

Online re-enrolment

Instructions and explanations for returning postgraduate research students

The University asks every student to complete an enrolment process, during which you can confirm or correct your personal details, your academic details and your fee payment details. We hold this information on our central student database, called RISIS and you complete the re-enrolment process online, using the RISIS Portal.

You can complete the online re-enrolment process from any computer, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

We ask you to complete online re-enrolment and pay your fees (or make suitable arrangements with a sponsor to do so). Once you have done this, you will be fully re-enrolled for the new academic year.

You need to complete this process before the beginning of the semester. If you haven't completed the re-enrolment process, this may affect your funding or some of your associated access such as your Library access.

If you can't use online facilities due to visual impairment or another disability, please contact the University Disability Advisory Service.

Please note that these instructions are very detailed. There is a separate page for most screens that you will see. Please use the index below to help you to find the areas where you need help. Every screen will also give online instructions so you may find that you only need to refer to one page of these instructions if you need further information. You can print these instructions out.

UoR online re-enrolment – returning postgraduate research students

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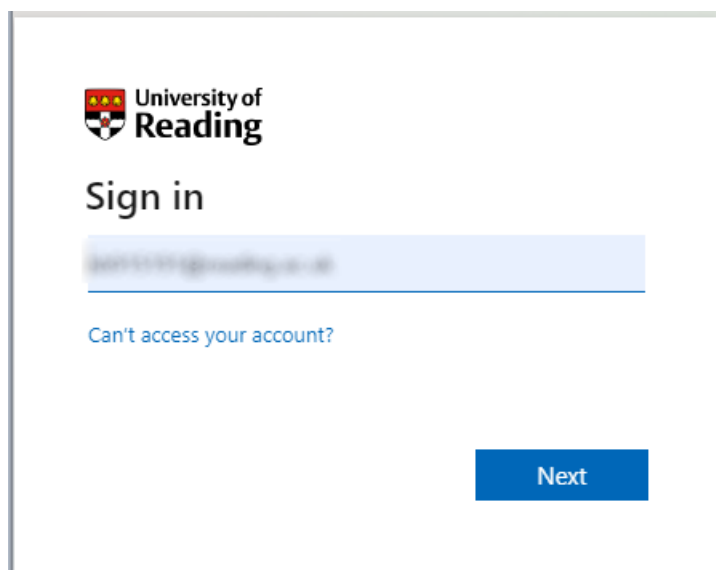
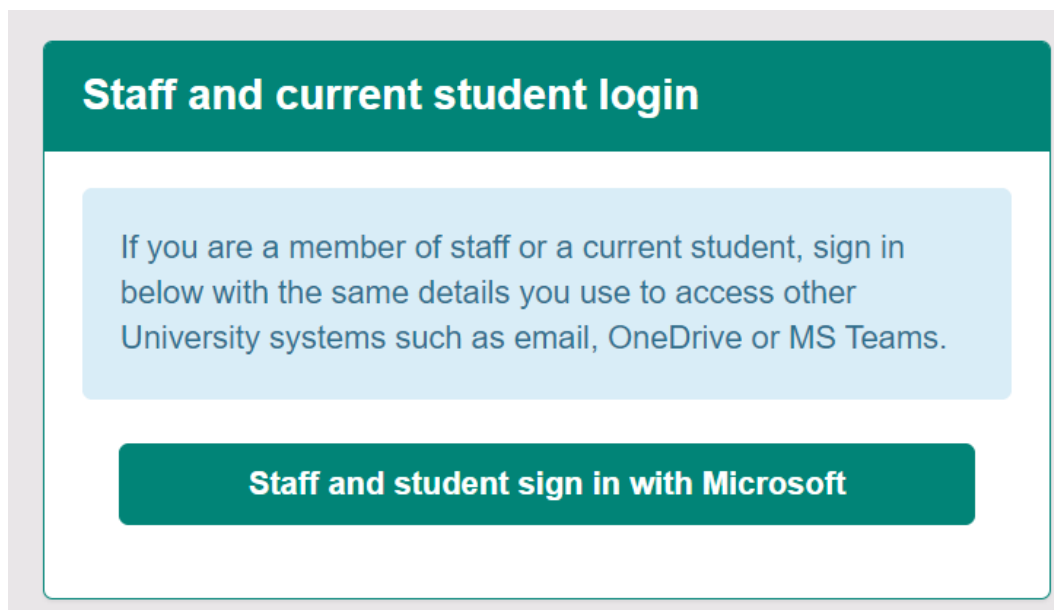
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How to log in to the RISIS portal

Please start by going to https://risis.reading.ac.uk/urd/sits.urd/run/siw_lgn. This is the web page where you log into the RISIS Portal.

You will be able to log into the RISIS Portal using your University username and associated password via the 'Staff and student sign in with Microsoft' button at the top of the login page for the RISIS Portal.

Please note that all images are screenshots only: you must start from the web page, and you cannot log in from the picture below. Please also note that some of the screenshots may reference previous academic years – these are for illustrative purposes only.



Problems

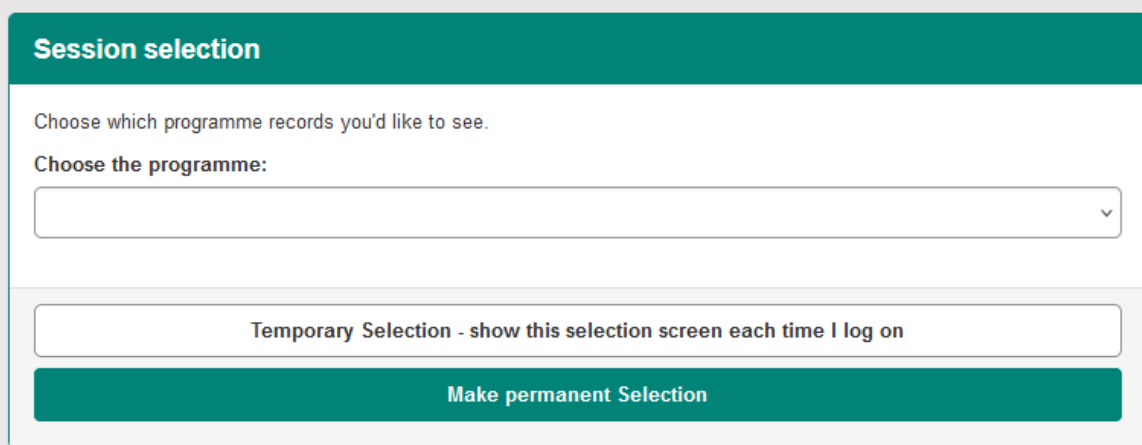
If you have had an error message, please check that you have entered your username and password correctly: check that you have not got your Caps Lock switched on.

If you have still not succeeded in logging in, please click on the link in the Welcome message on the right-hand side of the screen to find further information and support from Digital Technology Services (DTS). They will reply to your email as soon as possible: they work in office hours. Please note that, for reasons of data protection, they can only reply to the email address we hold against your records on the database.

Please email rather than phoning: we may have to make adjustments to the database when you contact us, and this is much easier to do from an email.

Interim programme screen

Not everyone will see this screen. However, if you have studied on other programmes at the University of Reading as well as your current one, you may see this selection screen now.



Session selection

Choose which programme records you'd like to see.

Choose the programme:

Temporary Selection - show this selection screen each time I log on

Make permanent Selection

Select the programme that you need to re-enrol for, and then click on either 'Temporary Selection', which means you will see this selection screen every time you log in; or 'Permanent Selection', which means you won't see this screen again but will only see the records which relate to that one programme that you've chosen.

The date given is the date on which you started or will start the course, and the numbers in brackets at the end show the block (joining point) that you started on.

For those who have selected 'Permanent Selection' here, there is a link on the Personal Data screen on the portal which lets you change your settings and return to being given this choice again in future. You will only be able to see the Personal Data link once you have completed online re-enrolment.

What to do next

Once you have successfully logged into the RISIS Portal you will find a box called **Enrolment Overview**. This shows the steps that you will need to take to complete your enrolment with the University. An orange box shows that you need to take action; a green box shows that the action is complete and a grey box means that the particular option is not yet available. If you hover the cursor over each box further explanatory text will appear.

Click on the Online Enrolment box to access the online enrolment homepage.

Enrolment Overview for 2023/4

The Fee Payment box below only relates to the payment required in order to complete enrolment. For detailed information about your fees and payments, please see the 'My Finance Report' option which you can access via the Information menu above.

Online Enrolment

- Rules and Regulations
- Personal Details
- HESA Details
- Fees Details

Fee Payment Fee Payment Info

Stage 1

Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process.

If you are a **new student** and you need further help, please **email the Student Help team**.

If you are a **returning student** and you need further help, please **contact your Support Centre**.

```
graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

Your home page will look similar to the one above. As you will see, there are different stages to the online re-enrolment process: you may not be expected to complete all four stages. You will return to this screen at the end of each stage.

On this screen, there will also be a link to your Support Centre if you need further help with online re-enrolment.

Click on the orange 'Rules and Regulations' box to start the online re-enrolment process.

Problems

If you can't see the container above, this will be for one of three reasons:

- you have already completed online re-enrolment
- you are not looking at the correct programme records
- *or* you are not expected to complete online re-enrolment.

Staff in the Doctoral and Researcher College may override the settings on your records to stop you from completing online re-enrolment. This may be because you have yet to finalise your funding arrangements, or may be because you have not yet proved that you have met all conditions relating to your programme. If you have had a letter from the Doctoral and Researcher College asking you to re-enrol online, it is unlikely that they will have overridden your records.

If you have studied on a previous programme at Reading, and you think you have logged into the wrong programme records, then please let us know: we will need to reset your records so that you have to select the appropriate programme of study next time you log in. If this is the problem, or if you have another difficulty, please contact the Student Information Systems (SIS) Team on risis@reading.ac.uk and we will investigate the problem.

Rules and regulations

Health and Safety

In preparation for being on campus you must understand the Covid19 health and safety measures we have put in place and the role you must play in keeping yourself, other students and staff safe. If you have not already read our Coronavirus (Covid19) Guidance Page you must do so now before completing your enrolment.

Health and Safety

In preparation for being on campus you must understand the Covid19 health and safety measures we have put in place and the role you must play in keeping yourself, other students and staff safe. If you have not already read our Coronavirus (COVID-19) Guidance Page here you must do so now before completing your enrolment.

Please confirm:*

I have read and understood the Covid 19 health and safety guidance and expectations for students.

[Continue](#)

Regulations for Student Conduct

University Rules and Regulations

Please read the **Regulations for Student Conduct** which can be found in the University's **Policies and Procedures**.

Please also read the University's **Institutional Home Office Compliance Policy**.

You are required to notify the University if you have a relevant criminal conviction at any point during your time as a student. The definition of a relevant criminal conviction and the way in which you must disclose it to the University can be found in our **Criminal Convictions Disclosure Policy**.

Finally, click the Confirm button to indicate that you have read and agree to abide by the University's Rules and Regulations and you do not have a relevant criminal conviction.

[Confirm](#)

As a student at Reading you are bound by the University's Rules and Regulations. You should read the rules and regulations so that you are aware of what is expected of you, and what you can expect from your studies and from the University.

You cannot re-enrol unless you have agreed to the Rules and Regulations, and the Regulations for Student Conduct.

The rules and regulations are held in the University's Policies and Procedures which is held online and can be accessed at any time of the year.

You are also required to notify the University if you have a relevant criminal conviction.

When you have read the Rules and Regulations, please click on the Confirm button. Your records will note the date on which you confirmed this.

Fair Processing

Data Protection: Fair Processing Notice and Student Responsibilities

The University will hold and process your personal information in a variety of ways and has certain expectations of you while you are a student. Please read the University's **Data Protection: Student Privacy Notice**.

Please click Confirm to indicate that you understand how your personal information will be processed by the University in the ways and for the purposes outlined in the Notice.

Please note there may be a short delay before you move on to the next screen whilst your settings are updated.

Confirm

This link shows our policy on what we may do with the data we collect on you, and how you can object to having your data used in any of the ways specified.

Please click the bold link to read the notices and then click on 'Confirm' to indicate that you understand how your personal information will be processed by the University.

At this point, your screens are being updated to show us that you have completed this section of online re-enrolment. You may find there is now a short delay before you return to the starting screen.

I wish to enrol for the Session 2023/4

Thank you for completing the **first stage** of the online enrolment process (Rules and Regulations).

Click on the Finish button below to return to the RISIS portal and complete the next stage of the process.

Finish

You have now completed Stage 1 of online re-enrolment. Please click on the Finish button to begin the next stage.

Stage 2

Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

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For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process.

If you are a **new student** and you need further help, please **email the Student Help team**.

If you are a **returning student** and you need further help, please **contact your Support Centre**.

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

The Rules and Regulations box is now green to show that you have completed Stage 1, and you should click on the orange Personal Details link to continue with your re-enrolment.

This next section is concerned with your personal details and the data that we check or ask you to supply is all used by the University in different processes.

Personal details

These are the details that we hold about you. Please enter your preferred name. This is your opportunity to let us know what you'd like to be called e.g. Chris instead of Christopher. Your preferred name is the one that will appear on your University campus card. In the white boxes, you will see your title and a box to put in any previous family name.

We have also shown your full name, date of birth and gender. You can't change these details yourself: if they are wrong, you will need to contact the Student Help team in the Carrington building (studenthelp@reading.ac.uk)

Red boxes are mandatory: you must put something in these boxes.

If you are a member of staff here at the University, the IT systems need to know this. Please enter your staff number here (from the front of your payslip) if known.

We need your nationality and the country in which you were a permanent resident before coming to the University.

Many research students have carried out work for the University in the period of time before they commence their own research studies.

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If you have worked for the University in the past or are currently working for the University we would like to know this. This does not include work carried out voluntarily: you must have signed a staff contract and been issued with a staff number.

If this applies to you, we would like to be able to link your staff and student records on the IT database for your optimum benefit.

If you do not complete the mandatory fields then you will not be able to continue to the next screen.

Please check and update your personal details

Your Preferred Name - please do not enter your family name here. The name you enter here will appear before your family name on your University Campus Card as well as on most University lists.

Your Preferred Name*

Title

Family Name

Forenames(s)

Full name - This is how your name will appear on any official documents produced by the University, such as letters in support of visa applications.

Full name

Previous Family Name (if any)

Date of Birth

Gender

If any of the non-editable fields are incorrect, please notify the relevant office as soon as possible.

Nationality*

Country of Domicile - please select the country in which you are/were a permanent resident prior to entry to the University.

Country of Domicile*

If you are a member of staff at the University, please enter your 6 digit employee number

Store & Continue

Click on 'Store & Continue'.

Emergency contacts

Next of Kin

We need a contact (preferably in the UK) if there is a life-threatening emergency: please give us a full name (don't just put 'Mum', for example, in the name box), how they are related to you (mother, father, guardian, spouse) and a number to contact them on, including any international dialling codes. Please also let us know if your emergency contact will require a translator.

Please check and update your emergency contact details

Next of kin details

You are required to provide the following details so that the University can respond appropriately in the event of an emergency. By its very nature an emergency is often unpredictable and difficult to define fully, but it would cover something like a serious illness, an incident or accident, and it would include any event in which your health or life is at risk.

Please provide the contact details of a person (preferably in the United Kingdom) who we may contact in the event of an emergency. This information will be held securely with data protection legislation and **will not be used in relation to academic issues or disciplinary matters**. If a translator will be required, please state which language is spoken.

Please note, you can update these details during the course of the academic year by logging into the RISIS Portal, clicking on the Information menu option and selecting Personal Data (this will appear when you are fully enrolled).

Next of kin contact name*	<input type="text"/>
Relationship to you*	<input type="text"/>
Phone number for next of kin*	<input type="text"/>
Translation Language	<input type="text"/>

Trusted contact details

A trusted contact is someone you would feel comfortable for the university to contact should we have a very serious concern about your health, wellbeing or safety and feel you need more support than it is appropriate for us to provide. Most students are happy for their next of kin to be their trusted contact but some wish to name someone different, e.g. a long standing reliable supporter or friend. It should be someone over the age of 18 that you feel is able to provide you with help.

If you nominate someone other than your next of kin you should seek their permission before providing their details. If you nominate someone who lives outside the UK it is important that we are able to communicate with them using the contact details you provide bearing in mind that we will be communicating in English.

When would we contact your trusted contact?

The University would only contact the person you nominate in the most serious of circumstances where we felt there was a significant danger to you or others. Our priority would be to ensure your safety and wellbeing. **We would not contact them in relation to your academic performance, attendance or in relation to misconduct allegations** (unless they relate to serious concerns about your safety or that of others).

Would you like your next of kin contact to also be your trusted contact?*

Yes
 No

[Store & Continue](#)

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Trusted Contact

A trusted contact is someone you would feel comfortable for the university to contact should we have a very serious concern about your health, wellbeing or safety and feel you need more support than it is appropriate for us to provide. Most students are happy for their next of kin to be their trusted contact but some wish to name someone different, e.g. a long standing reliable supporter or friend. It should be someone over the age of 18 that you feel is able to provide you with help.

Trusted Contact Details

You do not have to give details of a trusted contact but it is strongly recommended. You should always let the person you name as trusted contact know you are providing their details. The person who you nominate as your next of kin can be the same person you nominate as your trusted contact.

Please note, you can update these details during the course of the academic year by logging into the RISIS Portal, clicking on the Information menu option and selecting Personal Data (this will appear when you are fully enrolled).

Trusted contact name

Relationship to you

Phone number for trusted contact

Email address for trusted contact

[Store & Continue](#)

Additional personal details

Religious Belief, Sexual Orientation, Gender Identity and Legal Sex

We are asking the following questions to monitor equal opportunities and to help the University meet its obligations under the Equality Act 2010. Please select the relevant code from the drop-down lists. You are under no obligation to disclose this information. If you do not wish to do so, then please select "Prefer not to say".

The information that you provide will be held in confidence.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. To find out more about how your data is used you can read the [HESA Student Collection Notice](#).

What is your religion or belief?*

Which of the following best describes your sexual orientation?*

Is the gender you identify with the same as your sex registered at birth?*

The following question is about your legal sex and is asked for the purposes of equality monitoring. This includes our requirements for HESA returns and the University's own monitoring and statistical reporting. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university.

To find out more about how your data is used you can read the University's [Data Protection: Student Privacy Notice](#).

When responding to this question you should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport.

The 'Other' code should only be used for a third sex that is legally recognised by another country.

What is your legal sex?*

[Store & Continue](#)

If you are happy to do so, please select your religion, sexual orientation, gender identity and legal sex from the dropdown boxes. The information that you provide will be held in confidence. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university. When responding to this question you

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should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport. The 'Other' code should only be used for a third sex that is legally recognised by another country.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. Once you have made your selections, click 'Store & Continue'.

Student Parents

Student Parents

Please indicate whether you have children or other dependants* Yes
 No
 Prefer not to say

Please note, you can review and update your answer to this question during the course of the academic year by logging into the RISIS Portal, clicking on the Information menu option and selecting Personal Data (this will appear when you are fully enrolled). On this page you will find a link to update your parental responsibility data.

Why is this information being collected?

This information will provide the University with helpful information about the proportion of students who combine parental responsibility with their studies. The data will inform University policy. Information that is provided will be anonymous and only available at a broad summary level. It will not be visible against your individual student record. Please use the 'prefer not to say' option if you do not wish to share this information.

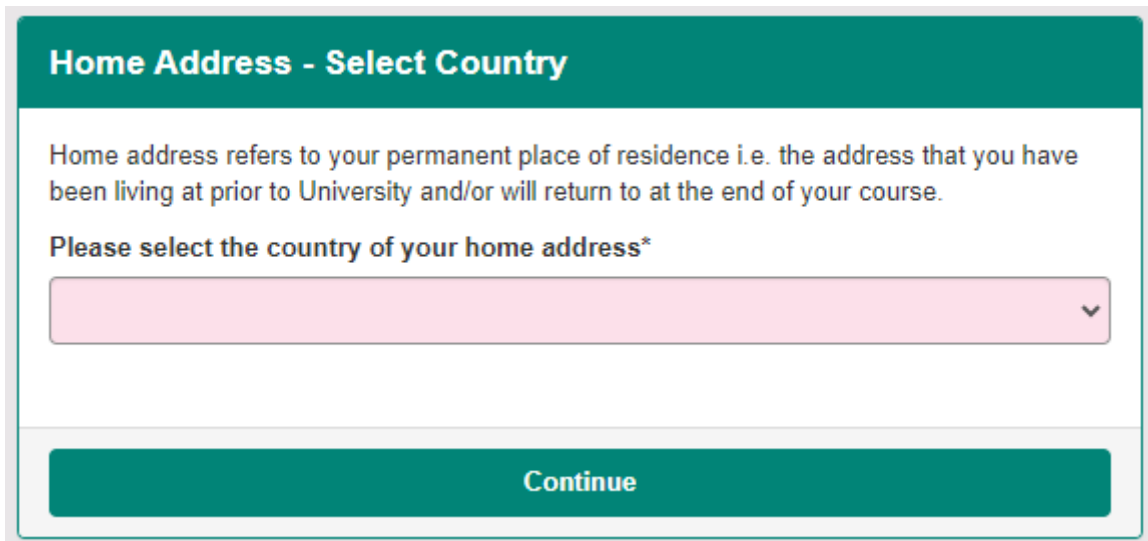
[Store & Continue](#)

Please indicate whether you have children or other dependants. This can include children of any age, adoptive children, and children for whom you are the legal guardian. If you spend a considerable proportion of your time providing foster care to children, you may also wish to answer 'yes' to this question. Once you have made your selections, click 'Store & Continue'.

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Address details (several screens)

On this screen, please select the country of your **home** address (i.e. your permanent place of residence.)



The screenshot shows a web form titled "Home Address - Select Country". The form has a teal header bar with the title in white. Below the header, there is a white box containing the following text: "Home address refers to your permanent place of residence i.e. the address that you have been living at prior to University and/or will return to at the end of your course." Below this is a label "Please select the country of your home address*" followed by a pink dropdown menu. At the bottom of the form is a teal button labeled "Continue".

The next screens ask you to check your 'Home' and 'Contact' address details. Please check the details we hold for you and update them where necessary. You can change these at any time once you have enrolled.

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Updating your home address

We ask everyone to check their home address. This is the one we would write to in the holidays. It should be your permanent address.

Please enter the country of your home address and click the 'Store & Continue' button. On the next screen, if your home address is in the UK then please type in your home postcode and click on the 'Get Address' button, then follow the instructions on-screen. If your home address is not in the UK please update your address in the fields provided.

Amend Home Address - UK

Please enter your **home address** details below. Home address refers to your permanent place of residence i.e. the address that you have been living at prior to University and/or will return to at the end of your course.

Please enter your address details by clicking on the 'Get Address' button and entering the details requested. Once you have entered your new address details they will appear in the boxes below.

Postcode*

Address Line 1

Address Line 2

Address Line 3

Town/City

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Semester time/contact address

If you are booked into University accommodation, you will not be able to change this address: if this is wrong, please use the on-screen link to email the relevant team.

University Accommodation

According to our records, you are currently living in University Accommodation, as shown below.
If these details are incorrect, please **notify us as soon as possible**.

Contact/Term time address

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Postcode	

You are expected to be living in University Accommodation during the 2023/4 academic session. For further information on your accommodation offer, please check Accommodation Online which is accessed from the Actions menu at the top of the screen. **Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on arrival at the University.**

Parking Permits

We discourage students from bringing cars to University as part of our policy to reduce congestion in the area. Any parking permits that are issued for halls and campus are awarded to students with mobility issues or with other extenuating circumstances. More information on the qualifying criteria and application process can be found on the [halls parking permit webpage](#).

If you are eligible you should **apply now**.

You must ensure that you have applied for and obtained a parking permit before bringing a vehicle with you.

Note: if you are living in UPP managed halls your tenancy agreement also precludes you from parking in roads adjacent (within one mile) of your hall.

Store & Continue

Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on arrival at the University.

If you are not in University accommodation, then please enter the country of your contact address and click the 'Continue' button. On the next screen, if your contact address is in the UK then please type in your contact postcode and click on the 'Get Address' button, then follow the instructions on-screen. If your contact address is not in the UK please update your address in the fields provided.

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Contact Address - Select Country

Your contact address is the address where you will be living during term time and will be used for important University updates or information – it is essential that this is kept up to date.

Please select the country of your contact address*

This question is mandatory and cannot be left blank.

Continue

Amend Contact Address - Overseas

Please enter your contact address details below. Your contact address is the address where you will be living during term time and will be used for important University updates or information – it is essential that this is kept up to date.

Address Line 1*

Address Line 2

Address Line 3

Town/City

Store & Continue

If you are not in University accommodation then you will be asked to indicate the type of accommodation that you will be living in when you are studying

Term Time Accommodation

Please indicate the type of accommodation in which you will be living during term time by selecting a code from the drop-down list below.

Term-time Accommodation*

Store & Continue

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Phone and email details

After the address screens, we show you the phone numbers we hold for you and the email addresses we have for you.

Please enter the international dialling code for any telephone numbers you provide (including UK numbers (44)).

Please enter a current personal email address in the relevant box. We will need to contact you on that email address if you have any problems at all with your University username and email address. We will also use that email address to contact you before you arrive, and at the end of your course when you are invited to your Graduation ceremony.

You've asked about text messages: what do you mean?

We may want to text you at different times: in an emergency, or for routine messages, such as if your timetable changes (if a tutor is ill, or a room is not available); or generally, to ask you about your thoughts on the University, or if you'd like to help us as a student volunteer, and so on. Please select the option that suits you best. Remember to update your mobile number if it changes.

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Phone & Email details

Telephone number details

Please select a country dialling code in each field below. You can search by dialling code or country name - start typing either a dialling code or a country name and a drop-down list will appear below the field for you to select the correct code. Please ignore any zeros at the beginning of the code e.g. enter 44 for the United Kingdom dialling code.

Country dialling code for home phone number	<input type="text"/>	Home phone number	<input type="text"/>
Country dialling code for contact phone number	<input type="text"/>	Contact phone number	<input type="text"/>
Country dialling code for mobile phone*	<input type="text"/>	Mobile phone number	<input type="text"/>

If you provide a mobile phone number above, you are agreeing to the University contacting you by normal voice communication, although University staff will normally use email to communicate with you.

*Text Messages I am happy to receive text messages from the University
 I do not wish to receive text messages from the University

You may receive text messages from the University, for example to inform you of late timetable changes, of events which might be of interest, appointment reminders etc. Please tick the option above if you do not want to receive such reminders. Please note, you can update this during the course of the academic year by logging into the RISIS Portal, clicking on the Information menu option and selecting Personal Data (this will appear when you are fully enrolled).

Email addresses

Please provide at least one email address.

Personal Email Address	<input type="text"/>
Alternate Email Address	<input type="text"/>

The University will normally use your University email address to contact you and you are expected to check messages sent to that address. We do need you to provide at least one alternative email address so that we are able to contact you if for example, you are unable to access your University email account. If any of your contact details (home email address, address details, telephone numbers) change during the year, then please make sure you update your details using the Personal Data option on the portal.

New students please note. If you provide us with a new personal email address, you will need to use the new email address as your username next time you log into the RISIS portal, until you collect your University username at the end of enrolment.

University Email Address	<input type="text"/>
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Your University email address will not become live until you have activated your University username and password. You can do this once you have completed online enrolment and shown your photo identification (when you collect your Campus Card).

Before your University email address is activated, your personal email address will be made available to Reading Students' Union so that they can send you pre-arrival information including ticketing info for welcome week entertainment and details of how to get involved in clubs and societies. Please indicate whether or not you agree to your personal email address being used in this way.

Reading Students' Union Email Agreement Yes
 No

[Store & Continue](#)

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Programme details

Please check that we have your programme details shown correctly. These details are used for calculating the fees you need to pay. If you have transferred from your original programme, it can take a few days before the change is updated onto the database. You can also check the programme details we hold for you on the main screens of the portal, at any time of the year.

If these details are wrong, you must stop at this point until we have corrected them: otherwise, you may be charged the wrong fees.

Please check your programme details

Please check your programme details as shown below. If your programme details are incorrect, you cannot proceed with online enrolment until these have been amended.

Programme of study	<input type="text"/>
Mode of attendance	<input type="text"/>
Fee status	<input type="text"/>
School/Department	<input type="text"/>
Chief Supervisor	<input type="text"/>
Other Supervisor	<input type="text"/>
Minimum Registration Date	<input type="text"/>
Maximum Registration Date	<input type="text"/>

Are your programme details correct?

Yes - click Confirm button to continue

No - click Confirm button to inform relevant Office

Please note there may be a short delay before you move on to the next screen whilst your settings are updated.

Confirm

What does it mean when it says ‘Home’ fees?

It means you will pay the lower rate of fees, which is applied to students from the UK. The three fee levels are Home, Overseas (including EU) and Channel Islands/Isle of Man. It does not mean that we expect you to live at home, or that we think your home will pay the fees! There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees provided by www.ukcisa.org.uk, which you can use to help you if you want to check if you are being charged the correct level of fee.

The information is wrong. What shall I do?

If it’s wrong, we need to correct it before you go any further. Please use the link to inform the Doctoral and Researcher College and let them know what is wrong. Once they have corrected it, when you log in again, you will see the updated information.

UoR online re-enrolment – returning postgraduate research students

Careers and Alumni consent

Depending on the year of your programme, you will be asked some questions about your email preferences after you have finished your studies. Please let us know whether you would like to receive career support emails and/or alumni and supporter emails once your studies end.

Keeping in Touch - Careers Support

Careers support, opportunities and events are available up to 2 years after you complete your course. The Careers team can keep you updated with news, events, opportunities and resources relevant to graduates.

If you are happy for us to do so, we will convert your MyJobsOnline (MJO) account to a graduate/alumni account upon completion of your course and will send you emails through this system - this will also enable you to book events and one-to-one career consultations.

Please choose an option below to indicate whether you wish to receive career support emails after you have finished your course.

Consent to receive emails from the Careers Centre*

Yes, I would like to receive career emails and have my MJO account converted to a graduate account on completion of my course

Yes, I would like to receive career emails, but I do not wish to have my MJO account converted to a graduate account on completion of my course

No, I do not wish to receive career emails

If you consent to receiving emails, this is the email address we will use to contact you:

Please note, you can update your personal email address once you have completed online enrolment by clicking on the Information menu option and selecting Personal Data.

Continue

Keeping in Touch - Alumni

After you finish your studies, we'd love to keep in touch with you by email about university and alumni news, alumni benefits, events, fundraising appeals, volunteering and ways you can stay involved.

Please choose an option below to indicate whether you wish to receive alumni and supporter emails once your studies end.

For more information you can read the University's [Alumni Privacy Notice](#).

Consent to receive alumni emails*

Yes, I wish to receive alumni and supporter emails

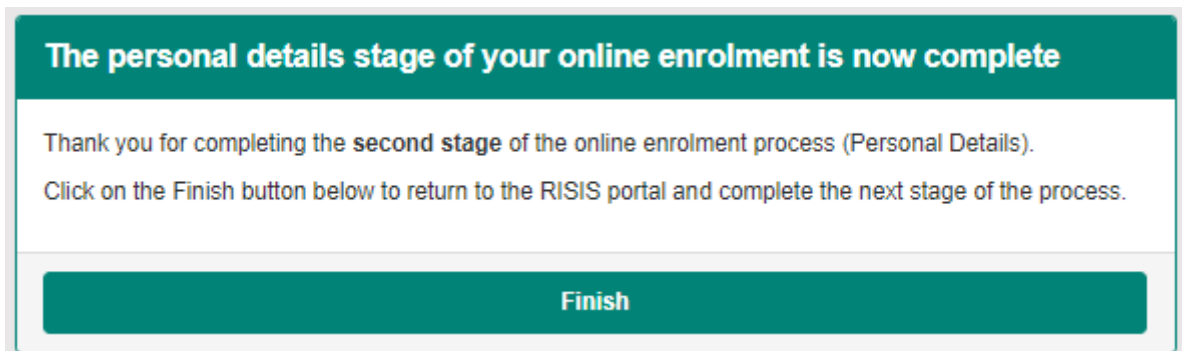
No, I do not wish to receive alumni and supporter emails

Please note there may be a short delay before you move on to the next screen whilst your settings are updated.

Store & Continue

UoR online re-enrolment – returning postgraduate research students

This completes stage 2 of online re-enrolment: when you click on 'Store & Continue', there will be a small delay whilst your records are updated.



The screenshot shows a confirmation message with a teal header and a white body. The header text is "The personal details stage of your online enrolment is now complete". The body text says "Thank you for completing the second stage of the online enrolment process (Personal Details). Click on the Finish button below to return to the RISIS portal and complete the next stage of the process." At the bottom, there is a teal button with the word "Finish" in white text.

Please click on the Finish button to move on to the next stage.

Stage 3

Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process.

If you are a **new student** and you need further help, please **email the Student Help team**.

If you are a **returning student** and you need further help, please **contact your Support Centre**.

```
graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

Not all students have to fill in these screens.

We have to make returns to HESA, the Higher Education Statistics Agency, as part of our statutory obligations. HESA makes use of the information to ensure that universities are providing the correct level of access to students from all backgrounds. For more information on HESA and its function, please go to <http://www.hesa.ac.uk>.

HESA Details

Disability

This screen shows what you may have declared as a disability.

Please check your disability details

Please check your disability details shown below. If your disability code is missing or incorrect, please inform the Disability Office using the option below.

Mental health issues are coded under a disability code. The Disability Advisory Service and the Counselling service are part of Student Wellbeing. Please register with both services to have information about what we can offer to support you to engage in your studies and life at Reading.

Disability code

Please confirm that this data is correct by choosing the Yes button below. If the data is missing or incomplete/incorrect, please choose the No button below.

Yes - click Confirm button to continue with online enrolment

No - click Confirm button to inform Disability Office and then continue with online enrolment

UoR online re-enrolment – returning postgraduate research students

Why are you asking this?

We have to collect this information as part of our HESA returns to Government.

What we need to know here is whether we have the correct disability code for you.

What if the information shown is correct?

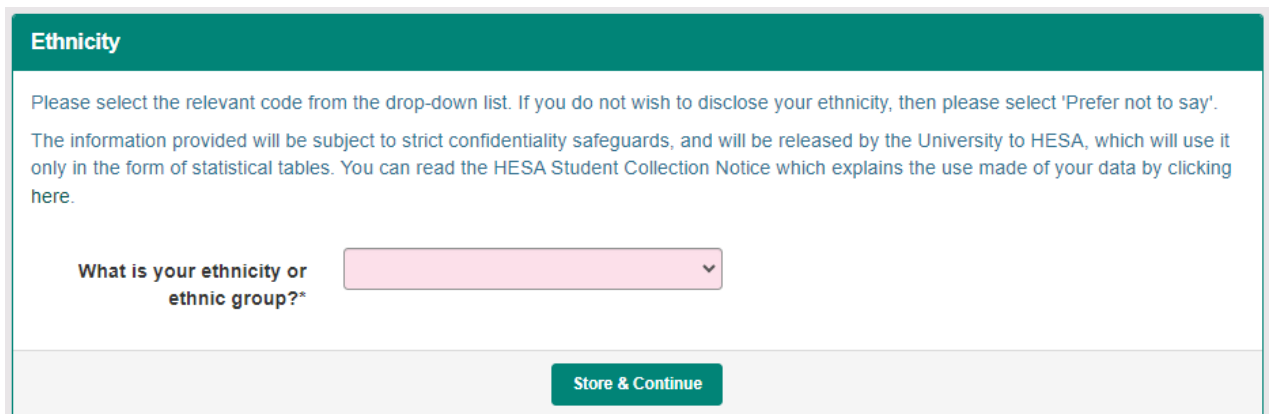
We hope that we have the correct information in this screen already. If we do, you just need to click on 'Confirm'.

What if the information shown is wrong?

If the information shown is wrong, please click the button marked 'No', and then click on 'Confirm'. This will take you to a screen which asks you to contact the Disability Advisory Service to confirm the correct information. You can use the link in that screen to contact them by email; or you can contact the team later if you prefer.

Clicking on 'No' will not affect the re-enrolment process: you can carry on with the online enrolment process by clicking on 'Confirm'. If, however, you would like to be sure that the change has been applied to your records, you can wait until your email has been dealt with, then log in again in a few days: you will see the change in place.

Ethnicity



The screenshot shows a form titled "Ethnicity" with a teal header. Below the header, there is a paragraph of text: "Please select the relevant code from the drop-down list. If you do not wish to disclose your ethnicity, then please select 'Prefer not to say'. The information provided will be subject to strict confidentiality safeguards, and will be released by the University to HESA, which will use it only in the form of statistical tables. You can read the HESA Student Collection Notice which explains the use made of your data by clicking here." Below this text is a label "What is your ethnicity or ethnic group?*" followed by a pink drop-down menu. At the bottom of the form is a teal button labeled "Store & Continue".

Why are you asking this?

We have to collect this information as part of our HESA return to Government: the information is held within our statistics and your personal details are not linked to those statistics.

I don't want to give you this information.

Then please select "Prefer not to say" from the bottom of the list.

UoR online re-enrolment – returning postgraduate research students

Unique Learner Number

Unique Learner Number

If you have been issued with a Unique Learner Number, please enter it here.

Please note that this is **not** your University of Reading student number and is **not** your UCAS personal ID number. The Unique Learner Number is a **10 digit number** issued by the Learner Registration Service. If you do not have a Unique Learner Number please press the Store and Continue button.

Unique Learner Number (If applicable) 10 digit number

Store and Continue

Some UK students have been issued with a Unique Learner Number. This is NOT the UCAS number, the UKPASS number, the UCAS Personal ID or any other number.

If you are an overseas student, you might not see this screen.

For more information about Unique Learner Numbers please see <https://www.gov.uk/government/publications/lrs-unique-learner-numbers>.

If you have a Unique Learner Number, please enter it here. If you do not have a number, please leave the field blank.

Click on 'Store and Continue'.

Highest Qualifications on Entry

Please check your Highest Qualifications on Entry

Please check your Highest qualification details which are shown below.

If your qualification details are missing or are not correct, please click on No and follow the link to let us know the correct details. **Please note that we only need to know about the highest qualification you currently hold. You do not need to tell us about any other qualifications which are at a lower level.** You also do not need to tell us about individual unit marks for any qualifications.

"First degree" generally means an undergraduate degree. It does not mean that you were awarded a First at degree level.

Qualification category	Qualifications	Subject	Institution	Country of Study

Is this data correct?

- Yes** - click Confirm button to continue with online enrolment
 No - click Confirm button to inform relevant Office and then continue with online enrolment

Please note there may be a short delay before you move on to the next screen whilst your settings are updated

Confirm

UoR online re-enrolment – returning postgraduate research students

What is this screen for?

We need to check that we have the right details on the database for the highest qualifications you had when you arrived. We make a return to HESA about this.

It says that I have a first degree from a UK university but I got a 2:1 in my degree – have you got the wrong details?

No – ‘First degree’ generally means an undergraduate degree. We will have assessed your previous qualifications when we considered your application: we just need to check that we have entered it correctly on the database. If the details shown are wrong, please let us know, but all we need to declare is that you have a previous degree, and its level.

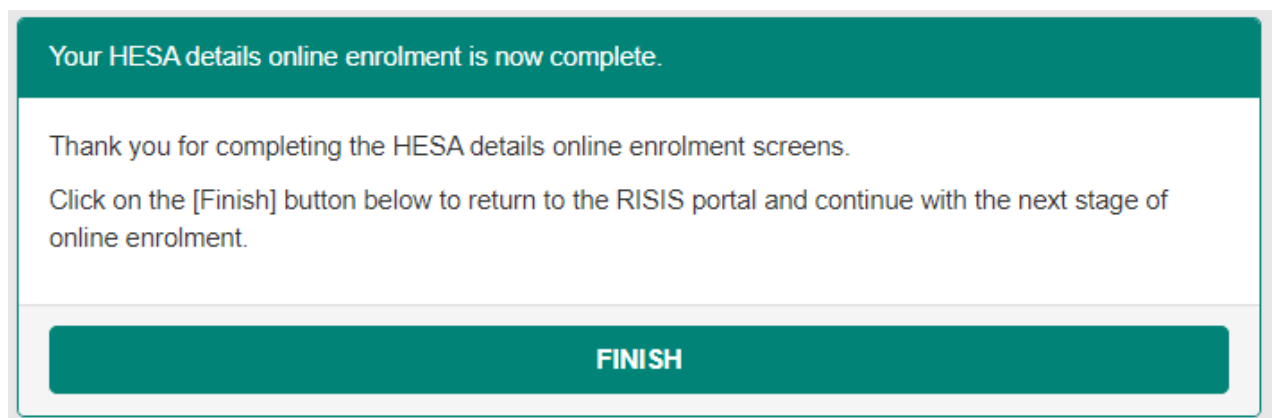
What if the information shown is correct?

We hope that we have the correct information in this screen already. If we do, you just need to click on ‘Confirm’.

What if the information shown is wrong?

Please click on the ‘No’ button, and click on ‘Confirm’. This will take you to another page with a pop-up link to email the Doctoral and Researcher College: please send the email and let them know what the correct qualifications should be.

This completes stage 3 of online re-enrolment: when you click on ‘Confirm’ there will be a small delay whilst your records are updated.



Please click on the ‘Finish’ button to move on to the next stage.

Stage 4

Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the online enrolment instructions. These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process.

If you are a **new student** and you need further help, please **email the Student Help team**.

If you are a **returning student** and you need further help, please **contact your Support Centre**.

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graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

Not all students will need to work through the following screens. If you are studying part time and are paying per module, rather than paying tuition fees for the year, then you will not see all of the parts of this section.

Click on the orange Fees box to start the process off.

Fees

Fees due

This screen shows you the fees which we believe you are due to pay as tuition fees this year. The fees are calculated on the basis of your programme of study and on where you lived when you started here.

Please note that this only shows your tuition fees. You may also be required to pay research expenses as part of your Research degree. Please refer to your offer letter and any other documentation from your Admissions team for further clarification.

You will see that you are either shown as being a Home student, an Overseas student (including EU), or a student from the Isle of Man or the Channel Islands.

There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees at www.ukcisa.org.uk/ which you can use to help you if you want to check if you are being charged the correct level of fee.

Please check your fee details

Fees Part 1- Fees Due

Please note that you must complete this section even if you have already paid some or all of your tuition fees.

This screen shows the total tuition fee for your programme of study for this year. The next screen will show details of any sponsorship, and will show how much you are expected to pay yourself, if the sponsorship does not cover all of your tuition fee liability.

If you have applied for a place in University Accommodation and are successful, you should have already received notification of your accommodation fees, and any catering fees, via the Student Accommodation Online facility.

The tuition fee is determined by your programme, your mode of attendance and your fee status (based on residential criteria):

Programme:

Mode of Attendance:

Fee Status:

Details	Amount

Is the data shown above (which is used to calculate your tuition fee) correct?

Yes - click Confirm button to continue

No - click Confirm button to inform relevant Office of changes to data which may affect the calculation of the tuition fee

If your fee details are incorrect, you cannot proceed with online enrolment.

The next screen will show details of any sponsorship, and will show how much you are expected to pay yourself, if the sponsorship does not cover all of your tuition fee liability.

UoR online re-enrolment – returning postgraduate research students

The information is wrong: what shall I do?

Please click on 'No', and then 'Confirm': this will then give you a link to email the Doctoral and Researcher College to have the corrections made. Don't try to continue with online re-enrolment: we'll need to get your records right first.

Sponsorship details

This screen shows you any sponsor details which we have for you. If you have a sponsor, who will pay your tuition fees, the top white box will show the details of that sponsor. If you don't have a sponsor, that box will not appear.

There is then a second box, with a calculation, showing what your total fees are (you confirmed these on the previous screen) and how much of those fees will be paid by your sponsor.

If you do not have a sponsor, then you must pay these fees yourself. A link will let you do this at the end of the process.

Please check your fee payment and sponsorship details

Fees Information - Part 2: Sponsorship

If you have notified the University that you anticipate that your tuition fee will be paid all or partly by a sponsor (such as a Research Council, a Government body or a scholarship scheme), the details will be shown below:

Sponsor	Amount	Reference

Total fee: £

Amount to be paid by sponsor: £

Amount to be paid by student: £

Any payment you have made to the University toward your tuition fees for example a deposit will not be displayed on this screen.

If the tuition fee amount to be paid by you is £2000 or less the whole fee must be paid before enrolment can be completed.

If the tuition fee to be paid by you is greater than £2000 the fee may be paid in two instalments. You are required to pay the first instalment in order to complete enrolment. In your case each tuition fee instalment would be: £ Not applicable

A later screen in the online enrolment process will allow you to pay this amount online, using a credit or debit card. You should be aware that you will not be able to make full use of the University's facilities (borrow books from the Library or use the University's IT facilities) and you will not be able to collect your Campus Card (if you are a new student) until you have completed enrolment by paying the amount which is due for tuition fees. Please note that if you have already paid the tuition fee liability shown above you can continue to the end of the online enrolment process and your record will then be updated to show that you have paid.

If you are a research student and have been informed that you are to be charged Research Expenses and/or a Supervisory Visit Fee then please note that you may also pay these in two instalments as above.

Are your fee payment and sponsorship details correct?

Please check the total fee and sponsorship details above.

If the **information above is correct**, select 'Yes' below and then click the Confirm button to continue.

If the **sponsorship details are missing or incorrect**, please select 'No - sponsor details missing or incorrect' below and then click the Confirm button to inform the relevant Office.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount in 2023/4 (click here for further information) and this is not already shown in the details above, please select 'No - I may be due an alumni discount', and then click the Confirm button to inform the relevant Office.

Sponsorship details correct?

Yes - the above fee payment and sponsorship details are correct

No - sponsor details missing or incorrect

No - I may be due an alumni discount

If your sponsorship details are incorrect, you cannot proceed with online enrolment until the details have been amended by the relevant office. Once you have selected one of the options above, please click Confirm

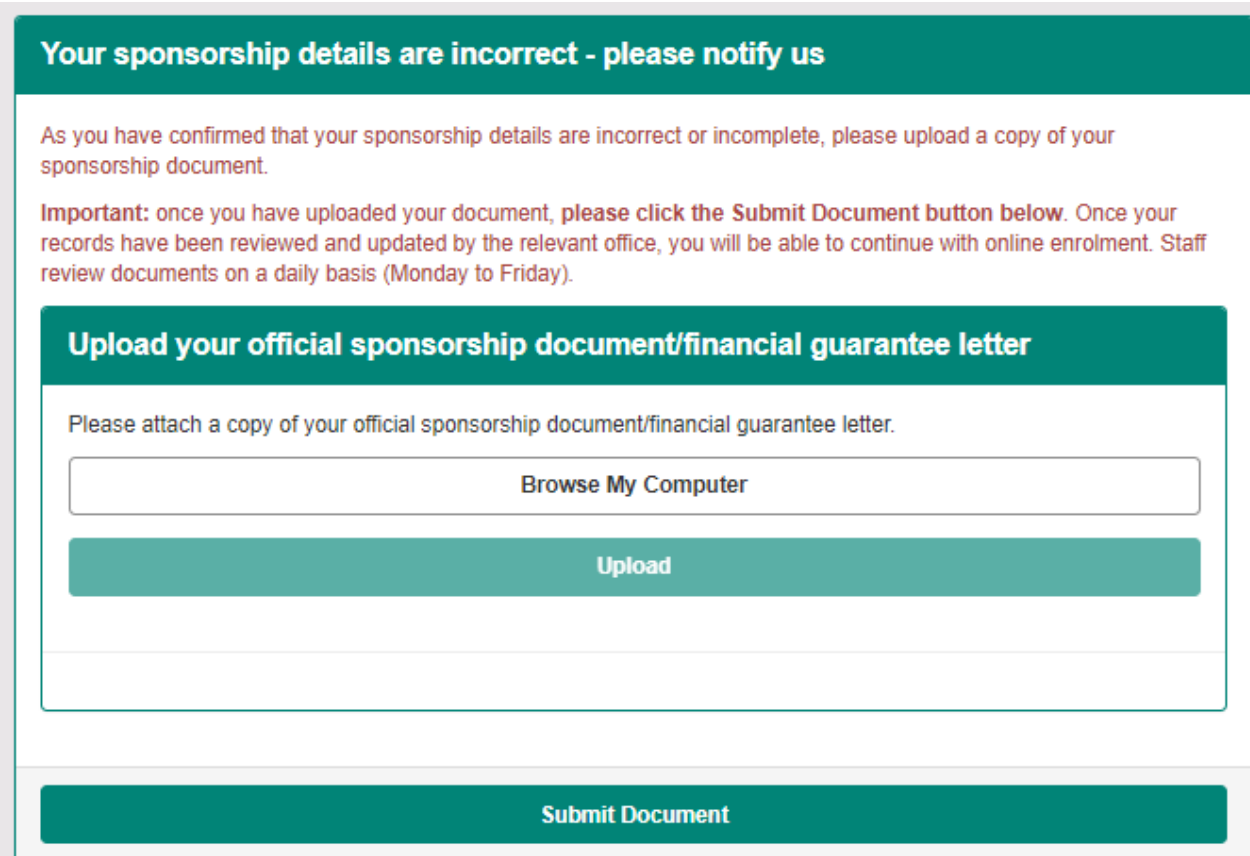
Confirm

UoR online re-enrolment – returning postgraduate research students

I have a sponsor but it's not showing my sponsor on the screen.

If your sponsor details are not showing on the screen, you must click on 'No - sponsor details missing or incorrect' at the bottom of the screen, then on 'Confirm'.

You will then be taken to a screen where you can notify us that your sponsorship details are incorrect by uploading a copy of your official sponsorship document/financial guarantee letter. Please ensure that you upload this document, and then click on the 'Return to portal' button.



Your sponsorship details are incorrect - please notify us

As you have confirmed that your sponsorship details are incorrect or incomplete, please upload a copy of your sponsorship document.

Important: once you have uploaded your document, please click the **Submit Document** button below. Once your records have been reviewed and updated by the relevant office, you will be able to continue with online enrolment. Staff review documents on a daily basis (Monday to Friday).

Upload your official sponsorship document/financial guarantee letter

Please attach a copy of your official sponsorship document/financial guarantee letter.

Staff in the Doctoral and Researcher College need this paperwork confirming that the sponsor has agreed to pay before the sponsor can be added to your records.

Staff review the database for uploaded sponsorship documents to review and process during business hours Monday to Friday. Please wait at least 24 hours (longer if you upload a document over the weekend) before you log back in and click on the orange Fees box to check if your sponsor details have been updated and your records amended.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount this year and this is not already shown in the details above, please select 'No - I may be due an alumni discount', and then click the 'Confirm' button to inform the relevant Office.

For any queries relating to sponsorship, you can contact the Doctoral and Researcher College by sending an email to DoctoralandResearcherCollege@reading.ac.uk.

Sponsor consent form

Sponsor Consent Form

The majority of sponsors now request information on the academic progress of the students they sponsor. The sponsorship is withheld if the University fails to provide such reports. If this happens you may incur immediate personal liability for the payment of your tuition and accommodation fees, and any catering fees, and will be invoiced accordingly.

The University needs your consent to disclose reports on your academic progress to sponsors. Please **TICK** the box below. You must tick one of the boxes below to continue.

I GIVE the University my permission to share information about my academic progress with my sponsor. I understand that this information may include sensitive personal data, such as information about my health or any (alleged) misconduct or offence. Please [click here](#) to read a definition of sensitive personal data.

I DO NOT give the University my permission to share information about my academic progress with my sponsor. I understand that this may incur immediate personal liability for any University fees, such as tuition, accommodation and catering fees.

You will only see this screen if you are an international student (including the EU), or from the Channel Islands or Isle of Man, and have a sponsor.

As the form explains, most sponsors want to know how your studies are progressing. This is usually a condition of their sponsorship. We need your permission to release details of your academic progress to your sponsor.

If you are not willing to allow us to pass information on your studies to your sponsor, you must understand that you may then incur immediate personal liability for these fees.

Sponsor Reference number

Sponsor Reference/Purchase Order number

Please check your sponsor reference number and make any necessary amendments, or add your sponsor reference number if it is missing, then press the Continue button. If you do not know your sponsor reference number then please just press the Continue button

Sponsor Reference

If you know your Sponsor Reference number (or Purchase order number), please check the number provided and make amendments if necessary, then click 'Continue'.

If you do not know your Sponsor Reference number, please click 'Continue'.

UoR online re-enrolment – returning postgraduate research students

Pay your fees

If you have not got a sponsor, then you will need to pay at least 50% of your overall fee liability before you can re-enrol fully. The system has already worked out what you need to pay, and this link shows the balance.

Payment of Tuition Fee Liability

Your tuition fee liability at enrolment is £ If you have already paid this tuition fee liability then please select No below to continue.

You can pay your tuition fee liability by credit or debit card now, or at a later stage once you have completed the online enrolment process.

Please note that you will not be fully enrolled until you have paid the tuition fee liability shown above.

For further information on the different payment methods you can use you can visit our [Payment of Fees webpage](#).

Do you wish to pay your tuition fee liability now?

Yes

No

If you click 'Yes', then 'Continue', you will be taken to a further screen, which then, in turn, links to the Finance Office's website.

If you click 'No', then 'Continue', you will be taken to the last stage of the re-enrolment process, and will then have a link which you can return to when you are ready to pay your fees.

IMPORTANT

We will charge your account in the first week of the semester. Until then, you are paying in advance against the fees you have to pay. If you log into your Finance account, you will **not** see the amount that you need to pay until after the semester begins.

You will not be fully re-enrolled until you have paid the amount shown on this screen. This means that you will not be able to use your University email account, or borrow books from the Library, or, if you are in University accommodation, you may not be able to access your room.

Can I pay for my accommodation at the same time?

Yes, you can: when you go to the Finance website, you will need to mark that you are paying your tuition fees, but you can pay more than that. Any extra money which you pay will then be allocated to other areas on your account, such as accommodation. You will have to pay the next half of your tuition fees at the beginning of the next semester.

Fees Disclosure

Fees Information Disclosure

The University can disclose information relating to your tuition and accommodation fees on request, if you indicate you are happy for us to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs.

- I give permission for this information to be disclosed.
- I do not give permission for this information to be disclosed.

Please note that there may be a slight delay whilst your settings are updated

The University can disclose information relating to your tuition and accommodation fees on request unless you tell us not to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs. Please select an option to indicate whether or not you wish this information to be disclosed in this way, and click 'Continue'.

Finish online enrolment

Thank you, you've finished the online re-enrolment process!

Clicking on Finish will now close off the process of online re-enrolment.

Please note that if you have already paid your fees, or you have a sponsor, this is the end of the process. If you still need to pay your fees, the next page will take you to a link to remind you of this.

Next steps after online re-enrolment

Enrolment Overview for 2023/4

The Fee Payment box below only relates to the payment required in order to complete enrolment. For detailed information about your fees and payments, please see the 'My Finance Report' option which you can access via the Information menu above.

Online Enrolment	Online Enrolment Complete <ul style="list-style-type: none">Stage 1: Rules and Regulations - CompletedStage 2: Personal Details - CompletedStage 3: HESA Details - CompletedStage 4: Fees - Completed
Fee Payment	Tuition Fee Payment Required

Now that you have completed online re-enrolment, you will see that the Online Enrolment box in the Enrolment Overview is green, to show that the online re-enrolment process is complete. Depending on your course of study, some of the next steps may vary, so it is important to review the information displayed on your RISIS Portal home page after you have completed online enrolment.

The online enrolment overview and the content of the RISIS Portal home page will provide you with guidance on what the next steps are for you to complete your enrolment with the University. A summary of the next steps is provided below.

Payments to the University

We need your payment against tuition fees to complete your re-enrolment. If you have already paid 50% of your tuition fees, or you have a sponsor, then the Enrolment Overview will show that Fee Payment is complete. If you haven't yet paid 50% of your tuition fees, and you don't have a sponsor, then the Enrolment Overview will remind you that you need to make this payment to re-enrol fully. Clicking on the orange Fee Payment box will take you to the online Fees Payment site.

I have already paid my fees: why am I still seeing this screen?

The Finance database and the student database are not directly linked, though there are regular transfers of information. If you have only just paid your fees, it may be that there has been a delay in the transfer from Finance to our database. Please log out and then look again in another day.

Once you have done all the things on this page, you will be a fully re-enrolled student of the University of Reading: we hope you enjoy your next year with us.