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</tr>
</tbody>
</table>
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:
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 menu options]

**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.
Your Student Information reference guide
Last updated: 14 July 2020

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.

Student Profile - Mr Simon Training (15087838)

1. Term: Autumn 2019
2. Standing: Good (standing as of Autumn 2019)
3. Curriculum and Courses
4. Prior Education and Testing
5. Registration Information
6. My Record & Results
7. Online Enrolment
8. Module Registration
9. Module Search
10. View Grades
11. Graduation Ceremony
12. Academic Transcript
13. Forms and Requests
14. Update Personal Information

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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.

![Dropdown Arrow]

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:
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.
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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>Grade</th>
<th>Attempted Hours</th>
<th>CRN</th>
<th>Study Path</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 5022, 1</td>
<td>Organisation Behaviour &amp; Mgmt</td>
<td>C</td>
<td>15.000</td>
<td>1254</td>
<td>BAH-DPRL: BA Hons Bus Man/Int Rel</td>
<td></td>
</tr>
<tr>
<td>SOCI 5012, 1</td>
<td>EU Integration &amp; Disintegration</td>
<td>C</td>
<td>15.000</td>
<td>903</td>
<td>BAH-DPRL: BA Hons Bus Man/Int Rel</td>
<td></td>
</tr>
<tr>
<td>BMGT 5008, 1</td>
<td>Independent Study in Business</td>
<td>C</td>
<td>15.000</td>
<td>1201</td>
<td>BAH-DPRL: BA Hons Bus Man/Int Rel</td>
<td></td>
</tr>
<tr>
<td>BMGT 5001, 1</td>
<td>Corporate &amp; Business Law</td>
<td>C</td>
<td>15.000</td>
<td>1184</td>
<td>BAH-DPRL: BA Hons Bus Man/Int Rel</td>
<td></td>
</tr>
<tr>
<td>BMGT 5007, 1</td>
<td>Environmental Sustainable Bus</td>
<td>C</td>
<td>15.000</td>
<td>1200</td>
<td>BAH-DPRL: BA Hons Bus Man/Int Rel</td>
<td></td>
</tr>
</tbody>
</table>
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/](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.
Next, you will be prompted to update your **Attendance Status**.
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.
To book gown hire and photography, use the link on the Graduation Ceremony Summary page, below the Item Ordered Summary.

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.

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.

**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.

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.

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

1. Click on 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.
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.

Then press the Start Academic Enrolment button.
**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.

### 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.
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address *</td>
<td><a href="mailto:example@example.j">example@example.j</a></td>
</tr>
<tr>
<td>Mobile Phone no *</td>
<td>12345</td>
</tr>
</tbody>
</table>

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.

![Saved notification](image)

**Please note:** You will need to progress through the tabs in sequential order, using the **Next** button.

![Next button](image)

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;

   ![Home Address Input 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.
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;

![Home Address search field with postcode OX30BP]

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 search field with 'Please select your address' dropdown]

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

![Home Address search field with 'Please select your address' dropdown, showing Oxford Brookes University Gipsy Lane as the selected address]

Alternatively, you could enter your address manually.

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

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;

   ![Home Address Field](image)
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](image)

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

![Alternative Address](image)

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.

![Secondary Emergency Contact](image)

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

<table>
<thead>
<tr>
<th>Qualifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is your highest qualification at higher education level?</strong> *</td>
<td>No</td>
</tr>
<tr>
<td><strong>Other level education</strong> *</td>
<td>Diploma at level 3</td>
</tr>
</tbody>
</table>

Further below, you will see a list of the Level 3 qualifications that you entered in your application form.
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;
Select your grade from the drop down list in the Grade field.

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.

**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.

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

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.
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.

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.

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.
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:

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.

![My Programme Fee screenshot](image)

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.
# My Account Summary

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Description</th>
<th>Charge (£)</th>
<th>Payment (£)</th>
<th>Balance (£)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2019</td>
<td>23/09/2019</td>
<td>BA/BSc Hons Int Rel/Sociology</td>
<td>4625.00</td>
<td>4625.00</td>
<td></td>
<td>23/09/2019</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>27/01/2020</td>
<td>BA/BSc Hons Int Rel/Sociology</td>
<td>4625.00</td>
<td>4625.00</td>
<td></td>
<td>27/01/2020</td>
</tr>
</tbody>
</table>

To see additional information about each column title, hover your mouse over the information sign.

<table>
<thead>
<tr>
<th>Column title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>The Semester which your transaction relates to.</td>
</tr>
<tr>
<td></td>
<td>- Autumn – Semester 1;</td>
</tr>
<tr>
<td></td>
<td>- Spring – Semester 2;</td>
</tr>
<tr>
<td></td>
<td>- Summer – Semester 3.</td>
</tr>
<tr>
<td>Date</td>
<td>The date of your transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the charge, payment or credit on your account.</td>
</tr>
<tr>
<td>Charge</td>
<td>The amount of any charges (i.e. tuition fees)</td>
</tr>
<tr>
<td>Payment</td>
<td>The amount of any payment or discounts added to your account.</td>
</tr>
<tr>
<td>Balance</td>
<td>The amount due for payment.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The date that the payment must be received by.</td>
</tr>
</tbody>
</table>
① Check that the displayed information is correct;

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

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

1. Select all applicable options by checking the relevant boxes;

<table>
<thead>
<tr>
<th>Option title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>Select this option if you, your family or friends will be paying your</td>
</tr>
<tr>
<td></td>
<td>fees/part of your fees.</td>
</tr>
<tr>
<td>Student Loans Company</td>
<td>Select this option if you are using a student loan to pay your fees/part of</td>
</tr>
<tr>
<td>Company</td>
<td>your fees. This option relates to tuition fee loans that students apply for</td>
</tr>
<tr>
<td></td>
<td>via Student Finance England/Wales/Northern Ireland or SAAS.</td>
</tr>
<tr>
<td>Discount or Scholarship</td>
<td>Select this option if you have a discount or scholarship.</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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. |

![Balance due for payment: £ 9,250.00](image)

2. Enter the amount for each option that you selected;
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);

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

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:

Financial Enrolment

For help please contact the Student Finance Team on financefees@brookes.ac.uk or 01865 483088.

Financial Enrolment has been completed and is now closed. Please contact the Student Finance Team if you have any further questions. Once you have completed Financial Enrolment it will take up to 5 working days for your funding details to be updated onto 'My Accounts'. If you are paying tuition fees yourself, you can see the date your fees are due to be paid and/or make a payment online in My Accounts in your self-service portal. Alternatively, if you wish to pay by bank transfer, the university's bank details can be found here.

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.
My Programme Requirements screen

Select a Term screen
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 Rel 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);
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.

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

- 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).
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).

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.

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.

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).

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.

When reviewing lists of optional and compulsory modules:

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

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.

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

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.
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.

### 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).

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.

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.

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).

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

- POLI - 6003 Postcolonial Persp
- POLI - 6004 Conflict and Peace
- POLI - 6005 Violence, Resistan
- POLI - 6006 International Devel

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.

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

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

**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.

**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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Status</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationalism Id...</td>
<td>Furstenberg, J.</td>
<td>MTWTFSS 01:00 PM - 01:59 PM MTWTFSS 02:00 PM - 02:59 PM</td>
<td>974 of 999 s...</td>
<td>Level 5 - Under</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Time Conflict!</td>
</tr>
</tbody>
</table>

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.

![Schedule Diagram](schedule_diagram.png)

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.
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.

![Summary Panel](image)

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;
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.

**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;

![Terms Open for Registration](image)

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;

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

3. Press **Submit**.

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

② Select the assignment(s) that you need extension for;
3 Press Submit.

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

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;

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 seeking exceptional circumstances for:

- [CWS1WEEK06] POLI6004 - Oral assessment / presentation (Individual)
- [CWS1WEEK10] SOCIEL603 - Oral assessment / presentation (Individual)
- [CWS1WEEK11] POLI6005 - 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.

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

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](http://www.brookes.ac.uk/exceptional-circumstances).

To submit this request:

1. Select your preferred outcome;

2. Select your affected assessments;
If your assessment is not listed, select “My assessment is not listed” and enter details of your assessment into the text box that appears.

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

Select the dates during which your exceptional circumstances application should apply (i.e. how long were you affected / unwell / unable to study);
Should you need to reset your date selection, click on **Reset**.

4 Explain what occurred and how it affected your work;

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

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

- 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.
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.

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.

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