

Student Self Service for Students

This guide is designed to give you a step by step guide to:

- Verifying your details
- Completing the annual Registration process
- Printing your enrolment certificate (returning students)
- Viewing and downloading your Student Support Plan
- Maintaining your personal and academic information that is required during the academic year
- Complete a graduate on-course application
- Complete a self-assessment report (Graduate Supervision Reporting)
- Selecting your examination structure options through exam entry
- Mitigating Circumstances Notice to Examiners
- Viewing your assessment and academic results
- Request a degree ceremony date

Please ensure that you read this guide when completing your annual Registration but do remember to refer to it if you are having any problems with accessing your Student Self Service. We have directed you to the specific help points throughout the document.

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1 Introduction

The purpose of this manual is to provide information for University Students to assist them with how to verify their details, register and enrol (continuing students only), view their Student Support Plan, On Course Applications (graduates), submit a self-assessment report for Graduate Supervision Reports (GSR), complete examination entry and book on to degree ceremonies.

1.1 Intended Audience

University of Oxford Students.

1.2 Objectives

On completion of this manual you will understand how to:

- Verify their details
- Complete the registration process and print their enrolment certificate (returning students)
- Maintain their personal and academic information as required during the academic year
- View and download their Student Support Plan
- Complete a self-assessment report on their academic progress using graduate supervision reporting (GSR)
- Manage their On Course Applications (Graduates)
- Select their examination structure options through exam entry
- View their assessment and academic results
- Request a degree ceremony date

2 Verification, Registration and Enrolment

During the **Registration window**¹ you will be asked to log in to Student Self Service and verify the following:

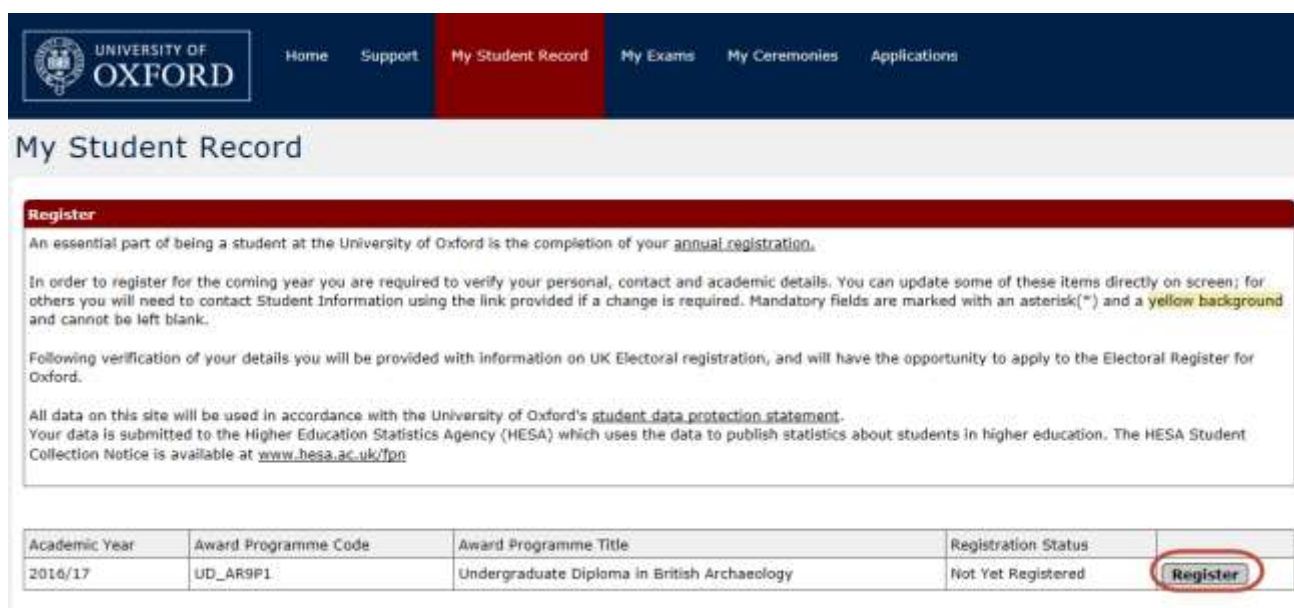
1. Identity and fee information
2. Contact information
3. Disability and personal information
4. Additional information
5. Academic information
6. Career Plans
7. Electoral Register

Once you have completed verification and registration, the process for freshers or continuing students are as follows:

- Freshers will complete their enrolment at their college, department or faculty.
- Continuing students will complete their enrolment in Student Self Service and will be able to access and print their enrolment certificate.
- Recognised Students² (without a College) will complete their enrolment with the Student Information team (you must email or phone in advance to make an appointment. **You will not be seen without an appointment**).

Colleges and departments are able to see via eVision, which freshers (and continuing students) have or have not, verified their details. Although verification is not a pre-requisite for enrolment, it is your obligation to complete the task.

Using your single sign-on credentials, log in to Student Self Service and select **My Student Record** from the menu at the top to view the programme(s) on which you are required to register.



Register

An essential part of being a student at the University of Oxford is the completion of your [annual registration](#).

In order to register for the coming year you are required to verify your personal, contact and academic details. You can update some of these items directly on screen; for others you will need to contact Student Information using the link provided if a change is required. Mandatory fields are marked with an asterisk(*) and a **yellow background** and cannot be left blank.

Following verification of your details you will be provided with information on UK Electoral registration, and will have the opportunity to apply to the Electoral Register for Oxford.

All data on this site will be used in accordance with the University of Oxford's [student data protection statement](#). Your data is submitted to the Higher Education Statistics Agency (HESA) which uses the data to publish statistics about students in higher education. The HESA Student Collection Notice is available at www.hesa.ac.uk/tpn

Academic Year	Award Programme Code	Award Programme Title	Registration Status	
2016/17	UD_AR9P1	Undergraduate Diploma in British Archaeology	Not Yet Registered	Register

Clicking on the **Register** button, to the right of the relevant programme, will open the first of nine steps you are required to complete. At each step, you will be asked to enter any missing data and/or update any incorrect data.

¹ You will receive an email from Student Information inviting you to complete [Registration](#) in early September either the first or second week of the month.

² [Recognised Students](#)

2.1 Step 1: Identity and fee Information

Step 1 of 9

Identity and fee information main screen


Please note that your preferred first/given name(s) will not appear on your University Card or on official documents. Changes to this field will not update your University email address.

To request an amendment to the details you cannot update, please use the 'Contact us' button below.

All data on this site will be used in accordance with the University of Oxford's [Data Protection Policy](#).

Title	<input type="text" value="Mrs"/>	Student Number	<input type="text" value="552972"/>
First name(s)	<input type="text" value="Lilly"/>	Student Support Number	<input type="text" value="SFDU11650432Y"/>
Middle name(s)	<input type="text" value="Mia"/>	Sex	<input type="text" value="Female"/>
Surname/last /family name	<input type="text" value="Lemon"/>	Date of birth	<input type="text" value="23 February 1993"/>
Preferred first/given name	<input type="text" value="Lilly"/>		
How do you fund your University Tuition Fees? *	<input type="text" value="Self/Family Paying"/>		
Fee status	<input type="text" value="Home"/>		

- The tuition fees drop-down values list changes depending on the type of award programme. Select the option that most closely fits your situation. If there is a problem please contact fee.schedule@admin.ox.ac.uk for further advice.
- The Sex field displays a student's legal sex as shown on a passport. You can contact your College to request either a preferred gender, or gender of 'other' to be recorded. If a preferred gender is recorded it will be displayed as an additional field below the 'Sex' field.
- Name Changes: If you want to change how your name is displayed, you will need to contact your college administrator in the first instance with proof i.e. passport, official documentation.

 **Note:** Field information:

- Mandatory fields are marked with an * and the entry box is shaded yellow.
- Some fields cannot be changed by the student e.g. name, date or birth etc. The student can request amendments using the Contact us buttons provided (refer to section [2.8](#)).
- Help text is provided at field level to provide the student with the information they need to complete the data input.
- *Get Address* functionality is included to aid completion of home, term time and correspondence and emergency contact address information. (Currently only for UK addresses).

At the end of each of the first five steps, you will have the following options:

Option	Description
--------	-------------

Save and Exit	This will save the changes and exit the verification and enrolment functionality, taking you back to the Student Self Service home screen. The next time you access your record you will be taken to the point where you chose to exit, which will enable you to complete the task.
Next	Selecting this option will take you on to the next step.
Back	Selecting this option will take you back to the previous step.

2.2 Step 2: Contact details

Step 2 of 9

Contact details main screen

Your firstname.surname@xxx.ox.ac.uk email address will be used by the collegiate University for all email correspondence as agreed in your student contract.

University of Oxford email address

Alternative email address

Phone number

Mobile phone

Term-time number

Term time accommodation

Where you live (normally in Oxford) during term. If you live in college accommodation, whether on- or off-site, please give your postal address as advised by your college; otherwise give your living-out address.

Address

Postcode

Country

Accommodation type **Press 'Change' to select Accommodation type**

Home address

Your permanent home address outside of term-time (e.g. your parents' address).

Address

Postcode

Country

Additional correspondence address

Correspondence will normally be sent to your college (or department if you have no college) but other items e.g. transcripts will be sent to this additional correspondence address.

If you have booked a place on a degree ceremony, please also ensure that you amend your certificate postal address on the Degree Ceremonies tab if relevant.

No address

Emergency contact address

The University requires that you provide the contact details of at least one Emergency Contact who will be contacted in the event of a serious emergency. For more information and to alter this information please click the button below. Please ensure you keep this information up to date.

*****You must provide contact details for a preferred emergency contact in order to continue*****

	Full name	Phone number	Email address	Address line 1	
Preferred contact *					<input type="button" value="Change"/>
Alternative contact 1					<input type="button" value="Change"/>
Alternative contact 2					<input type="button" value="Change"/>

Residency in Michaelmas 2021

Students are expected to reside in Oxford during term time (excluding part-time and some DFSA students). We recognise that arriving for the start of this academic year may not be possible for some students - particularly some international students or students with health conditions or disabilities. The UK Government is currently operating a 'traffic light' system for those arriving from overseas, with differing levels of restrictions for countries on the 'green', 'amber' and 'red' lists. If you live in a country which was on the red list on 1 July 2021 and are unable to return to Oxford for the start of the academic year, you will be automatically exempt from residency requirements. For all other students, it will be possible to apply for residency exemptions on a case-by-case basis (see our [Coronavirus website](#) for more information).

Do you expect to be resident in Oxford this term (Michaelmas 2021)? Yes No Don't know

If 'No', where will you be resident?

If you selected 'Other location', please confirm where you expect to reside this term

- You can click on the **Change** button to amend the address sections and enter emergency contact details.

2.2.1 Change address screen:

Contact details - Term-time

Please update your term-time address; this is where you are resident during University terms. If you live in college or in college-owned property, please give your postal address as advised by your college; otherwise give your living-out address. The University supplies information to the City Council to facilitate Council Tax exemption processing.

Postcode

Address line 1 *

Address line 2

Address line 3

City *

County/State/Province

Country *

What is your term-time accommodation type? *

- You can click on the Get UK Address button to use the UK postcode address finder functionality.

2.2.2 Preferred emergency contact information screen:

Preferred emergency contact information

Please update your emergency contact information in the fields below.

The University requires that you provide the contact details of a preferred emergency contact, a person (such as a family member, friend or guardian) who can be contacted easily on your behalf in the event of a serious emergency. You can also provide details of up to two alternative emergency contacts who will be contacted if your primary contact cannot be reached. The university or your college will contact your emergency contacts only when it is justified to be in your best interests e.g. if you are at risk of self-harm or suffering from a serious physical illness and you have been assessed as lacking capacity to make the decision. The decision to contact emergency contacts will be made by senior officers (e.g. Senior Tutor, Head of House, Head of Department), and you will normally be informed. Further guidance can be found in the [University's confidentiality policy](#).

A UK-resident English speaker is preferred but not required. Please include details in the field below if your contact is not an English speaker.

Please ensure you keep this contact information up to date.

Personal details
Personal details of your emergency contact.

Title

Forename *

Surname *

Relationship to you *

Language if not English speaker

Contact information
Email and phone number of your emergency contact.

Phone number *

Alternative phone

Email address *

Alternative email

Address information
Please provide a contact address for your emergency contact.

Postcode

Address line 1 *

Address line 2

Address line 3

City *

County/State/Province

Country *

- A maximum of three emergency contacts can be recorded: preferred, alternative one and alternative two.

2.2.3 Residency in Michaelmas Term 2021

Residency in Michaelmas 2021	
<p>Students are expected to reside in Oxford during term time (excluding part-time and some DPhil students). We recognise that arriving for the start of this academic year may not be possible for some students – particularly some international students or students with health conditions or disabilities. The UK Government is currently operating a 'traffic light' system for those arriving from overseas, with differing levels of restrictions for countries on the 'green', 'amber' and 'red' lists. If you live in a country which was on the red list on 1 July 2021 and are unable to return to Oxford for the start of the academic year, you will be automatically exempt from residency requirements. For all other students, it will be possible to apply for residency exemptions on a case-by-case basis (see our Coronavirus website for more information).</p>	
Do you expect to be resident in Oxford this term (Michaelmas 2021)? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know
If 'No', where will you be resident?	<input type="text" value="Other location"/>
If you selected 'Other location', please confirm where you expect to reside this term	<input type="text"/>

Students are expected to reside in Oxford during term time (excluding part-time and some DPhil students). We recognise that arriving for the start of this academic year may not be possible for some students – particularly some international students or students with health conditions or disabilities. The UK Government is currently operating a 'traffic light' system for those arriving from overseas, with differing levels of restrictions for countries on the 'green', 'amber' and 'red' lists. If you live in a country which was on the red list on 1 July 2021 and are unable to return to Oxford for the start of the academic year, you will be automatically exempt from residency requirements. For all other students, it will be possible to apply for residency exemptions on a case-by-case basis (see our [Coronavirus website](#) for more information).

- Do you expect to be resident in Oxford this term (Michaelmas 2021)?
 - Yes
 - No
 - Don't know
- If 'No', where will you be resident?
 - My Home address
 - My correspondence address
 - My term-time address
 - Other location
- If you selected 'Other location', please confirm where you expect to reside this term.

2.3 Step 3: Disability and other personal information

Step 2 of 3

Disability and other personal information

Please tell us if you have a disability. This includes, for example, sensory or mobility impairments, long-term mental health conditions, longstanding illnesses or health conditions, autistic spectrum conditions or specific learning difficulties such as dyslexia, dyspraxia and ADHD.

Information about your disability will only be shared on a **strictly limited** basis with staff across Oxford whose roles relate to supporting students with disabilities, e.g. your tutor, supervisor etc. This will include sharing your information with our Disability Advisory Service, so that they may work with you to put in place any necessary reasonable adjustments or provide study support. You should contact the [Disability Advisory Service](#) as soon as possible if you wish to discuss this section, or anything to do with provision for disability-related study support for your course.

Disabilities, including long-term health conditions and specific learning difficulties *

No known disability

Personal information

Please help us monitor equality and diversity at the University by providing the following items of personal information. We will use this information to assess the impact of our policies and practices on different groups and to help us put in place appropriate provision and support for all students. Your sensitive personal data will be stored securely in accordance with the University's Data Protection Policy and, except for information about disabilities, will not normally be shared (except in an anonymised or aggregated format) with anyone in your college or department. The collegiate University will use disability information to manage any adjustments that may be required for teaching, living and examination purposes. We also submit staff and student data to the [Higher Education Statistics Agency \(HESA\)](#) to enable national (anonymised) monitoring of diversity and equal opportunities.

With which ethnic group do you most identify? * White

What is your religion or belief? * Any other religion or belief

What is your sexual orientation?

Is your gender identity the same as the gender you were originally assigned at birth?

Back Next

Save and Exit

- The *Disability Information* drop-down contains a list provided by HESA³

Step 2 of 3

Disability and other personal information

Please tell us if you have a disability. This includes, for example, sensory or mobility impairments, long-term mental health conditions, longstanding illnesses or health conditions, autistic spectrum conditions or specific learning difficulties such as dyslexia, dyspraxia and ADHD.

Information about your disability will only be shared on a **strictly limited** basis with staff across Oxford whose roles relate to supporting students with disabilities, e.g. your tutor, supervisor etc. This will include sharing your information with our Disability Advisory Service, so that they may work with you to put in place any necessary reasonable adjustments or provide study support. You should contact the [Disability Advisory Service](#) as soon as possible if you wish to discuss this section, or anything to do with provision for disability-related study support for your course.

Disabilities, including long-term health conditions and specific learning difficulties *

Two or more impairments and/or disabling medical conditions

Select all that apply:

A specific learning difficulty such as dyslexia, dyspraxia or ADHD

A social/communication impairment such as an autistic spectrum condition or disorder

A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma

A long-term mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia

A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheelchair, crutches or other mobility aid

Deaf or a serious hearing impairment

Blind or a serious visual impairment (corrected by glasses)

A disability, impairment or medical condition that is not listed

*If not listed, please specify: (max. 50 characters)

Please indicate whether you have any additional support needs. Select all that apply:

Require use of wheelchair or other mobility aid

Require step-free/level access or use of a lift

Require personal care assistance for daily living activities

Require living accommodation with specialist equipment (e.g. hoists, height-adjustable beds, adapted bathroom facilities)

Require the use of sighted/trained assistance animal for visual, hearing, mobility or medical needs

Require the use of communication aids (e.g. BSL, interpreters, hearing support system)

Do you receive Disabled Students' Allowance?

- If you select a disability option, you will be prompted to state whether you receive Disabled Student Allowance.
- If you select "Two or more disabilities" you will be asked to state what they are.

³ Higher Education Statistics Agency

- For certain disabilities you will be asked about additional support needs. For a disability of “Not Listed” you can enter free text (max 50 characters)

2.4 Step 4: Additional information

Additional information

Name on publicly displayed lists
You can request that your name is not included on publicly displayed results lists. Please note that if you make a change to your preference late in the year it may be too late to influence the names released on the publicly displayed results lists.

Name on publicly displayed lists:

Oxford SU membership:
Oxford SU is the recognised representative body of the University of Oxford. Oxford SU exists to ensure you are represented to the University, community and beyond. Our direction and ideas are led by our student members. We do this through our six democratically elected Sabbatical Officers, our Student-Led campaigns and our democratic structures such as Student Council.

As a member of Oxford SU, you gain access to services (our independent, impartial advice service), our student-led campaigns and can stand and vote on the issues that matter to you. As a democratic organisation, you can stand and vote to lead the Students' Union and become one of our six Sabbatical Officers.

We're called the Students' Union because that's what we are: a union of students. It's the issues that matter to students that drive us. Here, students can feel assured that their views count, their voice is strong, and together we'll use them to make student life even better.

You can opt out of membership at any time. Find out more at www.oxfordsu.org

Current Oxford SU membership status:

Caring responsibilities
This information will help us to better understand the needs of student carers and parents and to provide them with relevant information on the sources of support available to them. It will also help the University to fulfil its duties under the Equality Act.

Do you have day-to-day caring responsibilities:

For another adult?

For a dependent child or children under the age of 18?

- The *Caring responsibilities* question is included to enable the University to understand its students' needs. If you select 'Yes', you will be prompted to indicate the ages of the dependent children in one of three categories:
 - Under 2
 - 2-5
 - 6-18

2.5 Step 5: Academic details

Undergraduate, Postgraduate Taught and Visiting Students – if any of these details are incorrect please contact your College in the first instance.

For a **research student** the academic details will include (as appropriate):

- Thesis title
 - Expected submission date
 - Expected transfer date
 - Transfer waived
 - Expected confirmation date
 - Research council
 - Research council Student ID
 - Supervisor details
- If any of these research-related details are incorrect, please contact your [GSA](#) for assistance but proceed with registration regardless – incorrect or missing details will be fixed later.
 - If any other details are listed incorrectly or are missing (including your college supervisor) please let your college know.

Step 5 of 9

Academic details

Details of your current programme of study are listed below.
If any of these details are incorrect, please contact Student Information by clicking the button below.

Award programme	Bachelor of Arts in History
College	Worcester College
Department	Faculty of History (CD)
Mode of attendance	Full-time
Year of programme	3

[Contact us](#)
[Back](#) [Next](#)

Recognised Students – please contact Student Information (student.information@admin.ox.ac.uk)

2.6 Step 6: Career Plans

The Careers Planning information page asks you to voluntarily provide information about your career planning stage. The information they provide is intended to be used by the Careers Service only. They may use it to alert you about events, training programmes, internships or other opportunities that may be of interest, based on the answers they give to defined questions.

Your data privacy is extremely important and your data will never be passed on to a third party. You can read the [Careers Service Privacy Policy](#) on their website.

Career plans and employability skills

How will this information be used?

The information that you provide here is intended to be used primarily by the Careers Service. They may use it to alert you about events, training programmes, careers fairs, internships or other opportunities that may be relevant and of interest, based on the answers you have given. The data will be shared in an anonymised and aggregated form with departments, colleges, divisions and administrative sections of the University for statistical purposes.

Your data privacy is extremely important and your data will never be passed on to a third party. Read the [Careers Service Privacy Policy](#).

*** Thinking about your career planning, which one of the following describes you best?**

- Career planning is not on my agenda yet; I am focusing on academic / extracurricular activities.
- I am exploring my options, getting involved with many activities on offer (e.g. internships, student societies, college groups).
- I think I know my career plan, many of my friends are doing something similar; my choice is quite a common option for Oxford students and graduates.
- I know what I want to do, (perhaps I already have it arranged). I may need some help on specific issues.
- Prefer not to say

*** Which employment sectors are you interested in? Tick as many as apply (you must choose at least one).**

- Academia with or without further study (for example 'PostDoc', Clinical Studies, Law, PGCE, PhD, Masters)
- Accountancy, Insurance and Financial Services
- Advertising, Marketing and Communications

Beneath the *Career plans and employability skills* section are two questions regarding receiving communication from the Careers Service; so you can *Opt in* and/or *Opt out* of Career Service and employer emails.

Additional questions regarding Language Skills appear at the bottom of the screen during Registration (but not on the Check My Details screens).

Receiving communication from the Careers Service

*** Opt out of Careers Service emails.** From time to time the Careers Service will send you information about careers-related information sessions and events, such as our careers fairs.

Opt in Opt in (receive emails) or opt out (do not receive emails)

*** Opt out for employer emails.** From time to time the Careers Service will send you information on behalf of selected employers about relevant events and employment or internship opportunities. Please note – the Careers Service *will not* pass on your contact details to employers.

Opt in Opt in (receive emails) or opt out (do not receive emails)

Opting out of either will not affect you receiving the weekly Careers Newsletter.

Language Skills

Please indicate below any foreign languages that you speak, and your proficiency in each language. Sometimes recruiters are looking for multilingual candidates with specific language proficiency and we may use this information to send you relevant opportunities, from time to time.

Language	Level	
French <input type="text"/>	Intermediate / Limited working proficiency <input type="text"/>	
Japanese (Modern) <input type="text"/>	Basic / Elementary <input type="text"/>	
Italian <input type="text"/>	Basic / Elementary <input type="text"/>	Add another language

You may contact the Careers Service to discuss your career planning changes:

Careers Service: 56 Banbury Road, Oxford, OX2 6PA.

General enquiries: reception@careers.ox.ac.uk / +44 (0)1865 274646

Monday to Friday, 09:00 to 17:00

<http://www.careers.ox.ac.uk>

Any queries about these questions can be directed to the Careers Service: reception@careers.ox.ac.uk

2.7 Step 7: Individual Electoral Registration

Online registration now includes an invitation to apply to join Oxford County Council (OCC) Electoral Register. The Individual Electoral Registration option was introduced in September 2016 following discussion and agreement between OCC and the University of Oxford in July 2015. Specific information is needed by OCC to communicate with residents on registration, for verification of eligibility to vote and for inclusion of records on the electoral register (replaced the Electoral roll). Applications to register to vote would therefore involve you to agree to the supply of this data and provide your National insurance number.

2.7.1 Step 7a: Apply to register to vote

Step 7a of 9

Apply to register to vote

If you are eligible to vote, you must be on an electoral register.

If you live in Oxford City you may use this section to apply to be put on the electoral register for Oxford.

Alternatively, if you wish to apply directly to Oxford City Council or to apply to the electoral register held by another council you can do this via www.gov.uk/register-to-vote

You should not complete this section if you are not entitled to vote or if you live in another district e.g. Vale of White Horse, West Oxfordshire, Cherwell or South Oxfordshire.

Why should I join an electoral register?

- If you are not registered you will not be able to vote. If you do not register to vote you can be fined £80
- Electoral registers are used for credit reference checks

I am not British, can I vote?

- Commonwealth and Republic of Ireland citizens are entitled to vote in all elections
- Citizens of the European Union states are entitled to vote in local elections

I am registered already at my home address

You are entitled to be registered at both your home and university addresses. At local elections you can vote at both. In national elections you can vote only once.

For further information on eligibility visit the Electoral Commissions' Students page: www.aboutmyvote.co.uk/register-to-vote/students

To identify the district you live in visit: www.oxfordshire.gov.uk/cms/content/district-councils

To find out more about the Oxford City Council Electoral register visit: www.oxford.gov.uk/info/20046/elections_and_voting/199/register_to_vote

By clicking 'Cancel and Exit' you are indicating that you do not wish to complete this at the current time.

- Following reading the information you can either choose or choose .

2.7.2 Step 7b: Joining Oxford Electoral Register

- If you choose **Next steps to join Oxford Electoral Register** then you will see the below screen:

Step 7b of 9

Application to join Oxford City Council Electoral Register

It is not compulsory to complete this section. Press 'Cancel', then 'Decline' if you do not wish to register in Oxford or if you are not entitled to vote or live in another district.

If you complete and approve this section, the details below will be transferred to Oxford City Council. The data will be used to check your eligibility for inclusion on the Electoral register and for contacting you if queries arise. If your application is verified, details will be included on the Electoral register. Once the form is saved and submission confirmed you will not be able to change the information supplied.

The Electoral register is used for election purposes but can be used for some limited purposes specified by law e.g. detecting crime, calling people to jury service and checking credit applications.

By completing this you are opting out of the 'Open Register', however you may change this preference at any stage by contacting Oxford City Council. (The Open Register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. Further information on the difference between the Electoral Register and the Open Register is here: <http://www.registration.gov.uk/central/2013/11/08/schedule/2/schedule2.html>)

Details

Surname	LEWIS
Forenames	JULY MA
Date of Birth	11/04/1944
University email address	am1@emul.com
Nationality	United Kingdom
Other nationalities	-

Current term-time address

Address	2 DUNDERLANDS BLACKPOOL
Post code	BB2 5AG
Address start date	1 Sep 2018

Further required details

National insurance number or reason it cannot be supplied: [Dropdown menu]

Reason I cannot provide a National Insurance Number: [Text input field]

Declaration

I understand that:

- The information above is correct.
- The information above will be passed to the Electoral Registration Officer of Oxford City Council who may contact me if they have queries using the details supplied, and will use this data to compile the electoral register.
- That eligibility for inclusion on the Oxford City Council Electoral Register will be determined by the Electoral Registration Officer.

[]

[Contact us] [Back] [Next]

By clicking 'Cancel and Exit' you are indicating that you do not wish to complete this page at the current time.

[Cancel and Exit]

- You need to :-
 - Complete your NI number (or give a reason why you are unable to provide an NI number)



- Tick the declaration.
- You will then see the below confirmation page:-

Step 8a of 9

Electoral registration preference recorded.

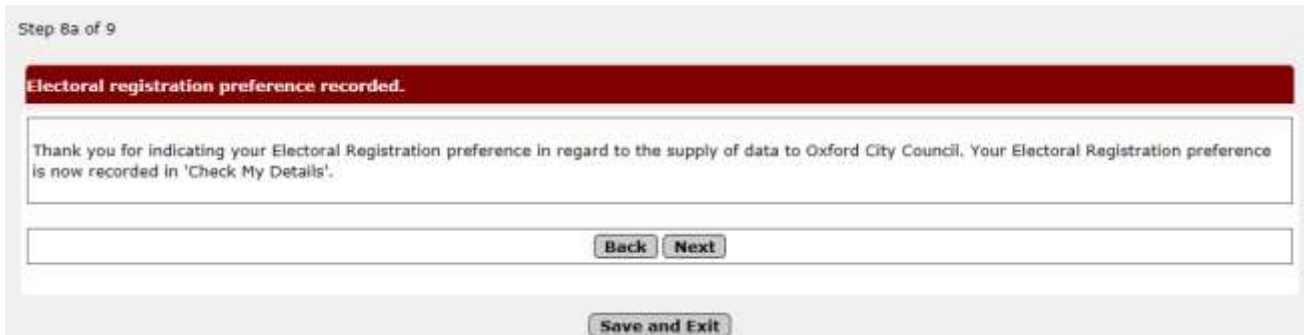
Thank you for indicating your Electoral Registration preference in regard to the supply of data to Oxford City Council. Your Electoral Registration preference is now recorded in 'Check My Details'.

[Back] [Next]

[Save and Exit]

2.7.4 Step 8a: Declining to join the Oxford Electoral Register

- If you choose to **Decline** then you will see the screen below:



2.7.5 Electoral Registration closed

- You will see the below screen if the electoral registration window is closed:-



2.8 Requesting an Amendment to Details Students Cannot Update

Students cannot change some of the information shown (though you should continue with Registration in the meantime).

If you have queries about please contact:

EMAIL ADDRESS CHANGE

If you would like your e-mail address to be altered please [contact IT Services](#) to request this

NAME CHANGES

Please contact your College.

RESEARCH COUNCIL STUDENTS:

Research Council students: if your ESRC/AHRC/MRC information isn't appearing on Student Self Service please continue to enrol as normal – we have been advised that this information will be updated later.

SUPERVISOR CHANGE

If there are any errors with your research supervisor on Student Self Service please contact your [GSA](#) to have these corrected. If your college advisor is listed incorrectly please contact your college.

THESIS TITLE CHANGE

If there are any errors with your thesis title listings on Student Self Service please contact your [GSA](#) to have these corrected.

For other queries please contact Student Information by using this form and we will investigate who can assist you. Please note that during Registration the helpline is very busy so please so ensure your query is not listed above. Click on the **Contact us** button to open an email addressed to the Student Information team. You can then enter a message and click Send. A copy of the email will also be sent to you for your records.

Step 1 of 9

Identity and fee information query

Please provide details of the change you wish to make in the text box below. When you click the Send button, your query will be emailed to Student Information, and will automatically include your name and programme details. You will receive a copy of the email sent to Student Information.

To: Student Information
From: email@email.com
Subject: Change to my personal details

Message *

My surname is Lemonnie not Lemon

Student number	552972
Student name	Lilly Mia Lemon
Programme code	UA_HY2
Programme name	BA History

2.9 Step 9: Declaration

When you reach step 9 you will be asked to confirm that the data you have checked and/or amended is correct.

Step 0 of 9

Declaration

All data on this site will be used in accordance with the University of Oxford's [student data protection statement](#) and [data protection policy](#).

Click **Confirm** below to confirm that the information you have checked or updated, or for which you have requested a change, is correct and that you wish to be enrolled at the University of Oxford.

Back **Confirm**

Following your confirmation:

- 1) **You must click on the Finish button** in order to complete the process. If you are a Fresher you will also see a message above the Finish button prompting you to collect your University card from your college at which point you will also complete your enrolment:


Confirmation

Thank you, you have successfully verified your personal details. In addition, when you arrive in Oxford you will need to collect your University Card from your college (or department if you do not have a college). Your College/Department Administrator will then complete your registration, and you will be able to return to eVision to print an enrolment certificate which can be used for Council Tax exemption (for full-time students) and as proof of student status.

Student Information (student.information@admin.ox.ac.uk) is a central point of contact for advice for students at Oxford throughout the year on all aspects of your student career.

Remember, once your registration is complete you can use eVision to update your details and print an enrolment certificate at any time during the year.

Finish

 **Note:** If you are a fresher and you click on the Finish button, the My Student Record link will disappear until you are fully enrolled by your college / department.

- 2) If you are a returning student, you will see the following message providing you with a link to generate your enrolment certificate. **You must click on the Finish button**

Confirmation

Thank you, you have completed your annual registration.

No further action is required and you have been enrolled for your next year of study. You can now print your enrolment certificate which can be used for Council Tax exemption (for full-time students) and as proof of student status.

[Generate Enrolment Certificate](#)

Student Information (student.information@admin.ox.ac.uk) is a central point of contact for advice for students at Oxford throughout the year on all aspects of your student career.

Remember, you can use eVision to update your details and print an enrolment certificate at any time during the year.

Finish

An example of an enrolment certificate is shown below.

Please note: If you do not complete Registration **completely** you will not be able to access your Enrolment Certificate or enrol for exams. It is worth double checking that you have clicked through each screen and pressed FINISH at the very end.

ACADEMIC RECORDS OFFICE, STUDENT ADMINISTRATION,
UNIVERSITY OF OXFORD

Examination Schools, High Street, Oxford, OX1 4BG
arof@admin.ox.ac.uk

To whom it may concern



CONFIRMATION OF REGISTRATION AND STUDENT STATUS

This document certifies the following information about the student's current status at the University of Oxford, as at 18 February 2015:

The student below is registered for the academic year 2014/15

College: Wolfson College

Student details

Student number:	446444	Title:	Dr
Surname:	Lemon	First names(s):	Lilly Mia
Date of Birth:	16 March 1982		

Address details

Term time address:	Home address:
2 Cumberlands Blackpool NG2 5SA	2 Cumberlands Blackpool NG2 5SA

Programme of study details

Programme title:	Bachelor of Arts in Modern Languages (French)
Programme type:	Undergraduate
Type of attendance:	Ft Wu
Date of first registration on course:	15 January 2010
Expected date of completion of course:	9 April 2016

This certificate is provided as evidence that the above student is registered at the University of Oxford for the period shown. For full-time students this provides evidence for Council tax exemption. For international students who must register with the police, this provides evidence of enrolment. Students registered on a full-time mode of attendance are expected to spend at least 40 hours per week studying. Any address details quoted within this statement have been supplied by the student and have not been checked by the University. If further proof of address is required this should be obtained directly from the student.

3 Check my Details

Following verification, registration and enrolment it is your responsibility as a student to keep your data up to date at all times. The data that you can update includes:

- Identity and fee information
- My contact information
- Disability and personal information
- Additional information
- Academic information
- Career Planning
- Electoral Registration Preference
- Study Activity Outside the UK
- Generate enrolment certificate

During the academic year you can access your personal and academic details at any time to view, update or request amendment(s) to.

After logging into Student Self Service (as described in section 2) you can select **My Student Record** to access your details.

The screenshot displays the 'My Student Record' page for a current student. At the top, there is a navigation bar with the University of Oxford logo and links for 'Home', 'My Student Record', and 'My Exams'. A 'Logged In:' status is visible in the top right corner. The main heading is 'My Student Record'. Below this, a red banner contains the text 'Check my Details' and a privacy notice: 'All data on this site will be used in accordance with the University of Oxford's student data protection statement and data protection policy. Your data is submitted to the Higher Education Statistics Agency (HESA) which uses the data to publish statistics about students in higher education. The HESA Student Collection Notice is available [here](#).' Below the banner, a section titled 'Select details to edit (current students)' lists the following categories with buttons: 'Identity and fee information' (Change), 'My contact information' (Change), 'Disability and personal information' (Change), 'Additional information' (Change), 'Academic information' (View), 'Career Plans and Employability Skills' (View), 'Electoral Registration Preference' (View), 'Study Activity Outside the UK' (View), and 'Generate enrolment certificate' (View).

The options replicate the screens previously checked during the verification process but they are independent of each other, enabling you to update specific area(s) without having to work through all the screens.

A button labelled **Change** or **View** will be available for each section and you can select to review and/or update the data. The button label may change depending on your level study and the type of data it refers to. For example:

- If you are an undergraduate student, you cannot amend the overseas study activities information and will be presented with a **View** option; whereas if you were a postgraduate student you will be presented with a **Change** option.
- Academic information cannot be updated by you, therefore only a **View** option displays.

From the main *Check my Details* screen, you can click **View** next to Generate Enrollment Certificate to print your enrollment certificate.

The Careers Planning information page asks you to voluntarily provide information about your career planning stage. The information you provide is intended only to be used by the Careers Service. They may use it to alert you about events, training programmes, internships or other opportunities that may be of interest, based on the answers you give to defined questions (see Section 2.6)

Online registration now includes an invitation to apply to join Oxford County Council (OCC) Electoral Register. The Individual Electoral Registration option was introduced in September 2016 following discussion and agreement between Oxford City Council (OCC) and the University of Oxford in July 2015. Specific information is needed by OCC to communicate with residents on registration, for verification of eligibility to vote and for inclusion of records on the electoral register (replaced the Electoral roll).

Applications to register to vote would therefore involve you to agree to the supply of this data and provide your National insurance number (see Section 2.7).

If you cannot amend but wish to update data, you can request a change using the Contact us options, as described in 2.8.

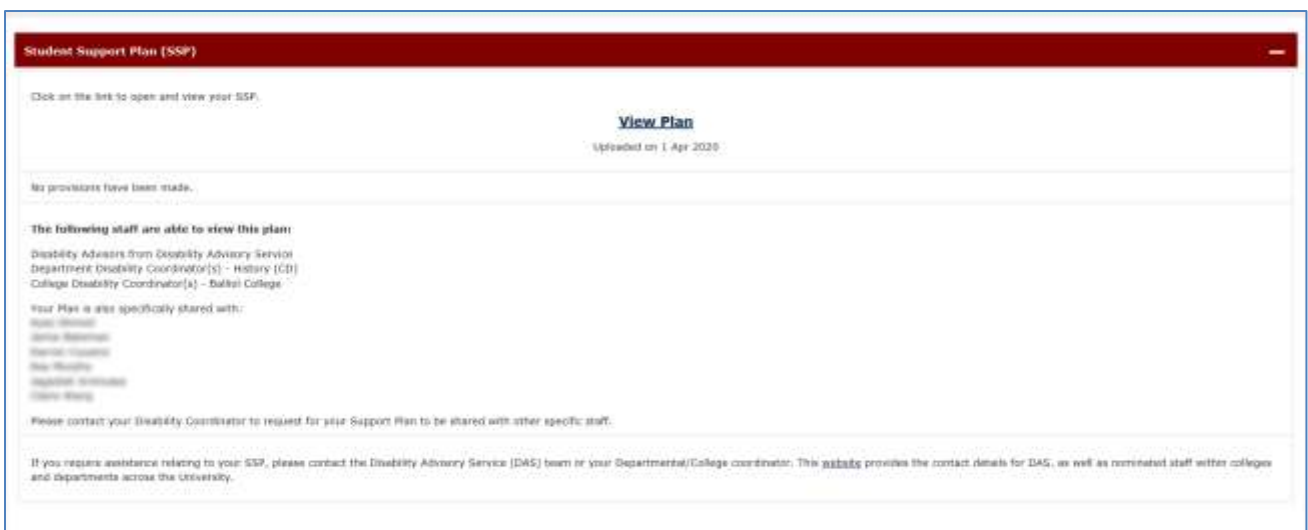
4 Student Support Plan

If you have a Student Support Plan uploaded, then you will be able to access this from **My Student Record**.



If a plan is uploaded for you, then you will see the following:

- A link to your Plan, showing when it was uploaded
- Details of who (staff) can see the Plan through eVision
- Guidance text on how to find support related to the Plan




To access your Plan, click on the **View Plan** link



You can choose to **Open** or **Save** it.

Adobe Acrobat Reader DC
 File Edit View Sign Window Help
 Home Tools 1149688 (1).pdf x

3 Worcester Street, Oxford OX1 2BX
 Tel: 01865 289843 | Fax: 01865 289830
 Email: disability@admin.ox.ac.uk | Web: www.ox.ac.uk/students/welfare/disability



DISABILITY ADVISORY SERVICE

Student Support Plan (SSP)

For information about the use and role of the SSP please see:
www.admin.ox.ac.uk/aad/swss/disability/aboutdisability/studentsupportplan/

Name: XXX	Student ID: XXX	College: XXX
Course: BA Ancient and Modern History		Level: UGRAD
Dept/Faculty: Faculty of History (CD)		Start / Finish: 2014 / 2017
Disability Advisor at DAS: Holly Mason-Gault		
Confidentiality: The student has given their consent for information about their disability to be shared on a need-to-know basis with appropriate staff in line with Data Protection Act requirements.		
Disability: Mental health condition - depression	Disability Information: Depression	
Impact on study: The student has a long-standing diagnosis of depression which is being treated clinically. However, she continues to struggle on a daily basis with reading and the production of written work due to the cognitive features of her disability, which include difficulty concentrating, intrusive negative thoughts, and motivational issues. She reports that anxiety symptoms often present themselves		

5 On Course Applications

There are nine graduate application forms which can be completed online via your On Course Application dashboard in Student Self Service. These applications are reviewed and actioned online too, by your supervisor, college, department and Graduate Studies Assistant or departmental graduate administrator. Where necessary your application may also be referred to the Education Committee/Proctors for approval and if it is a Medical Sciences programme will be reviewed and approved by the Medical Sciences Board.

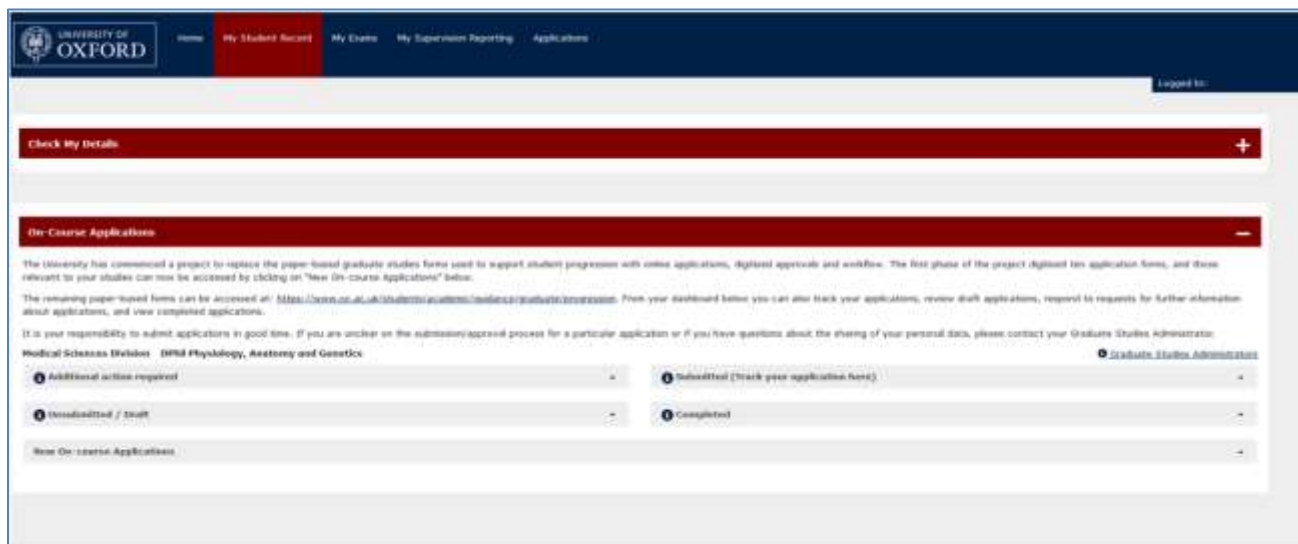
The applications which can be submitted via Student Self Service are as follows:

- Deferral of Transfer of Status (GSO.2b)
- Appointment of Examiners (GSO.3 and GSO.27)
- Dispensation from Consultation of Thesis (GSO.3c)
- Change of Mode of Study (GSO.4)
- Change of Thesis Title (GSO.6)
- Dispensation from Statutory Residence (GSO.8)
- Deferral of Confirmation of Status (GSO.14b)
- Extension of Time (GSO.15)
- Notification of Withdrawal of programme of Study (GSO.29)

The remaining paper-based application forms can be downloaded from the [Graduate forms](#) webpage.

5.1 Accessing your On Course Application Dashboard in Student Self Service

Login to Student Self Service and click on My Student Record. Your On-Course Applications dashboard will be displayed.



There are five sections to the dashboard:

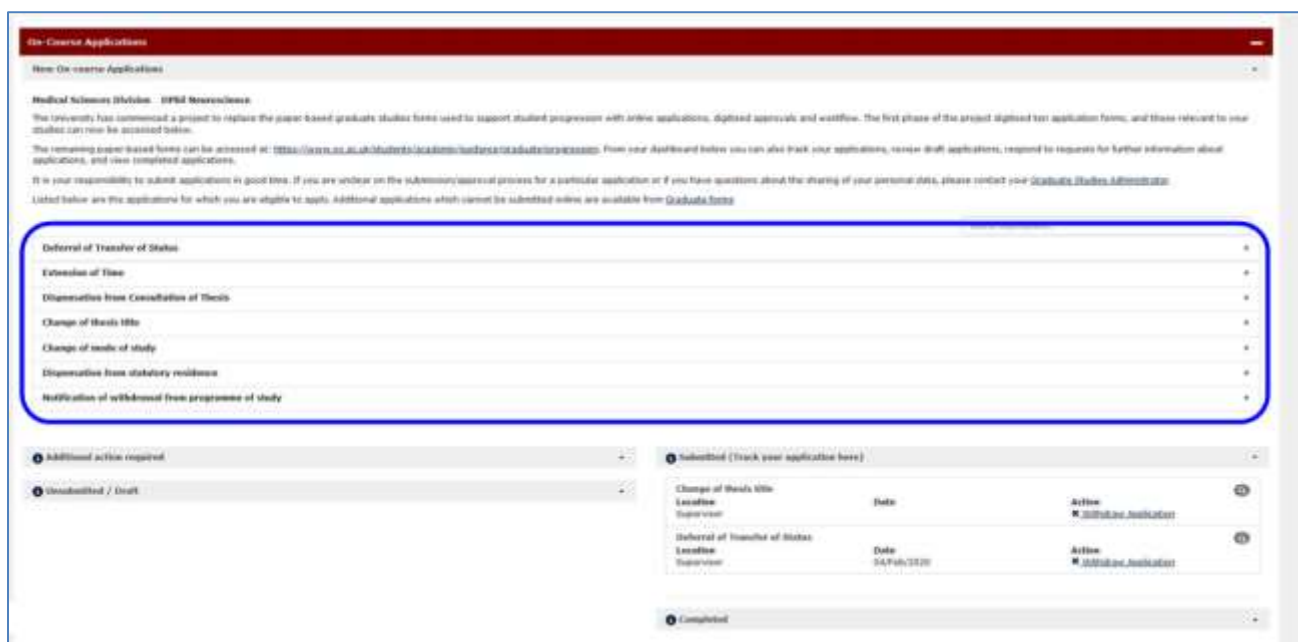
- **Additional action required** – shows your applications that are in the approval process, but have been referred back to you for further information.
- **Submitted (Track your application here)** – shows applications which you have submitted and are in the approval process.

- **Unsubmitted/Draft** – shows applications that you have started, saved but not yet submitted.
- **Completed**- shows applications that have been approved or withdrawn.
- **New On-Course Applications**- lists any types of applications that you can submit online and is where you can begin an application.

If you are unclear on the submission/approval process for a particular form or if you have questions about the sharing of your personal data, please contact your [Graduate Studies Assistant](#) or departmental graduate administrator.

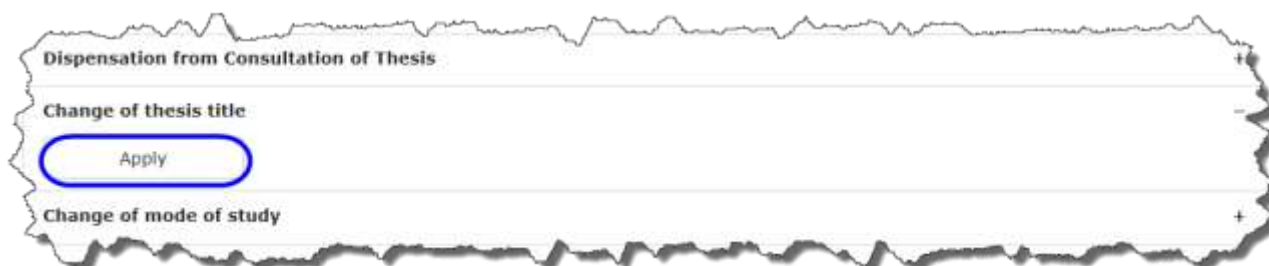
5.2 Submitting a new On Course Application

A list of applications available to you (depending on the stage of your studies) is displayed under the 'New On-Course Applications' heading.

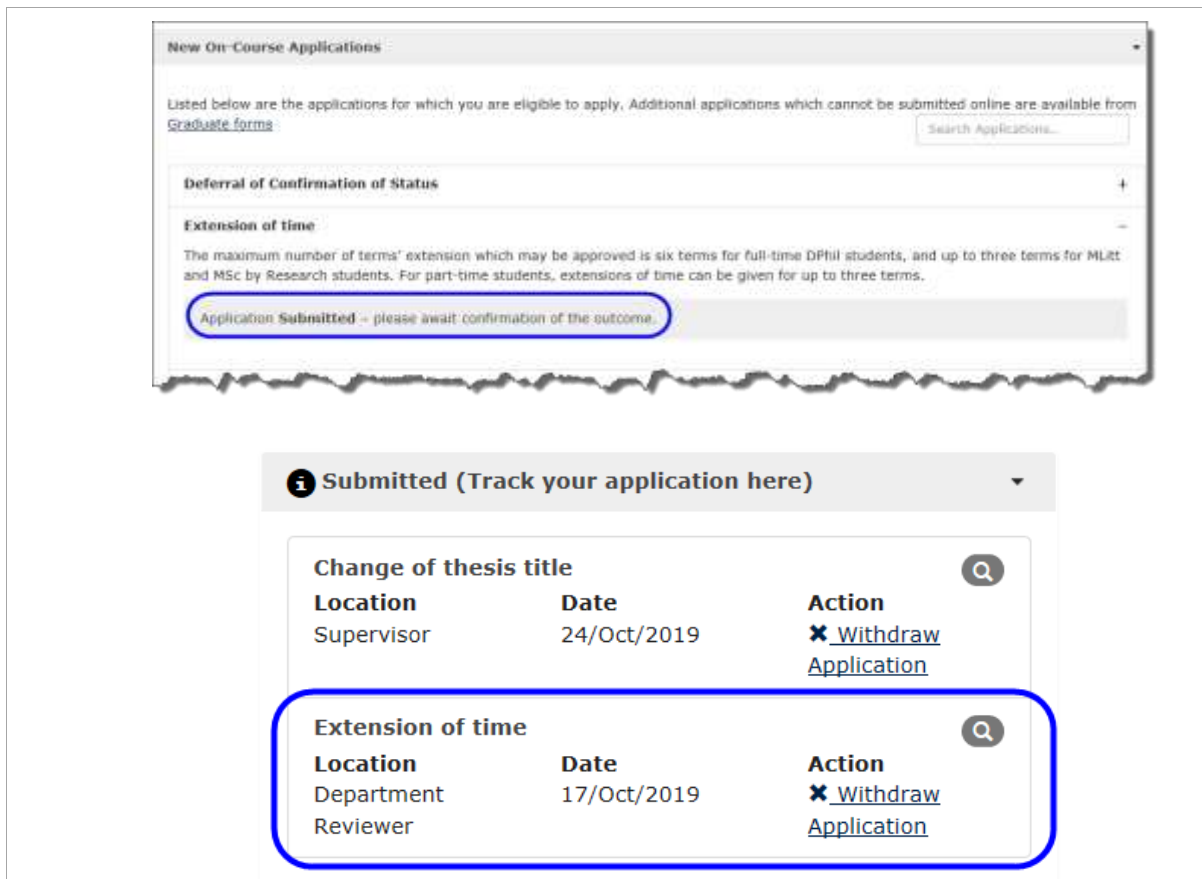


To begin the application click on the relevant application (e.g. Change of Thesis Title) which will display a summary of the purpose of the application in some cases and an 'Apply' button.

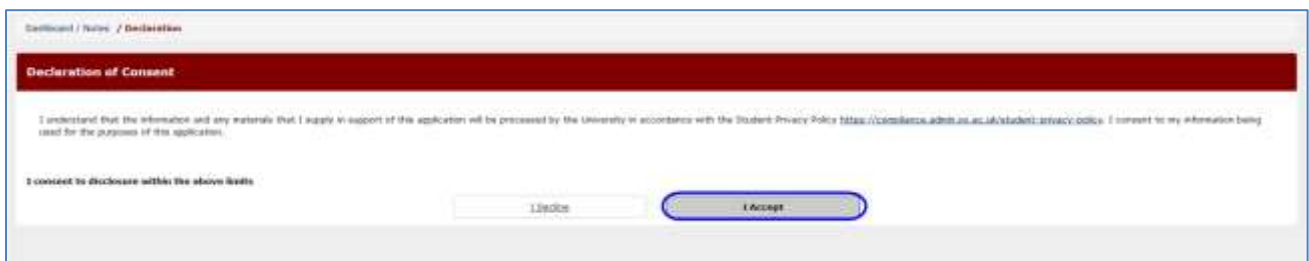
Clicking the 'Apply' button will start the application.



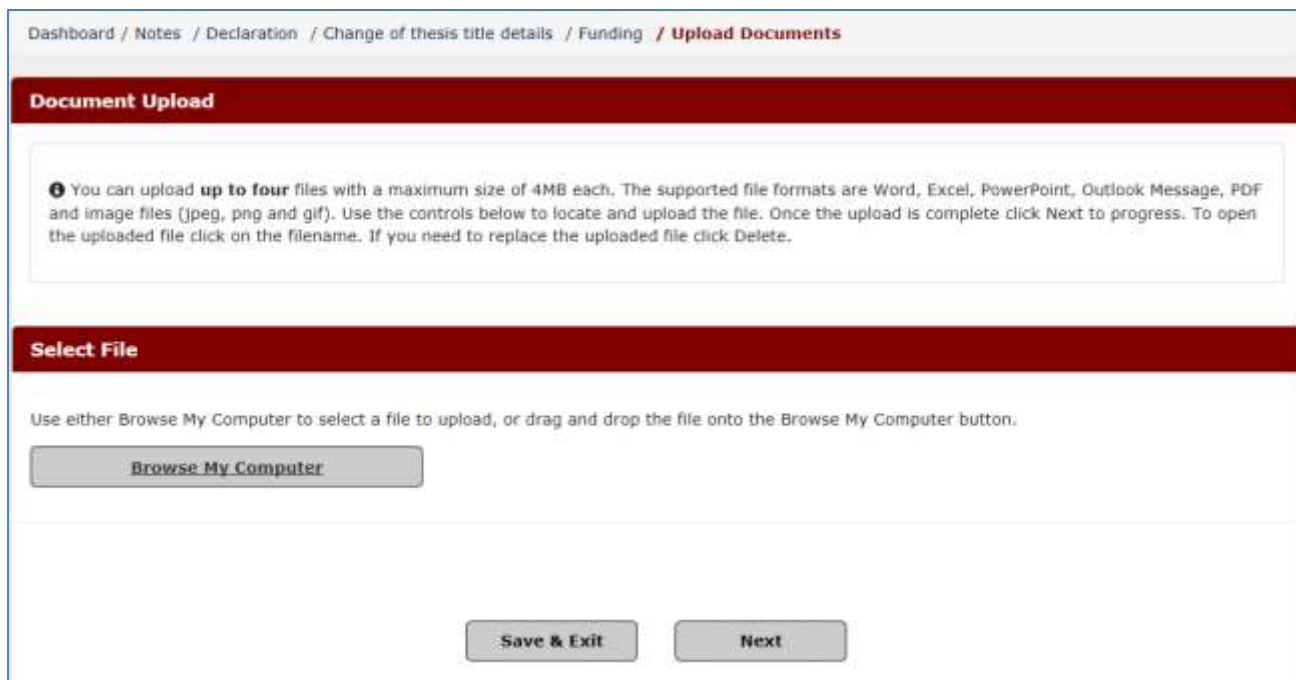
Note: If you have already started the application then the 'Apply' button will not be visible. The application will be appearing under one of the other headings on your dashboard i.e. 'Submitted', 'Unsubmitted/Draft' or 'Additional action required'.



A series of questions relating to your application will then follow, including a Declaration of Consent which you need to read and choose 'I Accept' to proceed with your application.

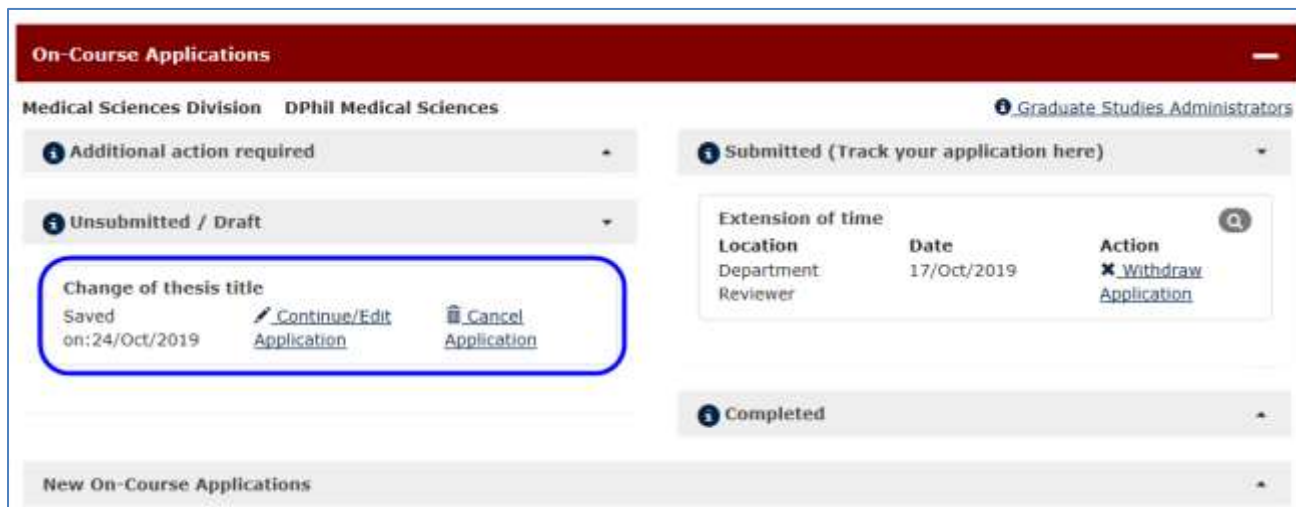


There will also be an opportunity to upload up to four files (4MB maximum) to support your application before submitting.



On each screen there is a 'Save' and 'Save and Continue' button.

Choosing 'Save' or navigating away from the screen without clicking a button will then move the application to the 'Unsubmitted/Draft' heading on your On Course Application dashboard.



Choosing 'Save and Continue' button will progress the application to the next screen until you come to a screen to select your supervisor (apart from the 'Notification of withdrawal from programme of study' which will be submitted to your college).


If you have a primary supervisor, then your application will be automatically assigned to them, otherwise select your supervisor from the dropdown and click the 'Save and Submit' button.

If you do not have a supervisor assigned then your GSA will be able to resolve this in eVision for you.

If you need to move back to a previous screen, then you can click on the appropriate link within the breadcrumb.

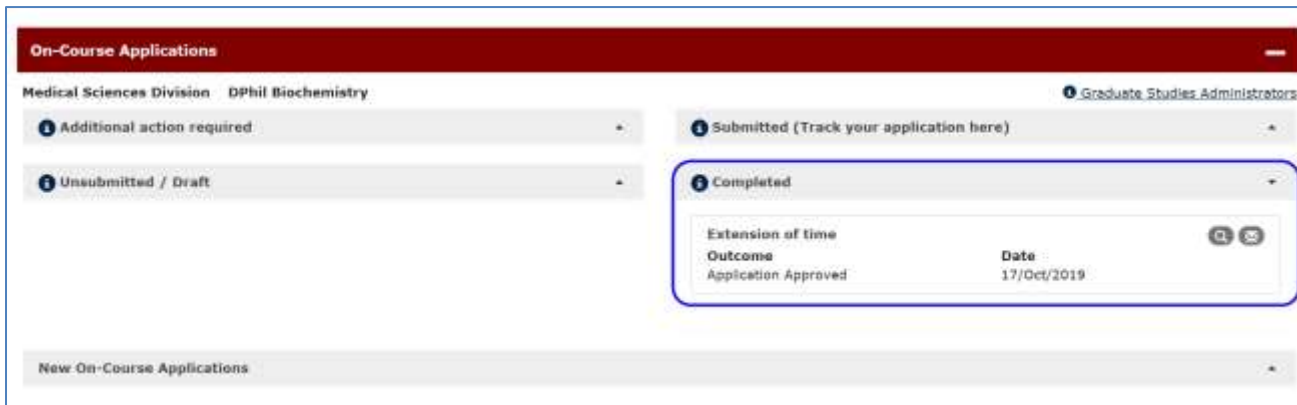


Once your application has been submitted it will appear under the 'Submitted (Track your application here)' section of your dashboard.

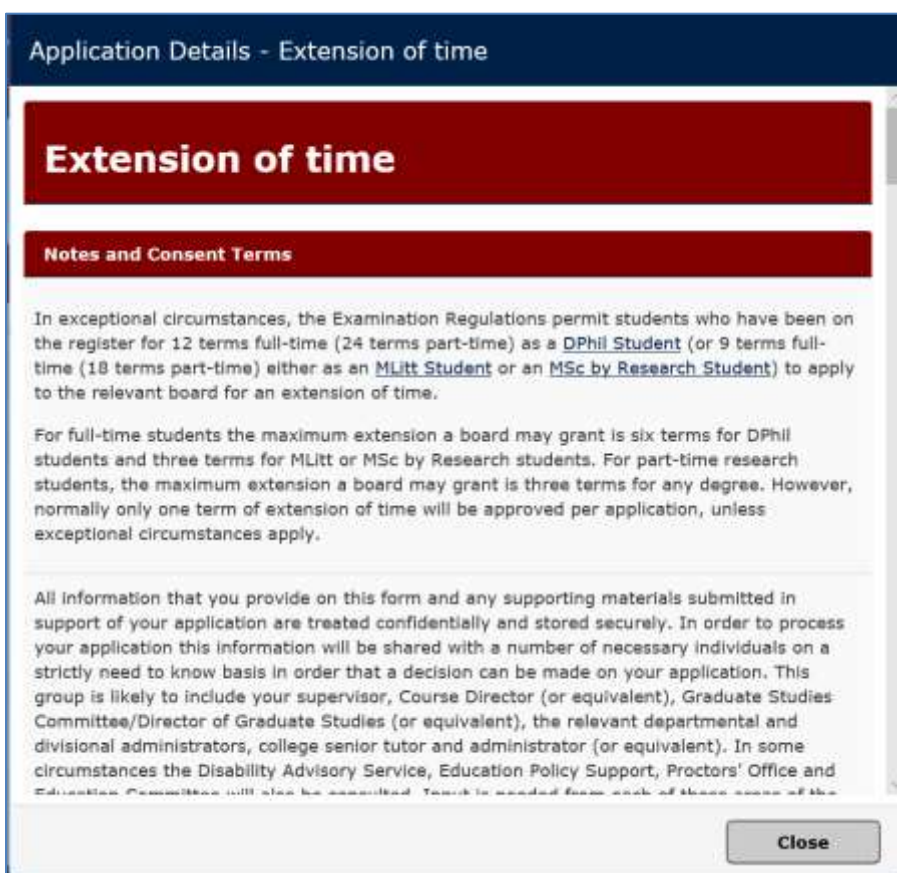
You will be able to see where your application currently is in the approval process (e.g supervisor) and review your application again using the magnifying glass () icon.


5.3 Viewing completed applications

You can view any applications which have been approved, rejected or withdrawn under the 'Completed' heading.



Click the magnifying glass icon  to review the application.

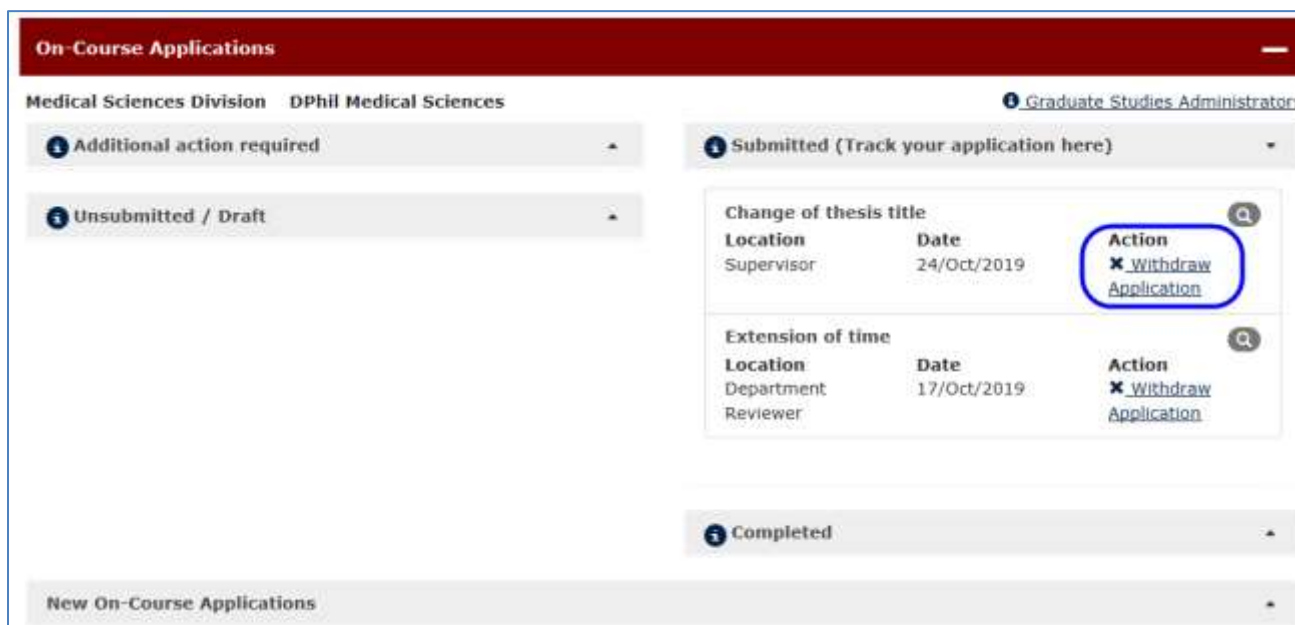


Click the envelope icon  to view the email sent to you following the approval, rejection, or withdrawal of your application.



5.4 Withdrawing an application

You can withdraw an application you submitted by clicking on the Withdraw Application link. This can also be carried out under the 'Additional actioned required' heading if the application has been referred back to you.



5.5 Cancelling an application

You can cancel an application which has not been submitted by clicking on the 'Cancel Application' link under the 'Unsubmitted/Draft' section.

The screenshot displays the 'On-Course Applications' interface. At the top, there is a red header bar with the text 'On-Course Applications' and a minus sign icon. Below the header, the page is divided into several sections. On the left, there are two dropdown menus: 'Additional action required' and 'Unsubmitted / Draft'. On the right, there are two more dropdown menus: 'Submitted (Track your application here)' and 'Completed'. In the center, there is a section titled 'Change of mode of study' with the text 'Saved on: 24/Oct/2019'. Below this text, there are two links: 'Continue/Edit Application' and 'Cancel Application'. The 'Cancel Application' link is circled in blue. At the bottom of the interface, there is a grey bar with the text 'New On-Course Applications' and a plus sign icon.

6 Graduate Supervision Reporting

For graduate students only

Graduate Supervision Reporting (GSR) is used by graduate students, supervisors, Course Directors, Directors of Graduate Studies (DGSs) and college advisors to review students' academic progress.

6.1 Accessing GSR

To access GSR, go to the [Student Self Service web page](#).

Click on the **Access Student Self Service** button. Use your Single Sign On (SSO) details to log into self-service. GSR is accessible via the **My Supervision Reporting** tab. Click on the tab to access your self-assessment reports.



6.2 Training Needs Analysis (graduate research students only)

Research students will be able to complete their Divisional Training Needs Analysis (TNA) form in Student Self Service and add this to their self-assessment report. The TNA will be stored in your student details screen after you have submitted it.

To complete the Training Needs Analysis (TNA) form, go to the **Graduate Supervision Reporting** section on the home screen and click on the link: **Training needs analysis**.



The TNA form will be displayed.

Training Needs Analysis (TNA) for Graduate Students				
Student Details				
Student Name	Preferred Name	Student Number	Department	Supervisor
Heidi (Miss) Hoyle	Heidi		Department of Pharmacology (PW)	
Training Needs Analysis Form				
Form Status	Date Last Edited or Submitted	Division	TNA Type	Action
Not Filled out				
<input type="button" value="Create New Report"/>				
<input type="button" value="Returns to Supervisor Reporting"/>				

To start your TNA form click on **Create new Report**.

MPLS Students only

UNIVERSITY OF OXFORD

[Home](#)
[Access and Support](#)
[My Student Record](#)
[My Exams](#)
[My Supervision Reporting](#)

Logged In: [User Name]

Training Needs Analysis (TNA) for Graduate Students

Please select: Use Web Form ▾

The majority of departments have opted to use the online form for graduate students' TNA. If a department has provided you with a Word template to use for your TNA then select 'Use document upload' from the drop-down menu. Valid file types for upload are .pdf or xdoc. Otherwise select 'Use Web Form'. Click Next to progress to the next step.


Training Needs Analysis (TNA) for Graduate Students (1st TNA)	
Name	[Redacted]
Supervisor(s)	[Redacted]
Department	Department of Pharmacology (PW)
Award Programme / Specification	PhD Pharmacology
Please refer to instructions and guidance on how to complete this form by selecting the box below. The instructions and guidance will open in a new browser window.	
INSTRUCTIONS AND GUIDANCE – Medical Sciences Division	
A: RESEARCH PRACTICE AND SKILLS - Recommended for first year:	
A Q1: I have a good understanding of a variety of different research methods and techniques, especially those relevant to my research project (gained by literature review).	<input type="checkbox"/>
A Q2: I have good understanding of the principles of experimental design and the use of appropriate statistical tests.	<input type="checkbox"/>
A Q3: I am familiar with identifying and using –	
• library resources	
• citing and referencing	
• information technology skills necessary for my research project	

Note – TNAs are unique to each division. This is a copy of one from Medical Sciences.

Note – You are advised to save your work regularly.

Whilst working on your TNA, you can save your changes periodically by clicking **Save**. When you have finished working on the TNA, click **Save and Continue**. The TNA submission form will be displayed.

If a TNA has not been submitted it can be edited.

 **Note** – You should discuss your TNA review with your supervisor before completing the submission form

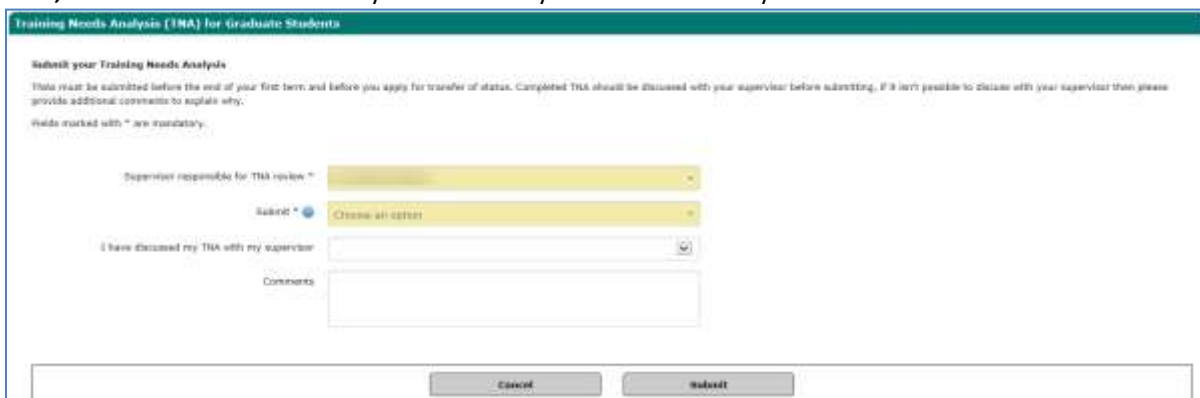
The yellow fields are mandatory so must be completed. The supervisor responsible for TNA review is selected using the drop-down menu. The menu will present a list of your supervisors. You select the one who has agreed to review your TNA.

The submit drop-down menu contains three options:


For review with supervisor - which will send your supervisor an email asking them to review your completed TNA. No one else can see your TNA until you select final submit.

Final Submit - takes a snapshot of your submitted TNA and allows all your supervisor(s) and Course Director/DGSs to view the form as part of supervision reporting.

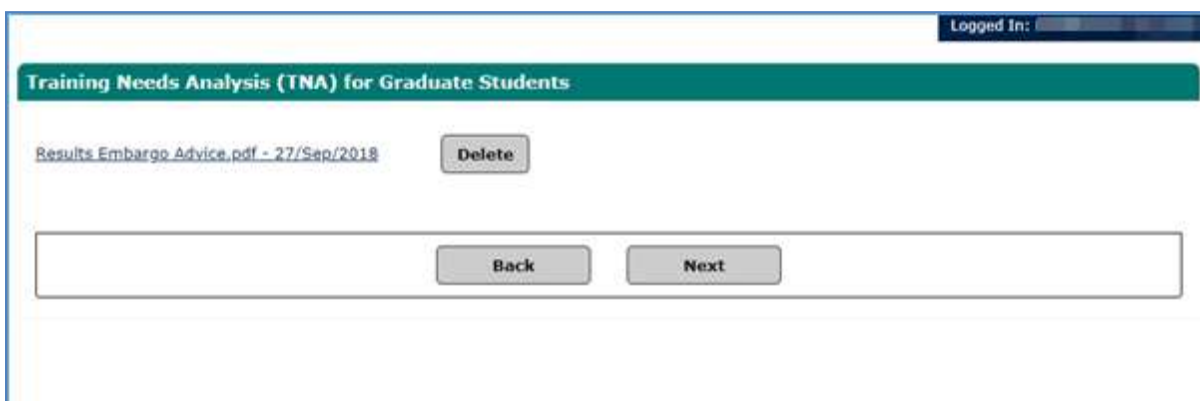
Save, don't submit – select this if you aren't ready to submit the TNA yet.



Click **Submit** to save any changes that you have made on this page

 **Note** – If you upload the wrong document then it is possible to replace it. Select **Delete** from this screen. If the TNA has been submitted, it cannot be deleted.

To open the uploaded file, click on the file name. Click **Next** to advance to the submission screen as detailed below.



You can view a historical TNA in the associated documents section of a submitted or historical report

6.3 Preparing for Transfer / Confirmation (MPLS research students only)

MPLS research students will be able to complete their Preparing for Transfer of status and Preparing for Confirmation of DPhil status forms in Student Self Service and attach this to their report in GSR.


To complete the form go to the **Graduate Supervision Reporting** section and click on the link: **Preparing for Transfer / Confirmation**.



You will see a table with this header

Preparing for Transfer/Confirmation			
Form Type	Status	Date Last Updated	Action

To start a new form click .

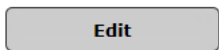
 **Note** - if you have previously submitted a preparing for transfer report, prior to the introduction of GSR, you will still see the option to create a preparing for transfer report as well as a preparing for confirmation report. There is no need to resubmit the preparing for transfer report.

Use the drop-down menu to select the preparing for transfer report or the preparing for confirmation report. Fill out the report once it has loaded.

Whilst filling out the report, you can save your changes periodically by clicking **Save**.

Click **Save and Continue** to close the report when you have finished making your changes. The report will be submitted when you submit your next self-assessment report.

To edit a saved form, click on **Preparing for Transfer / Confirmation** on the home page and click the **Edit** button.

Preparing for Transfer / Confirmation				
Form Type	Form Status	Date Last Edited or Submitted	Award Programme / Specialism	Action
GSR Preparing for Transfer	Saved (not submitted)	11 Oct 2018	DPhil Zoology	

 **Note** – whilst a preparing for transfer report is awaiting submission, a transfer of confirmation form cannot be created. The  button will not populate until this is submitted.

A preparing for transfer / preparing for confirmation report is submitted when you submit your self-assessment report.

Preparing for Transfer/Confirmation			
Form Type	Status	Date Last Updated	Action
GSR Preparing for Transfer	Saved (not submitted)	11 Oct 2018	View

Tick to exclude this Preparing for Transfer/Confirmation form when this Supervision Report is submitted

The form will appear in your self-assessment report. If you do not wish to submit the form along with your report you will need to tick the box to exclude it.

Historical Preparing for Transfer / Preparing for Confirmation forms can be found in the associated documents section of a previously submitted / historical report

6.4 Associated documents

Documents that you have previously uploaded in historical reporting windows can be found in the associated documents table when viewing your reports.


To view a historical report, you scroll to the bottom of your self-assessment report to find a list of historical reports. To read a historical report click **View**.

To find the associated documents section, scroll down until the section is found (just below Training Needs Analysis).

Training Needs Analysis			
TNA Status	TNA Type	Last Saved date	Action
No TNA found			

Associated documents	
Document	Action
My TNA for 2017.pdf	View Document

Documents such as CVs, previous preparing for transfer/preparing for confirmation forms and previous TNA's will be stored. To view the document click **View Document**.



Note – When viewing a document, some web browsers will open the document directly, and some web browsers will prompt you to save the document first.

6.5 Self-assessment reporting windows

You can find out the standard reporting schedule on the [GSR home page](#).

Standard student reporting windows will open in week 7 of each of the three terms. Once a reporting window is open, you can submit your self-assessment report. Once a report is submitted for that term, your supervisor(s) responsible for monitoring academic progress will then be required to submit their own report on your progress in that term. Course Directors/DGSs can view the report and submit their own reports. College advisors can view the report and record how many times they have met with you.

A fourth reporting window, in the Long Vacation (summer) is being introduced for all research courses and will be used by some graduate taught courses (your department will let you know if this affects you).

	Michaelmas										Hilary					
	6	7	8	9	10	11	-2	-1	0	1	2	3	4	5	6	
	Nov			Dec				Jan			Feb					
Student	MT reporting															
Supervisor	3 weeks			4 weeks				6 weeks								
DGS																
College advisor	13 weeks															

6.6 Viewing your student details

During each reporting window, you will use GSR to complete a self-assessment report on your academic progress. As part of that report, you can raise any concerns or issues regarding your academic progress for the awareness of your supervisors, Course Director/DGS and college advisors. You can also view your student details as well.

To view your details, click on the **My Supervision Reporting** section on the home screen, then scroll to the bottom of the page and click on the link for **Self-assessment supervision reports**.




The Student details page will be displayed.

Self Assessment Supervision Reporting							
Student Details				Create All Reports Now			
Student Name	Enrolled Name	Student Number	Enrolled Status	College			
Michaelmas 2016	2016	201601	Enrolled	Arden College			
Current Award Programme							
Award Programme / Specification	Department	Start date	Next due Submission date	Type of Programme			
EPH Pharmacology	Department of Pharmacology (DPC)	9 Oct 2016	8 Oct 2018	2			
Research Details							
Research title	The role of liver γ-glutamyl coenzyme A in the basal ganglia thalamocortical circuit						
Expected Transfer date	Actual Transfer date	Expected Confirmation date	Actual Confirmation date	Maximum Submission date	Actual First Submission date	Resubmission date	Links to Support:
13 Jan 2016	13 Jan 2016	11 Oct 2016	-	9 Oct 2016	-	-	-

6.7 Accessing reports

Scroll to the bottom of the page and find a list of reports (depending on the number of terms you have been at the University). The current term's report will be at the top of the list. Click on **Edit** to complete the current terms report. Alternatively click on **View** to read a historical record. You will have 12 months, following the completion of your course, to access Student Self Service.

Term	Award Programme / Specification	Status	Student Date Submitted	Student Cancels	Supervisor Concerns	DGS Concerns	Action
14 2016	EPH Pharmacology						Edit
15 2016	EPH Pharmacology	Submitted	8 Jan 2016	None	None		View
16 2016	EPH Pharmacology	Submitted	2 Mar 2016	None	None		View
17 2017	EPH Pharmacology	Submitted	23 Nov 2017	None	None		View
18 2017	EPH Pharmacology	Submitted	8 Jan 2017	None	None		View
19 2017	EPH Pharmacology	Submitted	3 Mar 2017	None	None		View
20 2018	EPH Pharmacology	Submitted	24 Nov 2018	None	None		View

 **Note:** A self-assessment report can only be edited if the report window is open

Click **Edit** to progress to the **Edit Report** screen



Use the drop-down menus to record the number of meetings against the supervisor and the college advisor. There is a prescribed list to choose from, they are not free text fields.

6.8 Flagging concerns

Below the meetings drop-down field is the opportunity to record whether you have any concerns about your academic progress. Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR. There are four levels of concern that can be raised by a student, a supervisor and/or a Course Director/DGS. They are:

No concerns – The student is performing as they should do and their academic progress is sufficient.

Minor concerns – Satisfactory progress is being made, but minor issues have been identified where further action may be required to keep progress on track.

Major concerns – One or more factors are significantly affecting progress, and further action is required now to keep progress on track.

Severe concerns – Progress is being seriously affected by one or more factors, and a meeting with the Course Director/DGS should be held as soon as possible to discuss further action to get progress back on track.

Guidance on flagging concerns

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the Course Director/DGS (or equivalent) in the first instance, and pursue them through the department’s complaints procedure if necessary.

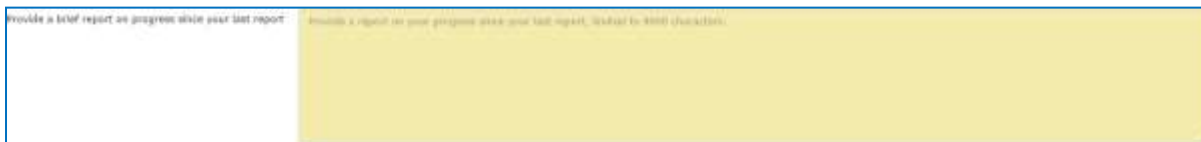
Course Director/DGSs should review all flagged concerns and take action as appropriate. A severe concern should result in a meeting with the Course Director/DGS without delay. Course Director/DGS should briefly note any action being taken to resolve the matter.

6.9 Completing your current self-assessment report

Below the concern level is a free text box, with a 4,000 character limit, where you will write your self-assessment progress report for the current term.

You are encouraged to use this as an opportunity to:

- Review and comment on your academic progress during the reporting period
- Measure your progress against the requirements and agreed timetable for your programme of study
- Identify skills developed and training undertaken or required (graduate taught students only, this is covered by the Training Needs Analysis form for research students)
- List your engagement with the academic community
- Raise any concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)



Whilst working on your self-assessment reports, you can save periodically by clicking **Save**. When the self-assessment report is ready for submission, click **Save and Submit**.

6.10 Update concerns

If a concern has been raised against your academic progress, either by you or your supervisor(s) or Course Director/DGS then that concern can be updated, should the need arise. You can update a concern once you have submitted a report.

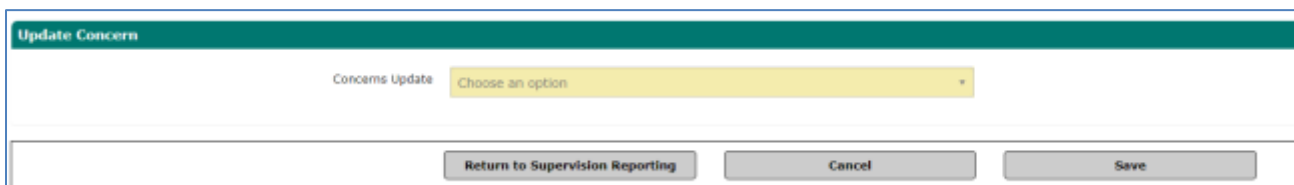
To update a concern, click on **self-assessment supervision reports** in the Graduate Supervision Reporting section on the home page.



Scroll to the bottom of the page and find a list of reports (depending on the number of terms you have been at the University). The current term's report will be at the top of the list. Click **View** on this term's report.

Scroll to the bottom of the report and click **Update Concern**.

Scroll to the bottom of that page until you reach the Update Concern Section.



Use the drop-down menu to select one of the two options:

Cancelled (Flagged in error) – use this option where a concern has been raised in error. This will remove the concern flag from the report list for that term

Resolved – use this option when you, or another contributor, have raised a concern legitimately, and you have taken steps to resolve the concern(s). This will turn the concern flag grey on your report list for that term. The word resolved will appear in brackets. Abi

Once you have chosen the correct option, click **Save**.



Note – you can only update a concern once.

6.11 Student Contacts

Your contacts are shown in the Student Contacts section of your self-assessment report, which you can view at any time.

Student Contacts	
Role	Name
Supervisor	Professor Sarah Bashan
Director of Graduate Studies	Miss Lesley Reading
Subject Administrator	Mr Phillip Swansea
Subject Administrator	Mr Michael Broaders
College Advisor	Professor Nigel Emptage

Departmental and college staff may update these in the lead up to your reporting period. If, during your reporting window, any of your supervisor contacts need updating, please inform your [graduate studies contact](#). If any of your college advisor contacts need updating, please inform your college's administrative office.

Education Committee [Policy and Guidance documents](#) for taught and research programmes

7 Examination Entry

The examination entry functionality provides you with the ability to view your compulsory assessments and select any elective assessments required for your year of programme according to the examination regulation for your subject. You will be advised by email when the examination entry window is opening and closing. Administrators from your college will also be notified. If you do not log in to Student Self Service to complete the task, a further two reminder emails will be sent: the first reminder three days prior to the window closing and the second on the date of the window closure.

When the selection has been completed, the examination and assessments entered will be summarised in Student Self Service for you to view.

When advised that the examination entry window is open, you can log in to Student Self Service (as described in section 2) and select **My Exams** to access the Examination Entry option.

UNIVERSITY OF OXFORD Home My Student Record My Exams

Logged in: Peter Piper [Logout]

My Exams

Examination and Assessments Information

Student Number	1234567
Name	Peter Piper
College	St Anna's College
Specialism	MCimplid Computer Science
Current Public Examination	Honour School of Computer Science (Part B)
Year of Study	3
Mode of Attendance	FT
Candidate Number	123456

Examination Entry window(s) for Honour School of Computer Science (Part B):

Opening	Closing	State	Entry Window
01/Jan/2017	27/Jan/2017	Open	

The examination entry window for your course is open. Submit your choices via the 'Examination Entry' button below. All windows close at 23:59 on the stated dates.

Examination Entry

Please note that you are required to enter for all assessments that you are offering this academic year and not just written examinations.


For some programmes there are multiple entry dates, for example BTh, and so you are not necessarily required to enter. The same is true of students who are eligible to offer a Supplementary Subject. If this is the case then when you click the Examination Entry button, when it becomes available, then you will be taken to another screen where you can state whether you wish to take the opportunity to enter or not. If you are not presented with this option then you are expected to enter.

For further information, visit [Examination Entry](#) on the University website or contact your College Office.
For any changes of option, withdrawals or late entries, you must apply through your college to the Academic Records Office, and pay the relevant fees.


- [Examination and Assessments Entered](#)
- [Academic and Assessment Results](#)
- [Examination Timetable](#)

Related Links

- [Examination Regulations](#)
- [Examination Entry](#)

 **Note:** This screen displays your randomly generated candidate number for your information.

Providing that your examination window is open, you will be able to click on Examination Entry to access your compulsory and/or elective assessment options.

 **Note:** If you have performed Exam Entry in a previous academic year then the below screen will be displayed.

Select Year / Term

Year / Term
2016/17 (Confirmed (CON))

Examination Entry

Enter the assessments from the Examination Schedules for your course. Select from the table(s) on the left by clicking the 'Add' button. Your assessments will appear in the table on your right. Click 'Submit Selections' to proceed. For information and help with completing your examination entry, visit the student systems website.

PLEASE NOTE: If the Assessment Type column does not appear amongst the assessment details below then please click [here](#) to view this.

Study details

Award Programme	Master of Computer Science
Mode of Attendance	Full-time

Compulsory and previously confirmed assessments

Assessment	ID	Name	Sem	Occ	Level	No.	Status
412081		Project on a topic in Computer Science	YY	2	100	1	Compulsory

Honour School of Computer Science (Part B)

Candidates are required to offer a project report and six subjects from Schedules B1, B2 and B4 subject to the conditions that additional information here:
 1. We nominate and offer any subject from Schedule B1 that he or she has already offered a part of in the examination.
 2. Each candidate shall offer no more than two subjects from Schedule B1.

Choose 6 Assessments from the activities contained within this block.

Schedule B1

AND

Schedule B2

AND

Schedule B3

AND

Schedule B4

Make any choices from the activities contained within this block.

Practical Work

The Practical Work unit must be selected if a subject with a compulsory practical element is being offered from Schedules B1 or B2.

Selected Assessments

Assessment	ID	Name	Sem	Occ	Level	No.	Assessment Type

Totals

Overall Progress	Required	Current	✓
Assessments	0/6	0	✓

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7.1 Making Assessment Selections

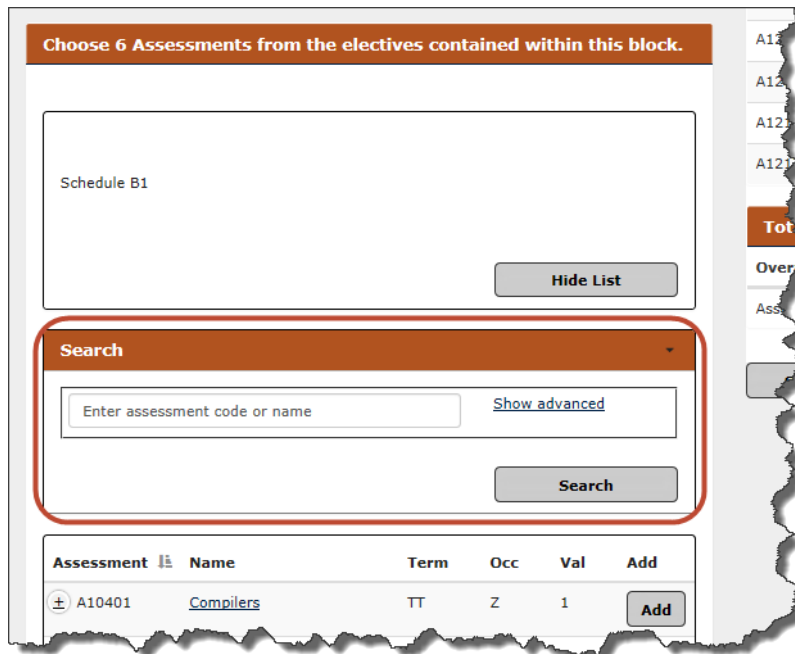
Compulsory and previously confirmed assessments will display in the top section of the screen:

Compulsory and previously confirmed assessments						
Assessment	Name	Term	Occ	Level	No.	Status
A12081	Project on a topic in Computer Science	TT	Z	UGF	1	Compulsory

If you have no elective assessments, or your selection is complete, a Confirm Selections button will display directly beneath the Compulsory and previously confirmed assessments list.

If you have an elective assessments to select, the elective list(s) can be viewed by clicking the View List button. The assessments are grouped according to the rules governing the selection i.e. how many assessments should be selected overall and how many from each list, as per the Examination Regulation.

Within the next screen, each section has a 'Search' option that allows you to search within each of the schedules.



Examination Entry

Review the assessments from the **Examination Dashboard** for your course. Select from the table on the left by clicking the **Add** button. Your assessments will appear in the table on your right. (You cannot be added or present. For information and help with entering your examination entry, visit the Student Services website.

PL2201 (2021) - 0101 Assessment Type column does not appear amongst the assessment details below then please click [here](#) to view this.

Study Details

Award Programme: **Study of Computer Science**
 Study of Modules: [View this](#)

Completed and previously confirmed assessments

Assessment	Name	Term	Sec	Level	Sec	Status
PL2201	Project in a topic in Computer Science	TT	2	001	1	Completed

Nonour School of Computer Science (Part B)

Students are required to enter a project report and coursework from Modules BS, SS and SS subject to the conditions that additional information have:

- No applicant that enter any subject from Schedule B1, B2 or B3 that is already offered in Part 2 of the assessment.
- Your candidate must offer no more than two subjects from Schedule B1.

Choose & Assessments from the choices contained within this block.

Schedule B1

[View List](#)

Search

Assessment	Name	Term	Sec	Val	Assessment Type	Add
41001	Computer Science	TT	2	1	0017706	Add
41002	Computer Architecture	TT	2	1	0017706	Add
41003	Computer Graphics	TT	2	1	0017706	Add
41004	Computer Networks	TT	2	1	0017706	Add
41005	Computer Systems	TT	2	1	0017706	Add
41006	Computer Networks	TT	2	1	0017706	Add
41007	Computer Science	TT	2	1	0017706	Add
41008	Computer Architecture	TT	2	1	0017706	Add

Showing 1 to 8 of 8 entries
[View Previous](#) [View Next](#)

Schedule B2

[View List](#)

Search

Assessment	Name	Term	Sec	Val	Assessment Type	Add
41009	Computer Science	TT	2	1	0017706	Add
41010	Computer Architecture	TT	2	1	0017706	Add
41011	Computer Science	TT	2	1	0017706	Add
41012	Computer Architecture	TT	2	1	0017706	Add
41013	Computer Science	TT	2	1	0017706	Add
41014	Computer Architecture	TT	2	1	0017706	Add
41015	Computer Science	TT	2	1	0017706	Add
41016	Computer Architecture	TT	2	1	0017706	Add
41017	Computer Science	TT	2	1	0017706	Add
41018	Computer Architecture	TT	2	1	0017706	Add
41019	Computer Science	TT	2	1	0017706	Add
41020	Computer Architecture	TT	2	1	0017706	Add

Showing 1 to 20 of 20 entries
[View Previous](#) [View Next](#)

Schedule B3

[View List](#)

Search

Assessment	Name	Term	Sec	Val	Assessment Type	Add
41021	Computer Science	TT	2	1	0017706	Add
41022	Computer Architecture	TT	2	1	0017706	Add

Showing 1 to 2 of 2 entries
[View Previous](#) [View Next](#)

Make any checks from the choices contained within this block.

Schedule B4

[View List](#)

The Project that is entered in relation to a subject with a compulsory practical element is being offered from Schedule B1 or B2.

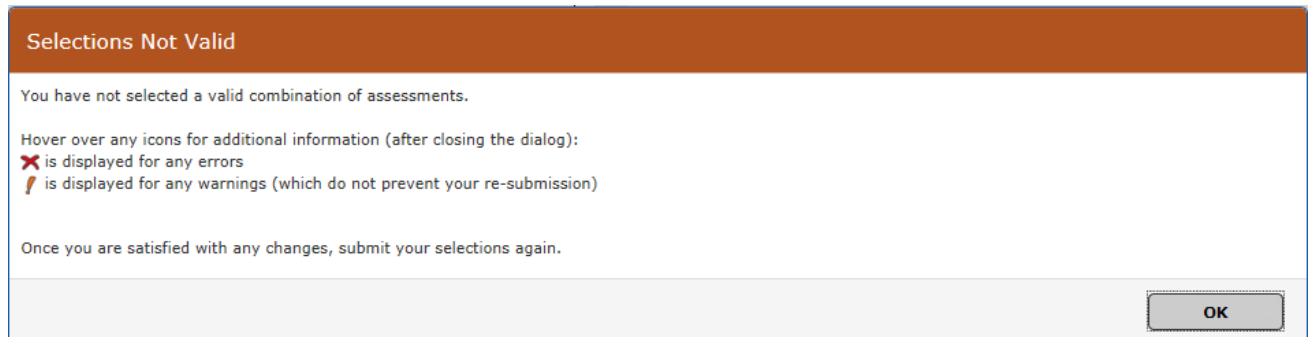
Search

Assessment	Name	Term	Sec	Val	Assessment Type	Add
41023	Computer Science	TT	2	1	0017706	Add

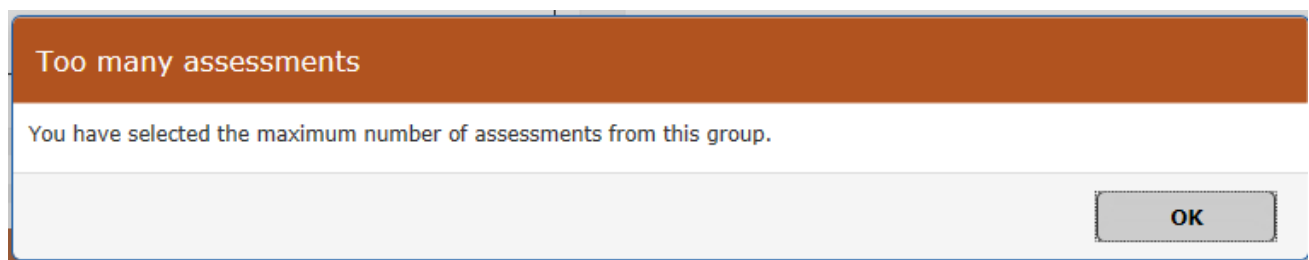
Showing 1 to 1 of 1 entries
[View Previous](#) [View Next](#)

Clicking on the Add button adjacent to an assessment adds the selection to the Selected Assessments panel on the right of the screen. It also adds a description of the assessment to the panel immediately below the Selected Assessments panel. You can remove a selected assessment by clicking the dustbin icon.

If you select an assessment that does not fall within the governing rules you will see the following message:



When the rules for an assessment list have been met a green tick is placed on the right above the Hide List button. If you try to select too many assessments you will see the following message:



When the correct amount of assessments have been selected from each group a green tick will display. When all selections have been made, then click the Submit Selections button, located beneath the right panel. If all rules have been met the following screen displays detailing the assessments selected:

Examination Entry - Confirm

Student Details

Student Course Instance	12345671/1
Name	PETER PIPER
Award Programme	Master of Computer Science
Mode of Attendance	Full-time

Assessments

Selected a total of 8 assessment(s)

Year	Term	Status	Rank	Assessment Code	Occ	Level	No.	Name
2016/17	TT	E		A10403	Z	UGF	1.00	Computer Graphics
2016/17	TT	E		A12071	Z	UGF	1.00	Computational Complexity
2016/17	TT	E		A12072	Z	UGF	1.00	Computer Aided Formal Verification
2016/17	TT	E		A12074	Z	UGF	1.00	Geometric Modelling
2016/17	TT	E		A12080	Z	UGF	1.00	Practical Work (year 3)
2016/17	TT	C		A12081	Z	UGF	1.00	Project on a topic in Computer Science
2016/17	TT	E		A12153	B	UGF	1.00	Set Theory
2016/17	TT	E		A12174	Z	UGF	1.00	Communication Theory

Undo Last Change
Confirm Selections

Note: It is important that you confirm your choices as it triggers the creation of necessary records.

7.2 Confirming Assessment Selections

From the *Examination Entry-Confirmed* screen you can either:

- **Undo Selections** – which will return you to the *Examination Entry* screen enabling changes to the selection to be made, or
- Click **Next** – which will take you to the *Examination Entry* screen.

Examination Entry - Confirmed

Your selections are now confirmed. To complete your entry select 'Next' and then 'Finish' on the following page. If you wish to make changes then select 'Undo Selections'.

Student Details

Student Course Instance: 12345671/1
Name: PETER PIPER
Programme: Master of Computer Science
Mode of Attendance: Full-time

Confirmed Selections

Selected a total of 8 assessment(s)

Year	Term	Status	Rank	Assessment	Occ	Level	No.	Name
2016/17	TT	E		A10403	Z	UGF	1.00	Computer Graphics
2016/17	TT	E		A12071	Z	UGF	1.00	Computational Complexity
2016/17	TT	E		A12072	Z	UGF	1.00	Computer Aided Formal Verification
2016/17	TT	E		A12074	Z	UGF	1.00	Geometric Modeling
2016/17	TT	E		A12153	B	UGF	1.00	Set Theory
2016/17	TT	E		A12174	Z	UGF	1.00	Communication Theory
2016/17	TT	E		A12080	Z	UGF	1.00	Practical Work (year 3)
2016/17	TT	C		A12001	Z	UGF	1.00	Project on a topic in Computer Science

From the *Examination Entry* screen, you can click either:

- **Back** – which will return you to the *Examination Entry* screen enabling changes to the selection to be made, or
- **Finish** – which will return you to the *My Exams* screen.

Examination Entry

Finish

Click 'Finish' to complete your examination entry or 'Back' if you wish to make further changes.

As long as the examination entry window is open you can return to Student Self Service and amend your choices by clicking on the Examination Entry link.

7.3 Viewing Confirmed Assessment Selections

After the assessment selections have been confirmed, you will be able to view them using the **Examinations and Assessments Entered** link from the My Exams screen.

The screenshot shows the 'My Exams' page for a student at the University of Oxford. The page is titled 'My Exams' and includes a navigation bar with 'Home', 'My Student Record', and 'My Exams'. The user is logged in as Peter Piper. The main content area is titled 'Examination and Assessments Information' and displays the following details:

- Student Number:** 1234567
- Name:** Peter Piper
- College:** St Anne's College
- Specialism:** MCompSci Computer Science
- Current Public Examination:** Honour School of Computer Science (Part B)
- Year of Study:** 3
- Mode of Attendance:** FT
- Candidate Number:** 123456

Below this information, there is a section for 'Examination Entry window(s) for Honour School of Computer Science (Part B):'

Opening	Closing	State	Entry Window
01/Jan/2017	27/Jan/2017	Open	

The examination entry window for your course is open. Submit your choices via the 'Examination Entry' button below. All windows close at 23:59 on the stated dates.

Examination Entry

Please note that you are required to enter for all assessments that you are offering this academic year and not just written examinations.

For some programmes there are multiple entry dates, for example BTh, and so you are not necessarily required to enter. The same is true of students who are eligible to offer a Supplementary Subject. If this is the case then when you click the Examination Entry button, when it becomes available, then you will be taken to another screen where you can state whether you wish to take the opportunity to enter or not. If you are not presented with this option then you are expected to enter.

For further information, visit [Examination Entry](#) on the University website or contact your College Office. For any changes of option, withdrawals or late entries, you must apply through your college to the Academic Records Office, and pay the relevant fees.

Related links:

- [Examination and Assessments Entered](#)
- [Academic and Assessment Results](#)
- [Examination Timetable](#)

Additional related links at the bottom of the page:

- [Examination Regulations](#)
- [Examination Entry](#)

The screen presented also displays any alternative exam arrangements made.

Examination and Assessments Entered

Student Number	12345671/1
Name	PETER PIPER
College	St Anne's College
Specialism	MCompSci Computer Science
Current Public Examination	Honour School of Computer Science (Part B)
Year of Study	3
Mode of Attendance	FT
Candidate Number	576307

Assessments

Shown below are the assessments you are currently entered for:

Year	Term	Status	Assessment Code	Assessment Name	Assessment Type
2016/17	Trinity Term	Elective	A10402	Computer Architecture	Written
2016/17	Trinity Term	Elective	A10403	Computer Graphics	Written
2016/17	Trinity Term	Elective	A12071	Computational Complexity	Written
2016/17	Trinity Term	Elective	A12072	Computer Aided Formal Verification	Written
2016/17	Trinity Term	Elective	A12074	Geometric Modelling	Written
2016/17	Trinity Term	Elective	A12076	Knowledge Representation and Reasoning	Written
2016/17	Trinity Term	Compulsory	A12081	Project on a topic in Computer Science	Submission

Alternative Exam Arrangements

To request an amendment to the details below, please contact your college.

Arrangement	Start Date	End Date
No records found.		

[Back](#)



Note: If you wish to change an assessment option after confirming the selections, or enter late for exams, you are advised to contact your college.

7.4 Online Exams Timetable

To view your exam timetable, go to the **My Exams** tab and select the **Examination Timetable** link on the screen

The Exam Timetable screen is displayed which shows a table with your exams. The exams listed will include recent exams (up to one month in the past) and all future scheduled exams. The timetable is available no later than 2 weeks before the first examination. When new exams are published, you will receive an email notification.

Examination Timetable

Exam timetable from date: 18/Dec/2018
 Candidate ID: 10000000000000000000
 Candidate Number: 10000000
 Course: Master of Business Administration
 College: St Hugh's College

Location Key
 EWSDT - The Examination Hall, Exert Place, Surmaston, OX2 2SD

Date	Time	Duration (hours)	Paper Code	Paper Title	Location
Tue 19 Feb 2017	14:30	2:00	A144200	Accounting	EWSDT
Wed 22 Feb 2017	09:30	2:00	A144200	Business Finance	EWSDT
Fri 3 Mar 2017	09:30	2:00	A149400	Technology and Operations Management	EWSDT

ADVICE FOR CANDIDATES

**If you have any queries regarding your exam entries or details of any alternative arrangements please inform your College as soon as possible.

**Please note that if you have alternative arrangements your location may differ to the rest of the cohort, please go to the location specified on your personal timetable.

**Please note that the stated location includes additional writing time that has been approved as an alternative exam arrangement. It does not include additional rest time. Details of any approved rest time are given under alternative arrangements. Any candidate who is unclear about the duration of an exam should contact their college.

**Download course exam timetables should be available no later than 5 weeks before the first examination. They can be found at: www.u.ac.uk/students/academic/examinations/examinations. Personal timetables should be published no later than 2 weeks before the first examination. For more information visit: www.u.ac.uk/students/academic/examinations/examinations.

**Please remember to check your exam timetable regularly in case of any changes.

**All candidates are advised to arrive at least 20 minutes before the start of the examination.

Candidates are required to read the relevant regulations and guidance pertaining to examinations:

Administrative Regulations for Candidates in Examinations:
www.u.ac.uk/students/regulations/253-124.shtml

Examinations & Assessments Webpage:
www.u.ac.uk/students/academic/exams

Disciplinary Regulations for Candidates in Examinations:
www.u.ac.uk/students/regulations/250-102.shtml

University Student Handbook:
www.u.ac.uk/students/academic/student-handbook

Timetable generated on: 11:38

Exam Timetable heading descriptions:

Column Heading	Description
Date	Date of exam.
Time	Time of exam.
Duration	Total duration of exam.
Paper Code	Reference given to exam paper.
Paper Title	Title of exam paper.
Location	Location of exam code e.g. EXSCH. (use the postcode hyperlink in Location Key above the exams timetable to take you to the map of the exam location)
Alt Location	Alternative location and/or additional time
Alternative Arrangements	Alternative exam arrangements e.g. additional rest time.

You can use the **Print** button at the bottom of the page to print out your timetable for later use.

When you are finished you can use the **Return to My Exams** button at the bottom of the page should you wish to continue to use Self Service.

Note: Column headings that are not relevant will not be displayed i.e. Alternate Location and Alternative Arrangements.

7.5 Academic and Assessment Results

When the academic and assessment results have been processed and confirmed, you will be advised, by email, that they are available for viewing on Student Self Service.

You can log in to Student Self Service (as described in section 2 above) and select **My Exams** to access your academic and assessment results information.

UNIVERSITY OF OXFORD Home My Student Record **My Exams** Logged In: Peter Piper (Logout)

My Exams

Examination and Assessments Information

Student Number	1234567
Name	Peter Piper
College	St Anne's College
Specialism	MCompSci Computer Science
Current Public Examination	Honour School of Computer Science (Part B)
Year of Study	3
Mode of Attendance	FT
Candidate Number	123456

Examination Entry window(s) for Honour School of Computer Science (Part B):

Opening	Closing	State	Entry Window
01/Jan/2017	27/Jan/2017	Open	

The examination entry window for your course is open. Submit your choices via the 'Examination Entry' button below. All windows close at 23:59 on the stated dates.

Examination Entry

Please note that you are required to enter for all assessments that you are offering this academic year and not just written examinations.

For some programmes there are multiple entry dates, for example BTh, and so you are not necessarily required to enter. The same is true of students who are eligible to offer a Supplementary Subject. If this is the case then when you click the Examination Entry button, when it becomes available, then you will be taken to another screen where you can state whether you wish to take the opportunity to enter or not. If you are not presented with this option then you are expected to enter.

For further information, visit [Examination Entry](#) on the University website or contact your College Office. For any changes of option, withdrawals or late entries, you must apply through your college to the Academic Records Office, and pay the relevant fees.

- [Examination and Assessments Entered](#)
- [Academic and Assessment Results](#)
- [Examination Timetable](#)

Related Links

- [Examination Regulations](#)
- [Examination Entry](#)

Academic and Assessments Results					
Results					
Programme Title test	Completion Date	Programme Award	Final Award		
HSc Mathematical Finance	-	-	-		
View Factors Affecting Performance					
Year of Programme:	Year	Year Outcome:			
Year 1	2015/16	Automatic rollover			
Year 1	2016/17	Non Assessed - No Progression Outcome Expected			
Year 2	2016/17	Automatic rollover			
Year 2	2017/18	Non Assessed - No Progression Outcome Expected			
Year 3	2017/18	N/A			
Year	Assessment Code	Assessment	Assessment Type	Mark	Grade
2015/16	A14704	Mathematical Finance Examination - Paper 1 (Modules 1-4)	Written	59	-
2015/16	A14705	Mathematical Finance Examination - Paper 2 (Modules 1-4)	Written	79	-
2016/17	A15225	Advanced Numerical Methods	Submission	63	-
2015/16	A14706	Advanced Modelling Topics 1	Submission	62	-
2016/17	A14709	Advanced Modelling Topics 2	Submission	68	-
Back					

The academic and assessments results information are expanded to include all results during your award programme. For example, if you were a final year student you would be able to view the results achieved from each year of your award programme. Details of other award programmes studied will also be displayed on this page.

Mitigating Circumstances Notice to Examiners

You will be able to view the outcome of your Mitigating Circumstances Notice to Examiners if you have made one, via the results screen on Student Self Service at the point of your results being released.



After clicking *View Mitigating Circumstances Notice to Examiners* the below Outcomes screen will be displayed:



7.6 Mitigating circumstances notices to examiners (MCE)

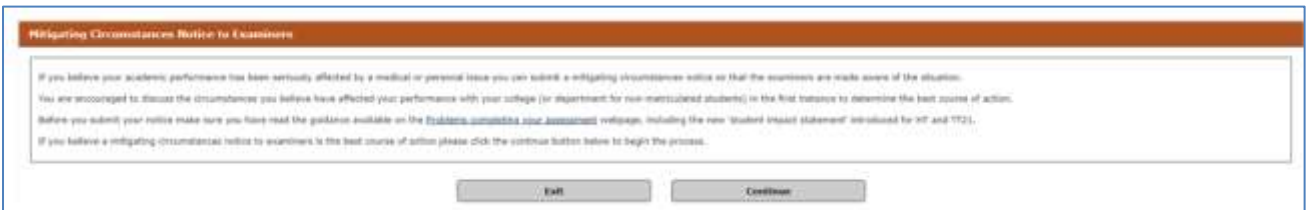
You may start a mitigating circumstances notice to examiners (MCE), if your academic performance has been seriously affected by a medical or personal issue. You can also request a mitigating circumstances notice to examiners (MCE) via your college, or department for non-matriculated students, if you need the MCE to be raised on your behalf. Notices **need to be submitted within three days of your last exam or submitted work deadline**. Notices received after this deadline may be forwarded to examiners. For notices received after noon on the day before the exam board this requires agreement from the Proctors.

7.6.1 Start a mitigating circumstances notice to examiners (MCE)

To start a MCE, click on the **Start mitigating circumstances notice to examiners** link.



The first screen displays some text explaining the MCE process. Please read this guidance before choosing the **Continue** button.



After you click the **Continue** button, you need to complete three questions (confirm your **Course**, **Academic Year** and **type of sitting**).



Then click on the **Start MCE** button

On the next screen:



Examination Entry

- Enter your **Candidate Statement** and **Consent to Share Information** and tick **Section Complete**.
- Upload any Supporting Documentation by using the '**Attach Supporting Documentation**' button. To do this select the **Document Type**, add a **Document Description** and use the **Choose File** button to select your file. Then click the **Upload** button.



IMPORTANT: Do not upload supporting documents that are password protected – this will prevent your notice from being processed.

- Tick the **Affected Assessments** and tick **Section Complete**.

Click the **Save** button, to save without submitting your MCE. (You can come back and edit it later via the **Pending Mitigating Circumstances Notices to Examiners** link).

Once you have ticked the **Section Complete** checkboxes for each section, then you will have the option to:

- **Submit to College for review** (or department if on a non-matriculated programme, see screenshot below. The college/department can then review or add to the MCE before it is sent to the Exam Board)

or

- **Submit complete MCE** (to send it directly to the Exam Board).

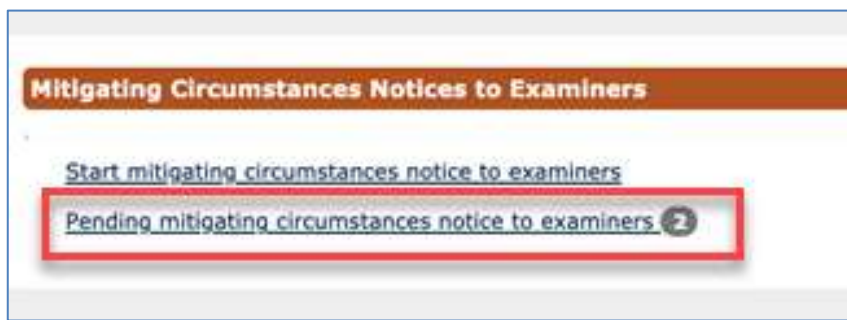


Click the **Submit to College/Department for review** button to send an email to your College Office (or department for non-matriculated students) informing them that you have raised an MCE.

Or click the **Submit complete MCE** button to submit your MCE.

7.6.2 Pending mitigating circumstances notice to examiners (MCE)

The **Pending mitigating circumstances notice to examiners** link allows you to view and complete an MCE that has been created for you by your college (or department if you are on a non-matriculated programme).



When you click on the **Pending mitigating circumstances notice to examiners** link any MCEs created by or for you are displayed.

Mitigating Circumstances Notice to Examiners						
Award Programme	Year of Study	Academic Year	Candidate Statement	Supporting Docs	Affected Assessments	Action
BA History	3	2018/19	Complete	Complete	Complete	Submitted
BA History	3	2018/19	Complete	Complete	Complete	Submitted
BA History	3	2018/19	Incomplete	Incomplete	Incomplete	Open MCE

[Return to My Exams](#)

MCEs already completed and submitted are not editable.

Any MCEs not yet submitted can be actioned by clicking on the **Open MCE** link in the Action column.

On the next screen you can enter the details of their MCE. The first section, showing your information, is not editable.

Mitigating Circumstances Notices to Examiners

Student Information

Student Number	1148156
Surname	PETER
Forename	PETER
College	Baffin College
Department	Department of Politics and International Relations (CI)
Award Programme	Master of Philosophy in International Relations
Academic Year	2018/19
Final Exam Board Date	

Then completes the **Candidate Statement and Consent to Share Information** section by:

- Entering your **Candidate Statement** (mandatory field)
- Tick the *I am completing on behalf of the student and have obtained their consent to share information with the exam board* check box if necessary
- Entering the **Reasons for the late submissions of MCE** (is mandatory if deadline has passed).
- Ticking **Section Complete** tick box if nothing further is to be added to the section.

Candidate Statement and Consent to Share Information

Candidate Statement

If you are uploading a Candidate Statement then please indicate this in the Candidate Statement field.

Declaration of Consent

All information you provide in this form is treated confidentially and stored securely. In order to ensure you receive appropriate consideration of your circumstances, this information may be shared with other individuals within the University including your Senior Tutor, college administrators, their of examiners, examination administrators, and university proctors. Such sharing will be on a strictly need to know basis. While information provided will be treated confidentially, it may not be possible to maintain the level of anonymity that is usually given to examination scripts and related material. By choosing 'Yes' to the question below you consent to the information you provide being shared in this way. Further information about the university's Data Protection Policy can be found at: <https://www.bham.ac.uk/student-privacy-policy>

I am completing on behalf of the student and have obtained their consent to share information with the exam board

Reasons for late submission of MCQ

Notices should be submitted as soon as possible and not more than three months after the release of results. Notices made after results are known will only be forwarded to examiners if they meet one of the following criteria: (a) your condition prevented you from making an earlier submission; (b) your condition was not known or diagnosed until after the final meeting of the examiners; (c) there has been a procedural error that has prevented your information from being submitted. Please explain why your notice may not be made earlier addressing one or more of the criteria.

Section Complete

Then upload any **Supporting Documentation**. Documents can be uploaded (e.g. additional candidate statement, medical evidence etc) by clicking on the **Attach Supporting Documentation** button.

Supporting Documentation **complete**

File	Description	Type	Action
No documents attached			

Section Complete

Attach Supporting Documentation

Then finally complete the **Affected Assessments** section using the check boxes.

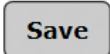
Affected Assessments **complete**

Affected Assessments

- Full academic year 2017/18
- OR
- A12694 - Ethics - 25 May 2018
- A12697 - Philosophy of Religion - 05 June 2018
- A12704 - Theory of Politics - 22 May 2018
- A14010 - German X: Modern Prescribed Authors (i): Grass

Section Complete

Then continue to complete the fields (yellow are mandatory) and tick the **Section Complete** check box as each section is completed.



If at any point you want to Save the MCE but without submitting then click on the **Save** button at the bottom of the screen. e.g. if the you have only completed the **Candidate Statement**, but not the **Supporting Docs** or **Affected Assessments**.

Mitigating Circumstances Notice to Examiners						
Award Programme	Year of Study	Academic Year	Candidate Statement	Supporting Docs	Affected Assessments	Action
BA Philosophy and Mod Langs (GER)		2017/18	Complete	Complete	Complete	Submitted
BA Philosophy and Mod Langs (GER)		2017/18	Complete	Incomplete	Incomplete	Open MCE

Once all sections are complete then you can click the **Submit** button and this will mark the record as complete and you will no longer be able to edit it.

Mitigating Circumstances Notices to Examiners

Student Information

Student Number	1236542
Surname	Piper
Forenames	Peter
College	Brasenose College
Department	Medieval & Modern Languages (CA)
Award Programme	Bachelor of Arts in Philosophy and Modern Languages (German)
Academic Year	2017/18

Candidate Statement and Consent to Share Information complete

Supporting Documentation complete

Affected Assessments complete

Return to Examinations
Save
Submit

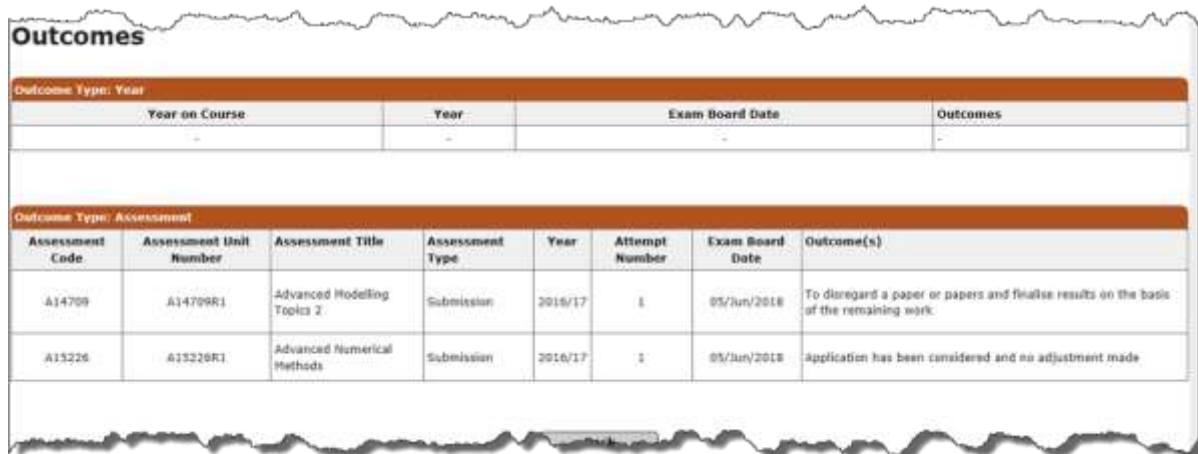
An email notification is then triggered to the college to inform them the MCE has been completed by you.

7.6.3 Reviewing the outcome of a mitigating circumstances notice to examiners (MCE)

You will be able to view the outcome of your Mitigating Circumstances Notice to Examiners (MCE) via the results screen on Student Self Service at the point of your results being released.




After clicking *View Mitigating Circumstances Notice to Examiners* the below Outcomes screen will be displayed:




8 Degree Ceremonies

Following completion of your award programme, and when you take leave to supplicate you can request a degree ceremony date through Student Self Service. You will then access Student Self Service (outlined in step 2) and click the **My Ceremonies** link at the top of the screen to display the *Graduand Degree Ceremony Booking* screen.

Graduand Degree Ceremony Booking



Need Help? 

Degree Ceremonies Online Booking

Depending on the arrangements provided by your college, we will ask you to:

- Choose a Ceremony to Graduate in Person or Graduate In Absence
- Confirm Degree Certificate Address Details
- Confirm Guest Details for both Ceremony and College Catering (if applicable)
- Confirm Accessibility/Disability Information and Disclosure Permission (if applicable).

By clicking on the Book Degree Ceremony button below, you confirm that you accept the Terms and Conditions relating to Degree Ceremonies. In particular, please note that you may not be able to graduate if you have any debts outstanding to the University.

Your Degree Ceremony	
Student Name	Kai Leo Greenwich
Award Programme	DPhil Physical and Theoretical Chemistry
College	Christ Church
Date of Ceremony	<i>To be confirmed</i>
Time	<i>To be confirmed</i>
Number of Guaranteed Ceremony Tickets	<i>To be confirmed</i>
Hold Status	<i>None</i>
Ceremony Status	You have been invited to book a degree ceremony.
<u>University Terms and Conditions regarding Degree Ceremonies.</u>	

Book Degree Ceremony

You can then click on the **Book Degree Ceremony** button, which will then display the *Terms and Conditions* screen.

Terms and Conditions

I understand that:

- The conferral of my degree is conditional on my passing the required examinations.
- I must ensure that I have no outstanding debt(s) to the University of Oxford. I may be unable to graduate on the date I have booked if I have any outstanding debts.
- The booking system works in real-time, and if I choose to attend a ceremony, and then wish to change my date of attendance, my booking will be reset and I will lose my original place with no guarantee that alternative dates will be available.
- If I choose to decline from this booking within 30 days of the degree ceremony date, or if I fail to attend on the day I have booked, my degree will be conferred in absence, and I will be unable to have my degree awarded in person at any future ceremonies.
- If I have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony I have just booked. These degrees will be conferred in absence, and I understand that I will not be able to have them conferred in person at a later date.
- I must attend the degree ceremony wearing the appropriate academic dress in accordance with the [University Regulations](#).

For Postgraduate Research students admitted on to their course before 1 October 2007:

- I understand that I must have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date.

For Postgraduate Research students admitted on to their course on or after 1 October 2007:

- I understand that I must have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date,
- I understand that I must have submitted an electronic copy of my thesis 5 days prior to my degree ceremony date.

Please confirm that you accept the terms and conditions.*

*Fields marked with * are mandatory.*

In order to advance to the next section, you will have to agree to the terms and conditions listed and click **Next** to display the *Choosing Your Degree Ceremony* screen.

Choosing Your Degree Ceremony

If you wish to attend a ceremony, please select an available date below, and click 'Attend'.

The booking process runs in real time. If you click 'Attend' and there are no longer places available, you will be brought back to this screen where you can choose an alternative ceremony if available.

If you wish to graduate in absence, please select 'In Absentia' and we will graduate you at the next available University ceremony on Saturday 24 January 2015 AM.

You may decline to graduate by clicking 'Decline'. If you wish to graduate in a later year, you must contact your college, who will add you to a waitlist - please note that there is no guarantee that a future ceremony space will become available, and that you accept this risk.

Unavailable Ceremonies:

Saturday 12 July 2014 AM
Wednesday 23 July 2014 AM
Friday 25 July 2014 AM
Friday 01 August 2014 AM
Saturday 02 August 2014 AM
Saturday 15 November 2014 AM

Available Ceremonies:

**This question is mandatory if you wish to attend.*

<input checked="" type="radio"/>	Saturday 06 June 2015 AM
----------------------------------	--------------------------

You will then be presented with a list of ceremonies at which your college is presenting, including any which are full, unavailable, and therefore full. You have the option to **Cancel, Decline, In Absentia** or **Attend**.

If you click **Attend** the *Confirm Attendance* screen will appear.

Confirm Attendance

You have chosen to attend the degree ceremony on **Saturday 6 June 2015** at **11:00 am** in person. Please confirm your choice or click on the 'Back' button to return to the previous screen.

When you click on the **Confirm** button to confirm your attendance, this will then display the *Summary of Degree Ceremony Booking* screen.

Summary of Degree Ceremony Booking

Thank you for choosing your degree ceremony.

We have just sent you a booking summary to your Oxford email address. You can also find this information on the Degree Ceremonies page in eVision.

Please complete your booking by clicking on the 'Details' button below to confirm your contact details and enter college information (if requested).

You should then click **Details** to display the *Confirm Contact Details* screen which will show the address that your degree certificate will be sent to following the ceremony; if this address is incorrect then you must change it.

Confirm Contact Details

This is the address we currently hold for you, and to which we will send your **degree certificate** after the ceremony. Please edit the address if necessary, and confirm that this is the address you would like us to use.

Address Line 1*	18 Longmead Avenue
Address Line 2*	South Sea
Address Line 3	
Address Line 4	
Address Line 5	Oxford
Postcode*	SO50 7PS
Home Phone Number*	
Mobile Phone Number*	
Work Phone Number	
Please provide an e-mail address that can be used for all communications regarding your graduation ceremony. This should be a NON OXFORD email address.	
Email*	
Please confirm that this address is now correct*.	Please select... ▼

Fields marked with * are mandatory.

You must also ensure your phone number(s) and email address and correct and if that data is missing you must enter it and then click **Next** to display the *College Requirements* screen.

College Requirements

Worcester College require the details below to better cater for your graduation experience.

« (SEL:RHD_UDF1="WORC")

Please note that there may be a charge for college lunch or for academic dress; your college will be in touch about that when it emails further information to you around 6 weeks before.

Please note that there may be a charge for college dining or for academic dress; your college will be in touch about that.

Ceremony Tickets

You can have 3 guest tickets for the ceremony. Please let us know how many you would like to use.* Please select ▼

Visa and Other Requirements

Will you be contacting your college to request a visa letter for you or one of your guests?*	Please select ▼
Additional comments or requirements:	<div style="border: 1px solid #ccc; height: 20px;"></div>

Additional Nominated Contact

Forename*:	<input style="width: 95%;" type="text"/>	Surname*:	<input style="width: 95%;" type="text"/>
Home email address*:	<input style="width: 95%;" type="text"/>	Phone number*:	<input style="width: 95%;" type="text"/>

Next

Fields marked with * are mandatory.

Here you must select how many guests will be attending your ceremony and whether any of your guests require a visa letter. You must also enter the details of your additional nominated contact and then click Next to display the *Summary of Degree Ceremony Booking screen*.

Summary of Degree Ceremony Booking

Thank you for amending your Degree Ceremony booking.

We have just sent you a booking summary to the email address you provided during the booking process. You can also find this informaton on the Degree Ceremonies page in eVision.

Finish

You can then click Finish to complete the Degree Ceremony booking process through Student Self Service.

9 Further Help & Information

9.1 Student Systems Support Centre (SSSC)

The [Student Systems Support Centre \(SSSC\)](#) provides guidance and assistance with the use of the University's student systems and associated business processes.

9.2 Student Information

The Student Information team is responsible for supporting the annual student registration (enrolment) process and administers the admission of Recognised students. The team coordinates the Orientation Programme for new European and international students and student surveys, including the Student Barometer and National Student Survey. An enquiry desk is maintained at the Examination Schools for students to drop-in and ask questions about student matters from 8:30-17:00 Monday to Friday.

If you have further queries regarding the above, please contact them via student.information@admin.ox.ac.uk

9.3 Document Information

This document is subject to change; please ensure you have the latest version.

Revision Date	Version	Summary of Changes	Author
01 Aug 2017	0.1	Adjustment of the Student Self Service Manual v2.5 remade specifically for students.	Max Whitmore
09 July 2018	1.0	Amendment to FAP screens	Abi Taylor
31 August 2018	1.1	Changes to the Career section	Abi Taylor
15 October 2018	1.2	GSR added	Abi Taylor
2 November 2018	1.3	Updates to headings based on feedback from students	Sarah Argles
17 May 2019	1.4	Updated to disability page	Clare Kilham
09 September 2019	2.0	Updates to Careers section	Abi Taylor
18 November 2019	3.0	Updates to include MCE changes	Abi Taylor
27 November 2019	5.0	Updates to include on-course application functionality	Abi Taylor
10 December 2019	5.1	Tweaks from Andy Garlick and Helen Beauchamp	Abi Taylor
07 January 2020	6.0	Edits to MCE	Abi Taylor
23 January 2020	7.0	MCE finalised	Abi Taylor
28 February 2020	7.1	Primary Supervisor terminology	Abi Taylor
14/08/20	7.2	Declaration text change	Abi Taylor

Further Help & Information

25/08/20	7.3	Student Support Plans	Abi Taylor
29/03/21	7.5	Accessibility checks and updates to MCE	Abi Taylor
08/06/21	7.6	Updated Additional Information screen: SU membership	Abi Taylor
20/07/21	7.7	Updated Declaration screen	Abi Taylor
20/08/21	7.8	Updated residency screen	Abi Taylor