



[www.admin.ox.ac.uk/aad/studentregistry/](http://www.admin.ox.ac.uk/aad/studentregistry/)

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**19,500 examiners and assessors appointments (4,000 individuals) are made to over 450 exam boards.**

**52,000 exam sittings, 12,800 taught submissions and 1,500 research submissions.**

**8,000 graduands at 35 ceremonies held on 17 days per year.**

**18,000 transcripts, confirmation letters and degree verifications provided each year.**

**Administers over 5,000 Tier 4 students and hosts orientation sessions for 1,850 international students.**

### Managing Student Records

Curator of student records from registration to award outcomes. Advise and support colleges and departments on record management.

Aspiration to introduce online process to manage record amendments.

# Registry 2018/19

## Student Information

Provide a central advice and guidance point for students and oversees 24,000 annual registrations.

Manage and coordinate student surveys: NSS and Student Barometer.

## Exams and Assessments

Appointment and payment of examiners. Introducing new functionality to reduce the administrative burden.

Timetabling, invigilators, papers, alternative arrangements & extenuating circumstances; move towards online processes.

## Student Data Management and Data Quality

Provision of publicly available reports on student and UG Applicant data. Also FOI requests.

Provision of internal reports for operational purposes and MI data including cohort analysis, equality, and surveys.

## Student Immigration

Work closely with UKVI, UUK, RG on changes to immigration policy, and new differentiation arrangements.

Submissions: hardcopies to Exam Schools. Encouraging increased use of online submissions.

Statistical analysis, insights into admissions and on course student data.

Lead on student immigration policy, developments, training for staff, compliance for Divisions/Colleges.

Results managed by departments with final results uploaded to SITS. Work planned to develop new Results Management System.

Data governance and security. Actively involved in data capability, data protection and information security.

## Degree Conferral & Ceremonies

Organise Degree Ceremonies, Matriculation. Reviewing administration and delivery of ceremonies.

Research students: thesis submission & viva arrangements. Recently introduced new online submission.

HESA Returns: Student, ITT, Unistats and Aggregate Offshore. Implementing HESA Data Futures.

Produce transcripts and certificates. Verify awards with employers & other academic institutions.

Higher Doctorates relaunched with revised regulations, online application and workflow.

Manage course and assessment set up, and annual data roll overs.