How to log in and navigate.................................................................................................................. 3
Things to note ........................................................................................................................................ 4
  Module codes ........................................................................................................................................ 4
  Terms ................................................................................................................................................... 4
Student menu .......................................................................................................................................... 5
  Student Profile ..................................................................................................................................... 5
  My Records and Results ..................................................................................................................... 8
  Online Enrolment .............................................................................................................................. 10
  Module Registration ........................................................................................................................... 11
  Module Search .................................................................................................................................... 12
  View Grades .......................................................................................................................................... 14
  Graduation Ceremony ......................................................................................................................... 17
  Academic Transcript .......................................................................................................................... 23
  Forms and Requests ............................................................................................................................ 24
  Update Personal Information ............................................................................................................ 26
Online Enrolment .................................................................................................................................. 28
  Academic Enrolment .......................................................................................................................... 30
    Personal tab ....................................................................................................................................... 34
    Address tab ........................................................................................................................................ 37
    Contact tab ........................................................................................................................................ 44
    Qualifications tab .............................................................................................................................. 46
    Career tab .......................................................................................................................................... 49

Student Information reference guide
Last updated: 16 March 2020
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:

![Image of grid icon and menu options]

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 Profile

Use the Student Profile link on the landing page, or the Student Profile option in the Student menu, to view your student profile.
Student Information reference guide
Last updated: 16 March 2020

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 01685 483455.

If you are a research student and have any questions, please email Research Enrolment or telephone 01685 483869 or 01685 484244.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>The Term for which your profile information is displayed. This will default to the current Term – click on the <strong>dropdown arrow</strong> to select a different Term.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Student photograph – please note, if you have an ad blocker installed in your browser, your photograph will not be displayed.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Prior Education and Training – this section lists your entry qualifications.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Additional Links – Module Registration, Google Calendar, Academic Transcript (links to the Online Shop) and Moodle.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Notices – this is where you will find messages about your student status.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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 online enrolment you will need to complete all of the following:

1. Academic Enrolment
2. Financial Enrolment (if applicable)
3. Photo Upload

Your online enrolment is not finished until all of these sections are complete.
For example, if your academic enrolment is incomplete, you will see the **Start Academic Enrolment** button within this section:

![Start Academic Enrolment button](image)

Once your academic enrolment has been completed, you will see a confirmatory message:

![Confirmatory message](image)

Please see the “Enrolment” chapter of this manual for guidance on how to complete your online 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**: 

![Select a Course Level](image1)

Finally, select a **Study Path** using the **dropdown list**. To view your marks for all of your courses, select All Courses:

![All Courses](image2)

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:
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.

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**.

**Item Ordered Summary**

<table>
<thead>
<tr>
<th>Items</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremony Hall guest ticket</td>
<td>£ 15.00</td>
<td>2</td>
<td>£ 30.00</td>
</tr>
<tr>
<td>Live Video Link guest ticket</td>
<td>£ 15.00</td>
<td>2</td>
<td>£ 30.00</td>
</tr>
<tr>
<td>Family Room guest ticket</td>
<td>£ 15.00</td>
<td>1</td>
<td>£ 15.00</td>
</tr>
</tbody>
</table>

**Total Order Amount**

- £ 75.00

**Amount Due**

- £ 0.00

**Gown & Photography**

Please order your gown/photography via this link

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;
- Cancelled requests appear in red.

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;
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)
- Photo Upload

There is no need to complete your enrolment in one sitting. You could save your progress and return to each section at a later time. However, please ensure that you finish your enrolment before the deadline.
Online Enrolment

In your Student Information, select 'Online Enrolment' from the left hand menu.

Check that your details are correct

| Title | First Name: John
| Date of Birth: June 1, 1997
| Nationality: United Kingdom
| Course: BA Music Technology
| Stage: Full-time
| Enrolment Date: September 20, 2023
| Expected Completion Date: May 31, 2026

Please note: no payment is required at this point.

Press Start Academic Enrolment button

Update your details on the Personal tab
Make sure to populate all mandatory fields and press Next to proceed.

Update your details on the Address tab
Make sure to populate all mandatory fields and press Next to proceed.

Update your emergency contact(s) on the Contact tab
Make sure to populate all mandatory fields and press Next to proceed.

New Students: update your Level 3 qualifications on the Qualifications tab, where they appear in the drop-down list.

If you cannot find your qualifications in the list just leave that section of the page blank. Make sure to populate all mandatory fields and press Next to proceed.

Answer questions on the Career tab
Make sure to populate all mandatory fields and press Next to proceed.

Review terms and conditions on the Completion tab
1. Follow links to review related documents
2. Check all boxes to state your agreement
3. Press Submit.

Press Start Financial Enrolment button

Review details on the Account Summary page
Press Next to proceed.

Enter funding details on the Funding Details page
1. Check boxes against relevant option(s)
2. Enter amount(s) of funding for each option
3. If prompted, enter further details for Sponsor, Scholarship or Discount options only
4. Press Next to proceed.

State your responsibility for the payment of tuition fees on the Consent page
1. Check the box
2. Press Submit.

Press Upload Photo button
This button will only appear when you have completed both academic and financial enrolment.

Select a file from your device
Adjust the photo (rotate or crop)
Press Upload

Check for confirmation

For more detailed guidance, please refer to the following web pages:

New Students - https://www.brookes.ac.uk/new-students/before-you-arrive/your-student-information/
Continuing Students - https://www.brookes.ac.uk/students/your-studies/student-information/
Academic Enrolment

Use the **Online Enrolment** option in the **Student** menu to access your enrolment page. Then click on the **Start Academic Enrolment** button.

As part of the academic enrolment you will need to update:

- ✔ Personal information
- ✔ Address
- ✔ Emergency contact(s)
- ✔ Employability information

New students will additionally need to 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.

On the left hand side of the screen you will find a summary of key information. Please check that this information is correct. If there are any discrepancies in these details, please contact Student Central (Tel: +44 (0)1865 483455; Email: studentcentral@brookes.ac.uk)
On the main part of the screen your details will be organised under several tabs:

- **Personal** – personal information;
- **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 University 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 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, this may mean that you have not filled one of the mandatory fields. This field will be highlighted in red. You will not be able to move on to the following tab until you populate all mandatory fields.

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

Below you will find additional information about some of the fields on the form.

<table>
<thead>
<tr>
<th>Field name</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred First Name</td>
<td>Please enter the name that you would like to be known by. This may be the same as your given name, or it may be different. This name will be used for informal communications. However, all official documents (e.g. transcript) will quote your legal name.</td>
</tr>
<tr>
<td>Do you have any care commitments that may affect your timetable?</td>
<td>If you answer <strong>Yes</strong>, this information will be reviewed and taken into consideration when scheduling teaching events.</td>
</tr>
<tr>
<td>Are you a Care leaver or have you ever been in Care or looked after?</td>
<td>Please answer <strong>Yes</strong> if you have been looked after by your local authority instead of your parents (e.g. Foster Care or Children’s Home). Oxford Brookes University provides related support as and when needed. Your answer to this question might help you to access the Transition from Care Bursary of up to £2000 a year.</td>
</tr>
<tr>
<td>Are you irreconcilably estranged from your parents?</td>
<td>Please answer <strong>Yes</strong> if have had no contact with your parents for at least 12 months and this is unlikely to change, or if you have been assessed as independent by Student Finance England or by a local authority. Your answer to this question might help you access the £2000 a year estranged students bursary.</td>
</tr>
<tr>
<td>Would you like us to sign you up to the Electoral Register? (Subject to Eligibility)</td>
<td><strong>Please note:</strong> If you are eligible to vote in UK elections you need to complete your initial registration individually with your local authority so that you can vote.</td>
</tr>
</tbody>
</table>

If you answer **Yes** to this question, we will share information about your local address with Oxford City Council. Together with your local
| **Student Information reference guide**
| **Las updated: 16 March 2020**

address we will pass on your National Insurance Number (if you have one) and your personal email address (Oxford City Council may use your personal email to contact you).

If you answer **Yes**, you will notice an additional field appear on the **Personal** tab, asking you to enter your National Insurance Number.

| **National Insurance No** | This field appears on the form only if you answer **Yes** to the previous question (“Would you like us to sign you up to the Electoral Register?”). Your National Insurance Number information will only be used for the purposes of signing you up to the local electoral register, **if you wish to do so**.

Please enter your National Insurance Number using the official format (e.g. QQ123456C).

| **Disabilities** | In this field you will be able to enter multiple values, if needed.

1. Click inside the field;
2. Select any option that applies to you from the list;

To add more values:

3. Click inside the field;
4. Select any option that applies to you from the list;
5. Repeat steps 3 and 4 as many times as necessary.

If you declare a disability, you will notice an additional field appear on the form. You will be asked whether you receive disability allowance.

If you do not have a disability, please select **No disability – no support required** from the list.
If you would prefer not to disclose this information, please select **I prefer not to say** from the list.

Information that you provide will be stored confidentially in the student record system, and it is only accessible to authorised members of staff. This information might be followed up by Disability Services if it highlights a support need which has not been addressed yet.

**Mandatory fields**

Mandatory fields are marked with an asterisk.

Please complete all mandatory fields on the tab before clicking on **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 move on to the following tab until you populate all mandatory fields.
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 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]

**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 information relating to your home and term-time address. 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. Please select one of the values from each list. 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. Type the postcode into 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, enter your address details in the relevant fields on the page.

**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 going to move there.

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

Semester / Term-time address

For students who are already signed up for university rented accommodation or halls of residence, the address will be pre-populated. Please check that it is correct.
If you have other type of term-time accommodation, please enter the address.

If it is a UK address, you could:

1. Type the postcode into 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;
Select your address from the list by clicking on it.

Alternatively, enter your address details into the relevant fields below.

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 going to move there.

Correspondence Address

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

1. Check the “Tick here if you require mail to be sent to a different address” box;
2 Enter 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 an option to enter a secondary emergency contact, if you wish.
If you are entering a UK address for your emergency contact, you could:

1. Type the postcode into the search field;

   ![Home Address field](image1)

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

   ![Please select your address](image2)

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

   ![Please enter postcode...](image3)

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

   ![Oxford Brookes University Gipsy Lane](image4)

Alternatively, enter your address details into the relevant fields on the page.

**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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Is your highest qualification at higher education level? *</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Other level education *</td>
</tr>
<tr>
<td>Diploma at level 3</td>
</tr>
</tbody>
</table>
Further below you will see a list of the Level 3 qualifications that you entered on your application form.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type</th>
<th>Sitting</th>
<th>Year</th>
<th>Grade</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation and Multimedia</td>
<td>Pearson BTEC Level 3 National</td>
<td>Not known</td>
<td>2007</td>
<td>P</td>
<td>Delete</td>
</tr>
<tr>
<td>3D Design (Theatre Costume)</td>
<td>Pearson BTEC Level 3 National</td>
<td>Summer</td>
<td>2004</td>
<td>D</td>
<td>Delete</td>
</tr>
<tr>
<td>(Camb. Assess.) Certificate of P</td>
<td>GCE Special Paper</td>
<td>Not known</td>
<td>2007</td>
<td>C</td>
<td>Delete</td>
</tr>
</tbody>
</table>

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 any qualifications.
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.

Career tab

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

Oxford Brookes University Careers team are interested in the responses you give in this section 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 build up 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 enrol you onto 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 neither of the statements apply to you, you will need to:

1. Select the Other option;

2. Enter details in the free text box that appears.

Employability Experience

In this section you will need to provide information about any work or voluntary 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 neither of the statements apply to you, you will need to:

1. Select the Other option;
2. Enter details in the free 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 neither of the statements apply to you, you will need to:

1. Select the **Other** option;

2. Enter details in the free 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 against all three statements to declare your agreement;
3. Click on **Submit**;
4. Check if there are 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:

*Academic Enrolment*

For help please contact the Student Central Team on student.central@brookes.ac.uk or 01865 483455

Academic Enrolment has been completed and is now closed. Please contact the Student Central 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 in the system (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)
- Photo Upload

Your online enrolment is not finished until all of these sections are completed.
Financial Enrolment

General Guidance

As part of the financial enrolment all students will need to:

✔ Review account summary;
✔ Provide funding details;
✔ Consent to the payment of tuition fees.

Financial Enrolment details are spread over three pages:

- 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 in the bottom right corner 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 and transactions on your account.

In the My Programme Fee section you will see:

- Your Programme;
- Mode of Study;
- Fees for the coming year.
This information is included on the page, as it informed the calculation of your fees.

Further down, you will see your Fees for the coming year.

![My Programme Fee](image)

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

![My Account Summary](image)

To see additional description relating to a column title, hover your mouse over the sign.
<table>
<thead>
<tr>
<th>Column title</th>
<th>Description</th>
</tr>
</thead>
</table>
| Term         | The Semester which your transaction relates to.  
|              | ● Autumn – Semester 1;  
|              | ● Spring – Semester 2;  
|              | ● Summer – Semester 3. |
| Date         | 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 outstanding and 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 in the bottom right corner 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.

My Funding Details

This page allows you to tell us how the balance of your tuition fees will be paid. Please make sure the total of all the boxes equals your balance.

Who will be paying this balance?  Ⓚ

Balance due for payment: £ 9,250.00

<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 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 your fees. This option relates to tuition fee loans that students apply for via Student Finance England/Wales/Northern Ireland or SAAS.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Discount or Scholarship</td>
<td>Select this option if you have a discount or scholarship.</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. |

Enter the amount for each option that you selected;
Ensure that the **Total Amount** (at the top of the page) is equal to the **Balance due for payment** (at the bottom of the page);
If you selected the **Discount or Scholarship** or **Sponsor** options, enter further details in the fields that appear on the right side of the screen.
My Discount or Scholarship

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

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 in bottom left corner 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.

My Consent

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 located in bottom left corner 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:
You will now be able to upload your photo.

**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.

---

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

- Academic Enrolment
- Financial Enrolment (if applicable)
- Photo Upload

Your online enrolment is not finished until all of these sections are completed.
Photo Upload

All students will need to upload their recent passport style photo as part of enrolment. Photo upload functionality will appear at the bottom of the Online Enrolment page only after the Academic and Financial Enrolment sections have been completed. The uploaded photo will appear on your student profile.

To upload your photo:

1. Scroll to the bottom of the Online Enrolment page to see the photo upload functionality;
2. Press the Upload Photo button;
3. Select a file from your computer;
4. Adjust the photo:

a) Use the grey buttons to rotate the photo;

b) Drag edges of the blue frame to crop the photo;
c) Press **Cancel** if you would like to select another photo instead.

![Image of a cropped photo with buttons for Cancel and Upload]

⑤ Press **Upload** to save the photo.

![Image of a cropped photo with buttons for Cancel and Upload]

**Please note:** Once you press **Upload**, you will not be able to go back and change the photo. Outside the enrolment period, you will be able to update your photo in the system (see the “Update Personal Information” chapter of this guide).
As soon as you upload and save your photo, you will see a message at the bottom of the page confirming that your online enrolment is complete. This message will also include a link to information for new students.

![Online Enrolment is now complete.](image)

If you have any questions about enrolment, please contact the following teams:

- **Student Central** – for queries about academic enrolment
  
  Tel: +44 (0)1865 483455

  studentcentral@brookes.ac.uk

- **Student Finance** – for queries about financial enrolment
  
  Tel: +44 (0)1865 483088

  financefees@brookes.ac.uk

- **Student Support Coordinators** – for any further support or assistance.

  https://www.brookes.ac.uk/hpc/courses/new-students/student-support-coordinators/
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
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.

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.
### 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).
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.

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.
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...</td>
<td>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</td>
<td>974 of 999 s...</td>
<td>Level 5 - Under</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.

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.

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;
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**;

![Continue Button](image)

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](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.

![Exceptional Circumstances Form](image-url)
“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]

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;

   ![Grace Period for Coursework Submission](image)

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 seeking exceptional circumstances for.

- [CWS1WEK08] POLI6004 - Written assignment (Individual)
- [CWS1WEK09] POLI6005 - Project work (Individual)
- [CWS1WEK10] POLI6005 - Written assignment (Individual)
- [CWS1WEK11] POLI6004 - Written assignment (Individual)
- [CWS1WEK12] SOCI6003 - Written assignment (Individual)
- [CWS1WEK13] POLI6005 - Written assignment (Individual)
- [CWS2WEBK08] INRL6007 - Dissertation
- [CWS2WEBK04] SOCI6001 - Written assignment (Individual)
- [CWS2WEBK08] SOCI6010 - Written assignment (Individual)
- [CWS2WEBK12] SOCI6001 - Written assignment (Individual)
- [CWS2WEBK12] SOCI6010 - Written assignment (Individual)
- [CWS2WEBK13] 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;

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 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.

Explain what occurred and how it affected your work;

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.
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.

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.

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.

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.