

**RETURNING RESEARCH STUDENTS
INSTRUCTIONS FOR YOUR OCTOBER RE-REGISTRATION (2009/10)**

All students are required to re-register with the University each year. Please follow the instructions below to complete your re-registration this October.

We would recommend that you read the instructions in full before commencing your re-registration, as there is important information contained here.

STEP 1 ⇒ PAY YOUR TUITION FEES

Self-financing students

If you pay your fees yourself or they are paid by a family member then you will need to contact the University's Cashiers office to pay your tuition fees for the 09/10 academic year. You will need to have paid at least 50% of your fees before you can re-register. Please refer to the [fee sheet](#) for details of the fees that are due (students registered for the EdD programme please contact your department for details of tuition fees due).

The University offers an online payment facility to pay your tuition fees, in order to make payment by this method you will need to have your credit or debit card details to hand together with your student number. For further details on this and other methods of payment please refer to www.le.ac.uk/finance. You should allow 24 hours after having made your payment on-line before completing your on-line registration.

If you have any queries about paying your fees then please contact Alison Batchelor in our Cashiers office on telephone 0116 252 2367 or by email on cashiers@le.ac.uk.

Sponsored students

If your fees are paid by a sponsor, such as an Embassy, employer or via a scholarship then you will need to complete a [sponsor form](#), giving the details of the sponsoring body. You will need to attach written confirmation from the sponsor of the amount that they are paying and return the form and letter to Cashiers:

Alison Batchelor
Cashiers Office
University of Leicester
University Road
Leicester
LE1 7RH

Please note that this is required for EACH YEAR that you are sponsored.

Please ask your sponsors to include your name and student number in the letter.

Please note that if your sponsors are only paying part of your fees then you will need to pay at least 50% of the balance of the fees before you can re-register.

Members of staff

If you are a member of staff and your fees are waived via a staff fee remission then you will need to ensure that you have submitted an 'application for fee remission' form (available at <http://www2.le.ac.uk/offices/staff-development/funding/remissionfees>). Please note that a form

needs to be completed for **each year** that you are studying. Please note that if you are only in receipt of a **part** fee waiver then you will need to have paid at least 50% of the balance before you can re-register.

If you have any queries about staff fee waivers then please contact Linda Stirk in Staff Development on telephone 0116 252 5201 or by email on ls34@le.ac.uk.

Please note that you will not be able to complete your on-line registration if you have any outstanding debts or have not paid at least 50% of your forthcoming fees.

It is extremely important that you make arrangements to pay any outstanding debts and your tuition fees. If you do not pay your fees then you risk your registration being lapsed.

STEP 2 ⇨ RE-REGISTER ON-LINE

On-line registration will open on Monday 14th September 2009 and will close at 4.00pm on Friday 2nd October 2009.

If you are transferring to writing-up status or have exceeded your maximum period of registration and are applying for an extension to your registration then please refer to the instructions at the end of this document.

On-line re-registration can be completed from ANY COMPUTER in ANY COUNTRY using the link <https://register.le.ac.uk>. **Note:** If you are registering from a University PC you will be required to login with the username as “register” with a password of “register”, and this will automatically take you to the registration page. To register you will need to have your student number. You will also be asked to enter your date of birth and your surname (family name). Both of these must be identical to the information given on your original application form to the University.

You will be asked to check your programme of study and to check/amend your personal details such as current addresses (for non-University accommodation only), emergency contact details, ethnicity and disability. In the last part of the registration process you will be asked to confirm your acceptance of the University’s regulations.

At the end of the process you will be able to amend your IT Services account which allows you access to the University’s computing facilities.

After all this has been completed you will receive an email to your IT Services account to confirm successful registration. This may take up to 24 hours after completion of registration.

It is extremely important that you complete your on-line re-registration by Friday 2nd October 2009. If re-registration is not completed by this date then we may charge you a late registration fee of £75.00 and you may risk your registration being lapsed.

Transferring to writing-up status

If you are transferring to writing-up status then you and your supervisor must have completed a ‘request for registration as a writing-up student’ application. Your department will co-ordinate this for you and send the paperwork to the Graduate Office for approval.

Once the paperwork has been approved we will confirm the details to you in writing and ask you to pay the first instalment of your writing-up fees. It is important that these are paid promptly, as you risk your registration being suspended if this is not completed.

Students who are registering in the writing-up category DO NOT NEED TO COMPLETE ON-LINE RE-REGISTRATION.

Extensions of registration

If you have exceeded your maximum period of registration then you will need to apply for an extension of your registration using the form 'request for extension of registration' form. Your department will co-ordinate this for you and send the paperwork to the Graduate Office for approval.

Once the paperwork has been approved we will confirm the details of the extension to you in writing and ask you to pay your extension fees. It is important that these are paid promptly, as you risk your registration being suspended if this is not completed.

If your extension fees are being paid by a sponsor then you must obtain written confirmation of this from your sponsors on headed paper and include it with your application. It is extremely important that this is provided, as this is needed before we can confirm your registration.

Students who are registering for a period of extension of registration DO NOT NEED TO COMPLETE ON-LINE RE-REGISTRATION.

STEP 3 ⇒ COMPLETE YOUR ANNUAL REPORT

Please click on the link below to access a copy of the annual report form. This should be completed in relation to the previous twelve months and returned to the Graduate Office by 2nd October 2009.

<http://www.le.ac.uk/ua/ac/gradoff/researchstudents/ResearchStudents.html>

Please note that this does not need completing if you are on one of the following programmes:

- Doctor of Education
- Doctor of Clinical Psychology
- Doctor of Medicine

STEP 4 ⇒ FAMILIARISE YOURSELF WITH OUR HANDBOOK & REGULATIONS

As a registered research student we expect that you are familiar with our Regulations, and you should have received a copy of this document, together with a student Handbook when you first registered.

If you need a further copy of either the student Handbook or our Regulations/Code of Practice then please feel free to obtain an electronic copy by clicking on the following link:

<http://www2.le.ac.uk/departments/gradschool/forms>

STEP 5 ⇒ IF YOU HAVE ANY QUERIES

If you have any queries regarding your re-registration or are experiencing any problems in using the on-line system then please email us at pgresearch@le.ac.uk, quoting your name and student number. We will be pleased to help.

A list of useful contacts is also shown overleaf.

RESEARCH STUDENTS – USEFUL CONTACTS

Graduate Office:

Elizabeth Kramer
Graduate Office
University of Leicester
University Road
Leicester
LE1 7RH

Tel: 0116 252 2299
Fax: 0116 223 1324
Email: ek14@le.ac.uk

General email and for assistance with re-registration: pgresearch@le.ac.uk

Cashiers Office:

Alison Batchelor
Cashiers Office
University of Leicester
University Road
Leicester
LE1 7RH

Tel: 0116 252 2367

General email for assistance during re-registration: cashiers@le.ac.uk

Welfare Service:

Adrian Gascoigne (home/EU students)
Julie Boggon (home / EU students)
Katrina Abatis (overseas students)
Julia Coats (overseas students)

University of Leicester
University Road
Leicester
LE1 7RH

Tel: 0116 223 1185
Email: welfare@le.ac.uk

Staff Development:

Linda Stirk
Staff Development
University of Leicester
University Road
Leicester
LE1 7RH

Tel: 0116 252 5021
Email: ls34@le.ac.uk