

Student Self Service for Students

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

- Verifying your details
- Completing the annual Registration process
- Printing your enrolment certificate
- Maintaining your personal and academic information that is required during the academic year
- Selecting your examination structure options through exam entry
- Viewing your assessment and academic results

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.

Version 0.1

August 2017



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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, 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 your details
- Complete the registration process and print your enrolment certificate
- Maintain your personal and academic information that is required during the academic year
- Select your examination structure options through exam entry
- View your assessment and academic results

2 Verification, Registration and Enrolment (pages 6 – 17)

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.

The screenshot shows the 'My Student Record' page on the University of Oxford website. The navigation bar includes 'Home', 'Support', 'My Student Record' (highlighted), 'My Exams', 'My Ceremonies', and 'Applications'. The main content area is titled 'My Student Record' and features a 'Register' section. This section contains text explaining that registration is an essential part of being a student and that users must verify their personal, contact, and academic details. It also mentions that mandatory fields are marked with an asterisk and a yellow background. Below the text is a table with columns for Academic Year, Award Programme Code, Award Programme Title, and Registration Status. The 'Register' button is circled in red.

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

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. <https://www.ox.ac.uk/students/registration>

² <https://www.ox.ac.uk/students/new/recognised>

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 Mrs Student Number 552972
 First name(s) Lilly Student Support Number SFDU11650432Y
 Middle name(s) Mia
 Surname/last /family name Lemon Sex Female
 Preferred first/given name Date of birth 23 February 1993
 How do you fund your University Tuition Fees? * Self/Family Paying
 Fee status 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 you, such as your name or date of birth etc. You can request amendments by contacting your College directly to arrange the change.

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.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

Contact us

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** **Change**

Home address

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

Address

Postcode

Country **Change**

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.

Use Home Address

No address **Change**

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Change
Alternative contact 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Change
Alternative contact 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Change

Back **Next**

Save and Exit

- 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 **Get UK Address**

Address line 1 *

Address line 2

Address line 3

City *

County/State/Province

Country *

What is your term-time accommodation type? *

Cancel **Save**

- 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	<input type="text"/>	Forename *	<input type="text"/>
		Surname *	<input type="text"/>
Relationship to you *	<input type="text"/>	Language if not English speaker	<input type="text"/>

Contact information
Email and phone number of your emergency contact.

Phone number *	Email address *
Alternative phone	Alternative email

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

Postcode	<input type="text"/>
<input type="button" value="Get UK Address"/>	
Address line 1 *	City *
Address line 2	County/State/Province
Address line 3	
Country *	<input type="text"/>

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

2.3 Step 3: Disability and other personal information

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Disability and other personal information

Please tell us if you have a disability. This includes, for example, sensory or mobility impairments, mental health difficulties, long-term 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. 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. If you have any questions or concerns about disability-related issues, please see the [Disability Advisory Service website](#), or contact the Service directly.

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

No known disability

Personal information

The University is required by the Equality Act 2010 to collect the following information in order to monitor the diversity of our student body and to ensure we are both attracting a wide variety of applications and providing appropriate support for all students. The information will be held in the strictest confidence and will not be shared with anyone in your college or department. We submit this data to the Higher Education Statistics Agency (HESA) to enable national monitoring of diversity and equal opportunities - see [the HESA website](#).

Ethnicity * White

What is your religion or belief? (Voluntary question)

What is your sexual orientation? (Voluntary question)

Is your gender identity the same as the gender you were originally assigned at birth? (Voluntary question)

- 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.

2.4 Step 4: Additional information

Step 4 of 9

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

OUSU membership: for matriculated students only

Your confirmation of registration at the University constitutes your application for membership of the Oxford University Student Union (OUSU) and your undertaking to contribute £1 towards meeting the liabilities of OUSU should it be dissolved.

Membership entitles you to attend general meetings, vote in referenda and elections to executive positions, and stand for executive positions within the Student Union. It is your legal right to opt out of membership of OUSU, either at registration, or at any time whilst you are a student member of the University.

Your current OUSU membership status is displayed below. To cancel your membership, or to restore your membership if you have previously chosen to cancel, please do so here.

Current OUSU 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?

³ Higher Education Statistics Agency

- 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

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.

Career Plans
<p>How will this information be used?</p> <p>The information that you provide here is intended only to be used by the Careers Service. They may use it to alert you about events, training programmes, careers fairs, internships or other opportunities that may be of interest, based on the answers you have given.</p>
<p>* Thinking about your career planning, which one of the following describes you best?</p> <p> <input checked="" type="radio"/> Career planning is not on my agenda yet; I am focusing on academic / extracurricular activities. <input type="radio"/> I am exploring my options, getting involved with many activities on offer (e.g. internships, student societies, college groups). <input type="radio"/> 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. <input type="radio"/> I know what I want to do, (perhaps I already have it arranged). I may need some help on specific issues. <input type="radio"/> Prefer not to say </p>
<p>* Which employment sectors are you interested in? Tick as many as apply (you must choose at least one).</p> <p> <input type="checkbox"/> Academia with or without further study (for example 'PostDoc', Clinical Studies, Law, PGCE, PhD, Masters) <input type="checkbox"/> Accountancy, Insurance and Financial Services <input type="checkbox"/> Advertising, Marketing and Communications <input type="checkbox"/> Arts and Heritage <input type="checkbox"/> Banking and Investment <input type="checkbox"/> Buying, Selling and Merchandising <input type="checkbox"/> Charity, Development, 'Not for Profit' and 'Think Tanks' <input type="checkbox"/> Civil Engineering, Construction and Property <input type="checkbox"/> Consultancy <input type="checkbox"/> Consumer Goods and Retail <input type="checkbox"/> Education <input type="checkbox"/> Energy and the Environment <input type="checkbox"/> Engineering and Manufacturing <input type="checkbox"/> Government and Public Services <input type="checkbox"/> Health and Social Care <input type="checkbox"/> Human Resources and Recruitment <input type="checkbox"/> Information Technology and Computing <input type="checkbox"/> Language Services <input type="checkbox"/> Law <input type="checkbox"/> Logistics and Transport <input type="checkbox"/> Management, Business and Information Services <input type="checkbox"/> Media, Journalism and Publishing <input type="checkbox"/> Scientific Research and Development and Other Research Services <input type="checkbox"/> Sport, Leisure and Tourism <input type="checkbox"/> Starting your own business or other organisation <input type="checkbox"/> Other sectors <input checked="" type="checkbox"/> Do not know / Not decided <input type="checkbox"/> Prefer not to say </p>
<p>* Opt out of receiving emails based on your answers above. This will not affect you receiving the Careers Service weekly emails.</p> <p>Opt out <input type="checkbox"/> Opt in (receive emails) or out (receive no emails).</p>
<p>You may contact the Careers Service to discuss your career planning changes:</p> <p>Careers Service: 56 Banbury Road, Oxford, OX2 6PA.</p> <p>General enquiries: reception@careers.ox.ac.uk / +44 (0)1865 274646</p> <p>Monday to Friday, 09:00 to 17:00</p> <p>http://www.careers.ox.ac.uk</p>

- There are three questions to be completed:-
 - Thinking about your career planning, which one of the following describes you best?
 - Which employment sectors are you interested in? Tick as many as apply (you must choose at least one).
 - Opt out of receiving emails based on your answers above. This will not affect you receiving the Careers Service weekly emails.
- If you do not wish to participate then you can choose 'Prefer not to say'. 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/190/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: <https://www.legislation.gov.uk/en/ukai/2013/3198/schedule/2/chapter/2/mada>)

Details	
Surname	LEMON
Forenames	LILLY MIA
Date of Birth	11/Jun/1944
University email address	email@email.com
Nationality	United Kingdom
Other nationalities	-

Current term-time address	
Address	2 CUMBERLANDS BLACKPOOL
Post code	NG2 5AG
Address start date	1 Sep 2016

Further required details

National insurance number or reason it cannot be supplied e.g. AB-12-34-56-C

Reason I cannot provide a National Insurance Number

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

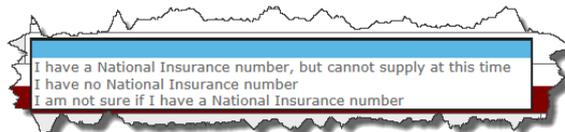
[Contact us](#)

[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:

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

2.7.5 Electoral Registration closed

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

Step 8 of 9

Electoral registration is not available at this time

It is not currently possible to 'Apply to register to vote' as part of online registration.

If you wish to apply to register to vote you should apply directly to your local council. A form is available on www.gov.uk/register-to-vote

Back **Next**

Save and Exit

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:

<http://help.it.ox.ac.uk/help/request>.

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 Lemonne not Lemon

Signature

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 9 of 9

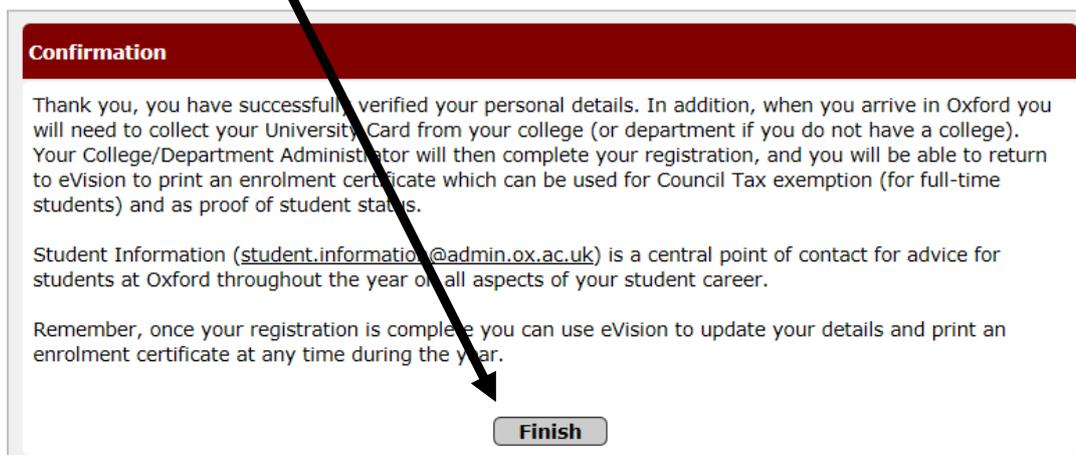
Declaration

All data on this site will be used in accordance with the University of Oxford's [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.

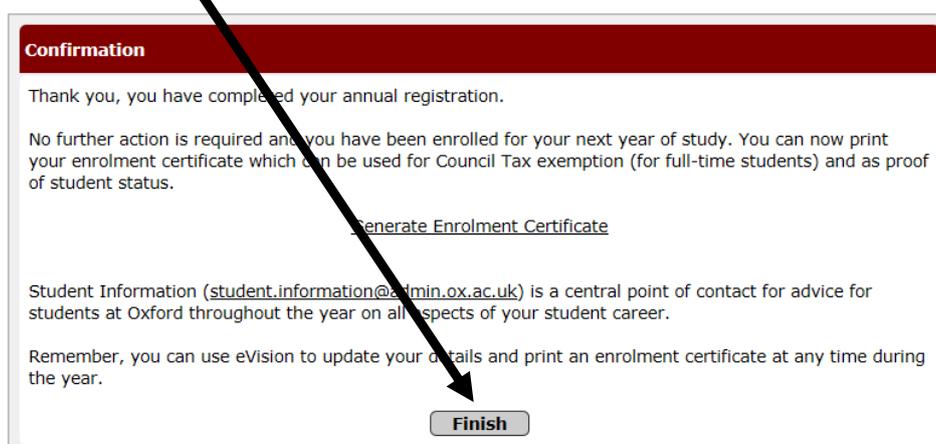
Following your confirmation:

- 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:



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**



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:	[REDACTED]	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 shows the 'My Student Record' page for a student at the University of Oxford. The page has a dark blue header with the university logo and navigation links: Home, Support, My Student Record (highlighted), My Exams, My Ceremonies, and Applications. A user is logged in as Peter Piper. The main content area is titled 'My Student Record' and contains a 'Check my Details' section. This section includes instructions on how to update information and a list of details to edit. The details are as follows:

Select details to edit (current students)	
Master of Science in Nature, Society and Environmental Governance	
Identity and fee information	Change
My contact information	Change
Disability and personal information	Change
Funding Arrangements	View
Additional information	Change
Academic information	View
Study Activity Outside the UK	Change
Career Planning	Change
Electoral Registration Preference	View
Generate enrolment certificate	View
Display authorisation code	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 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 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](#)



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

Examination Entry

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

Examination Entry

Below are the assessments from the [Examination Regulations](#) 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	Name	Term	Occ	Level	No.	Status
A12081	Project on a topic in Computer Science	TT	Z	UGF	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

- No candidate shall offer any subject from Schedule B1 that he or she has already offered in Part A of the examination
- Each candidate shall offer no more than two subjects from Schedule B1.

Choose 6 Assessments from the electives contained within this block.
Schedule B1
AND
Schedule B2
AND
Schedule B4
AND

Make any choices from the electives 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	Name	Year	Term	Occ	Value	Assessment Type		
Totals								
Overall Progress				Required	Current			
Assessments				N/A	0			✓

4.1 Making Assessment Selections

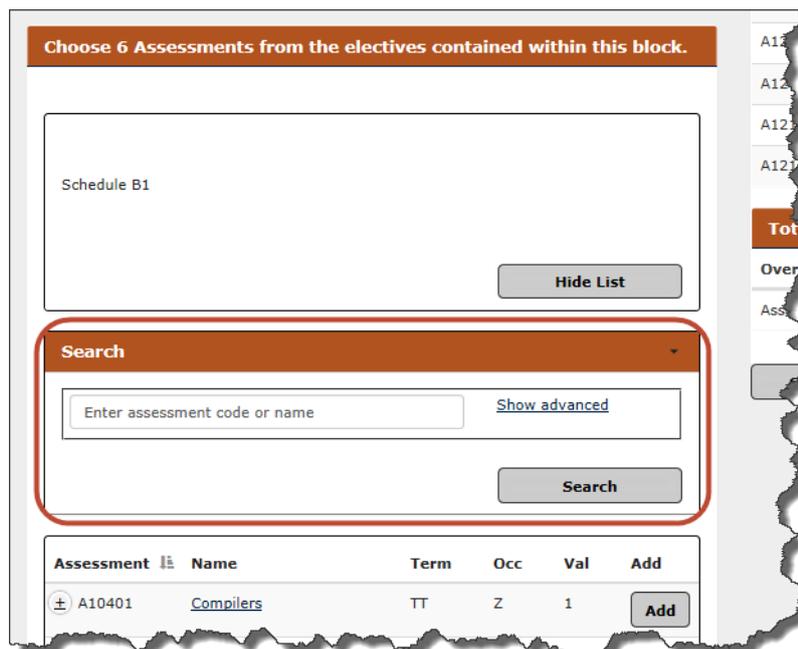
Compulsory and previously confirmed assessments will display in the top section of the screen:

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

Below are the assessments from the [Examination Regulations](#) 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	Name	Term	Occ	Level	No.	Status
A12081	Project on a topic in Computer Science	TT	Z	UGP	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

- No candidate shall offer any subject from Schedule B1 that he or she has already offered in Part A of the examination
- Each candidate shall offer no more than two subjects from Schedule B1.

Choose 6 Assessments from the electives contained within this block.

Schedule B1

[Hide List](#)

Search

Assessment	Name	Term	Occ	Val	Assessment Type	Add
A10401	Composites	TT	Z	1	WRITTEN	Add
A10402	Computer Architecture	TT	Z	1	WRITTEN	Add
A10403	Computer Graphics	TT	Z	1	WRITTEN	Add
A10405	Concurrency	TT	Z	1	WRITTEN	Add
A12068	Computer Networks	TT	Z	1	WRITTEN	Add
A12070	Databases	TT	Z	1	WRITTEN	Add
A15251	Algorithms and Data Structures	TT	Z	1	WRITTEN	Add

Showing 1 to 7 of 7 entries
[First](#) [Previous](#) [Next](#) [Last](#)

AND

Schedule B2

[Hide List](#)

Search

Assessment	Name	Term	Occ	Val	Assessment Type	Add
A12071	Computational Complexity	TT	Z	1	WRITTEN	Add
A12072	Computer Aided Formal Verification	TT	Z	1	WRITTEN	Add
A12073	Computer Security	TT	Z	1	WRITTEN	Add
A12074	Geometric Modelling	TT	Z	1	WRITTEN	Add
A12075	Intelligent Systems	TT	Z	1	WRITTEN	Add
A12076	Knowledge Representation and Reasoning	TT	Z	1	WRITTEN	Add
A12077	Lambda Calculus and Types	TT	Z	1	WRITTEN	Add
A12079	Principles of Programming Languages	TT	Z	1	WRITTEN	Add
A12178	Integer Programming	TT	Z	1	WRITTEN	Add
A14678	Computational Learning Theory	TT	Z	1	WRITTEN	Add

Showing 1 to 10 of 10 entries
[First](#) [Previous](#) [Next](#) [Last](#)

AND

Schedule B4

[Hide List](#)

Search

Assessment	Name	Term	Occ	Val	Assessment Type	Add
A12153	Set Theory	TT	B	1	WRITTEN	Add
A12174	Communication Theory	TT	Z	1	WRITTEN	Add

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

AND

Make any choices from the electives 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.

[Hide List](#)

Search

Assessment	Name	Term	Occ	Val	Assessment Type	Add
A12080	Practical Work (Year 3)	TT	Z	1	SUBMISSION	Add

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

Selected Assessments

Assessment	Name	Year	Term	Occ	Value	Assessment Type	Remove	Check
A10403	Computer Graphics	2016/17	TT	Z	1	WRITTEN	Remove	<input checked="" type="checkbox"/>
A12071	Computational Complexity	2016/17	TT	Z	1	WRITTEN	Remove	<input checked="" type="checkbox"/>
A12072	Computer Aided Formal Verification	2016/17	TT	Z	1	WRITTEN	Remove	<input checked="" type="checkbox"/>
A12074	Geometric Modelling	2016/17	TT	Z	1	WRITTEN	Remove	<input checked="" type="checkbox"/>
A12080	Practical Work (Year 3)	2016/17	TT	Z	1	SUBMISSION	Remove	<input checked="" type="checkbox"/>
A12153	Set Theory	2016/17	TT	B	1	WRITTEN	Remove	<input checked="" type="checkbox"/>
A12174	Communication Theory	2016/17	TT	Z	1	WRITTEN	Remove	<input checked="" type="checkbox"/>

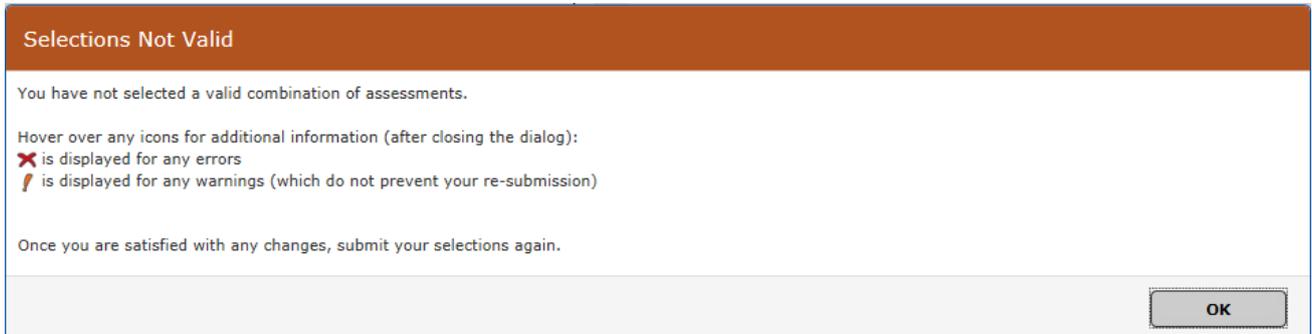
Totals

Overall Progress	Required	Current	Check
Assessments	N/A	7	<input checked="" type="checkbox"/>

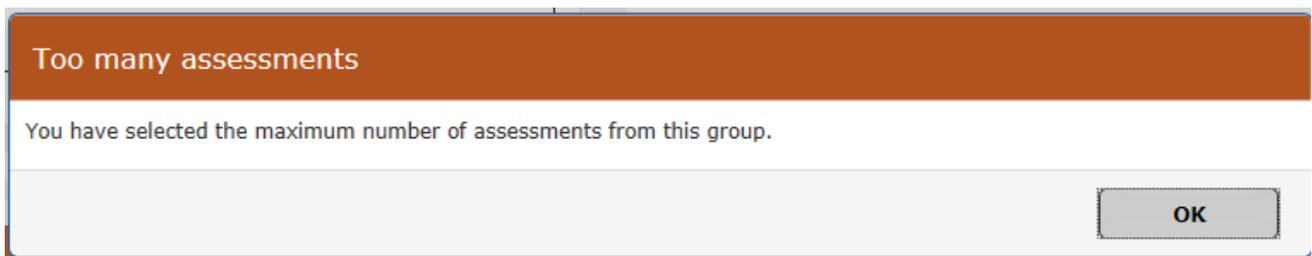
[Submit Selections](#)

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.

4.2 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 Modelling
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		A12081	Z	UGF	1.00	Project on a topic in Computer Science

Next

Undo Selections

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.

Back

Finish

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.

4.3 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 logged in as Peter Piper. It displays personal and academic details, a table of examination entry windows, and a list of related links.

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](#)

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.

4.4 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/2016

Candidate: [XXXXXXXXXX XXXX XXXXX](#)
Candidate Number: [XXXXXXXXXX](#)
Course: Master of Business Administration
College: St Hugh's College

Location Key
 EWERT - The Examination Hall, Ewert Place, Summertown, OX2 7DD

Date	Time	Duration (hours)	Paper Code	Paper Title	Location
Sun 19 Feb 2017	14:30	2:00	A14640W1	Accounting	EWERT
Wed 22 Feb 2017	09:30	2:00	A14642W1	Business Finance	EWERT
Fri 3 Mar 2017	09:30	2:00	A14646W1	Technology and Operations Management	EWERT

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 duration 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.

** Overall course exam timetables should be available no later than 5 weeks before the first examination. They can be found at: www.ox.ac.uk/students/academic/exams/timetables. Personal Timetables should be published no later than 2 weeks before the first examination. Provisional start times dates for each course can be found at: www.ox.ac.uk/students/academic/exams/entry.

**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.admin.ox.ac.uk/statutes/regulations/253-114.shtml

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

Disciplinary Regulations for Candidates in Examinations:
www.admin.ox.ac.uk/statutes/regulations/288-072.shtml

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

Timetable generated on: 11:30

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.

4.5 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.


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	Completion Date	Programme Award	Final Award
BA Jurisprudence	-	-	-

Year of Programme:	Year	Year Outcome:
Year 1	2016/17	Pass View Factors Affecting Performance

Year	Assessment Code	Assessment	Assessment Type	Mark	Grade
2016/17	A10049	A Roman Introduction to Private Law	Written	63	-
2016/17	A10050	Criminal Law	Written	61	-
2016/17	A10051	Constitutional Law	Written	70	-
2016/17	A10052	Legal Research and Mooting Skills Programme	Participation	-	Pending

Programme Title	Completion Date	Programme Award	Final Award
BA Jurisprudence (with Law in Europe)	-	-	-

Year of Programme:	Year	Year Outcome:
Year 1	2016/17	N/A

Year	Assessment Code	Assessment	Assessment Type	Mark	Grade
You have no assessments results for this year.					

[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.



Factors Affecting Performance Outcomes.

You will be able to view the outcome of your Factors Affecting Performance application if you have made one, via the results screen on Student Self Service at the point of your results being released.

Results			
Programme Title	Completion Date	Programme Award	Final Award
BA Jurisprudence	-	-	-

Year of Programme:	Year	Year Outcome:
Year 1	2016/17	Pass View Factors Affecting Performance

5 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 on 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.* Yes ▾

Cancel Next

*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	<input type="text"/>
Address Line 4	<input type="text"/>
Address Line 5	Oxford
Postcode*	SO50 7PS
Home Phone Number*	<input type="text"/>
Mobile Phone Number*	<input type="text"/>
Work Phone Number	<input type="text"/>
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*	<input type="text"/>
Please confirm that this address is now correct*.	Please select... <input type="button" value="v"/>

*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.

(SELECTING YOUR WORDS)

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*:	<div style="border: 1px solid #ccc; background-color: #fff9c4; height: 15px;"></div>	Surname*:	<div style="border: 1px solid #ccc; background-color: #fff9c4; height: 15px;"></div>
Home email address*:	<div style="border: 1px solid #ccc; background-color: #fff9c4; height: 15px;"></div>	Phone number*:	<div style="border: 1px solid #ccc; background-color: #fff9c4; height: 15px;"></div>

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.

6 Further Help & Information

6.1 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. Guidance and further information about eVision can be found on the Student Systems Support Centre website:

<http://www.admin.ox.ac.uk/studentsystems/>

If you are experiencing any technical issues with using eVision please be sure to explain what the issue is and send a screenshot to: student.systems@admin.ox.ac.uk

6.2 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

6.3 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