YOUR STUDENT INFORMATION

Reference guide
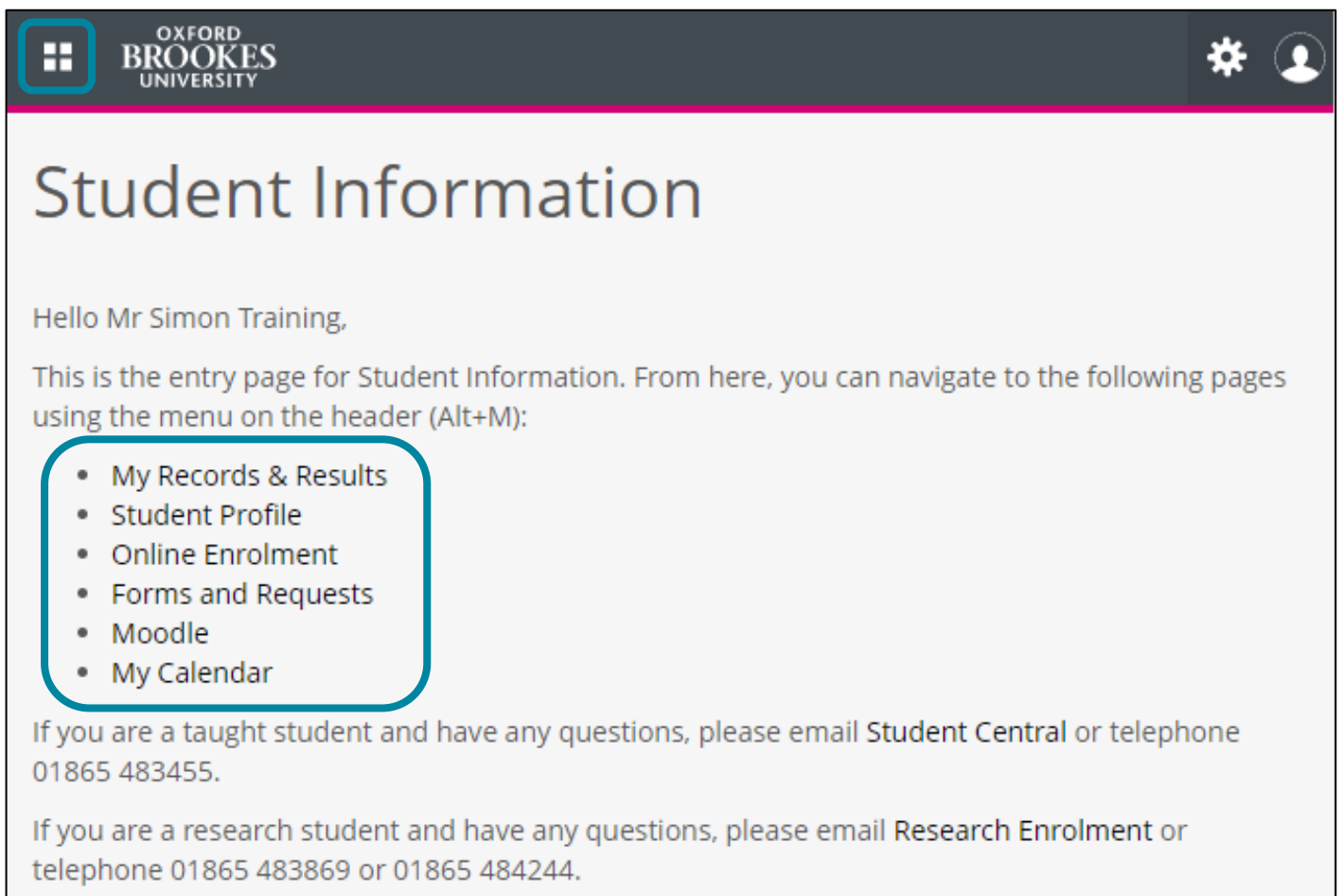
OXFORD BROOKES UNIVERSITY
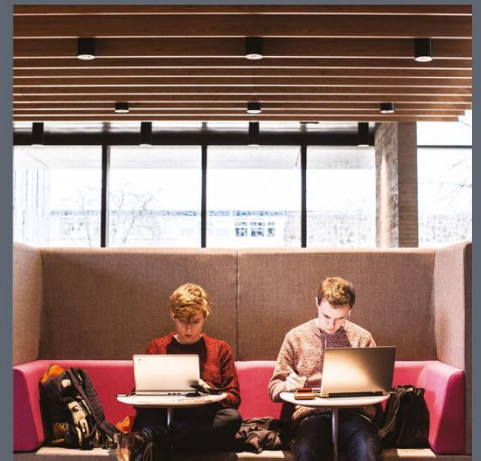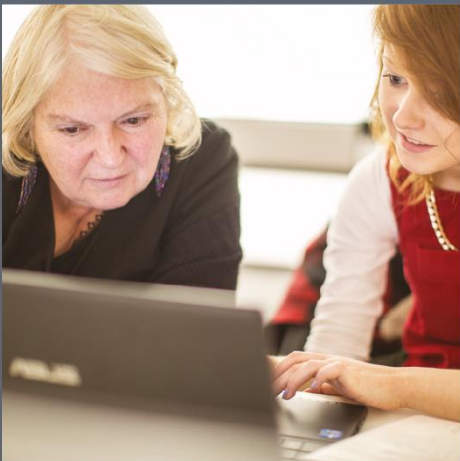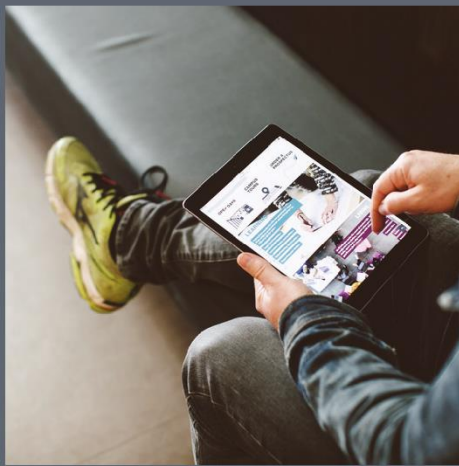
Contents

How to log in and navigate

Log in to the system using your student number and single sign-on password. This will take you to a landing page where you can access your student information. There are a number of quick links on this page to commonly used services, such as **Student Profile**, **My Records and Results**, **Moodle** and your **Google Calendar**. All menu options can also be accessed via the **Grid icon** in the top left hand corner:

Click on the **Grid icon** and then on **Banner** to see the menus available to you:

Link to Google calendar

Things to note

Module codes

Module codes are made up of two parts – a Subject code and a Course code. The words Module and Course are used interchangeably in the Student Information system.

For example, Engineering Mathematics and Modelling I is ENGR 4001, where ENGR is the Subject code, denoting that it is an Engineering module, and 4001 is the Course code – the first digit indicates the level of the module.

Terms

In the Student Information system, the academic year is split into three Terms – Autumn, Spring and Summer, which equate to Semesters 1, 2 and 3 respectively.

Student menu

The **Student** menu allows you to view your profile, access online enrolment, register modules, request a transcript and submit online requests, among other options. All menu options are described below.
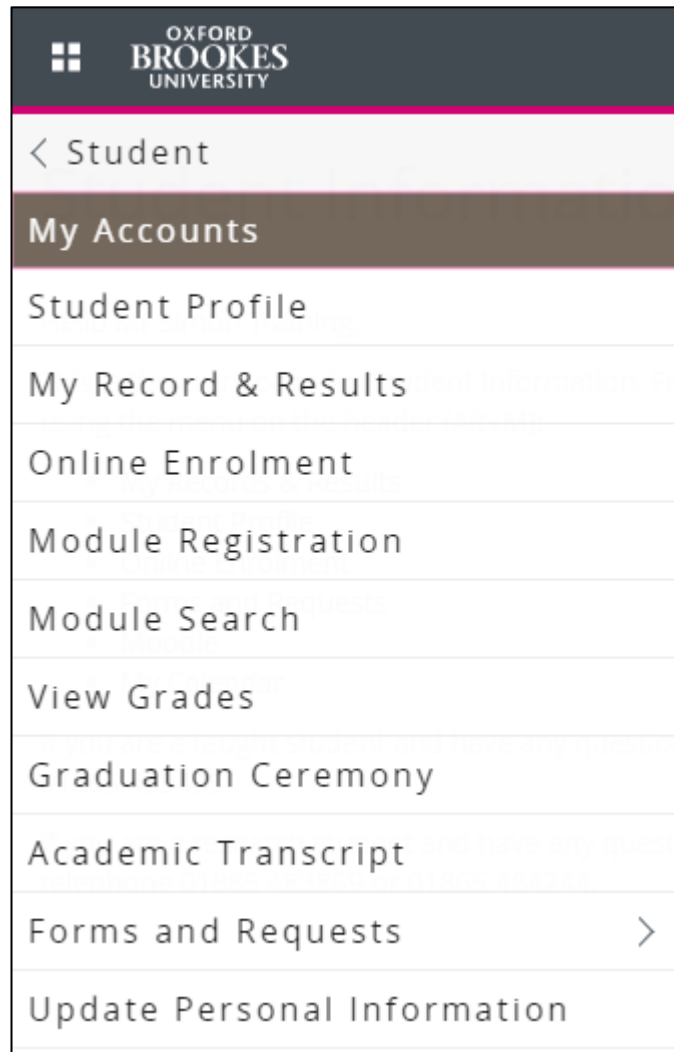
Student Profile

Use the **Student Profile** link on the landing page, or the **Student Profile** option in the **Student** menu, to view your student profile.

OXFORD
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UNIVERSITY
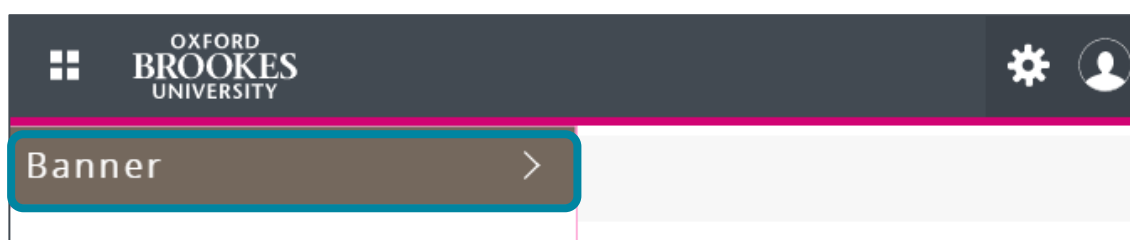
Student Information

Hello Mr Simon Training,

This is the entry page for Student Information. From here, you can navigate to the following pages using the menu on the header (Alt+M):

- My Records & Results
- Student Profile
- Online Enrolment
- Forms and Requests
- Moodle
- My Calendar

If you are a taught student and have any questions, please email **Student Central** or telephone 01865 483455.

If you are a research student and have any questions, please email **Research Enrolment** or telephone 01865 483869 or 01865 484244.
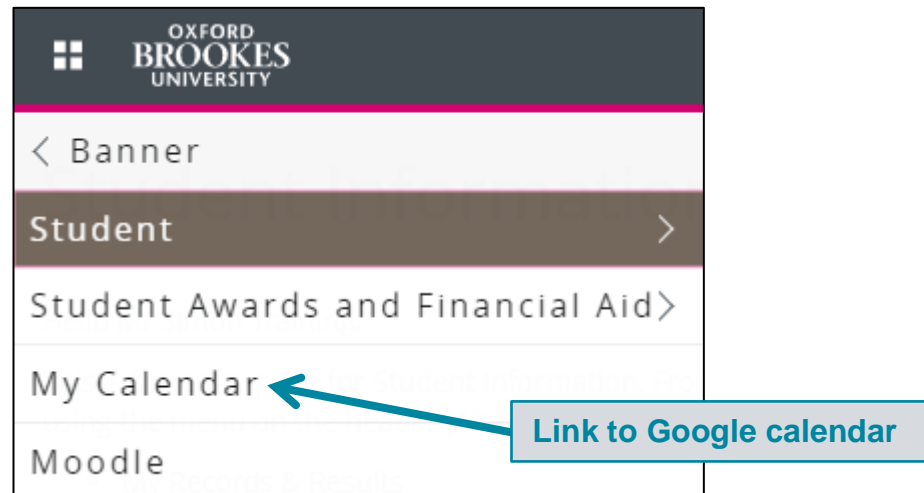
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< Student

My Accounts

Student Profile

My Record & Results

Online Enrolment

Module Registration

Module Search

View Grades

Graduation Ceremony

Academic Transcript

Forms and Requests   >

Update Personal Information

Student Profile - Mr Simon Training (15087838)

① Term: Autumn 2019 ▾   Standing: Good Standing, as of Aut...   Notices: 4   Holds: 1   ⑥ ⑦

Mr Simon Training

② Curriculum and Courses

③ Prior Education and Testing

Additional Links

Module Registration

④ My Calendar

Academic Transcript

Moodle

Student Information	Notes: 0 ⑤

Bio Information
Email: test@email.com
Phone: 07890123456
Date of Birth: 20/09/1992

General Information ⓘ
Level: Undergraduate
Stage: Stage 2 Undergraduate
Status: Active
Mode of Study: Full-time
Residency: Home
Campus: Oxford Brookes (Oxford Campus)

First Term Attended: Autumn 2015
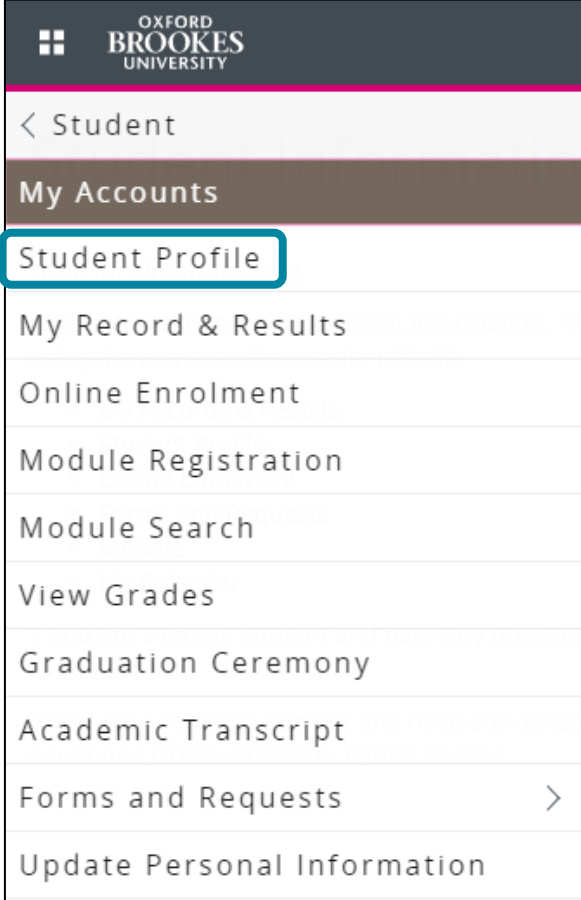Last Term Attended: Autumn 2018

Graduation Information
Graduation   None
Applications:

Advisers
Primary / Academic   Margaret Clarke
Advisor
Academic Advisor   Burhan Azam
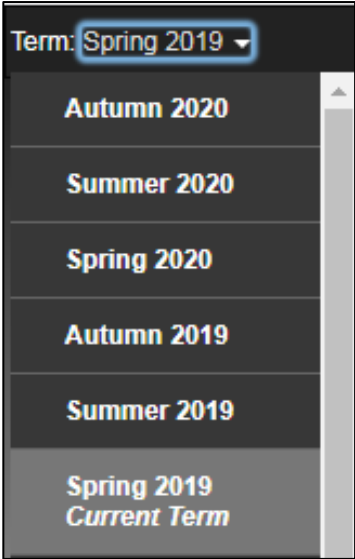
Curriculum ⌃
Primary	Secondary

Degree: Bachelor of Arts with Honours
Study Path: BAH-IX: BA Hons Eco, Pol & Int Rel
Level: Undergraduate
Programme: BA Hons Eco, Pol & Int Rel
Faculty: Oxford Brookes Business School
Major: Econ, Politics & Int Reln
Department: Not Provided
Admit Type: Not Provided
Admit Term: Autumn 2015
Catalogue Term: Autumn 2015

REGISTERED MODULES ⌃
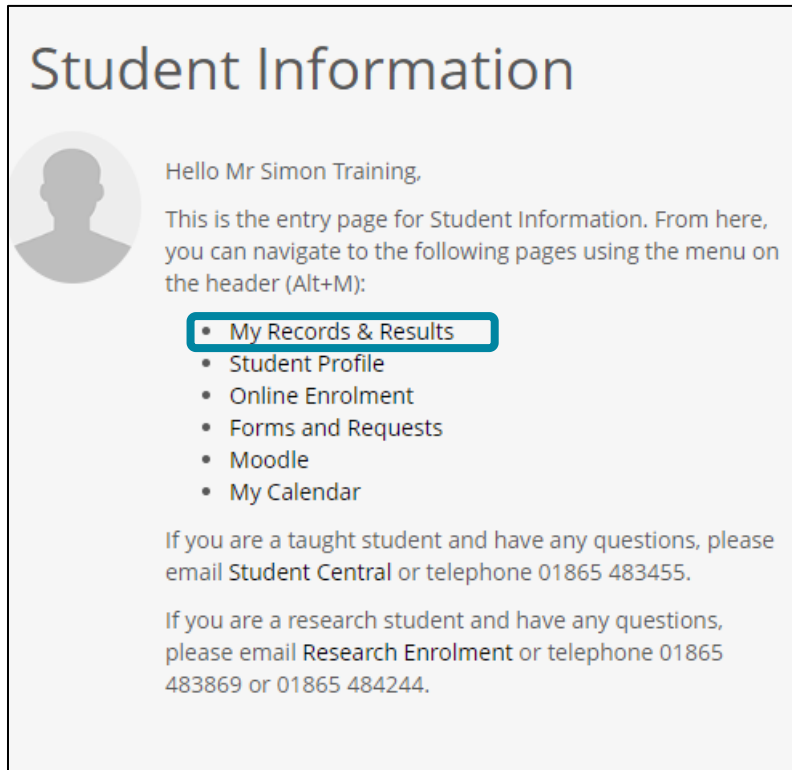
Course Title	Details	CRN	Credits	Registr
International Labour Markets	ECON 5003 1	1210	15	**Web F
Econ, Pol & IR Dissertation	ECON 6015 1	1219	30	**Web F

Total Credits | Registered Credits: 45 | Billing Hours: 3 | CEU Hours: 0

② ③ ④   ⑧ ⑨

①	The Term for which your profile information is displayed. This will default to the current Term – click on the **dropdown arrow** to select a different Term.
	Term: Spring 2019 ▼ **Autumn 2020** **Summer 2020** **Spring 2020** **Autumn 2019** **Summer 2019** **Spring 2019** *Current Term*
②	Student photograph – please note, if you have an ad blocker installed in your browser, your photograph will not be displayed.
③	Prior Education and Training – this section lists your entry qualifications.
④	Additional Links – Module Registration, Google Calendar, Academic Transcript (links to the Online Shop) and Moodle.
⑤	Student Information – this section contains your contact information, and general details about the type of course you are doing. It also displays your graduation applications, and the name of your Academic Adviser.
⑥	Notices – this is where you will find messages about your student status.
⑦	Holds – if there is a block placed on your account, for example, for non-payment of fees, this is where you will see details of why your account is blocked, and how to resolve it.
⑧	Curriculum – this is where you can see details of your programme. If you are studying more than one programme at the same time, all of your details will now be held under one student number. To see the details of your other course, click on the Secondary tab.
⑨	Registered Modules – this section will display the modules you have registered for the Term you selected from the dropdown list in the top left hand corner.

My Records and Results

Use the **My Record and Results** link on the landing page, or the **My Record and Results** option in the **Student** menu, to view your student profile.

Your Record and Results page is divided into several sections. The top section displays your programme details, including your entry date, expected completion date, current stage and mode of study. You can also view your enrolment and visa status here, and see details of your Academic Adviser, Subject Coordinator and Programme Lead:

My Record & Results

For 15087838 Training, Simon

Study Path BAH-IX: BA Hons Eco, Pol & Int Rel

   Date of Entry 15-SEP-2015

   Expected Completion Date 31-MAY-2020

Programme BA Hons Eco, Pol & Int Rel

Stage Stage 2

Mode of Study Full-time

Current Enrolment Status AT - Approved temp. withdrawal (01-JUN-2019 - 31-AUG-2019)

Tier 4 Visa Required? N

Academic Adviser Sarah Johnson

Programme Lead	Subject Co-ordinator	Student Support Co-ordinator
		Oxford Brookes Business School

Further down the page are the modules that you have already taken, as well as the modules you have registered on your programme for the current/coming academic year. You can also click to go to **Module Registration**, and to look up module details in the **Module Catalogue**.

Click here to access module registration ← **Link to Module Registration**

Term	Stage	Module Code		Module Title	Status	Grade	%
Autumn 2015		ECON 4002		Microeconomics 1	Graded		
Autumn 2015		ECON 4006		Skills for Economic Enquiry	Graded		
Autumn 2015		INRL 4001		Introduction to International Relations 1: Perspectives	Graded		
Autumn 2015		INSE 4007		Academic Writing for Business	Graded		
Autumn 2015		POLI 4001		Introduction to Politics	Graded		
Spring 2016		ECON 4001		Macroeconomics 1	Graded		
Spring 2016		ECON 4004		Quantitative Techniques in Economics and Finance 1	Graded		
Spring 2016		INRL 4002		Introduction to International Relations 2: Themes and Issues	Graded		
Autumn 2016		ECON 5002		Financial Markets and Institutions	Graded	C+	55
Autumn 2016		ECON 5007		Microeconomics 2	Graded	C+	59
Autumn 2016		ECON 5008		Statistics for Economics and Finance	Graded	C+	55
Autumn 2016		ECON 5009		International Trade	Graded	A	70
Spring 2017		ECON 5006		Macroeconomics 2	Graded	A+	75
Spring 2017		ECON 5012		Research Methods in Economics	Graded	B	64
Spring 2017		INRL 5003		Contemporary Security Studies	Graded	B	61
Spring 2017		POLI 5004		Modern British Politics	Graded	B	64
Autumn 2018		ECON 6006		Economic Growth	Graded	C	50
Autumn 2018		POLI 5003		State and Society in Europe	Graded	B+	66
Autumn 2018		POLI 6004		Conflict and Peacebuilding	Graded	C+	56

Click here to view module catalogue ← **Link to Module Search**

Online Enrolment

As part of your enrolment you will need to complete all of the following:

- ✓ Academic Enrolment
- ✓ Financial Enrolment (if applicable)

Your online enrolment is not finished until these sections are complete. Check for a message confirming your enrolment at the bottom of the Online Enrolment page.

Please see the "Online Enrolment" chapter of this manual for detailed guidance on how to complete your enrolment.

Module Registration
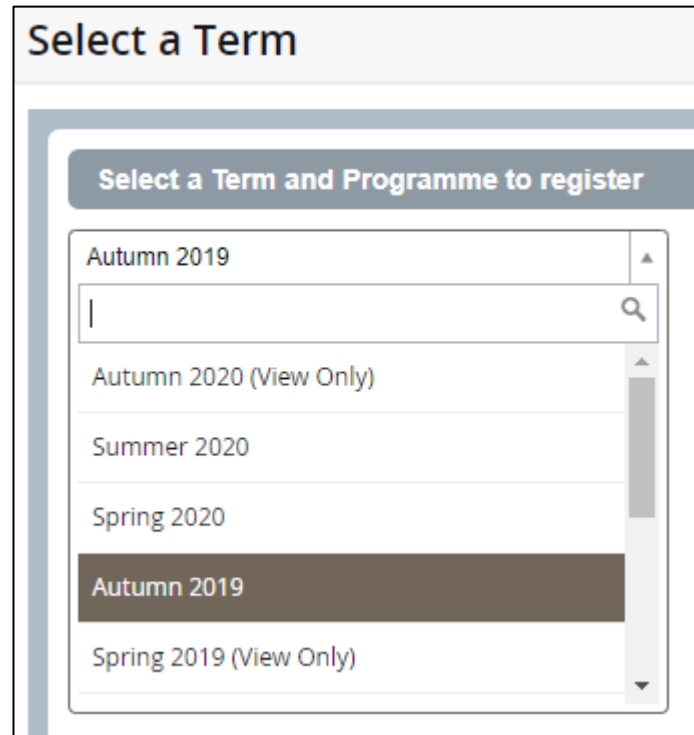
Use the **Module Registration** option in the **Student** menu to register modules for the coming academic year. See the "Module Registration" chapter of this guide for detailed instructions.

Module Search

Use the **Module Search** option in the **Student** menu to look up timetable information for any module.
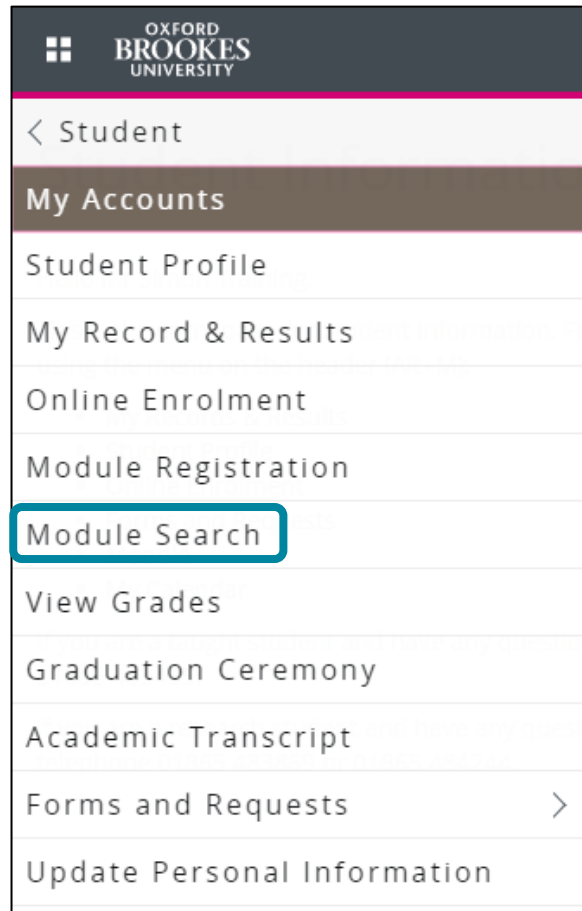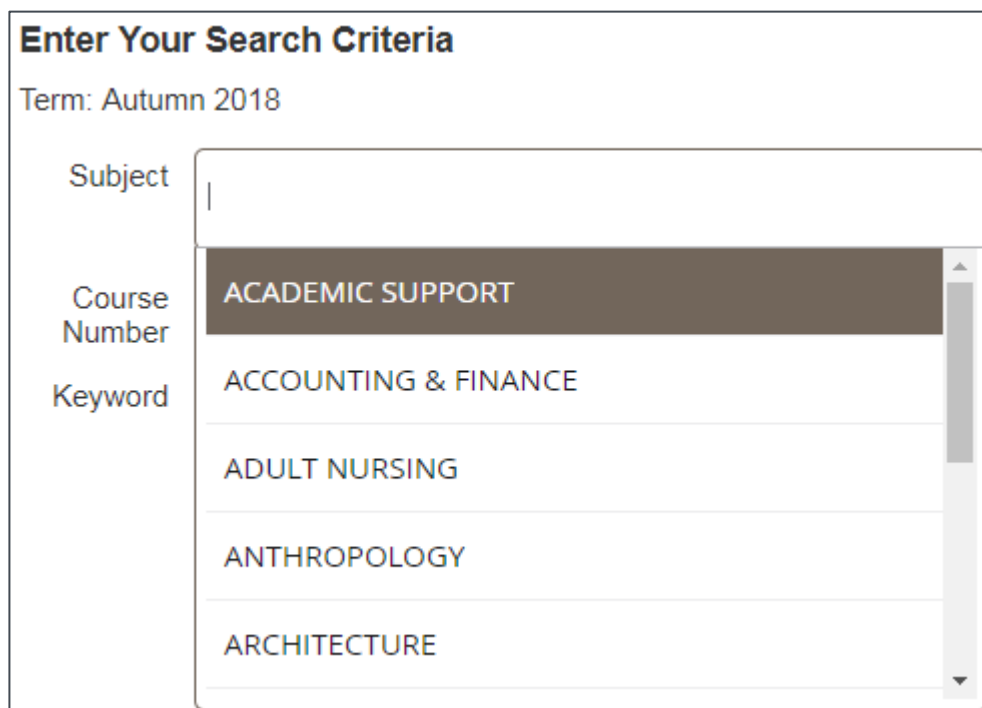
First, specify the **Term** for which you would like to view a module's timetable information using the **dropdown list**:

You can then specify your search terms on the following page. **You must pick a Subject, either by selecting from the dropdown list, or by typing in the Subject field.** You can narrow down the number of results you see by specifying a Course Number or keyword. A percentage mark (%) can be used as a wild card. Once you have defined your search terms, click on **Search**:

For example, searching for Engineering in the Subject field, and 4% in the Course Number field yields a list of all Level 4 Engineering modules. Timetable information is in the Meeting Times column:

View Grades

Use the **View Grades** option in the **Student** menu, to view your marks for individual modules.
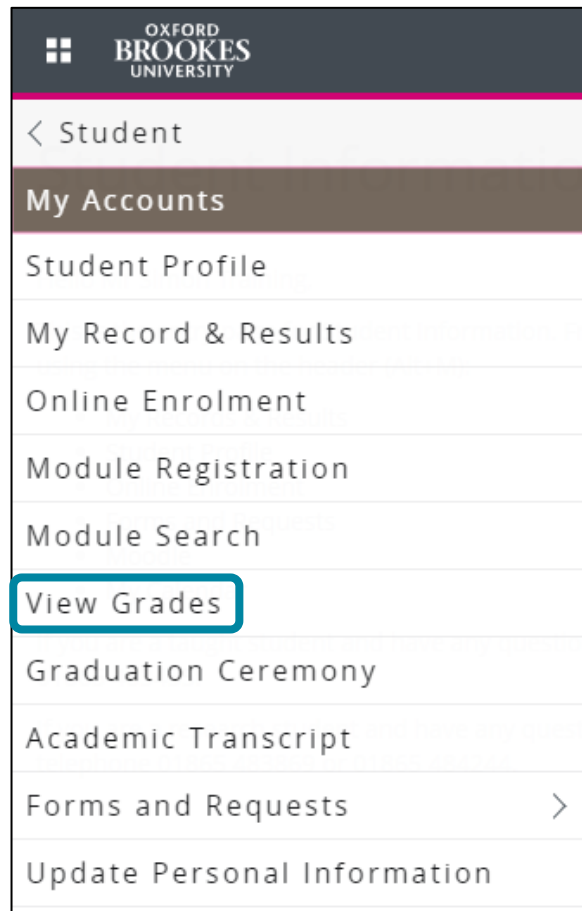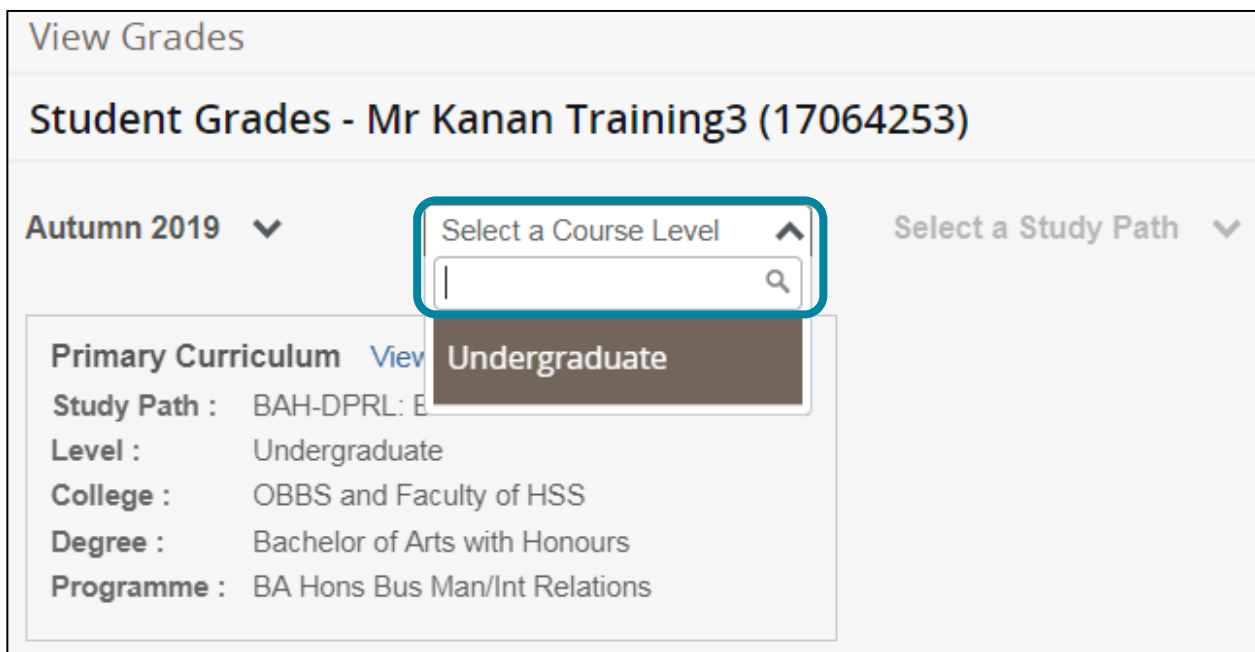
First, specify the **Term** for which you would like to view your marks using the **dropdown list**. To view available marks for all of your courses, select All Terms:

Then, select a **Course Level** using the **dropdown list**:

Finally, select a **Study Path** using the **dropdown list**. To view your marks for all of your courses, select All Courses:
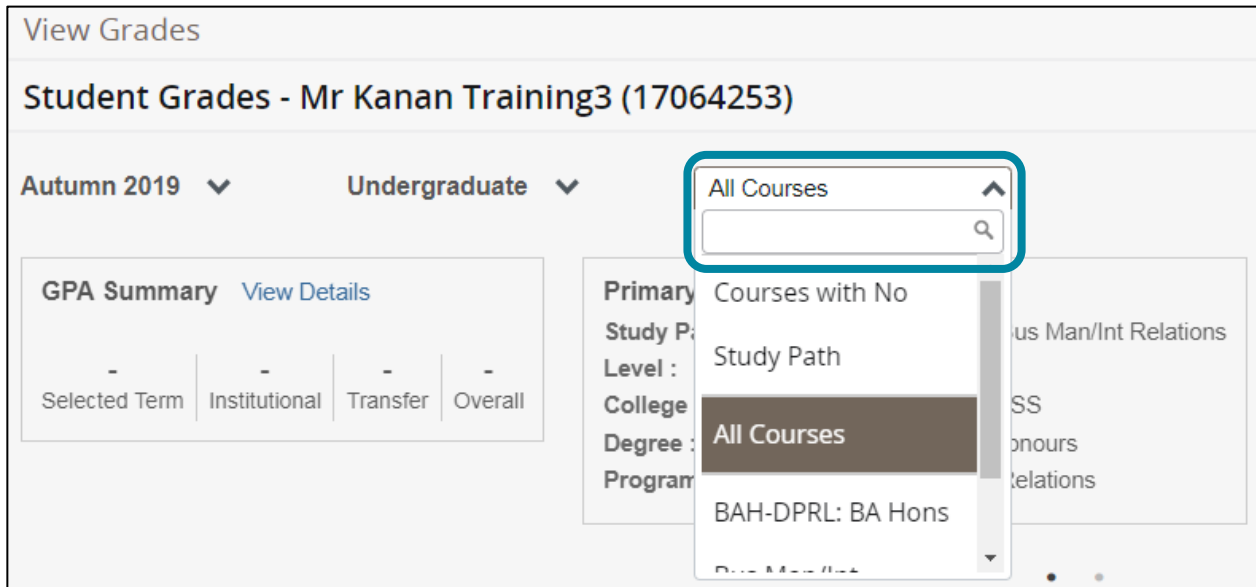
Once you have specified the Term, Level and Study Path details, you will see a list of modules. Click on the **Components** button to see your marks for individual assessment components when they are available:

BMGT 5001 | 1184 ⌄

Corporate & Business Law
Autumn 2019
Undergraduate
BAH-DPRL: BA Hons Bus Man/Int Relations
Attempted Hours: 15.000

Grade Not Available

Components

Search by Title or Description 🔍

Title	Weight	Score	Grade	Percentage	Must Pass	Stage
COURSEWORK - Coursework 1	20	50/100	C	50	No	Final
COURSEWORK - Coursework 2	40	70/100	A	70	No	Final
EXAM - Exam	40	60/100	B	60	No	Final

Graduation Ceremony

Registration for graduation ceremonies is open from 2 March – 1 June 2020 for June ceremonies.

You will need to register for your graduation ceremony if you wish to attend. Registration is free of charge, and once you have registered, you will be able to book guest tickets, gown hire, and photography.

An overview of the steps follows. More detailed, step-by-step, guidance is available in our video guide https://www.brookes.ac.uk/students/graduation/planning-your-graduation/registration/

To start, from the Student Information welcome page, click on the grid icon and select **Graduation Ceremony** from the main menu.
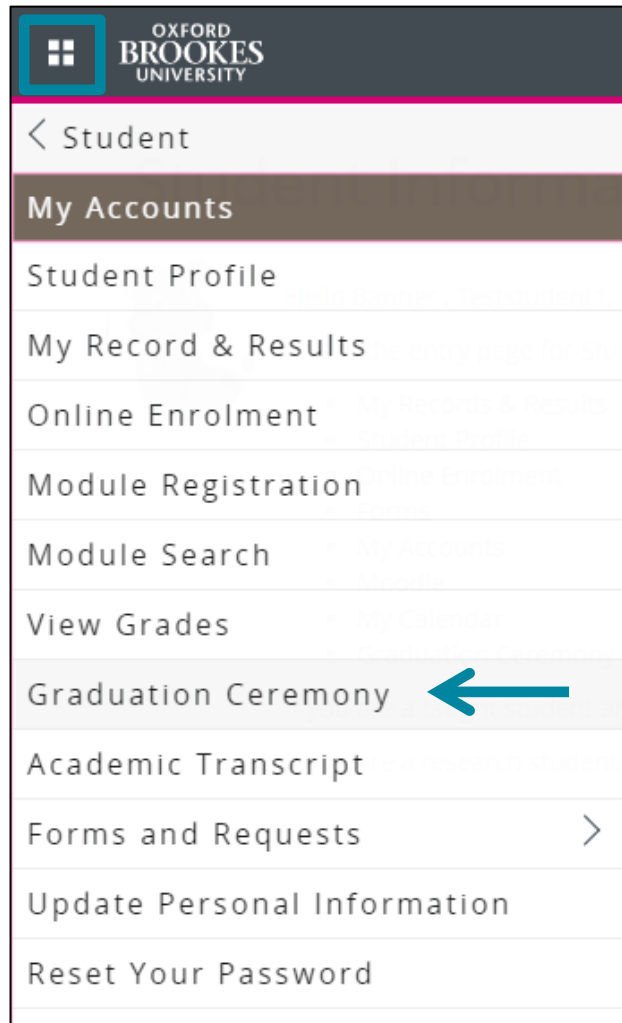
The first few steps within the screens will confirm your ceremony date and the steps you need to follow.

Note, as you move through the screens, if at any point you wish to go back and amend data you can use the menu bar at the bottom of the screen. Use **Update Personal Details** and **Continue** to return to the Graduation Ceremony Summary.

The first step in the process is to review your contact details and update, using the **Amend** buttons, if required.

Personal Details

Home > Graduation Personal Details

June Monday 17.00
Monday 15 June 2020 17.00

If an address, telephone number or email address is not shown here, you must enter one
Your address is:

Home Address:

Amend Address

Your telephone number(s) are:

Mobile Telephone:

Amend Phone

Your Email address is:

Personal Email Address:

Amend Email

Continue

Next, you will be prompted to update your **Attendance Status**.

Graduation Ceremony Attendance

Home > Graduation Ceremony Attendance

June Monday 17.00
Monday 15 June 2020 17.00

Please indicate whether you wish to attend the Graduation Ceremony or not:

Attendance Status

Yes - will attend ▼

Continue

Select **Continue**.

On the next screen you will be able to order guest tickets.

Use the drop-down to select the type of ticket you require, for example, Ceremony Hall guest ticket, Family Room guest ticket, and/or Live Video Link guest ticket. You will need to enter the quantity for each type of ticket and select **Save** each time.

The Total Order Amount will automatically update. Select **Continue**. You will be taken to your **Student Account** page and through the payment screens. Once payment has been made you will be taken back to the **Graduation Ceremony Summary** page.

You may inform us of any specific needs you and/or your guests have for attending the ceremony in the **Update Additional Arrangements** screen.

Personal Information | Student | Student Awards and Financial Aid

Home > **Edit Graduation Arrangements**

Please select one of the following items to update [Please Select ▼]

Go
Return

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Please Select
Wheelchair Access
Aisle Seat for Graduate or Guest
Visa Letter needed
Blue Badge Parking space needed

RELEASE: 8.0

Select the relevant requirements from the drop-down. Then select 'Go'. Additional questions will appear for some of these adjustments. Once complete, select Save Additional Arrangement Requests.

To book gown hire and photography, use the link on the **Graduation Ceremony Summary** page, below the **Item Ordered Summary**.

Item Ordered Summary

Items	Price	Quantity	Total
Ceremony Hall guest ticket	£ 15.00	2	£ 30.00
Live Video Link guest ticket	£ 15.00	2	£ 30.00
Family Room guest ticket	£ 15.00	1	£ 15.00
Total Order Amount			£ 75.00
Amount Due			£ 0.00

Gown & Photography

Please order your gown/photography via this link

Link opens up in a new tab in your browser window. Close the tab when you are finished, to return to the Graduation Registration screens.

Once you have been through all the steps you can return to the main menu.

| Update Personal Details | Update Additional Arrangements | Update Attendance Status | Return to Menu |
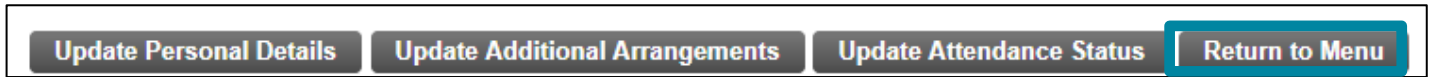
Academic Transcript

Use the **Academic Transcript** option in the **Student** menu to request a transcript via the Online Shop. Please note, charges may apply.
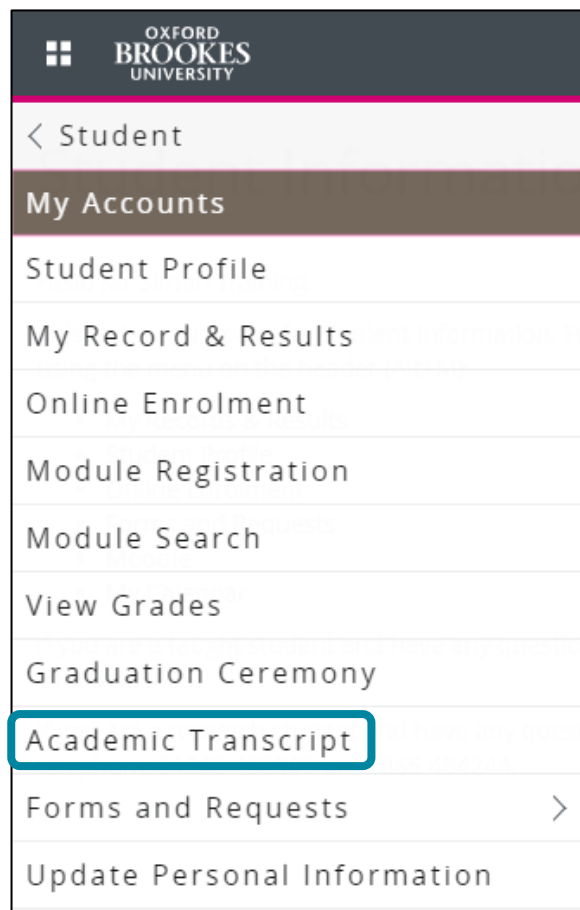
Forms and Requests

A number of student requests will now be processed online. These include requesting council tax and attendance letters, caring responsibility registration and exceptional circumstances applications. For detailed guidance on submitting an exceptional circumstances application, please refer to the "Exceptional Circumstances" chapter of this guide.

Use the **Forms and Requests** option in the **Student** menu to submit a request:
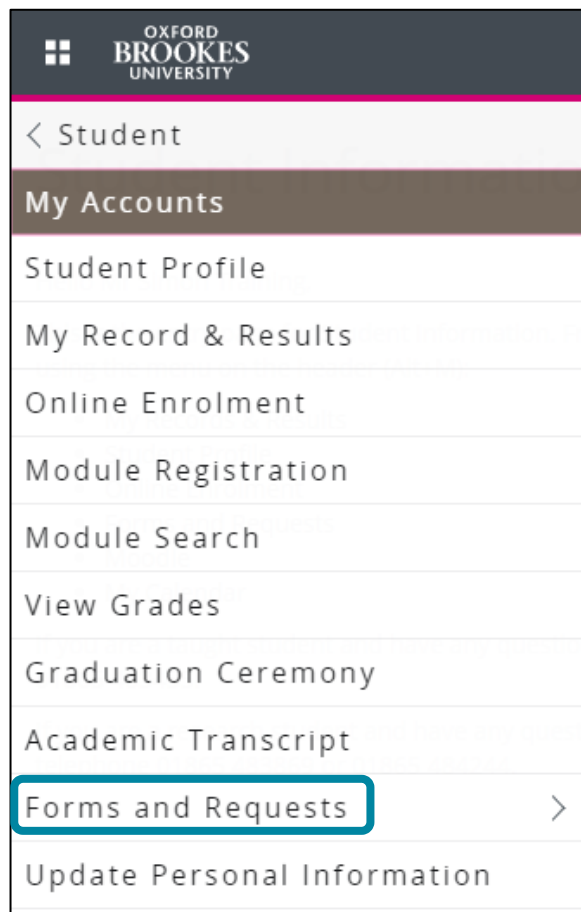
① Select a type of request;

② Follow the on-screen instructions to provide details;

③ Press **Submit**.

My Requests

To view your submitted requests, click on **My Requests** in the top left part of the screen.

| My Requests |
| My Documents |
| Submit Evidence |
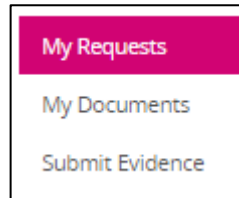
You will see the reference number and status of each request. Please quote that reference number in all related communications.

The colour of each request indicates its status:

- Grey means that the request is being processed;
- Green denotes completed requests;

My Documents

Under **My Documents** you will find all your previously requested documents (i.e. Council Tax letter / Attendance letter), if any.

| My Requests |
| My Documents |
| Submit Evidence |
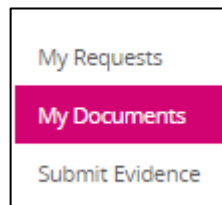
Submit Evidence

If you need to upload evidence in relation to an existing request (e.g. exceptional circumstances application):

① Click on **Submit Evidence**;

| My Requests |
| My Documents |
| Submit Evidence |
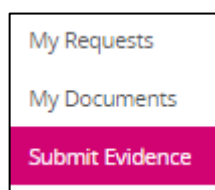
(2) Specify which request the document relates to by selecting its reference number from the drop down list;

You can find the correct code for your request in the My Requests section or in the subject line of any email you may have received from us regarding the request.

Request Code(s)

Choose a Request Code ▼

(3) Follow the on-screen instructions to upload a file from your device;

(4) Press **Submit**.

For instructions on how to submit an exceptional circumstances application, please refer to the "Exceptional Circumstances" chapter of this guide.

Update Personal Information

Use the **Update Personal Information** option in the **Student** menu to amend your personal details, including your address, phone number and emergency contact details:
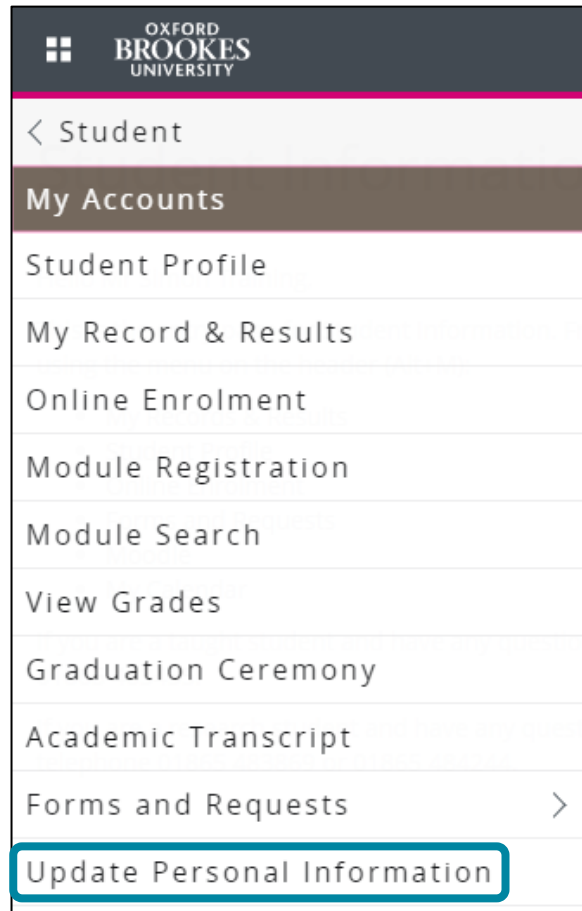
Check the details that are currently recorded for you in each tab, and make updates as necessary. Fields marked with * are mandatory. You could also upload a new photo.

Online Enrolment

As part of your online enrolment you will need to complete all of the following:

- ✓ Academic Enrolment

- ✓ Financial Enrolment (if applicable)

Completion of these two sections will be the final step to be fully enrolled, except where there is a Tier 4 hold (i.e. pending immigration checks). Please see the Confirmation of Enrolment section of this guide for more details.

Please note: If you have a finance hold due to outstanding debt, the academic and financial enrolment sections will not be displayed. Instead, you will see the following message "You are unable to complete online enrolment and enrol at the University because you have outstanding tuition fees, please contact credit-control@brookes.ac.uk to resolve this issue".

There is no need to complete your enrolment all at once. You could save your progress and return to each section at a later time. However, please make sure to finish your enrolment before the deadline.

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Academic Enrolment

General Guidance

Use the **Online Enrolment** option in the **Student** menu to access your enrolment page. Check that your personal details on the left-hand side of the Online Enrolment page are correct.

If you notice any discrepancies or require support, please contact the Student Records and Curriculum Management team (tel.: +44 (0)1865 483451; email: csa@brookes.ac.uk).

If you are enrolling for September 2020, for all Online Enrolment queries you must contact the Enrolment team at enrolment@brookes.ac.uk between **24 August 2020 and 2 October 2020**.

Date of Birth:	Jan 10, 1998
National of:	United Kingdom
Course:	BA/BSc Hons Int Rels/Sociology
Stage:	Stage 2
Study Mode:	Full-time
Enrolment Date:	Sep 20, 2017
Expected Completion Date:	May 31, 2020
Student ID:	12345678

Then press the **Start Academic Enrolment** button.
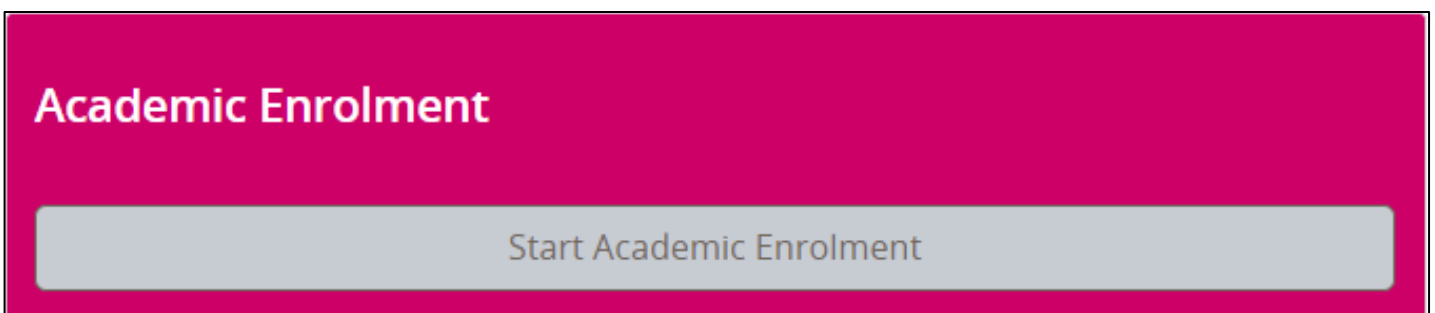
Academic Enrolment

Start Academic Enrolment

Please note: If you have a finance hold due to outstanding debt, the academic and financial enrolment sections will not be displayed. Instead, you will see the following message "You are unable to complete online enrolment and enrol at the University because you have outstanding tuition fees, please contact credit-control@brookes.ac.uk to resolve this issue".

As part of your academic enrolment, you will need to update:

- ✓ Personal information;
- ✓ Address;
- ✓ Emergency contact(s);
- ✓ Employability information.

New students will additionally need to:

- ✓ Upload a photograph;
- ✓ Update qualifications.

Some of the information will be pre-populated from your application form (for new students) / existing student record (for continuing students). Please confirm whether this information is correct and update it where necessary.

Should you have any questions, please contact the Student Records and Curriculum Management team (tel.: +44 (0)1865 483451; email: csa@brookes.ac.uk).

If you are enrolling for September 2020, for all Online Enrolment queries you must contact the Enrolment team at enrolment@brookes.ac.uk between **24 August 2020 and 2 October 2020**.

Information is displayed on the following tabs:

- **Personal** – personal information, which includes upload of your photograph;
- **Address** – home and term-time address details;
- **Contact** – emergency contact(s);

- **Qualifications** – achieved Level 3 qualifications (for new students only);

- **Career** – employability information;

- **Completion** – consent to abide by the University's standards and regulations.

| Personal | Address | Contact | Qualifications | Career | Completion |

Mandatory fields

Mandatory fields are marked with an asterisk.

Email Address *

example@example.j

Mobile Phone no *

12345

Please populate all mandatory fields on each tab. You will not be able to complete your academic enrolment until all mandatory fields are populated.

Navigation

Start by updating information on the **Personal** tab. You will then be able to proceed by clicking on the **Next** button at the bottom of the page.

Next: Address

Each time you open a new tab, information that you have entered/updated on the previous tab will be saved. You will see a notification in the top right corner of the screen to confirm this.
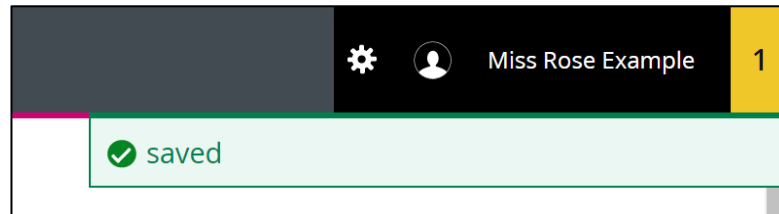
If you see an error message in the top right corner of the screen, this may mean that you have not filled one of the mandatory fields. The field will be highlighted in red. You will not be able to progress to the following tab until you populate all mandatory fields.
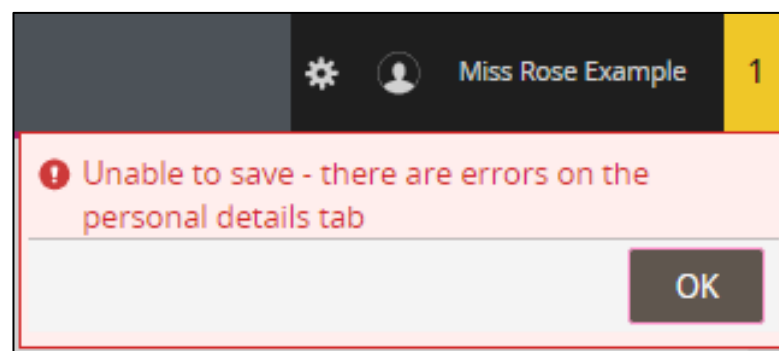
Personal tab

Personal details, such as your email address, mobile number, information about your ethnicity, gender and any disabilities will need to be entered on the **Personal** tab.

If you are a new student, you will need to start by uploading a photograph of yourself. The uploaded photograph will appear on your student profile.

To upload a photograph:

① Press the **Upload Photo** button;

② Select an image file (i.e. a file in GIF, JPEG, PNG or JFIF format) from your device;
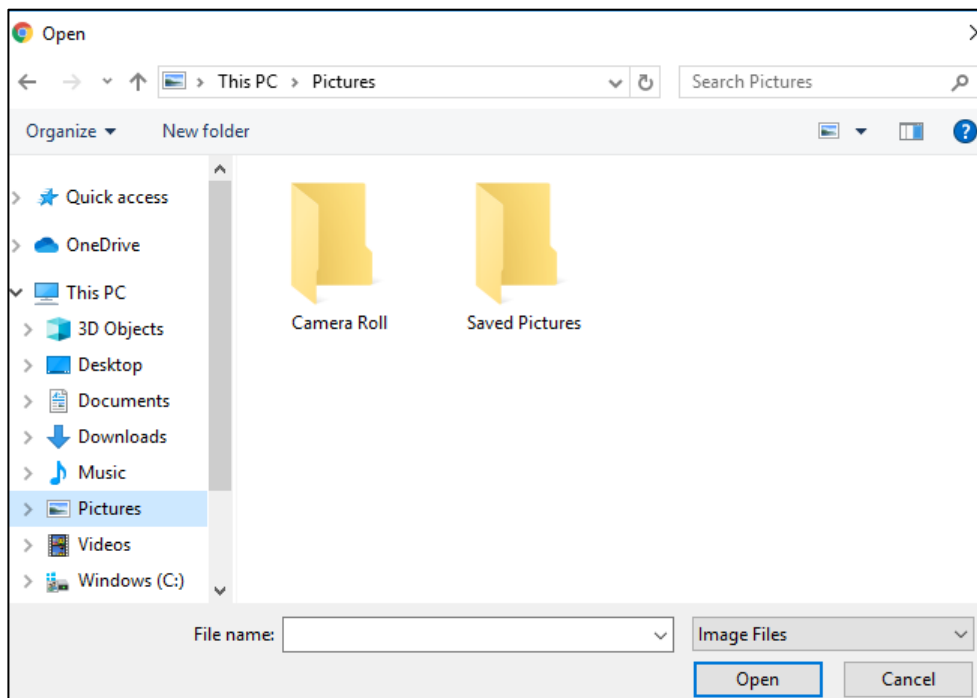
③ Adjust the photograph:

    a) Use the grey buttons to rotate it;

    b) Drag edges of the blue frame to crop it;

    c) Press **Cancel** if you would like to select another photograph instead.

④ Press **Upload** to save the photograph.

Please note: Once you complete your academic enrolment, you will not be able to go back and change the photograph. Outside the enrolment period, you will be able to update your photograph using the Update Personal Information option in Student Information (see the "Update Personal Information" chapter of this guide).

Mandatory fields

Mandatory fields are marked with an asterisk.

Please complete all mandatory fields on the tab before clicking **Next**.

If you see an error message in the top right corner, this may mean that you have not filled one of the mandatory fields. The field will be highlighted in red. You will not be able to progress to the following tab until you populate all mandatory fields.
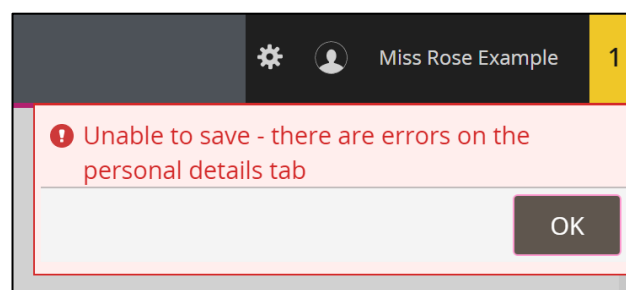
Navigation

You will be able to proceed by clicking on the **Next** button at the bottom of the page. Each time you open a new tab, information that you have entered/updated on the previous tab will be saved. You will see a notification in the top right corner of the screen to confirm this.
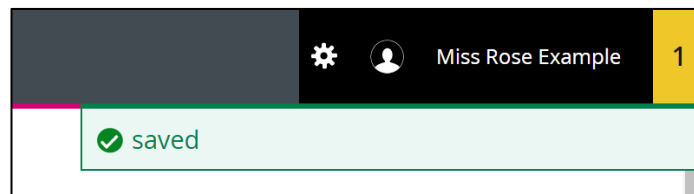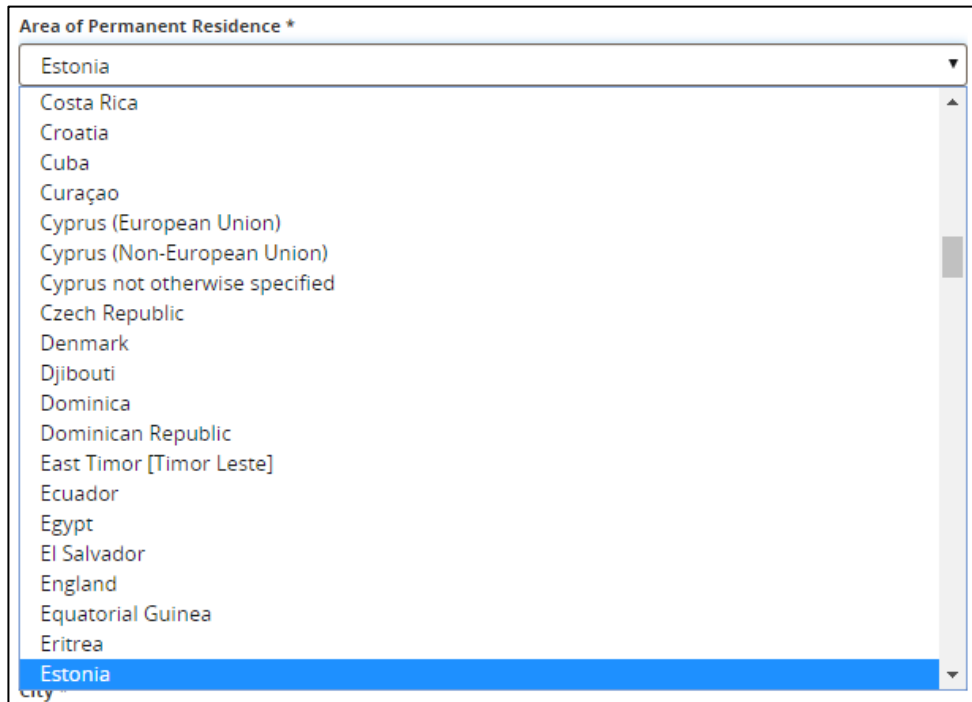
Please note: You will need to progress through the tabs in sequential order, using the **Next** button.
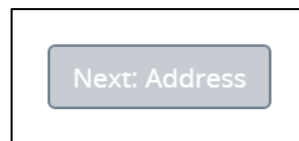
Address tab

On the Address tab you will need to update your home and term-time address details. You will also have the option to enter a separate correspondence address, if required.

Start by identifying your area of permanent residence and the type of your semester/term-time accommodation. Use the drop-down lists to select a value for each field. You could type in the first letter of a value to jump to the relevant section of the list.
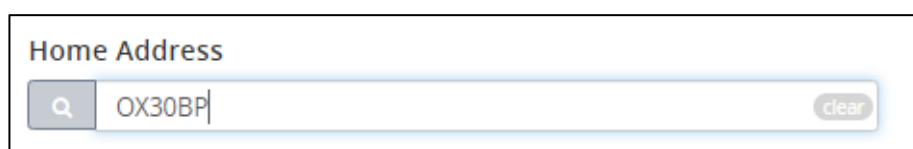
Home Address

Enter your home address in this part of the form.

If it is a UK address, you could:

① Enter the postcode in the search field;

② Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

③ Click on the "Please select your address list" line that appears under the search field;

Home Address

④ Select your address from the list by clicking on it.

Alternatively, you could enter your address manually.

Please note: You will need to make sure that the postcode field is populated.

If your home address is going to change in the near future, check the "Tick here if your home address is going to change in the near future" box.

Once you do that, you will see additional fields to enter your future home address, as well as, the date when you are planning to move there.

Please note: You will need to make sure that the postcode field is populated.

Semester / Term-time address

The Semester / Term-time address section will not appear if you have selected the Oxford Brookes Accommodation option at the top of the page. For students who are already signed up for Oxford Brookes accommodation, the address will be updated automatically in the system.

If you have any other type of term-time accommodation, please enter the address.

If it is a UK address, you could:

①   Enter the postcode in the search field;

②   Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

③   Click on the "Please select your address list" line that appears under the search field;

④   Select your address from the list by clicking on it.

Alternatively, you could enter your address manually.

Please note: You will need to make sure that the postcode field is populated.

Semester / Term-time Address

| 🔍 | | clear |

Address 1 *

1 Gipsy Lane

Address 2

Headington

Address 3

Address 4

City *

Oxford

Country *

United Kingdom ▼

Postcode

OX30BP

If your term-time address is going to change in the near future, check the "Tick here if your semester/term address is going to change in the near future" box.

☐ Tick here if your semester/term address is going to change in the near future

Once you do that, you will see additional fields to enter your future term-time address, as well as, the date when you are planning to move there.

Correspondence Address

If your correspondence address is going to be different from the term-time or home address:

① Check the "Tick here if you require mail to be sent to a different address" box;

② Enter your correspondence address in the additional address fields that appear.

Please note: You will need to make sure that the postcode field is populated.

Proceed to the following tab by clicking the **Next** button at the bottom of the page.
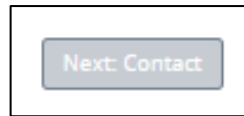
Contact tab

This tab contains your emergency contact details. You will be required to enter at least one emergency contact. Additionally, you will have the option to enter a secondary emergency contact, if you wish.

If you are entering a UK address for your emergency contact, you could:

① Enter the postcode in the search field;

② Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

③ Click on the "Please select your address list" line that appears under the search field;
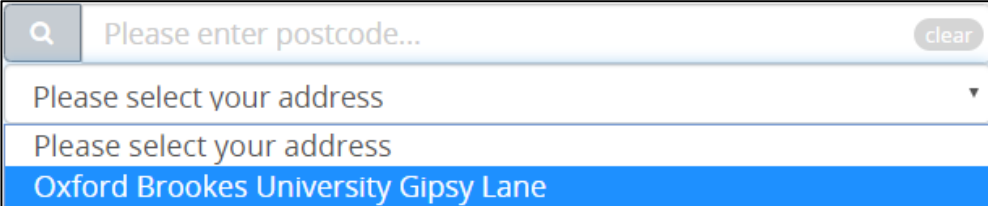
Home Address

🔍	OX30BP	clear

Please select your address ▾

④ Select your address from the list by clicking on it.

🔍	Please enter postcode...	clear

Please select your address ▾

Please select your address
Oxford Brookes University Gipsy Lane

Alternatively, you could enter your address manually.

Please note: You will need to make sure that the postcode field is populated.

If you wish to record a secondary emergency contact:

① Check the "Tick here if you wish to add a second emergency contact" box;

② Enter details in the additional address fields that appear.

☐ Tick here if you wish to add a second emergency contact

Proceed to the following tab by clicking the **Next** button at the bottom of the page.

Next: Qualifications

Qualifications tab

Information about qualifications will need to be entered by new students on the **Qualifications** tab. Continuing students will not see this tab.

Start by answering two mandatory questions at the top of the page.

Qualifications

Is your highest qualification at higher education level? *

No ▼

Other level education *

Diploma at level 3 ▼

Further below, you will see a list of the Level 3 qualifications that you entered in your application form.

Qualifications

Subject	Type	Sitting	Year	Grade	
3D Animation and Multimedia	Pearson BTEC Level 3 National ...	Not known	2007	P	Delete
3D Design (Theatre Costume)	Pearson BTEC Level 3 National ...	Summer	2004	D	Delete
(Camb. Assess.) Certificate of P...	GCE Special Paper	Not known	2007	C	Delete

Previous		Page 1 of 1	5 rows ▼		Next

If you notice that any of your Level 3 qualifications are missing, you will be able to add qualifications.

Please note: You will only be able to add qualifications at Level 3 (i.e. above GCSE, but below the higher education level). For information about qualification levels, please go to: https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels.

If you do not have any additional Level 3 qualifications, then you do not need to add qualifications.

To add a Level 3 qualification:

① Check the "Add new qualification to above table" box;

② Select your subject area from the drop down list in the **Subject** field;

③ Specify the type of your qualification in the **Type** field;

    Please note: A-Levels appear as 'GCE A-Levels' on the drop down list.

④ Specify the time of year when exams/assessments were sat for the qualification in the **Sitting** field. The options are: **Summer**, **Winter** or **Unknown**. **Unknown** should be selected if you cannot remember when a qualification was sat.

⑤ Specify the year when your qualification was awarded;

⑥ Select your grade from the drop down list in the **Grade** field.

⑦ Click **Add**.

The added qualification will appear on the **Qualifications** list.

Please note: You will need to populate all fields in order to add a qualification. The **Add** button will not work until all fields are populated.

Proceed to the following tab by clicking the **Next** button at the bottom of the page.

Next: Career
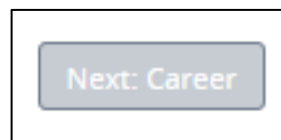
Career tab

Information relating to career readiness and employability experience will need to be entered by all students on the **Career** tab.

The Careers team are interested in the responses you give in this part of the form as they are keen to develop help and support that targets your situation as closely as possible. The answers you give are confidential. Information that you provide will not be used to assess you in any way.

There are three sections on this tab. You will need to select all statements that apply to you (at least one statement) in each section by checking the relevant boxes.

Career Readiness

In this section, you will need to indicate how you are planning to develop your employability, beyond your programme of study.

For example, if your programme does not include a placement and you select "I want to do a placement as part of my degree", this will **not** automatically register you for a placement module. You will still be required to approach your Subject Support Coordinator or Academic Advisor, should you wish to add a placement module to your degree.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

Career Readiness: Please select those of the following statements which you feel apply to your current situation
- ☑ I want to gain relevant work experience while I study
- ☐ I want to do a placement as part of my degree
- ☐ I am in final year & plan to apply for graduate level roles
- ☐ I want to or have started to run my own business
- ☐ I plan to go onto further study after completing this course
- ☐ Other

If none of these statements apply to you, you will need to:

① Select the **Other** option;

② Enter details in the text box that appears.

Career Readiness: Please select those of the following statements which you feel apply to your current situation

☑ I want to gain relevant work experience while I study

☐ I want to do a placement as part of my degree

☐ I am in final year & plan to apply for graduate level roles

☐ I want to or have started to run my own business

☐ I plan to go onto further study after completing this course

☑ Other
Please add any comments or further information here

Please enter your comment

Employability Experience

In this section, you will need to provide information about any work or volunteer experience undertaken in the previous year.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

If none of these statements apply to you, you will need to:

① Select the **Other** option;

② Enter details in the text box that appears.

Employability Experience: Have you undertaken any of the following in the previous year. Please select those statements that apply to you

☐ A placement year

☐ A summer internship

☐ Volunteering/position of responsibility in club or society

☐ Part time job alongside my studies

☐ No work of any type or voluntary experience

☑ Other
Please add any comments or further information here

> Please enter your comment

Career Decision Making Support

In this section, please indicate where you will look for help and advice in relation to your career.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

Career Decision Making Support. Where will you look for help and advice related to your next steps. Please select those statements that apply to you

☐ Family / friends

☐ Academic staff

☑ Academic Advisor

☑ Oxford Brookes Careers Service

☐ Online

☐ Other

If none of these statements apply to you, you will need to:

①   Select the **Other** option;

②   Enter details in the text box that appears.

You could proceed to the final part of the form by clicking the **Next** button at the bottom of the page.

Completion tab

On the **Completion** tab, you will be required to state your agreement to the University's rules, regulations, policies, guidance notes and standards of personal behaviour. You will also need to agree to the storage and processing of your personal data.

You will find links to the relevant documents within each statement. Please ensure that you understand these documents before stating your agreement. This information constitutes the terms and conditions of your enrolment at Oxford Brookes University.

Terms and Conditions

Please tick all boxes

☐ I agree to abide by the University's rules, regulations, policies and guidance notes, and any subsequent amendments here

☐ I agree to abide by the University standards of personal behaviour, as described in the Academic and Student Conduct Regulations here

☐ I have read the summary on Use of Students' Information and agree to my personal data being held and processed as described in that statement

Please note that when you enrol you are accepting that the current descriptions for the course content and module descriptions are accurate at the time of publishing, and that the course content as described is based on what is possible to deliver under the government advice and social distancing rules at that particular time. In the event of changes made to those rules, by national or local government, the University may need to make further alterations to the published course content. By enrolling with the University for study in the Academic year 2020/21, you will be confirming that you are content to proceed with the course as detailed at that time, and on the basis that the programme may be subject to reasonable change.

Submit

To complete your academic enrolment:

① Review the linked documents on the **Completion** tab;

② Check the boxes to declare your agreement;

③ Press the **Submit** button;

④ Check for any error notifications in the top right corner of the screen.

Terms and Conditions

Please tick all boxes

☑ I agree to abide by the University's rules, regulations, policies and guidance notes, and any subsequent amendments, here

☑ I agree to abide by the University standards of personal behaviour, as described in the Academic and Student Conduct Regulations here

☑ I have read the summary on Use of Students' Information and agree to my personal data being held and processed as described in that statement

Provided that there are no any error notifications, your academic enrolment is now complete. You should be able to see a message to confirm this on your **Online Enrolment** page:

Academic Enrolment

For help, please contact *Student Records and Curriculum Management* on csa@brookes.ac..uk or 01865 483451

Academic Enrolment has been completed and is now closed. Please contact the *Student Records and Curriculum Management* team if you have any further questions.

You will now be able to progress to financial enrolment.

Please note: Once you click **Submit**, you will not be able to go back and review your details. Outside the enrolment period, you will be able to update your personal information using the **Update Personal Information** option in Student Information (see the "Update Personal Information" chapter of this guide).

IMPORTANT: You will need to complete all of the following:

- ✓ **Academic Enrolment**
- ✓ **Financial Enrolment (if applicable)**

Your online enrolment is not finished until all of these sections are complete. This will be the final step to be fully enrolled, except where there is a Tier 4 hold (i.e. pending immigration checks).

Financial Enrolment

General Guidance

As part of financial enrolment, all students need to:

- ✓ Review account summary;

- ✓ Provide funding details;

- ✓ Consent to the payment of tuition fees.

Please note: You will not be required to make any payments at this point.

Press the **Start Financial Enrolment** button to begin. This button will appear as soon as you complete your academic enrolment.

Please note: If you have a finance hold due to outstanding debt, the academic and financial enrolment sections will not be displayed. Instead, you will see the following message "You are unable to complete online enrolment and enrol at the University because you have outstanding tuition fees, please contact credit-control@brookes.ac.uk to resolve this issue".

Financial Enrolment details are organised under three tabs:

- **Account Summary** – summary of transactions and key details;

- **Funding details** – sources of funding and amounts;

- **Consent** – consent to pay tuition fees.

Start by reviewing information on the **Account Summary** page. You will then be able to proceed by clicking on **Next** at the bottom of the screen.

Account Summary

This page is for information only. Here you will be able to check details relating to the calculation of your tuition fees, as well as transactions on your account.

In the **My Programme Fee** section you will see:

- Your **Programme**;

- **Mode of Study**;

- **Fees** for the coming year.

In the **My Account Summary** section you will find a list of all transactions on your account in a table format. The list includes charges and payments for the coming year.

To see additional information about each column title, hover your mouse over the 🛈 sign.
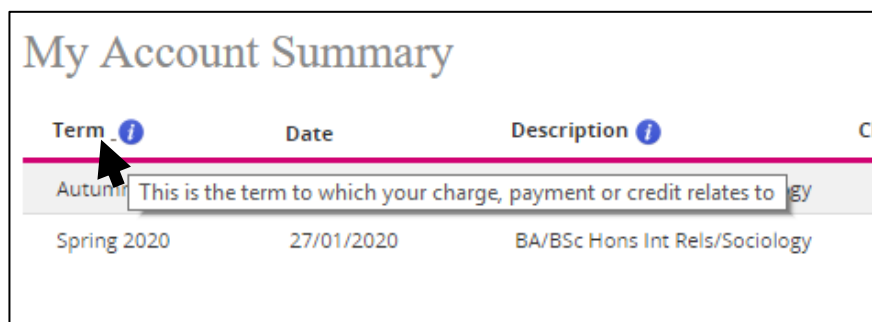
Column title	Description
Term	The Semester which your transaction relates to. ● Autumn – Semester 1; ● Spring – Semester 2; ● Summer – Semester 3.
Date	The date of your transaction.
Description	Description of the charge, payment or credit on your account.
Charge	The amount of any charges (i.e. tuition fees)
Payment	The amount of any payment or discounts added to your account.
Balance	The amount due for payment.
Due Date	The date that the payment must be received by.

① Check that the displayed information is correct;

② Click on **Next** at the bottom of the screen to proceed.

Next
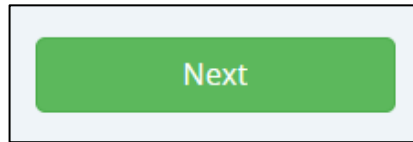
Please note: If you have queries relating to charges or payments on your account, please contact Student Finance (tel.: +44 (0)1865 483088; email: financefees@brookes.ac.uk).

Funding Details

On this page, you will need to provide information about your sources of funding.

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My Funding Details

Important: You are not being asked to make a payment on this screen. This screen allows you to tell us HOW the balance of your tuition fees will be paid. If you wish to make a payment, details on how you can do this will be available once you have completed your financial enrolment. Please make sure the total of all the boxes equal your balance.

Please click ⓘ next to each column title for more information.

Who will be paying this balance? ⓘ

Balance due for payment: £ 9,250.00

☐ Self ⓘ   Amount £ [   ]

☐ Student Loans Company ⓘ   Amount £ [   ]

☐ Discount or Scholarship ⓘ   Amount £ [   ]

☐ Sponsor ⓘ   Amount £ [   ]

Total Amount £ 0.00

To see information about each funding option, hover your mouse over the ⓘ sign.

① Select all applicable options by checking the relevant boxes;

Option title	Description
Self	Select this option if you, your family or friends will be paying your fees/part of your fees.
Student Loans Company	Select this option if you are using a student loan to pay your fees/part of your fees. This option relates to tuition fee loans that students apply for via Student Finance England/Wales/Northern Ireland or SAAS.

Discount or Scholarship	Select this option if you have a discount or scholarship.
Sponsor	Select this option if your fees/part of your fees are being paid by a company or an institution that the University must send an invoice to. **Please note:** If a friend or family member are paying fees on your behalf, please select the **Self** option instead.

② Enter the amount for each option that you selected;

Balance due for payment: £ 9,250.00

☑ Self ⓘ   Amount £ [1000]

☐ Student Loans Company ⓘ   Amount £ [ ]

☐ Discount or Scholarship ⓘ   Amount £ [ ]

☑ Sponsor ⓘ   Amount £ [8250]

Total Amount £ **9,250.00**

③   Ensure that the **Total Amount** (at the bottom of the page) is equal to the **Balance due for payment** (at the top of the page);

Balance due for payment: £ 9,250.00

☑ Self ⓘ   Amount £ [1000]

☐ Student Loans Company ⓘ   Amount £ [ ]

☐ Discount or Scholarship ⓘ   Amount £ [ ]

☑ Sponsor ⓘ   Amount £ [8250]

Total Amount £ **9,250.00**

④   If you selected the **Discount or Scholarship** or **Sponsor** option, enter further details in the fields that appear on the right side of the screen.

My Discount or Scholarship

Discount /
Scholarship Name *

If you have more than one discount / scholarship, complete the financial details for the combined amount under one name, and add the extra information in this text box or contact us on financefees@brookes.ac.uk to confirm the actual splits and details that apply

My Sponsor Details

Sponsor
Organisation Name *

Purchase Order no

Address line 1 *

Address line 2

City

Postcode

Country ▼

Contact first name *

Contact last name *

Telephone *

Email *

If you have more than one sponsor, complete the financial details for the combined amount under one name, and add the extra information in this text box or contact us on financefees@brookes.ac.uk to confirm the actual splits and details that apply

⑤   Click on **Next** to proceed.

Please note: you will not be able to proceed until you populate all mandatory fields (marked with an asterisk), or if the **Total Amount** is not equal to the displayed **Balance due for payment** (see step 3 above).
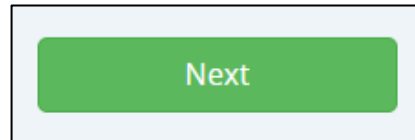
If you would like to return to the previous page, click on the **Back** button at the bottom of the screen.
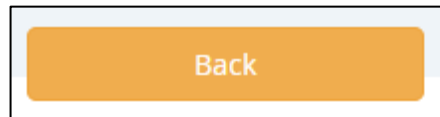
Consent

On this page you will need to declare your responsibility for the payment of your tuition fees in the absence or withdrawal of a loan, sponsorship or award. Consenting to the terms and conditions at this point will mean that you become a fully enrolled student of the University. If you have applied for a student loan, Student Finance England will be advised that you have joined Oxford Brookes University.

My Consent

Please tick the consent box in order to give your consent and complete your financial enrolment

By completing online enrolment you are confirming that you will be fully enrolled at the University. If you are expecting a maintenance loan from Student Finance England, we will now advise them that you have fully enrolled and they will release your payment on the start date of your course.

☐   I understand that I am personally responsible for the payment of my tuition fees in the absence or withdrawal of a loan, sponsorship or award

If you would like to return to the previous page, click the **Back** button at the bottom of the screen.

Back
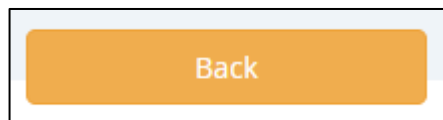
To complete your financial enrolment:

① Check the box to state your agreement with the statement;

② Press the **Submit** button in the bottom right corner of the screen.

Your financial enrolment is now complete. You should be able to see a message to confirm this on your **Online Enrolment** page. This message will include information on how to pay your fees:

Please note: Once you click on **Submit**, you will not be able to go back and review your details. Please contact Student Finance (tel.: +44 (0)1865 483088; email: financefees@brookes.ac.uk), if you have any queries relating to your fees.

Confirmation of Enrolment

As soon as you complete all sections of your enrolment, you will see a message at the bottom of the Online Enrolment page confirming that your enrolment is finished. This message will also include a link to information for new students.
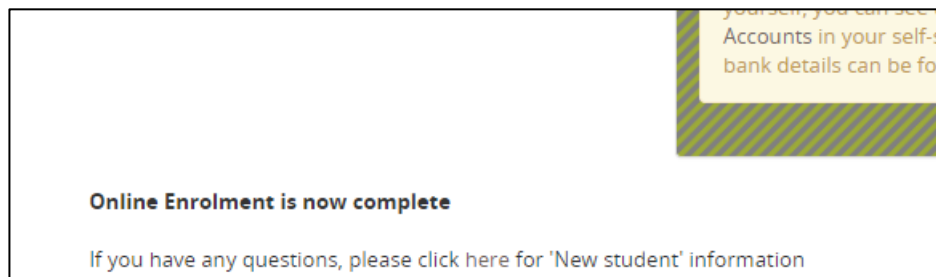
If you are a student who is subject to immigration control, you may see a message saying that your enrolment is pending confirmation of your visa status. You should ensure you have completed and returned the Visa Information form - which will have been sent to you by the International Students Compliance Team - and that, where required, you have completed Visa Enrolment. Your enrolment is not complete until you see a message confirming that you are fully enrolled.
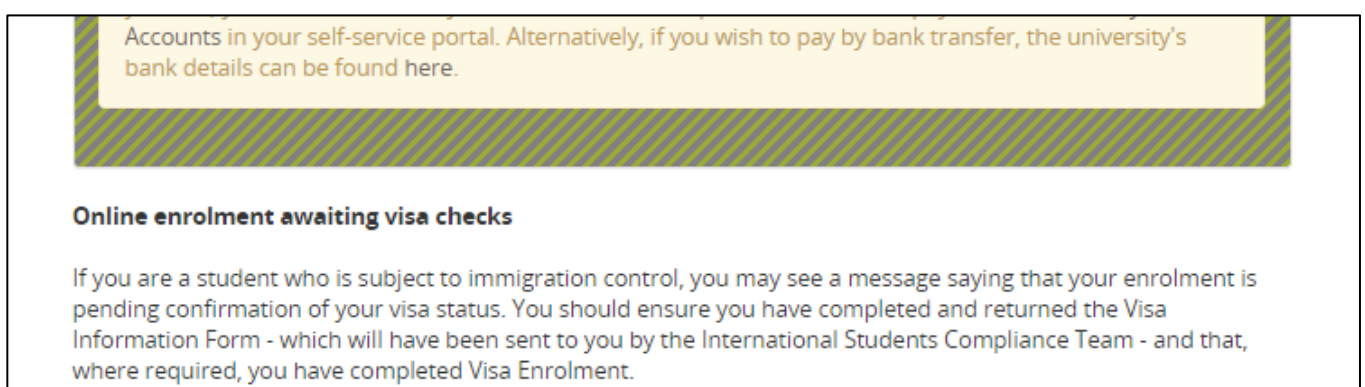
If you are enrolling for September 2020, for all Online Enrolment queries you must contact the Enrolment team at enrolment@brookes.ac.uk between **24 August 2020 and 2 October 2020**.

After 2 October 2020, should you have any questions about enrolment, please contact the following teams:

- **Student Records and Curriculum Management** – for queries about academic enrolment.

  Tel.: +44 (0)1865 483451

  Email: csa@brookes.ac.uk

- **Research Enrolment** – for queries about enrolment for research students.

  Tel.: +44 (0)1865 483869 / 484244

  Email: asa-researchenrolment@brookes.ac.uk

- **Student Finance** – for queries about financial enrolment.

  Tel.: +44 (0)1865 483088

  Email: financefees@brookes.ac.uk

Module Registration

Module Registration can be accessed by following the link on **My Records and Results** page (see the "My Records and Results" chapter of this guide).

As part of Module Registration, you will need to register modules for each Semester in the coming year.

Module Registration comprises of three steps:

step 1.   Check your programme requirements (pages 3-4);
step 2.   Register modules for each semester (pages 6-8);
step 3.   Review your registration status (pages 4-5).

When completing the above steps, you will navigate between three screens:

- **My Programme Requirements** – to complete steps 1 and 3;
- **Select a Term** – to complete step 2;
- **Register Modules** – to complete step 2.

Please note: You will not be able to register modules for more than one year in advance.

Start by reviewing information on the **My Programme Requirements** screen. You will then be able to proceed to module selection by clicking on **Go To Registration** at the top of the page.

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My Programme Requirements screen

Go To Registration

Programme Details

Programme: BA/BSc Hons Int Rels/Sociology
Major: Int Relations/Sociology
Study Mode: Full-time
Total Credits Required: 360

Stage 2 *minimum 240 credits required, 45 credits registered, 75 credits passed*

> Your Stage 2 requirements have not been met

Default View | Subject View

> Stage 2: Compulsory ✓

> Stage 2: Optional

Current Registrations

Semester 1

POLI 5015 - Work-based Learning in Politics and International Relations (15 credits)

SOCI 6003 - Gendering Intimate Relationships (15 credits)

Semester 2

PTE 6005 - School Based Training 3 (15 credits)

SOCI 5012 - Work-based Learning in Sociology (15 credits)

Select a Term screen

Select a Term

Select a Term and Programme to register ⓘ

Terms Open for Registration

Spring 2020 ▼

Programme

BA/BSH-RLXO: BA/BSc Hons Int Rels/Sociology ▼

Continue

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Register Modules screen

My Programme Requirements screen

This screen is for information only. You will need to start registration by checking the displayed information (step 1 of 3). Also after you make your module selection for each semester (step 2 of 3) you will need to return to this screen and review it once again (step 3 of 3) to see whether your module registration is complete.

Credit requirements

On the left hand side of the screen you will see:

- Your programme title;
- Subject area;
- Mode of study;
- Number of credits you are required to complete for the programme.

Programme Details

Programme: **BA/BSc Hons Int Rels/Sociology**
Major: **Int Relations/Sociology**
Study Mode: **Full-time**
Total Credits Required: **360**

A bit further down you will find:

- Your current Stage of study and the minimum credits requirement for that Stage. Also you will be able to note the number of already registered and passed credits (if any);

Current Stage: **Stage 2 ▾**

Stage 2 *minimum 240 credits required, 0 credits registered, 75 credits passed*

Full-time Undergraduate Stage 2 students: Your minimum credit requirements will need to be satisfied in the course of both years: Year 2 and Year 3. Please consult with your Student Support Co-ordinator to confirm the number of credits that you need to register for each year.

Importantly, you will see:

- Message indicating whether your minimum credit requirements for the current Stage are met.

> **❯ Your Stage 2 requirements have not been met**

- Click on the message to see detailed information about any unmet requirements.

❮ Your Stage 2 requirements have not been met

You must take and pass at least six level 6 module credits (you have 1 so far)
Your module selection (120 credits) does not meet the credit requirements for Stage 2 (240 credits required)
Your module selection (75 credits) does not meet the credit requirements for subject *Sociology JNT XH* (105 credits required) ⊕
Your module selection (45 credits) does not meet the credit requirements for subject *International Relations JNT XH* (105 credits required) ⊕
You don't have enough credits so far (30 credits) for *Int Relations Optional* (90 credits required) ⊕
You don't have enough credits so far (60 credits) for *Sociology Optional* (90 credits required) ⊕
You don't have enough credits so far (15 credits) for *Level 5 - Optional* (30 credits required) ⊕

- Click on the down arrows next to the details of unmet requirements to jump to the relevant section of the module list (see the "Lists of modules" section below for more information about module lists).

> You don't have enough credits so far (15 credits) for *Level 5 - Optional* (30 credits required) ⊕

Lists of modules

In the second part of the screen you will see your lists of all compulsory and optional modules for your current Stage of the programme. To expand the lists click on their titles (i.e. **Optional**, or **Compulsory**).

Default View	Subject View

> **❯ Stage 2: Compulsory**

> **❯ Stage 2: Optional**
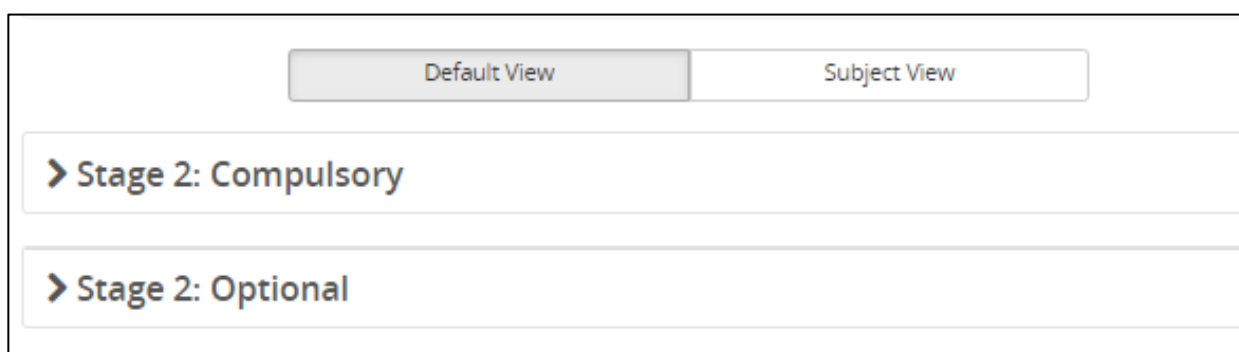
Full-time Undergraduate Year 1 students: Compulsory modules will be pre-registered for you. This will be indicated by a green tick next to the **Compulsory** list of modules and a **Registered** note next to each of these modules. You will be unable to drop the pre-registered compulsory modules.

> **❯ Stage 1: Compulsory** ✔

Registered

Your pre-registered compulsory modules will be listed on the right side of the screen, under **Current Registrations**. If you are additionally required to select any optional modules, this will give you an indication of how best to balance your optional modules between different Semesters.

Full-time Undergraduate Year 2 and Year 3 students: Compulsory modules will not be pre-registered for you. You will need to select both compulsory and optional modules for the

coming year. If you are a Year 3 student, any modules that you have already passed in Year 2 will have a **Passed** note next to them.

POLI 5006 - Researching Politics and IR 1: Analytical Mode (15 credits)   Passed

Full-time students on Postgraduate Taught programmes: The compulsory modules will be pre-registered for you. This will be indicated by a green tick next to the Compulsory list of modules and a **Registered** note next to each of these modules on the list. You will be unable to drop your pre-registered compulsory modules. You may need to add more modules from the **Optional** list (please check your programme requirements).

> Stage 1: Compulsory   ✔

Registered

Part-time students: Your compulsory modules will not be pre-registered. You will need to register both the compulsory and optional modules for the upcoming year. Contact your Student Support Co-ordinator for help with mapping out your programme of study. Modules that you have already passed in previous years will have a **Passed** note next to them. You will also see a **Registered** note next to the already registered modules.

POLI 5006 - Researching Politics and IR 1: Analytical Mode (15 credits)   Passed

When reviewing lists of optional and compulsory modules:

① Check the credit requirements within each section of the list;

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Stage 2: Optional

Int Relations Optional   minimum 90 credits required, 0 credits registered, 15 credits passed

Level 5 - Optional   minimum 15 credits required, 0 credits registered, 15 credits passed

INRL 5001 - The Global Political Economy (15 credits)

> INRL 5002 - Global Governance and Civil Society (15 credits)

> INRL 5003 - Contemporary Security Studies (15 credits)

> INRL 5004 - International Trade and Migration (15 credits)

> POLI 5008 - Researching Politics and International Relations 2: Methods (15 credits)

> POLI 5009 - Understanding Europe: History, Culture and Political Economy (15 credits)

> Level 5 - Optional

② In brackets next to each module title you will see the number of credits that this module represents;

③ To find out in which Semester a module is taught, click on its title.

credits)

POLI 6004 - Conflict and Peacebuilding (15 credits)
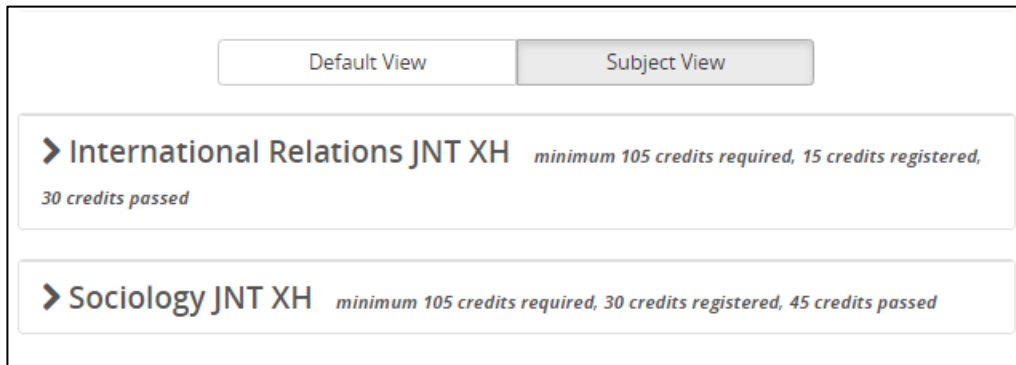
Semester 1   Autumn 2019

> POLI 6005 - Violence, Resistance and Identity Politics (15 credits)

If you are completing a combined (joint) honours degree and would like to view separate lists of modules for each subject, click on the **Subject View** tab.

Default View	Subject View

You will see the same list, sub-divided by the subject area.

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Default View | Subject View

> **International Relations JNT XH** *minimum 105 credits required, 15 credits registered, 30 credits passed*

> **Sociology JNT XH** *minimum 105 credits required, 30 credits registered, 45 credits passed*
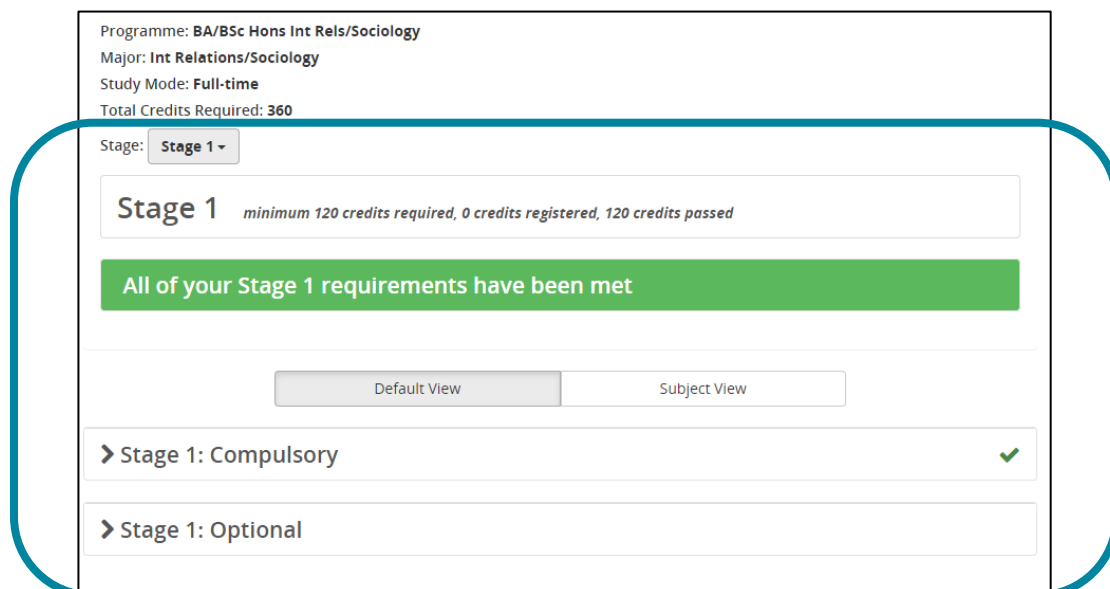
To view lists of modules and credit requirements for the past or future Stage of your course, use the drop down list next to **Current Stage**.

Current Stage: **Stage 2 ▾**
Stage 1
Stage 2

Stage its

Programme: **BA/BSc Hons Int Rels/Sociology**
Major: **Int Relations/Sociology**
Study Mode: **Full-time**
Total Credits Required: **360**

Stage: **Stage 1 ▾**

Stage 1 *minimum 120 credits required, 0 credits registered, 120 credits passed*

All of your Stage 1 requirements have been met

Default View | Subject View

> Stage 1: Compulsory ✓

> Stage 1: Optional

Under **Current Registrations** on the right side of the screen you will see the modules registered for the coming year (if any), listed as per the Semester in which they run.

Current Registrations

Semester 1

POLI 5015 - Work-based Learning in Politics and International Relations (15 credits)

SOCI 6003 - Gendering Intimate Relationships (15 credits)

Semester 2

PTE 6005 - School Based Training 3 (15 credits)

SOCI 5012 - Work-based Learning in Sociology (15 credits)

To start registering modules (step 2 of 3), click on the **Go to Registration** button located at the top of the screen. Please see the "Select a Term screen" and "Register Modules screen" sections of this guide for instructions on how to register/drop modules.
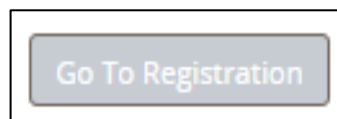
Go To Registration

Reviewing status of module registration

Once you finish registering modules for each Semester in the upcoming year (step 2 of 3), you will need to return to the **My Programme Requirements** screen to check the status of your registration (step 3 of 3).

① Check for any error messages;

- If you have too many modules registered for the current Stage, you will see a notification about it in the top right corner of the screen. Please be aware that excess registrations for any given Stage of a programme may result in extra fee charges. If it was your intention to register extra modules, simply click on the notification to acknowledge it.

  Should you wish to delete any of the registered modules:

  a) Click on the notification to acknowledge it;

b) Click on the **Go To Registration** button;

c) Follow the instructions in the "Select a Term screen" and '"Modules screen" sections of this guide.
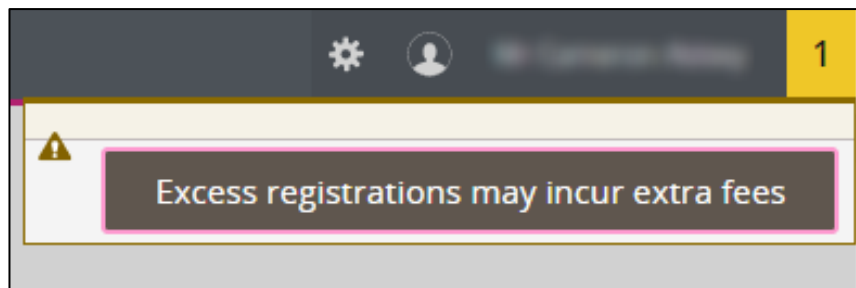
- If you need to register more modules, or if there is a teaching times clash relating to modules that span over multiple Semesters, you will see a message about it in the middle of the page. Your registration is not complete until you address this.
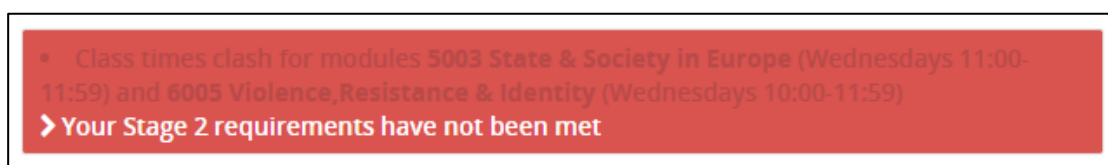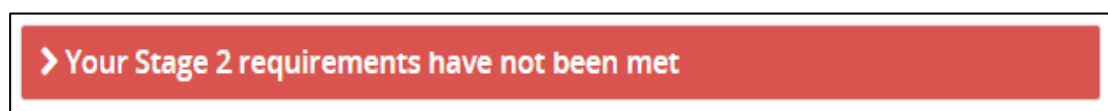
② Check whether you have registered enough credits for the coming year. The **credits registered** and **credits passed** values will confirm the number of registered and passed credits for your current Stage. Please cross-reference the number of registered and passed credits with the minimum number of credits that you will need to register for the coming year/current Stage.

Stage 2   minimum 240 credits required, 45 credits registered, 75 credits passed

Full-time Year 2 Undergraduate students: The minimum credits requirement for Stage 2 of your programme will need to be fulfilled over Year 2 and Year 3. Please check with your Student Support Co-ordinator how many credits you will need to register for Year 2. Having registered your credits for Year 2, you will still see a

message saying that you have not met credit requirements for your current Stage. This means that the remaining Stage 2 credits will need to be taken over the following year (i.e. Year 3).

> **Your Stage 2 requirements have not been met**

Full-time Year 1 and Year 3 Undergraduate students: If the registered modules satisfy the Stage or Programme requirements you will see a message to confirm this. Your module registration is not complete until you see this message.

All of your Stage 1 requirements have been met

Full-time students on Postgraduate Taught courses: Your module registration is not complete until you see a successful message to confirm that your programme requirements have been met.

All of your programme requirements have been met

Part-time students: After selecting modules for the coming year, you are likely to still see a message saying that your Stage requirements have not been met. This just means that the remaining credits for the current Stage will need to be taken over the following year(s).

> **Your Stage 2 requirements have not been met**

③ Review **Current Registrations** to check if you have balanced your modules evenly between Semesters, where possible.

Current Registrations

Semester 1

FEES 0001 - (0 credits)

INRL 4001 - Introduction to International Relations 1: Perspectives (15 credits)

POLI 4003 - Academic Literacy in Politics and International Relations (15 credits)

SOCI 4001 - Social Differences and Divisions (15 credits)

SOCI 4003 - Researching the Social World (15 credits)

Semester 2

FEES 0001 - (0 credits)

INRL 4002 - Introduction to International Relations 2: Themes and Issues (15 credits)

POLI 4002 - Politics in Comparative Perspective (15 credits)

SOCI 4002 - Foundations of Social Theory (15 credits)

SOCI 4004 - Contemporary Societies: Structure and Change (15 credits)

Should you wish to remove, add or swap any of the registered modules, click on **Go to Registration** (see the "Select a Term screen" and "Register Modules screen" sections of this guide).

Go To Registration
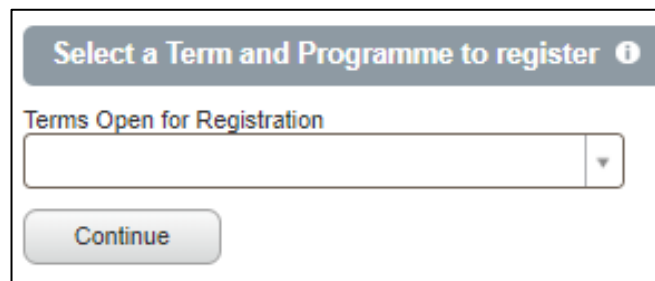
Select a Term screen

You will be taken to the Select a Term screen after you click on the **Go To Registration** button on the **My Programme Requirements** screen. Step 2 of Module Registration process requires you to register modules for every Semester in your upcoming academic year. However, you need to register modules for each Semester separately.

On this screen you will need to select a Semester. It is advisable to start with the earliest applicable Semester.

At the top of the screen you will see the **Terms Open for Registration** field. 'Term' is the system terminology for 'Semester'.

- Semester 1 - Autumn;
- Semester 2 – Spring;
- Semester 3 - Summer.

① Use the drop down list to select a Semester;

② In the field that appears further below, your programme should be selected by default. If you are completing more than one Programme at the same time, you will be able to select the correct one from the drop-down list;

③ Click **Continue.**

Terms Open for Registration

Autumn 2019

Programme

BA/BSH-RLXO: BA/BSc Hons Int Rels/Sociology

Continue

Register Modules screen

On this page you will need to register modules for the Semester that you selected on the **Select a Term** screen.

The page is split in half. On the left side, you will see your list of compulsory and optional modules to choose from. This list of modules is applicable to the current Stage of your programme.
The already completed or registered for modules will have a green tick next to them.

Selecting modules

You will need to click on any of the hyperlinks on the left hand side of the screen to view detailed information about each module.

If the module that you clicked on is taught in the selected Semester, its details will be displayed on the right side of the screen, including:

- Provisional days of the week and times when the teaching is going to take place (i.e. **Meeting Times**).

   Please note: The displayed teaching times are subject to change. You will see your confirmed schedule for the coming Semester via your Google Calendar.

   Some modules (e.g. research modules, modules taught in partnership with regional colleges) will not have any teaching times displayed.

- Who is teaching the module (i.e. **Instructor**);
- The number of credits that the module represents (i.e. **Hours**).

You could check further details by clicking on the title of the displayed module (i.e. **Title**).

Please note: If you click on the hyperlink of a module which is not taught in the currently selected Semester, you will see a "Please search again" message on the right side of the screen. This module might be available in a different Semester.
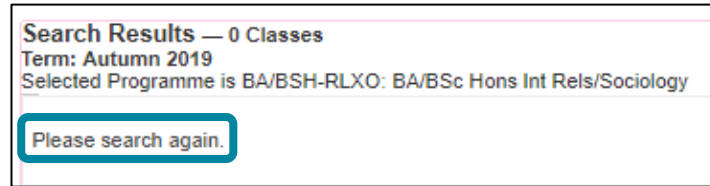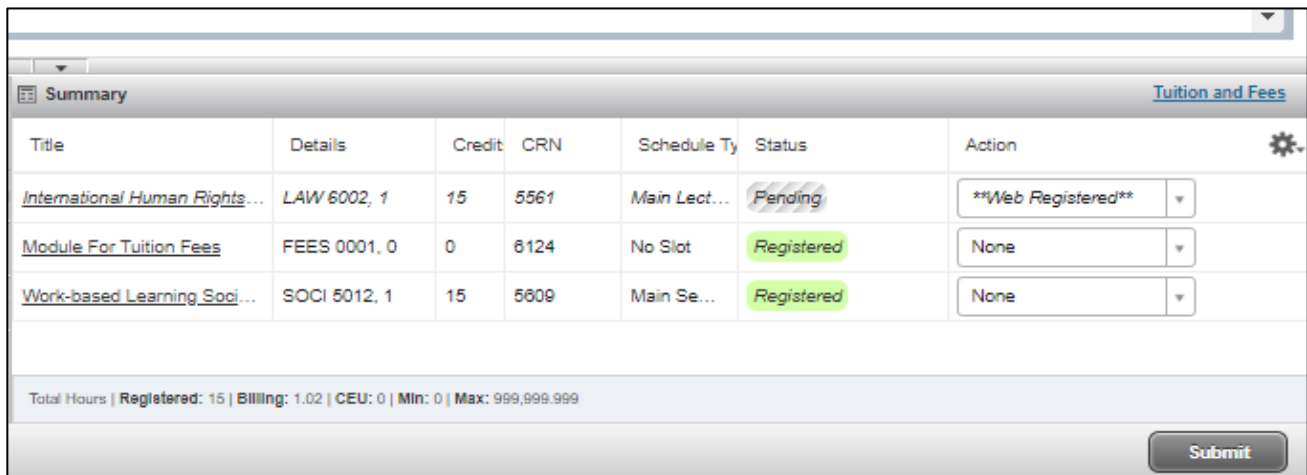
Registering modules

To register modules:

① Press **Add** in line with the details of the module that you would like to register.
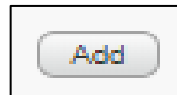
The module will be added in a **Pending** status to your **Summary** panel in the bottom part of the screen.

To expand or minimise the **Summary** panel, click on the **Panels** button in the bottom left corner of the screen.
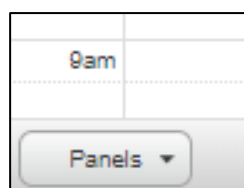
All added, but unconfirmed, modules are held here in a **Pending** status.

Modules that have already been confirmed and registered will have a **Registered** status.

Pending
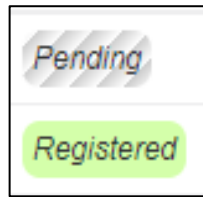
Registered

(2) Once you have added several modules, press the **Submit** button to confirm and register these modules. Their status will change to **Registered**.
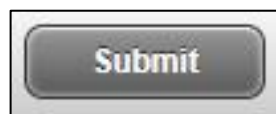
Submit

The total number of credits registered for the selected Semester will be displayed at the bottom of the **Summary** panel (i.e. **Registered**).

Total Hours | Registered: 60 |
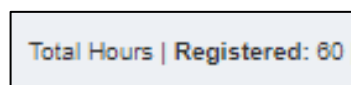
Please note: Each time you click on **Submit**, you are likely to see a message in the top right corner of the screen, saying "Structured registration requirements are unmet". Please ignore this message, press **OK** and continue with your module selection.

Example, Rose

! Structured registration requirements are unmet.

Ok
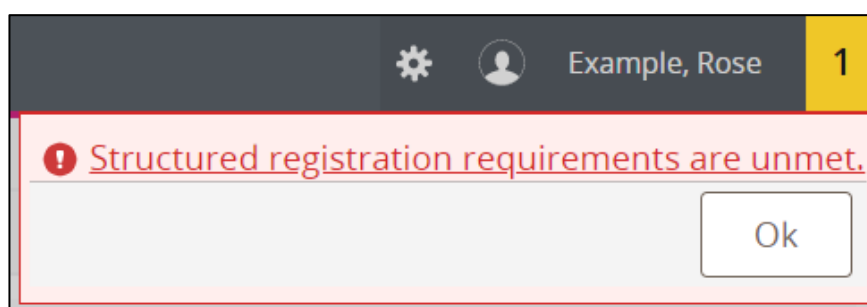
Teaching times clashes

If you click on the hyperlink of a module that clashes with one of the previously registered modules:

- You will see an error message next to the running times information of the module in the top right side of the screen.

Title		Instructor	Meeting Times	Status	Attribute
▶	Nationalism,Id... Main Lecture/...	Furstenberg, Saip...	M T W T F S S 01:00 PM - 01:59 PM M T W T F S S 02:00 PM - 02:59 PM	974 of 999 s... Time Conflict!	Level 5 - Under

Should you try adding such module to your **Summary** panel:

- You will see the clash in the calendar view of your provisional schedule (bottom left part of the screen). Added but unconfirmed modules will be displayed in grey. Registered modules will appear in colour.
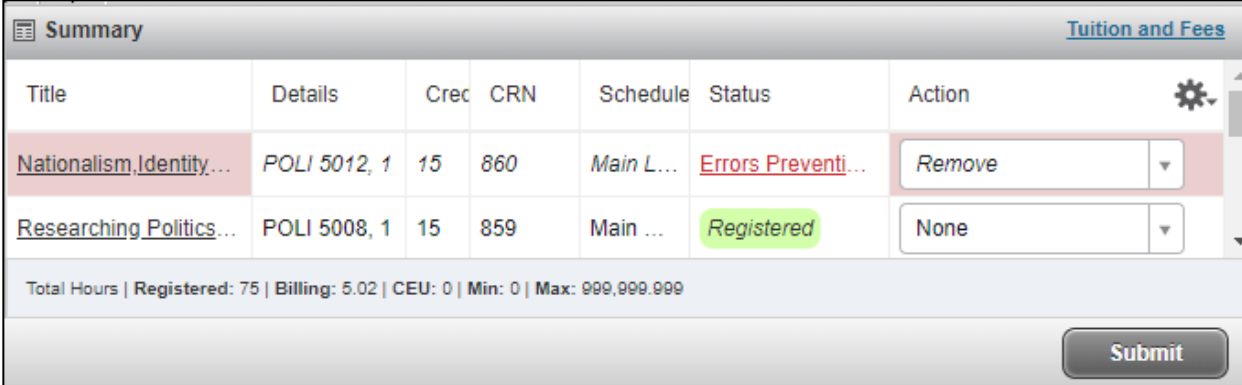
You will not be able to submit and register modules that clash. If you try doing that, you will see an error message in the **Status** column of the **Summary** panel, which will require you to remove that module. You could click on the error message to see details.

Summary						
Title	Details	Credits	CRN	Schedule Type	Status	Action
Nationalism,Identity&Ethnicity	POLI 5012, 1	15	860	Main Lecture/...	Errors Preventing Registration	Remove ▾
Researching Politics & IR 2	POLI 5008, 1	15	859	Main Semina...	Registered	None

To remove any of the modules added in a Pending status (not registered yet):

① Locate that module in the **Summary** panel;

② Use the drop down list in the **Actions** column to select the **Remove** option;

③ Click **Submit** to confirm your selection.

If you are registering a double module that starts in the currently selected Semester but also runs across the following Semester(s), you will only see error messages relating to the teaching time clashes in the currently selected Semester. Should there be any clashes with the teaching times of modules registered for other Semester(s), you will see an error message on the **My Programme Requirements** screen instead (see the "My Programme Requirements screen" section of this guide).

Deleting modules

If you would like to delete any of the previously registered modules:

① Locate a registered module in the **Summary** panel;

② Use the drop down list in the **Actions** column to select the **Delete / Drop Module** option;

Title	Details	Cred	CRN	Schedule	Status	Action	⚙▾
Researching Politics...	POLI 5008, 1	15	859	Main ...	*Registered*	None ▲	
Conflict & Peacebuil...	POLI 6004, 1	15	863	Main L...	*Registered*	None	
Gender Intimate Rel...	SOCI 6003, 1	15	902	Main L...	*Registered*	**Delete / Drop	
Module For Tuition F...	FEES 000...	0	1587	No Slot	*Registered*	Module**	

③ Press **Submit** to confirm.

Full-time Undergraduate Year 1, Full-time Foundation and Full-time Postgraduate students: You will only be able to delete optional modules. Compulsory modules will be pre-registered for you and you will be unable to delete them.

To see your list of modules registered for the currently selected Semester, click on the **Term Summary** tab in the top part of the screen.

Student • Registration • Sele

Register Modules

Modules	Term Summary

Summary
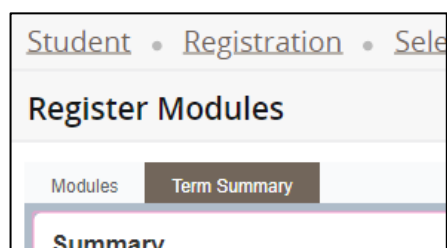
Registering modules for another Semester

To register modules for another Semester within the coming academic year:

① Click on the **Select a Term** link at the top of the screen;
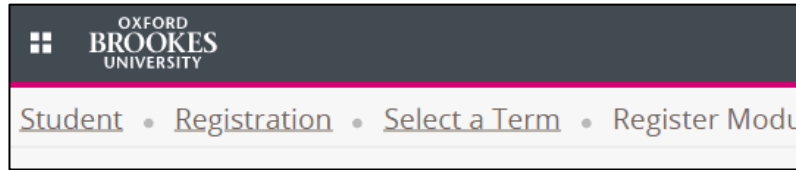
2 In the **Terms Open for Registration** field select the following Semester;

3 Press **Continue**;
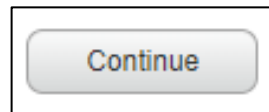
4 Make your module selection (see the "Register for Classes screen" section of this guide).

IMPORTANT: As soon as you finish module selection for all Semesters in the coming year, you will need to go back to the **My Programme Requirements** screen to check the status of your registration.

To return to the **My Programme Requirements** screen – click on the **Registration Summary** button in the top right corner of the screen.
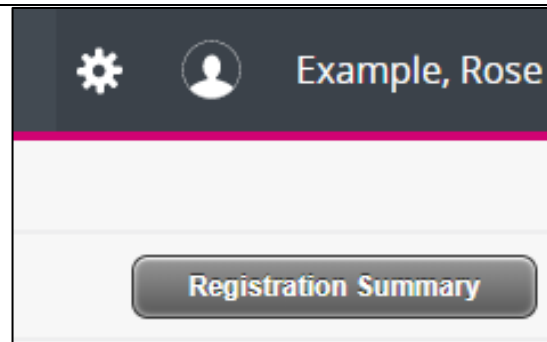
For instructions on how to review the status of your module registration see the "Reviewing status of module registration" section of the guide.

Exceptional Circumstances

We recognise that, on occasions, our students can be affected by serious personal difficulties which can affect their ability to study or undertake assessment.

The Exceptional Circumstances Policy is designed to ensure that students are not unfairly disadvantaged in these circumstances. The policy, together with advice and guidance on making a claim can be found on our web pages, http://www.brookes.ac.uk/exceptional-circumstances.

Below you will find guidance on how to use the system functionality to submit a claim.
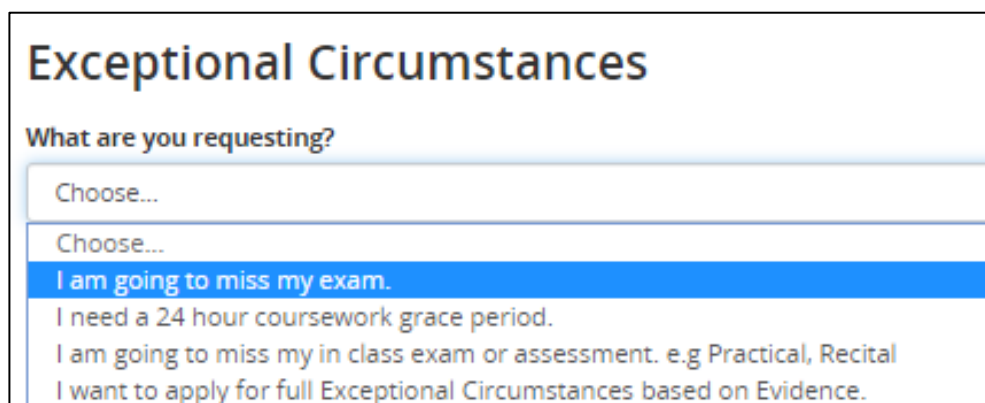
To access the Exceptional Circumstances form:

① Select **Forms and Requests** in the **Student** menu;

② Select **Exceptional Circumstances**.

You have an option to request:

- To take your exam during the resit period (If this assessment was a first sit);
- A 24 hour extension to your coursework deadline;
- To take your in-class assessment (e.g. Practical, Recital, test) on another date;
- Full Exceptional Circumstances based on Evidence.

Please select one of the four options in the "What are you requesting?" drop-down list.

"I am going to miss my exam"

Should you know that you are going to miss your exam, you will be able to select the "I am going to miss my exam" option. This will allow you to resit for the selected assessments. If you are missing a first attempt at an exam, you will be able to resit during the resit period, with access to the full range of marks. If you are missing a resit exam you may need to retake the whole module. Please speak to a staff member to help decide whether you wish to self-certify at this point.

A student's first use of self-certification will be automatically granted but any subsequent attempts to self-certify may be lead to a meeting to identify any underlying issues. Repeated use may lead the University to question a student's fitness to study.

Please note: The module leaders for the modules within which the assessments fall under will be informed. This will also be noted against your student record and may affect the timing of your progression.

To submit this request:

① Read and acknowledge the displayed information by pressing the **I Understand** button;

Self Certification of Missed Exam

The choices you make will grant you a resit for the selected assessments during the resit period, with full marks given once the resit is taken. If this was a resit you may have to retake the whole module. Please speak to a staff member to help decide whether you wish to self certify at this point.

The module leaders for the modules within which the assessments fall under will be informed.

This will be noted against your student record and may affect the timing of your progression.

I Understand

② Select the exam(s) that you are going to miss;

③ Press **Submit**.

Submit

Should you need to reset your selection, press the **Clear** button.

Clear

"I need a 24 hour coursework grace period"

If you have a short-term, self-resolving issue that occurs on the day of your assignment deadline, you can apply to use the 24-hour grace period. The grace period is an opportunity to submit work up to 24 hours after the deadline and still have access to the full range of marks available for that piece of work.

Any subsequent attempts to use the grace period may be lead to a meeting to identify any underlying issues. Repeated use of the grace period by an individual student may result in the University withdrawing that student's access to use the grace period in future assessments.

Please note: The module leaders for the modules within which the assignments fall under will be informed.

To submit this request:

① Read and acknowledge the displayed information by pressing the **I Understand** button;

Grace Period for Coursework Submission

The choices you make will grant you a 24 hour extension for the selected assessments.

The module leaders for the modules within which the assessments fall under will be informed.

I Understand

② Select the assignment(s) that you need extension for;

Grace Period for Coursework Submission

Affected Module Coursework

Please select below **ALL** the assessments that you are are seeking exceptional circumstances for.

- ☐ [CWS1WEEK08] POLI6004 - Written assignment (Individual)
- ☑ **[CWS1WEEK09] POLI6005 - Project work (Individual)**
- ☐ [CWS1WEEK10] POLI6005 - Written assignment (Individual)
- ☐ [CWS1WEEK11] POLI6004 - Written assignment (Individual)
- ☐ [CWS1WEEK13] SOCI6003 - Written assignment (Individual)
- ☐ [CWS1WEEK13] POLI6005 - Written assignment (Individual)

- ☐ [CWS2WEEK08] INRL6007 - Dissertation
- ☐ [CWS2WEEK04] SOCI6001 - Written assignment (Individual)
- ☐ [CWS2WEEK08] SOCI6010 - Written assignment (Individual)
- ☐ [CWS2WEEK12] SOCI6001 - Written assignment (Individual)
- ☐ [CWS2WEEK12] SOCI6010 - Written assignment (Individual)
- ☐ [CWS2WEEK13] INRL6002 - Written assignment (Individual)

If your assessment is not listed here, please complete the full **Exceptional Circumstances** form detailing your circumstances.

③ Press **Submit**.

Submit

Should you need to reset your selection, press the **Clear** button.

Clear

If your assessment is not listed and you need to complete the full exceptional circumstances form, please list the assignment component, the module title and the name of the module leader into the details section and explain you are requesting the grace period. You do not need to have evidence if you are only applying for the grace period.

"I am going to miss my in class exam or assessment"

The "I am going to miss my in class exam or assessment" option is an opportunity for you to tell us that you were unexpectedly unwell on the day of an event assessment with a self-limiting illness for which you do not need to seek medical attention.

A student's first use of self-certification will be automatically granted but any subsequent attempts to self-certify may be lead to a meeting to identify any underlying issues. Repeated use may lead the University to question the student's fitness to study

Please note: The module leaders for the modules within which the assessments fall under will be informed. Please speak to the module leader about the new assessment. This will also be noted against your student record and may affect the timing of your progression.

To submit this request:

① Read and acknowledge the displayed information by pressing the **I Understand** button;

Self Certification of Missed Assessment during Semester

The choices you make will give you an opportunity to take the selected assessments again if this was the first attempt.

The module leaders for the modules within which the assessments fall under will be informed. Please speak to the module leader about the new assessment.

This will be noted against your student record and may effect the timing of your progression.

I Understand

② Select the assignment(s) that you need extension for;

Self Certification of Missed Assessment during Semester

Affected Module In-Class Assessments

Please select below **ALL** the assessments that you are are seeking exceptional circumstances for.

- ☑ [CWS1WEEK06] POLI6004 - Oral assessment / presentation (Individual)
- ☐ [CWS1WEEK10] SOCI6003 - Oral assessment / presentation (Individual)
- ☐ [CWS1WEEK11] POLI6005 - Practical skills assessment (Individual)

- ☐ [CWS2WEEK11] INRL6002 - Practical skills assessment (Individual)
- ☐ [CWS2WEEK11] INRL6002 - Practical skills assessment (Individual)
- ☐ [CWS2WEEK11] INRL6002 - Oral assessment / presentation (Individual)

If your assessment is not listed here, please complete the full **Exceptional Circumstances** form detailing your circumstances.

③ Press **Submit**.

Submit

Should you need to reset your selection, press the **Clear** button.

Clear

If your assessment is not listed and you need to complete the full exceptional circumstances form, please list the assignment component, the module title and the name of the module leader into the details section and explain you are requesting to self-certify for an in-class assessment or examination. You do not need to have evidence if you are only applying to self-certify for an event assessment.

"I want to apply for Full Exceptional Circumstances based on Evidence"

Should you be affected by serious personal difficulties which may impact your ability to study or undertake assessment, please select the full Exceptional Circumstances application. The policy, together with advice and guidance on making a claim can be found on Oxford Brookes University web pages, http://www.brookes.ac.uk/exceptional-circumstances.

To submit this request:

① Select your preferred outcome;

Please choose an option for what you are requesting.
If you are on a placement, choose that option but also check any *Affected Assessments* also.
This is only an indication for reference by the case manager.

Choose... ▼

Choose...
Request a short extension to coursework or other deadlines.
Request a long extension to coursework or other deadlines.
Re-sit possible affected assessments.
Re-take possible affected modules.
A combination of resit, retake and extension options.
There are issues with completing my placement.

② Select your affected assessments;

Affected Assessments

Please select below **ALL** the assessments that you are are seeking exceptional circumstances for.

☐ [CWS1WEEK06] POLI6004 - Oral assessment / presentation (Individual)
☐ [CWS1WEEK08] POLI6004 - Written assignment (Individual)
☐ [CWS1WEEK09] POLI6005 - Project work (Individual)
☐ [CWS1WEEK10] SOCI6003 - Oral assessment / presentation (Individual)
☐ [CWS1WEEK10] POLI6005 - Written assignment (Individual)
☐ [CWS1WEEK11] POLI6004 - Written assignment (Individual)
☐ [CWS1WEEK11] POLI6005 - Practical skills assessment (Individual)
☐ [CWS1WEEK13] SOCI6003 - Written assignment (Individual)
☐ [CWS1WEEK13] POLI6005 - Written assignment (Individual)

☐ [CWS2WEEK08] INRL6007 - Dissertation
☐ [CWS2WEEK04] SOCI6001 - Written assignment (Individual)
☐ [CWS2WEEK08] SOCI6010 - Written assignment (Individual)
☐ [CWS2WEEK11] INRL6002 - Practical skills assessment (Individual)
☐ [CWS2WEEK11] INRL6002 - Practical skills assessment (Individual)
☐ [CWS2WEEK11] INRL6002 - Oral assessment / presentation (Individual)
☐ [CWS2WEEK12] SOCI6001 - Written assignment (Individual)
☐ [CWS2WEEK12] SOCI6010 - Written assignment (Individual)
☐ [CWS2WEEK13] INRL6002 - Written assignment (Individual)

◯ My assessment is not listed.

If your assessment is not listed, select "My assessment is not listed" and enter details of your assessment into the text box that appears.

◉ My assessment is not listed.

Assessment Details

Please enter details of the assesments not listed above including assessment title, module code and module leader.

Should you need to reset your selection, press the **Clear** button.

Clear

③ Select the dates during which your exceptional circumstances application should apply (i.e. how long were you affected / unwell / unable to study);

You have chosen dates from Sunday, 1 March 2020 to Tuesday, 31 March 2020   Reset

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Should you need to reset your date selection, click on **Reset**.

You have chosen dates from Sunday, 1 March 2020 to Tuesday, 31 March 2020   Reset

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

④ Explain what occurred and how it affected your work;

Please enter details of the exceptional circumstances (explain what occurred when and how it affected your work)

Please be aware that an independent panel will look at your application. Therefore you need to provide as much explanation as possible to demonstrate how the circumstances have impacted your ability to study. If you have an Inclusive Support Plan (ISP), please mention this here. Please list the date of your assignment deadline where applicable. If you are applying more than 48 hours after a relevant deadline, please explain why your application is late.

⑤ Press the **Upload Your Evidence** button and select a file from your device;

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UNIVERSITY

Your Evidence

Please add your evidence. Documents from internet based services such as Google Drive, Dropbox or any cloud-based service must be downloaded first to be submitted to us. We **will not** accept linked documents or zip files.

Please submit files less than 20MB in size. If you must submit a larger file please contact us at exceptionalcircumstances@brookes.ac.uk for advice on how to submit your evidence.

All applications are expected to include evidence. If you cannot supply evidence, please explain why in the above 'details' box, then press 'yes' below. If you are going to submit evidence later, please tick 'no' below and submit your evidence later (You have up to 10 working days to supply this)

To add evidence later to an existing request, please go to Submit Evidence form.

Upload Your Evidence

0 files added.

Should you need to delete the uploaded file, click on the bin icon on the right hand side.

1 file added.

☑ Uploaded: test.docx

Please choose an evidence type ▼

⑥ Specify the type of evidence that you uploaded using the drop down list;

☑ Uploaded: test.docx

Please choose an evidence type

Please choose an evidence type
Form
Screenshot
Photo
Receipt
Letter
Ticket
Email Content
Other

⑦ If you have uploaded all your evidence, please select **Yes** in response to the "Have you completed the form to the fullest extent possible?"

If you are planning to submit evidence later, please select **No**.

Have you completed the form to the fullest extent possible?

We aim to give an outcome within 5 working days. This may be extended based on the details supplied. Only select "No" if you are going to submit evidence later.

◉ Yes ○ No

⑧ Read the consent statement;

Consent

Any information you provide will be handled in accordance with the Student Privacy Policy. Your application information will be seen by members of Oxford Brookes University staff involved in processing and deciding the outcome of your application, but will not be shared with anyone external. As exceptional circumstances applications often contain sensitive information (e.g. health information) which has extra protection under UK data protection legislation, we need your consent to process this.

By completing this form you are confirming that you consent to your information being used in the exceptional circumstances process and that to the best of your knowledge and belief the information given above is true and complete.

⑨ Press **Submit**.

Submit

Should any of the information be missing on the form, you will see an error notification in the top right corner of the screen. Acknowledge the notification by pressing **OK** and fill out the missing information.

❶ Missing your request choice.
Missing your detail text.
Please add some assessment detail as you have not selected an assessment for your exceptional circumstances to apply to.

OK

Upon successful submissions of the application, you will see a confirmatory message.

Exceptional Circumstances

Your request for exceptional circumstances has been submitted. You may be contacted by Exceptional Circumstances team about this request.

If you require further information or have any problems please contact us at exceptionalcircumstances@brookes.ac.uk or on +44 (0)1865 484203.

For guidance on how to upload evidence after the submission of an exceptional circumstances application, please refer to the "Forms and Requests" chapter of this guide.