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Student News



Week 0 - Michaelmas term 2016

Student News is emailed to you fortnightly during term from Week 0 and contains key information, including deadlines, reminders and events from the central University. Further information is available from the [Oxford Students website](#).

Complete your University registration by 14 October

An essential part of being a student of the University is the annual completion of registration. Whether you are a new or continuing student you must complete your registration using Student Self Service by **Friday of Week 1, 14 October 2016**. If you are a new student, you will need to go to your college (or department if you do not have a college) to complete the final part of your University registration and to be issued your University card. If you fail to register, loans or funding will not be released, examination and assessment results will not be available and your name will not appear on the council tax exemption list. For more information visit the [guide to registration](#).

When you complete your University registration you will be invited to apply to the Electoral Register. By opting in, you give the University permission to provide your information (including National Insurance number) to Oxford City Council. Further guidance on enrolment can be found on the [Student Self Service page](#).

University Student Handbook 2016/17 available to download

If you are starting at Oxford, you will have received a printed copy of the University Student Handbook 2016/17 via your college/department. If you are continuing your studies, you will have received the University Student Handbook when you started your current course of study at the University. The 2016/17 edition is available from the [Oxford Students website](#). The Handbook provides general information and guidance as well as formal notification and explanation of the University's codes, regulations, policies and procedures, including residence requirements, examinations and how to apply for alternative arrangements. Please take time to read it.

Freshers' Fair at the Examination Schools, 5–7 October 2016

The Oxford University Students' Union Freshers' Fair will include hundreds of stalls showcasing student life at Oxford. The free event is a great chance to sign up to clubs and societies and find out more about living in and studying at Oxford. The first two days of the fair are ticketed and reserved for freshers only, with continuing students welcome to attend 'ReFreshers' Fair' on Friday. Find out more from the [Freshers' Fair website](#).

Equality monitoring

The University of Oxford embraces diversity and seeks to achieve equity in the experience, progression and achievement of all students and staff. The University collects equality data at admissions and at registration so that it can assess the impact of policies and practices on different groups and put in place appropriate provision and support for all students.

During the registration process, you will be asked to provide several key items of personal information which will form part of your confidential student record. These include details of your ethnicity, religion or belief, sexual orientation and gender identity, as well as any disabilities. The University recognises that these are sensitive personal questions and you will always have an option to prefer not to say. However, hopefully you will feel able to provide this information, in confidence, to support efforts to create a more inclusive, diverse and equitable Oxford.

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. More generally, your personal data is used to monitor equality and the

effectiveness of our policies. Please see the [Equality and Diversity Unit](#) website for more information about equality at Oxford.

Changes to name or gender in student records

If you wish to change name or gender in your student record the University will work with you to make these changes. You can find further information on how to request a change to your student record on the [Oxford Students website](#).

The use of third party proofreaders

You have authorial responsibility for the written work you produce; proofreading represents the final stage of producing a piece of academic writing. You are strongly encouraged to proofread your own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proofreading. Such third parties can be professional proofreaders, fellow students, friends or family members. To assist students, the University has introduced a new [policy](#) which sets out the limit to which a third party proofreader may appropriately be used for pieces of work where the word limit is greater than 10,000 words in length. The new policy comes into effect from Michaelmas term 2016. The use of third party proofreaders is not permitted for work where the word limit is 10,000 words or less. This policy does not apply to the supervisory relationship, nor in the case where proofreading assistance is approved as a reasonable adjustment for disability.

Phishing scams

Phishing scams targeting students are very common, particularly around the start of term, so please be mindful whenever you are contacted about finances or asked for your personal details. You should ensure you are familiar with the advice on the [Information Security website](#) including: creating strong passwords; protecting your devices when using public networks; and backing up your work. Students in receipt of UK government funding from Student Finance should also refer to the [Student Loans Company Online safety webpage](#) which includes contact details for forwarding on communication that appears suspicious.

Careers fairs, Michaelmas term 2016

The Careers Service is hosting ten careers fairs this term. The first is the Oxford Careers Fair, Tuesday 18 October 2016, Oxford Town Hall. This fair is a chance to explore all major career sectors. Other fairs coming up soon include:

- Finance Fair, Wednesday 19 October 2016, Oxford Town Hall
- Management Consultancy Fair, Thursday 20 October 2016, Oxford Town Hall

For more information about organisations attending, download the Oxford Careers Fair Plus app from the iTunes App store or Google Play. Visit the [Careers Service website](#) to see the full list of careers fairs this term.

Podcasts and workshops from the Counselling Service

A [series of podcasts](#) is available to help address concerns and to get the most out of life as a student at Oxford. The series includes advice on improving sleep; mindful breathing for calm and focus, or when feeling stressed; exploring overwork and strategies when finding it difficult to work. There is also a dedicated guide for undergraduate freshers and a guide for mature students.

The Counselling Service runs a range of workshops to help you build skills to respond to the demands of life at university. Topics this term include relaxation, overcoming panic, and mindfulness. For the full programme and to book visit the [Oxford Students website](#).

Language Centre course registration

Registration for language courses opens today, Monday 3 October 2016, via the [Language Centre website](#). A range of foreign languages are available at different levels, as well as English for Academic Studies courses. Email the [Language Centre](#) with any queries.

Working late? IT support available 24/7

If you are working late or at weekends and need IT assistance you can ring the 24/7 central IT Service desk on (01865) 612345. They can help with issues like resetting passwords, resolving connectivity or email problems. Local IT Support Staff should be your first point of contact during office hours.

Wise up to WebLearn

WebLearn has been upgraded and some changes have been made. As well as a cleaner look, sites work better on mobile phones, and navigation has been improved, allowing you to find and use sites more easily. The changes are outlined in the Weblearn [short guide for students](#).

Student News is produced by [Academic Administration Division Communications](#), Examination Schools, 75-81 High Street, Oxford OX1 4BG.