who takes a standalone module online, either auditing or with assessment.

Lifelong Learning (LLL) Student: An individual student taking one or more standalone modules for personal or professional development. A LLL student may be a Visiting Campus (non-residential) or Visiting Online student.

Partnership Student: A student enrolled on one or more modules as part of a partnership agreement/MoA with another institution. Credit may be awarded by the partner institution. These students will normally be resident on campus.

Auditing: taking a module *without assessment*. Auditing a campus module means attending lectures and includes limited VLE access. Auditing an online module means access to the online module materials with no tutor interaction.

Online intensive delivery: this is the usual mode of online delivery for the online modules which are part of our degree programmes; modules run over 5 or 10 weeks.

Online extended delivery: access to online module materials over an extended period (e.g. one year).

Modules available

1. Modules available to Partnership Students will be agreed as part of the MoA. These will normally be campus modules, but may also include online intensive modules.
2. LLL students may audit any campus Theology module, plus some Music & Worship modules. A final list is agreed each academic year with Programme Leaders, Registry and the Learning and Teaching Manager.
3. Online modules to be opened and marketed to LLL students will be agreed with the Academic Dean, ASDAS and module tutors. Some will be available for online intensive delivery, a few may be available for extended delivery (depending on numbers).
4. Additional LLL modules may be made available if there is sufficient interest, but these must be agreed with the Programme Leader and module tutors.
5. For modules running in extended delivery mode, at least three students must be enrolled in order for the module to run.

Marketing

6. The Learning and Teaching Manager will liaise with the Marketing Manager to ensure that all marketing makes clear that LLL modules are not accredited by Middlesex and are for personal and professional development only.
7. Care will be taken to avoid any association with the Middlesex logo or imagery in marketing materials, website pages or other information.

Application and Enrolment: All Visiting Students

8. All Visiting Students must complete the relevant LST online application form: Residential Visiting Students Application or Lifelong Learning Application form. In addition, Partnership Students must be registered with their home institution.
9. All Visiting Students must be recorded on the School's student record system, SIS, by the Registry team, to ensure the School meets its legal responsibilities for insurance, health and safety, and immigration.
10. All students must agree to comply with the Community Code.

Application and Enrolment: Visiting Students - Residential

11. A Visiting Residential Student from outside the UK will not normally require a visa to do unaccredited study at LST, since the residential period will be less than six months. Where a visa is required the Admissions Team will liaise with LST's UKVI Officer to ensure the relevant process and documentation is completed.
12. Visiting Residential Students will complete a modified version of School's online enrolment process.
13. Visiting Residential Students will have access to an LST email account and use of the School's online resources during the period of their enrolment.
14. Visiting Residential Students, such as Partnership Students, will be enrolled to VLE modules by the Registry team.

Application and Enrolment: Lifelong Learning Students

15. All Lifelong Learning Students will be given a temporary Active Directory account, normally active for one year. They will not be given LST email addresses.
16. Non-residential Visiting Students attending a single module on campus will be asked to sign in at Reception and receive a visitor's pass for the duration of their enrolment. No library access will be available outside office hours. Where a Visiting Student is taking a number of campus modules, a pass may be issued for the term, with the permission of the Director of Finance and Administration.
17. Lifelong Students must be enrolled on SIS as 'LLL Students' by Registry.
18. It is the responsibility of the Lifelong Learning Administrator to enrol LLL Students on to VLE modules.
19. Where a Lifelong Learning student wishes to study campus modules, they must be resident in the UK or have the appropriate visa.
20. Visiting students joining online intensive modules will normally be enrolled in time for the start of the module, but in exceptional circumstances may be enrolled up to the end of week 2/Unit 4 of the module (whichever is later).

21. Modules running with extended delivery normally start in October or January, with enrolments lasting one year.
22. Visiting students will be enrolled on VLE modules as 'Auditors' or 'Visiting with Assessment'.

Fees

23. Visiting students are subject to the Schools' fees and charges for Visiting students and these must be paid before enrolment. Fees for auditing modules will be lower than those with assessment. All fees will be reviewed each year.
24. Fees for auditing campus or online modules may be reduced or waived under certain circumstances, for example where Visiting Students are LST alumni or PhD applicants. This must be approved by the Director of Finance and Administration.
25. Partnership Students will pay the fees set out in the terms and conditions of their agreement, and according to the School's Fee Classification, programme of study and duration of visit.

Module study and attendance

26. Module attendance for Partnership Students will be monitored as for other students.
27. Module attendance/participation for Lifelong Learning students studying online will not be normally be monitored.
28. Module attendance for Lifelong Learning students studying campus modules will be monitored for campus security and safety purposes.
29. Lifelong Learning students studying online are not required to engage with module forums; Auditing students should not expect tutor engagement.

Assessment

30. Partnership Students will submit assessments in the usual way, alongside other students. Their submissions will be marked, graded and moderated in the same way as other students.
31. Where LLL students have enrolled with assessment, they will be able to submit work for assessment in the usual way alongside other students. Their submissions will be marked, graded and moderated in the same way as other students.
32. Auditing students do not submit assessments.
33. Marks for Visiting Students will not come to Module Boards or Assessment Boards.

Certificates and APL

34. LST Visiting Student Certificates will be awarded to students completing modules with assessment with a grade of 40 or above. This certificate carries no academic credit and therefore cannot be used for accredited prior learning.
35. Certificates will be issued by Registry for Partnership Students and the Lifelong Learning Administrator for LLL students.
36. Where a Visiting Student goes on to enrol in one of our programmes within two academic years, fees paid for modules completed as a Visiting Student may be discounted from their Programme Fees (minus an £200 administration fee).
37. Applications for APEL will be considered on a case-by-case basis in accordance with the APL policy.

VL fees and Faculty Workload

38. Marking for Visiting Campus Students with assessment (including Partnership Students) can be charged the 'Additional Marking Fee', regardless of the number of other students in the class.
39. Visiting Online Students taking intensive modules with assessment can be billed for by VLs at the normal student rate. The maximum fee (e.g. for more than 12 students) does not apply to these.
40. Visiting Online Students who are *auditing* online intensive modules should not expect tutor involvement and therefore no additional tutor fees will be charged.
41. Visiting Online Students who are taking extended online modules can be billed as distance learning students.
42. Moderation fees for Visiting Students with assessment are the same as for other students.
43. Faculty members can include Visiting Campus Student numbers in class size for workload calculations (depending on levels of attendance).

