



eVision

Degree Ceremonies

User Manual for College Staff

Version 1.0



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1. Introduction

This manual covers all the processes which College staff will need to carry out using eVision to manage degree ceremony arrangements for their students.

Pre-requisites

This manual assumes a basic knowledge of using a computer, keyboard and mouse and basic web browser knowledge.

Data Protection and Accessibility

Full details of the University data protection policy can be accessed at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>.

Full details of the Student Systems Accessibility policy can be accessed at <http://www.admin.ox.ac.uk/studentssystem/accessibility/>

Objectives

This manual will help you to:

- Understand the Degree Ceremony Process
- Run the Allocation Report and ensure that your College's final year students are listed
- View University Holds
- Apply and Remove College Holds
- View ceremony bookings
- View student requirements
- View changes to student requirements
- Add MAs and historic graduands to a waiting list

Conventions used in this Manual

	Indicates additional useful information.
	Indicates an important piece of information, take particular care to read the information in these boxes.
Bold Text	Indicates menu names and window titles.
[F4]	Keys on your keyboard are indicated in bold text enclosed in square brackets [].
File > Open	Moves through a navigation path are indicated with a >. In this case you would click on the File menu, then select Open

2. The Degree Ceremony Process

From October 2012 the process for booking students onto a degree ceremony will be changing. It will no longer be the responsibility of the College to book their students onto a ceremony, instead students will be able to book onto a ceremony on-line using eVision. In future the number of ceremonies will be increased so that those who were unable to attend a ceremony previously (historic graduands) should now be able to book onto the event of their choice.

Current Undergraduate (UG) and Post Graduate Taught (PGT) students who are in their final year will be invited to book onto a ceremony. They will be given priority up until mid-January after which the Degree Conferrals Office staff will start booking historic graduands and MAs onto ceremonies. Places will be filled on a "first come, first served" basis. It will be possible to book onto a ceremony up to 15 days before the event provided there are places available.

Research students will be invited to book onto a ceremony once they have been awarded Given Leave to Supplicate.

College Staff will be able to view the students' bookings and arrangements, view University Holds, such as Proctors Holds, and apply or remove College holds.

Historic graduands and MAs will continue to contact their College with their preferences. The College will then add their names to a waiting list and the Degrees Conferals Office will allocate them to a ceremony, taking their preferences into account whenever possible.

Any queries regarding the Degree Ceremony process should be directed to **degree.conferrals@admin.ox.ac.uk**.

3. Accessing eVision

Introduction

eVision is a web application which interfaces with SITS (Student System) and enables staff and students to manage their records.

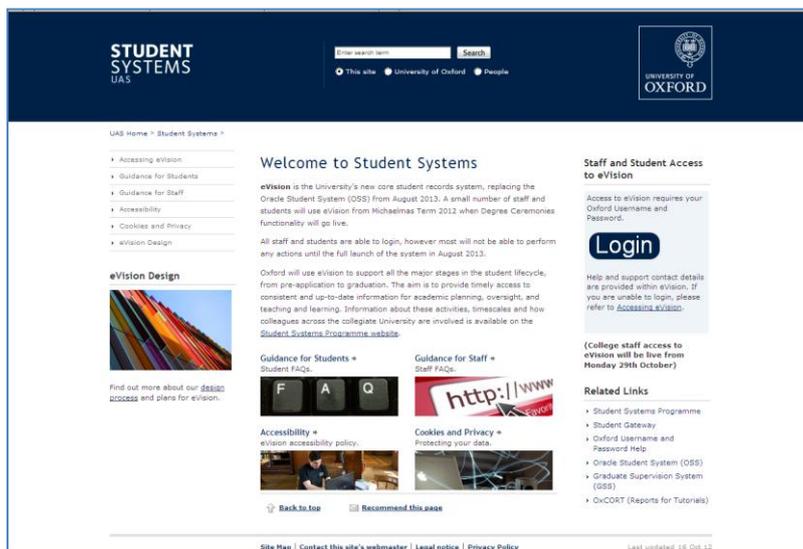
In order to access eVision you will need to have been issued with a WebAuth account (this is the Oxford University Single Sign-On system, for further information see: <http://www.oucs.ox.ac.uk/webauth/>). Your WebAuth username will usually take the form of four characters followed by four numbers e.g. 'abcd1234'. If you have not been issued a WebAuth username you will need to contact IT Services. For further information about this visit <http://www.ict.ox.ac.uk/oxford/username/>.

Logging into eVision

Open your preferred web browser. Any modern browser may be used.

Enter the web address: www.admin.ox.ac.uk/studentsystems.

This will take you to the Student Systems home page.



Click on **Login**

The Single Sign-on login box will be displayed



Enter your Single Sign-on user name and password

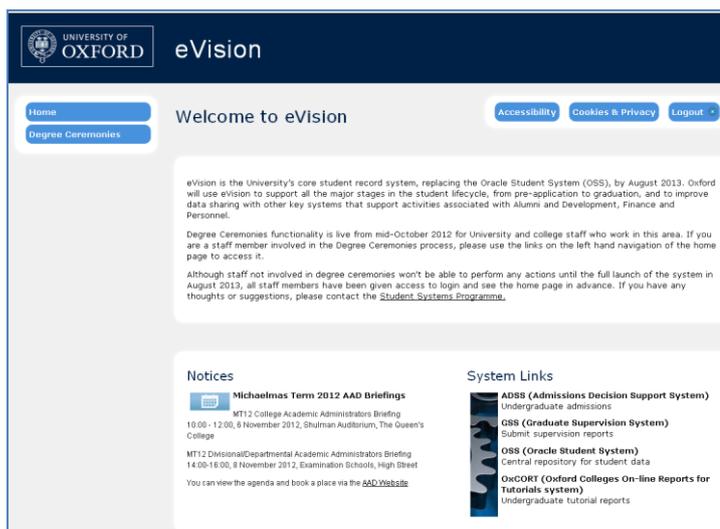
Click on 

A confirmation message will be displayed



Click on 

You will then be directed to the eVision Home Page. The options displayed down the left hand side of this page will depend upon your access to the system.



Logging out of eVision

Click on 

A confirmation screen will be displayed



To log out of Single Sign-on

Click on

A final confirmation screen will be displayed

University of Oxford Single Sign-On Logout



Still Logged In!
You are still logged in to the University of Oxford Single Sign-On system. To log out completely you must close down your web browser [\[How?\]](#) once you have finished working.

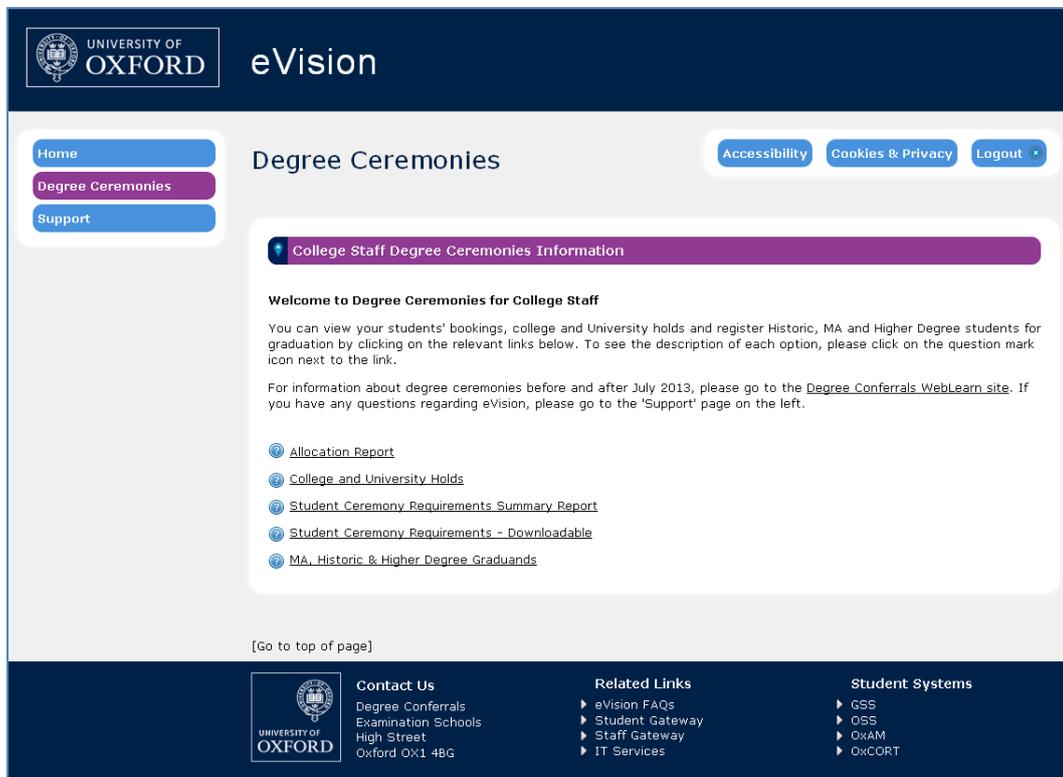
Cannot close your browser?
If you are unable to close down your browser, make sure you log out of all Single Sign-On services you used, and log out of the Single Sign-On system using the button below.

4. Accessing the Degree Ceremonies Functions

Click on the link to **Degree Ceremonies** on the left hand side of the screen.



The Degree Ceremonies menu items will be displayed



Context sensitive help can be accessed by clicking on the question mark displayed to the left of each item.



Printing Reports

After you have run a report and retrieved the required data you can print out the information using your browser print icon. You can also download Student Ceremony requirements to a spreadsheet.

5. The Allocation Report

The **Allocation Report** enables college staff to verify that all their eligible students, ie: final year Undergraduate (UG) and Post Graduate Taught (PGT) students have been invited to book onto a ceremony. At this stage the Ceremony Status for each student will be **Invited**. If a college finds a discrepancy in the Allocation Report they should contact the Degree Conferrals Office for advice.

Once students have been invited to book onto a ceremony, staff may also use this report to retrieve a list of students who have made a booking. In this case the student's Ceremony Status will change to **Attending**. The list may also be filtered by ceremony.

Click on the link **Allocation Report**



The **Allocation Report** screen will be displayed

Degree Ceremonies Allocation Report			
Please complete the report options and click the 'Run Process' button.			
Student Number	<input type="text"/>		
Academic Year *	2012/13 <input type="button" value="v"/>		
Surname	<input type="text"/>		
Forename	<input type="text"/>		
Degree Ceremony	<input type="text"/>	<input type="button" value="List"/>	
Ceremony Status *	Invited <input type="button" value="v"/>		
Award Programme	<input type="text"/>		
<input type="button" value="Clear Fields"/> <input type="button" value="Run Process"/>			

Enter the required data:

Student Code: may be left blank

Academic Year: mandatory field

Surname and Forename: may be left blank

Ceremony: leave blank for all ceremonies, or enter a code (see steps below on searching for a code)

Ceremony Status: mandatory field: select from the List of Values

Award Programme: may be left blank

If the ceremony code is not known click on to display the complete list of available ceremonies

Page Number Details														
Use this record bar to navigate through the record pages														
Start	Previous	Showing Page 1 of 25 @ 20 Records per Page			Next	End	Go to Page							
<	<	1	2	3	4	5	6	7	8	9	>	>	<input type="text"/>	Go
482 Records found for SRS.CMY														
Please select the required value:														
Awards Ceremony (CMY) code ^ v					Full name ^ v									
A130713AM					Saturday 13 July 2013 AM					<input type="button" value="Select"/>				
A130713PM					Saturday 13 July 2013 PM					<input type="button" value="Select"/>				
A130722AM					Monday 22 July 2013 AM					<input type="button" value="Select"/>				
A130722PM					Monday 22 July 2013 PM					<input type="button" value="Select"/>				
A130723AM					Tuesday 23 July 2013 AM					<input type="button" value="Select"/>				
A130723PM					Tuesday 23 July 2013 PM					<input type="button" value="Select"/>				

You can scroll through the list or use the navigation buttons

When the required ceremony is displayed, click on adjacent to the required ceremony to return to the **Allocation Report** screen. The Ceremony field will be populated with the selected ceremony code.

or

Click on to return to the **Allocation Report** screen without selecting a Degree Ceremony.

In the **Allocation Report** screen click on to retrieve the required information

Allocation Report										
Total Number of Records Displayed: 76										
Ceremony	Ceremony Status	Surname	Forename	Student Number	College	Award Programme	Award Programme End	Enrolment Status	Matriculation Date	Resec Bodli Subm
H13-SJO-U	Invited	Addison	Sophia	474549	SJO	BA Jurisprudence	30/06/2013	Enrolled	16/10/2010	
H13-SJO-U	Invited	Babcock	Libby	487652	SJO	BA Biological Sciences	30/06/2013	Enrolled	16/10/2010	
H13-SJO-U	Invited	Babcock	Toby	484952	SJO	BA Experimental Psychology	30/06/2013	Enrolled	16/10/2010	
H13-SJO-U	Invited	Bangall	Isaac	436155	SJO	BA Literae Humaniores - Course 1	30/06/2013	Enrolled	17/10/2009	
H13-SJO-U	Invited	Bangall	Isaac	474055	SJO	BA Geography	30/06/2013	Enrolled	16/10/2010	

To return to the Degree Ceremonies menu, click on

on the left hand side of the screen.

	Do not click on the browser back button, as you may not see the refreshed data.
---	---

6. College and University Holds

Colleges will be able to apply or remove College Holds and view all University Holds.

Students will be able to book onto a ceremony even if they have a hold on their record, but they will not be able to attend the ceremony.

Click on the link College and University Holds



The **Degree Ceremonies Holds** screen will be displayed

Degree Ceremonies Holds			
Please complete the report options and click the 'Run Process' button.			
Student Number	<input type="text"/>		
Academic Year *	2012/13		
Surname	<input type="text"/>		
Degree Ceremony	<input type="text"/>	<input type="button" value="List"/>	
Award Programme	<input type="text"/>		
<input type="button" value="Clear Fields"/> <input type="button" value="Run Process"/>			

The **Academic Year** field is mandatory so must be populated with the year

Enter the required values or leave all other fields blank to retrieve all students

Click on to return to the default values or to retrieve the required data

A student or list of students will be displayed

Hold Report											
Total Number of Records Displayed: 187											
Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989			Add College Hold	N/A
H13-SJO-T22J	Invited	MPhil International Relations	SJO	ADDISON	RHYS	577449	11/10/1985			Add College Hold	N/A
H13-SJO-U	Invited	BA Jurisprudence	SJO	ADDISON	SOPHIA	474549	12/05/1992			Add College Hold	N/A
H13-SJO-U	Invited	MChem	SJO	ANCHORAGE	JACK	431601	16/07/1991			Add	N/A

If a student has a University Hold a link **Click here** will be displayed. If there is no University Hold, **N/A** will be displayed.

Viewing University Holds

Click on [Click here](#) in the View University Holds column

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

The Student Person Details data screen will be displayed showing any holds on the student's record. This is for information only. Colleges cannot amend the data.

Student Personal Details data				
Student Number	Hold Type	Hold Date	Hold Notes	Hold Flag
281947 Oscar Jacob Chippenham	HD_HARDSHP	05/Oct/2012	HD_HARDSHP	<input type="button" value="v"/>

To return to the list of students

Click on [Back to College Hold List](#)

Adding a Hold

Click on the **Add College Hold** in the View/Add College Hold column.

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

The **College Holds Maintenance** screen will be displayed

Student Personal Details data				
Student Number	Hold Type	Updated Date	Hold Notes	Hold Flag
356449 Rhys James Addison	HD_COLLEGE	26/Oct/2012		<input type="button" value="Yes"/>

Enter the details in the **Hold Notes** field

Select in the **Hold Flag** field

Click on to save the changes.

The following confirmation will appear

Your changes have been stored successfully.

[Back to College Hold List](#)

Click on  to return to the list

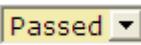
The student record will be flagged with **Held** and the link in the View/Add College Hold column will have changed to **View College Hold**

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Held	View College Hold	N/A

Removing a College Hold

Click on View College Hold

Student Personal Details data				
Student Code Edit	Hold Type	Updated Date	Hold Notes	Hold Flag
368442	HD_COLLEGE	23/Aug/2012	Outstanding Battels	Passed
John Cheering				

Select  from the **Hold Flag** field

Click on  to save the changes

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Passed	View College Hold	N/A

The College Hold status will change to **Passed**

To return to the Degree Ceremonies menu, click on  on the left hand side of the screen.

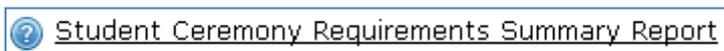
7. Student Ceremony Requirements Summary Report

When students log into eVision, they will have the option to either book onto a ceremony and specify their requirements, select In Absentia or Decline to book onto a ceremony. If they select In Absentia they will be allocated to the next available ceremony regardless of whether their college is presenting at that ceremony. If they select Decline, their record will be managed as an historic graduand. They will not have the option to book themselves onto a ceremony at a later date.

The Student Ceremony Requirements Summary Report option enables Colleges to view a summary of a student's requirements. (To view all the student's requirements and details see section 7. Downloading the Student Ceremony Requirements Report)

To view the requirements:

Click on the link Student Ceremony Requirements Summary Report



The Student Ceremony Requirements View screen will be displayed.

Student Ceremony Requirements Summary Report			
Please complete the report options and click the 'Run Process' button.			
Student Number	<input type="text"/>		
Academic Year *	2012/13 ▾		
Surname	<input type="text"/>		
Degree Ceremony	<input type="text"/>	<input type="button" value="List"/>	
Ceremony Status *	Attending ▾		
Award Programme	<input type="text"/>		
<input type="button" value="Clear Fields"/> <input type="button" value="Run Process"/>			

Enter the required values or leave blank for all students

Click on to return to the default values or to retrieve the required data

Student Ceremony Requirements

The student or a list of students and their current status will be displayed.

Ceremony	Ceremony Status	Award Programme	Surname	Forename	Title	Student Number	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	No. of Guaranteed Ceremony Tickets	Extra Ceremony Tickets	No. of Lunch Guests (incl. grad.)	No. Lunch Guests - TRI	Visa Required	Additional Comments / Requirements	Req	
H13-TRI-U	Invited	BA History	Nayaug	Hayden	MR	472388	Flat 19 Haydens Road Somewhere Within Oxford OX1 2EP	12345678		9876543								No

In the example above Nayaug Hayden's status is **Invited**, which means he has been sent an email inviting him to book onto a ceremony, but has yet to do so.

Ceremony	Ceremony Status	Award Programme	Surname	Forename	Title	Student Number	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	No. of Guaranteed Ceremony Tickets	Extra Ceremony Tickets	No. of Lunch Guests (incl. grad.)	No. Lunch Guests - TRI	Visa Required	Additional Comments / Requirements	Req	
A130726AM	Attending	BA History	Nayaug	Hayden	MR	472388	Flat 19 Haydens Road Somewhere Within Oxford OX1 2EP	12345678		9876543	3	2		5	N			

In this example Nayaug Hayden has booked onto a ceremony, and his status has changed to **Attending**. He has also requested 2 additional Guest Tickets. He may change his requirements at any time up to 15 days for the ceremony, but he cannot change the date. If he wishes to change the date he must first contact his college for approval.

To return to the Degree Ceremonies menu, click on

[Degree Ceremonies](#)

on the left hand side of the screen.

8. Downloading the Student Ceremony Requirements Report

This report will download all the student's requirements and details into an Excel spreadsheet.

Click on the link Student Ceremony Requirements - Downloadable

 [Student Ceremony Requirements - Downloadable](#)

The **Student Ceremony Requirements Download** screen will be displayed.

Student Ceremony Requirements Download			
Please complete the report options and click the 'Run Process' button.			
Student Number	<input type="text"/>		
Academic Year *	2012/13 <input type="text"/>		
Surname	<input type="text"/>		
Degree Ceremony	<input type="text"/>	<input type="button" value="List"/>	
Ceremony Status *	Attending <input type="text"/>		
Award Programme	<input type="text"/>		
		<input type="button" value="Clear Fields"/>	<input type="button" value="Run Process"/>

Enter the required values or leave blank for all students

Click on to retrieve the required data.

The data will be exported to an Excel Spreadsheet. The data can then be manipulated, or saved in the usual way.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Allocated C	Status	Award Pro	Surname	Forename	Title	Student ID	Date of Bir	Matriculati	Award Pro	Ceremony	Extra Cere	Lunch Gue	Extra Payir
2	A130723A	A	BA English	CHEERINK	JOHN	MR.	368442	31-Aug-89	13-Oct-07	Completec		3	1	3
3														



If using **Firefox** the data must first be saved to the desktop or other convenient location, and then opened up in Excel.

9. MA, Historic and Higher Degree Graduands

MA candidates and Historic Graduands will not be able to log in and book onto a ceremony. Instead they should contact their College, indicated their preferred date. The College will then add their name to a waiting list so that the Degree Conferrals Office can add them to a ceremony taking into account the preferred date. The College will receive a confirmation email once they have added them to the waiting list.

	<p>Before adding an MA candidate or historic graduand to a waiting list you should verify that the award is genuine. If you have any concerns about authenticity contact the Degree Conferrals Office.</p>
---	--

Click on the link MA, Historic & Higher Degree Graduands



The **Graduand Detail Retrieve** screen will be displayed

Graduand Detail Retrieve	
This table contains previous study date for your selected student to help you confirm their identity. Now showing 1 of 0	
Field Name	Field Value
Student Number **	<input type="text"/>
Surname	<input type="text"/>
Forename	<input type="text"/>
Gender	<input type="text"/>
Date of Birth	<input type="text"/> 
<input type="button" value="Retrieve"/>	

Enter the required student details

Click on .

A record or list of records will be displayed

Page Number Details					
Use this record bar to navigate through the record pages					
Start	Previous	Page Number (50 Record(s)/Page)	Next	End	Goto page
<	<	1 2	>	>	<input type="text"/> GO
Graduand Confirmation					
This table contains previous study date for your selected student to help you confirm their identity.					
Student Number	<input type="text" value="253000"/>				
Title	MR				
Surname	ANKARA				
Forename	THOMAS				
Date of Birth	10/Jan/1965				
Gender	Male				
Matriculation Date	27/Oct/1984				
Award Programme or Previous Awards					
Action	Add Degree Ceremony Record				
Student Number	<input type="text" value="253001"/>				
Title	MR				
Surname	ANCHORAGE				

Click on the link Add Degree Ceremony Record

Award Programme or Previous Awards	BA phca-Physics
Action	Add Degree Ceremony Record

Confirmation of the student's previous awards will appear, and the option to confirm or cancel the process.

Previous Award(s)
The student's previous Award(s) are as follows:
BAphca-Physics
<i>A conferral date is displayed next to the award if the award has been conferred already.</i>
If this is correct and you wish to submit a graduation request for your Historic, MA or Higher Degree student, please click on the 'Continue' button.
To exit, please click 'Cancel'.
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

Click on .

The **Details Entry Screen** will be displayed

Details Entry Screen

Please check that the correct Graduand is displayed.

Full Name	Jack Aaron Anchorage
Gender	Male
Date of Birth	19/Jan/1966

Please enter the Graduand details for the course onto which you wish to register them.

Title

Middle Name

Date of Birth

Matriculation Year

College St John's College

Graduation Type

Attendance Type

Programme of Study Completed

Preferred Ceremony Date

If MA/Higher Degree: Use non-Christian Formula?

Email

Home Phone Number

Mobile Phone Number

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Verify that the correct person has been retrieved. Ensure that the award is genuine and that the student studied at Oxford. If you have any concerns contact the Degree Conferrals Office

Complete all yellow (mandatory) fields and other information as required

Click on or to return to the **previous awards** screen

	<p>The address should be the contact address to which the certificate will be sent.</p>
---	---

The **Confirm Details** screen will be displayed

Confirm Details	
Please check that the details below are correct, and then click 'Submit'.	
Full Name	Jack Aaron Anchorage
Gender	Male
Date of Birth	19/Jan/1966
Title	e.g. Miss, Mr
Middle Name	
Date of Birth	19/Jan/1966
Matriculation Year	e.g. 1984
College	St John's College
Graduation Type	MA
Attendance Type	Attend
Full title of course Conferral	e.g. BA Economics, MA, DLitt English
Preferred Ceremony Date	Tuesday 23 July 2013
If MA use non Christian Formula?	No
Email	email@email.com
Phone Number	123456
Mobile Number	
Address Line 1	The Big House
Address Line 2	The Very Long Street
Address Line 3	Oxford
Address Line 4	
Address Line 5	
Postcode	OX1 2RT
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

Verify that the details have been recorded correctly

Click on if further changes are required

Click on to save the record

A confirmation message will be displayed

Confirmation
This is to confirm that you submitted a graduation request for Jack Aaron Anchorage (253001) for the following degree ceremony: A130723AM on Tuesday 23 July 2013 at 11:00 am.
<input type="button" value="Finish"/>

Click on to complete the process and return to the Degree Ceremonies main menu.

10. Appendix – What the Student sees

When a student logs in and click on the Degree Ceremonies link they are taken to the Degree Ceremonies – Welcome screen.

Graduand Degree Ceremony Booking

Degree Ceremonies - Welcome

Welcome to the **degree ceremonies online booking service**. Here you can book to attend your graduation ceremony, request tickets for guests, and tell us where to send your degree certificate.

Degrees are not automatically conferred at the end of the course, but *only at a degree ceremony*. You can graduate in person by attending a ceremony or in absence. One degree certificate will be automatically issued following the ceremony regardless of whether you have graduated in person or in absence. You can graduate straight after you've finished your degree, or many years later.

To book your graduation now, confirm that you accept the Terms and Conditions relating to graduation, and click 'Book My Degree Ceremony' below. Please book by 15 January 2013 to be sure of a place. If you attempt to make a booking after this date, ceremony availability will be significantly reduced.

PLEASE NOTE: If you have any debts or dues outstanding to your college or the University, you will not be permitted to graduate. Please refer to the [Regulations for Degrees, Diplomas, and Certificates](#) for more information.

Your Degree Ceremony	
Student Name	Bradley Jamie Ashbury
Award Programme	BA History
College	Balliol College
Date of Ceremony	To be confirmed
Time	To be confirmed
Number of Guaranteed Ceremony Tickets	To be confirmed
Hold Status	None
Ceremony Status	You have been invited to book a degree ceremony.
University Terms and Conditions regarding Degree Ceremonies.	

[Book My Degree Ceremony](#)

If they have been invited to a Degree Ceremony, they will see a link to the booking page. When they click on this link a message page appears:

Degree Ceremonies

Welcome

Welcome to the **University of Oxford Degree Ceremonies Booking**.

Depending on the arrangements provided by your college, you will be asked to:

- Choose a Ceremony
- Confirm Degree Certificate Address Details
- Confirm Guest Details for both Ceremony and College Catering (if applicable)
- Confirm Accessibility/Disability Information and Disclosure Permission (if applicable).

You might wish to consider what your preferred date is, and liaise with your potential guests, before continuing with this process. Please note that once you've chosen the date, you won't be able to change it, though you will be able to change your attendance mode.

Please click on the 'Next' button to continue.

[Cancel](#) [Next](#)

The **Next** button takes them to the Terms and Conditions.

Degree Ceremonies

Terms and Conditions


[Need Help?](#)

I understand that:

- The conferral of my degree is conditional on my passing the required examinations.
- I am to ensure that I have no outstanding debt(s) to either the University of Oxford. I will be unable to graduate on the date I have booked if I have any outstanding debts.
- If I choose to withdraw or amend this booking at least 15 days before the date of the degree ceremony, I will no longer have any claim to this original date.
- If I choose to withdraw from this booking within 15 days of the degree ceremony date, or if I fail to attend on the day I have booked, my degree will be conferred 'in absentia', and I will be unable to have my degree awarded at any future ceremonies in person.
- If I have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony I have just booked. These degrees will be conferred in absence, and I understand that I will not be able to have them conferred in person at a later date.
- I must attend the degree ceremony wearing the appropriate academic dress in accordance with the [University Regulations](#).

For Postgraduate Research students admitted on to their course before 1 October 2007:

- I understand that I need to have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date.

For Postgraduate Research students admitted on to their course on or after 1 October 2007:

- I understand that I need to have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date,
- I understand that I need to have submitted an electronic copy of my thesis 5 days prior to my degree ceremony date.

Please confirm that you accept the terms and conditions. Please select ▼

Cancel
Next

They must confirm they agree to the terms and conditions before proceeding any further by selecting **Yes** from the drop down menu. They can then click on **Next** to continue.

Degree Ceremonies

Choosing Your Degree Ceremony



[Need Help?](#)

These are the ceremony choices currently available to you. If you wish to graduate in person, please choose one ceremony, and click 'Attend'. To graduate in absentia, please click on 'In Absentia'. If you wish to attend a ceremony at a later date, please click 'Decline', and contact your college to check future availability. We cannot guarantee availability of spaces on future ceremonies. To return to this page later, please click 'Cancel'.

Please note that this booking process runs in real time. If after you click to book there are no longer places available on the ceremony you chose, you will be brought back to this screen where you can choose an alternative ceremony if available.

Unavailable Ceremonies:

22 Jul 2013 PM

Available Ceremonies:

**This question is mandatory and cannot be left blank if you wish to attend.*

23 Jul 2013 AM

Cancel
Decline
In Absentia
Attend

The student will be presented with a list of ceremonies at which their college is presenting, including any which are full, and therefore unavailable.

They have the option to select **Cancel**, **Decline**, **In Absentia**, or **Attend**.

If they click on a ceremony and select **Attend** a confirmation screen will be displayed. They will be asked to cancel or confirm their option.

Degree Ceremonies

Confirm Attendance



[Need Help?](#)

You have chosen to attend the degree ceremony on **Tuesday 23 July 2013** at **11:00 am** in person. Please confirm your choice or click on the 'Cancel' button to return to the previous screen.

Please note that once you've chosen the date, you won't be able to change it, though you will be able to change your attendance mode to in absentia, or decline.

Cancel
Confirm

A screen will be displayed showing the contact details currently held by the college. They will be asked to confirm the address to which their Degree Certificate should be sent, if this is different from the address shown and enter a current (non-University) email address. And finally **Next** to proceed to the next screen.

The student will then be asked to confirm their College Requirements, including any accessibility requirements for both themselves and their guests.

	<p>this screen and the questions displayed are College specific and may not be an accurate representation of what your students will see at this stage.</p>
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College Requirements


[Need Help?](#)

The details below are required by Balliol College in order to better cater for your graduation experience. We would really appreciate you taking the time to answer these questions.

Oxford degree ceremonies normally take place in the Sheldonian Theatre; additional celebratory events may also take place in your college. Guest tickets for any college events are *separate* from ceremony tickets, and you may not be able to bring the same number of guests to both.

If you have expressed an interest in receiving extra ceremony tickets and they become available, Balliol College will contact you. Please note that there may be a charge for college lunch or for academic dress; your college will be in touch about that.

Ceremony Tickets:

You can have 3 tickets for ceremony guests. Please let us know how many you would like to use. Please select ▼

Extra ceremony guest tickets (no guarantee of availability): Please select ▼

Visa and Other Requirements:

Will you be contacting your college to request a visa letter for you or one of your guests? Please select ▼

Additional comments or requirements:

Additional Nominated Contact:

Forename: <input style="width: 90%;" type="text"/>	Surname: <input style="width: 90%;" type="text"/>
Home email address: <input style="width: 90%;" type="text"/>	Phone number: <input style="width: 90%;" type="text"/>

Accessibility Information:

Will you or any of your guests have accessibility requirements (e.g. due to a disability)? Please select ▼

If they answer the question on accessibility as ‘Yes’, another screen will appear where they will be able to provide details. If they answer No they will bypass the Accessibility screen.

Degree Ceremonies

Accessibility



Need Help?

Oxford degree ceremonies normally take place in the Sheldonian Theatre; additional celebratory events may also take place in your college.

The Sheldonian Theatre has ramped access from Broad Street via a wooden gate into the quadrangle, and then in through door E into the main hall. The Theatre is also equipped with a loop system for when the PA system is in use. For further information, please see [the Sheldonian Theatre accessibility information](#) and [Information for visitors to the University of Oxford](#).

If there are any events in your college, please get in touch with your college to discuss your guests' accessibility requirements.

To help us plan for the day, it would be helpful to have an indication of what requirements you or your guests may have. All information you provide here will be treated as confidential, stored securely, and shared only with the members of university and college staff involved in organising the degree ceremonies.

Please note: you *need to have your guest's permission* to share their information.

Your Accessibility Requirements:	
Your requirements:	<input type="text" value="Please select"/>
Further details:	<input style="width: 100%;" type="text"/>

Your Guest:	
Forename:	<input style="width: 80%;" type="text"/>
Surname:	<input style="width: 80%;" type="text"/>
Guest requirements:	<input type="text" value="Please select"/>
Further details:	<input style="width: 100%;" type="text"/>

Additional Comments or Requirements:	
E.g. regarding other guests:	<input style="width: 80%;" type="text"/>

Please confirm that you have your guests' permission to share this information.

A message will appear advising them that an email confirmation will be sent to them.

Degree Ceremonies

Summary of Degree Ceremony Booking



Need Help?

Thank you for completing your Degree Ceremony booking.

An email will be sent to the address you provided during the booking process giving a summary of the information you have provided. You can also find this information on the Degree Ceremony Page in eVision.

We will be in touch if there are any changes to your current ceremony arrangements.

When students click on **Finish** to complete the process, they will be returned to the Degree Ceremonies home page.

The text will have changed, and there will be an option to amend their requirements. Amendments can be made up to 15 days before the ceremony.

The screenshot shows a web page titled "Degree Ceremonies" with a navigation menu on the left containing "Degree Ceremonies" and "Support". The main content area is titled "Graduand Degree Ceremony Booking" and includes a "Need Help?" link. The page contains a welcome message, a paragraph explaining the 15-day amendment window, and a note about visa letters. Below this is a table titled "Your Degree Ceremony" with the following data:

Student Name	Bradley Jamie Ashbury
Award Programme	BA History
College	Balliol College
Date of Ceremony	Tuesday 23 July 2013
Time	11:00 am
Number of Guaranteed Ceremony Tickets	2
Hold Status	None
Ceremony Status	You have chosen to attend the above ceremony
<i>You have agreed to the University Terms and Conditions regarding Degree Ceremonies.</i>	

At the bottom of the page, there is a button labeled "Amend My Ceremony Booking" which is circled in red.

The process of booking onto a ceremony is now complete.

11. Document Revision History

Date	Version Number	Summary of Changes	
29/10/12	0.6	Final draft before uploading to website	AEH
31/10/12	0.7	Changes as requested by Ana Matak Siviour	AEH
09/11/12	V1.0	Final changes as requested by Ana Matak Siviour and Jared Hutchings	AEH