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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August 2021
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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
# Verification, Registration and Enrolment

During the **Registration window** 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 Students** (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.

![My Student Record](image)

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

- 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>

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

2.2.1 **Change address screen:**

![Change address screen]

• 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 screen]

• A maximum of three emergency contacts can be recorded: preferred, alternative one and alternative two.
2.2.3 Residency in Michaelmas Term 2021

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

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

- 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.
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.

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).
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

- Following reading the information you can either choose Next steps to Join Oxford Electoral Register or choose Decline.
2.7.2 Step 7b: Joining Oxford Electoral Register

- If you choose then you will see the below screen:

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

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

![Decline Screen]

2.7.5  Electoral Registration closed

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

![Electoral Registration Closed Screen]
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 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.

![Image of 1 Identity and fee information query page](image)

### 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.
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](image)

   **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](image)

   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
aro@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  
Surname: Lemon  
Date of Birth: 16 March 1982

Title: Dr  
First names(s): Lilly Mia

Address details
Term time address:
2 Cumberlands  
Blackpool  
NG2 5SA

Home address:
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.
Check my Details

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 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.
Check my Details

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.
### Student Support Plan (SSP)

For information about the use and role of the SSP please see:
[www.admin.ox.ac.uk/sess/disability/aboutdisability/studentsupportplan/](http://www.admin.ox.ac.uk/sess/disability/aboutdisability/studentsupportplan/)

<table>
<thead>
<tr>
<th>Name: XXX</th>
<th>Student ID: XXX</th>
<th>College: XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course:</strong> BA Ancient and Modern History</td>
<td><strong>Level:</strong> UGRAD</td>
<td></td>
</tr>
<tr>
<td><strong>Dept/Faculty:</strong> Faculty of History (CD)</td>
<td><strong>Start / Finish:</strong> 2014 / 2017</td>
<td></td>
</tr>
</tbody>
</table>

**Disability Advisor at DAS:**

**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.

<table>
<thead>
<tr>
<th>Disability: Mental health condition - depression</th>
<th>Disability information: <strong>Depression</strong></th>
</tr>
</thead>
</table>

**Impact on study:**

A long-standing diagnosis of depression which is being treated. Clinically, however, the student continues to struggle on a day-to-day 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. This impacts that student’s ability to perform to their best potential.
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.
On Course Applications

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

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.

**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

<table>
<thead>
<tr>
<th>Preparing for Transfer/Confirmation</th>
<th>Form Type</th>
<th>Date Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GSR Preparing for Transfer</td>
<td>11 Oct 2018</td>
<td></td>
</tr>
</tbody>
</table>

To start a new form click [Create New Report].

**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.

**Note** – whilst a preparing for transfer report is awaiting submission, a transfer of confirmation form cannot be created. The Create New Report 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.

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).

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).
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.

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.
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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Professor Sarah Bashan</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Miss Lesley Reading</td>
</tr>
<tr>
<td>Subject Administrator</td>
<td>Mr Phillip Swansea</td>
</tr>
<tr>
<td>Subject Advisor</td>
<td>Mr Michael Broaders</td>
</tr>
<tr>
<td>College Advisor</td>
<td>Professor Nigel Emptage</td>
</tr>
</tbody>
</table>

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.
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.
7.1 Making Assessment Selections

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

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.
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:

![Selections Not Valid](image)

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:

![Too many assessments](image)

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:
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

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.

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 screen presented also displays any alternative exam arrangements made.
Examination Entry

Examination and Assessments Entered

Student Number: 3204873/1
Name: PETERS PETER
College: St Anne’s College
Specialisation: HCompSci Computer Science
Current Public Examination: Honour School of Computer Science (Part II)
Year of Study: 3
Mode of Attendance: FT
Candidate Number: 576307

Assessments

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Status</th>
<th>Assessment Code</th>
<th>Assessment Name</th>
<th>Assessment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10401</td>
<td>Computer Architecture</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10403</td>
<td>Computer Graphics</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10731</td>
<td>Computational Complexity</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10733</td>
<td>Computer Aided Formal Verification</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10741</td>
<td>Geometric Modelling</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Elective</td>
<td>A10791</td>
<td>Knowledge Representation and Reasoning</td>
<td>Written</td>
</tr>
<tr>
<td>2016/17</td>
<td>Trinity</td>
<td>Compulsory</td>
<td>A10801</td>
<td>Project on a topic in Computer Science</td>
<td>Submission</td>
</tr>
</tbody>
</table>

Alternative Exam Arrangements

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

<table>
<thead>
<tr>
<th>Arrangement</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Exam Timetable heading descriptions:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date of exam.</td>
</tr>
<tr>
<td>Time</td>
<td>Time of exam.</td>
</tr>
<tr>
<td>Duration</td>
<td>Total duration of exam.</td>
</tr>
<tr>
<td>Paper Code</td>
<td>Reference given to exam paper.</td>
</tr>
<tr>
<td>Paper Title</td>
<td>Title of exam paper.</td>
</tr>
<tr>
<td>Location</td>
<td>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)</td>
</tr>
<tr>
<td>Alt Location</td>
<td>Alternative location and/or additional time</td>
</tr>
<tr>
<td>Alternative Arrangements</td>
<td>Alternative exam arrangements e.g. additional rest time.</td>
</tr>
</tbody>
</table>

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.
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.

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.

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.
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.

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

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**.

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.

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:

<table>
<thead>
<tr>
<th>Assessment Code</th>
<th>Assessment Unit Number</th>
<th>Assessment Title</th>
<th>Assessment Type</th>
<th>Year</th>
<th>Attempt Number</th>
<th>Exam Board Date</th>
<th>Outcome(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A14709</td>
<td>A14709R81</td>
<td>Advanced Modelling Techniques 2</td>
<td>Submission</td>
<td>2016/17</td>
<td>1</td>
<td>05/Jan/2018</td>
<td>To disregard a paper in papers and finalise results on the basis of the remaining work.</td>
</tr>
<tr>
<td>A15320</td>
<td>A15320R81</td>
<td>Advanced Numerical Methods</td>
<td>Submission</td>
<td>2016/17</td>
<td>1</td>
<td>05/Jan/2018</td>
<td>Application has been considered and no adjustment made.</td>
</tr>
</tbody>
</table>
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](image)

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.

![Book Degree Ceremony](image)

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

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

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.
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**.

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.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Aug 2017</td>
<td>0.1</td>
<td>Adjustment of the Student Self Service Manual v2.5 remade specifically for students.</td>
<td>Max Whitmore</td>
</tr>
<tr>
<td>09 July 2018</td>
<td>1.0</td>
<td>Amendment to FAP screens</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>31 August 2018</td>
<td>1.1</td>
<td>Changes to the Career section</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>15 October 2018</td>
<td>1.2</td>
<td>GSR added</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>2 November 2018</td>
<td>1.3</td>
<td>Updates to headings based on feedback from students</td>
<td>Sarah Argles</td>
</tr>
<tr>
<td>17 May 2019</td>
<td>1.4</td>
<td>Updated to disability page</td>
<td>Clare Kilham</td>
</tr>
<tr>
<td>09 September 2019</td>
<td>2.0</td>
<td>Updates to Careers section</td>
<td>Abi Taylor</td>
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<tr>
<td>18 November 2019</td>
<td>3.0</td>
<td>Updates to include MCE changes</td>
<td>Abi Taylor</td>
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<tr>
<td>27 November 2019</td>
<td>5.0</td>
<td>Updates to include on-course application functionality</td>
<td>Abi Taylor</td>
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<tr>
<td>10 December 2019</td>
<td>5.1</td>
<td>Tweaks from Andy Garlick and Helen Beauchamp</td>
<td>Abi Taylor</td>
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<tr>
<td>07 January 2020</td>
<td>6.0</td>
<td>Edits to MCE</td>
<td>Abi Taylor</td>
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<tr>
<td>23 January 2020</td>
<td>7.0</td>
<td>MCE finalised</td>
<td>Abi Taylor</td>
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<td>28 February 2020</td>
<td>7.1</td>
<td>Primary Supervisor terminology</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>14/08/20</td>
<td>7.2</td>
<td>Declaration text change</td>
<td>Abi Taylor</td>
</tr>
<tr>
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<td>Version</td>
<td>Description</td>
<td>Author</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>25/08/20</td>
<td>7.3</td>
<td>Student Support Plans</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>29/03/21</td>
<td>7.5</td>
<td>Accessibility checks and updates to MCE</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>08/06/21</td>
<td>7.6</td>
<td>Updated Additional Information screen: SU membership</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>20/07/21</td>
<td>7.7</td>
<td>Updated Declaration screen</td>
<td>Abi Taylor</td>
</tr>
<tr>
<td>20/08/21</td>
<td>7.8</td>
<td>Updated residency screen</td>
<td>Abi Taylor</td>
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</table>