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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

UoR online re-enrolment – returning postgraduate research students

Contents

UoR

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.
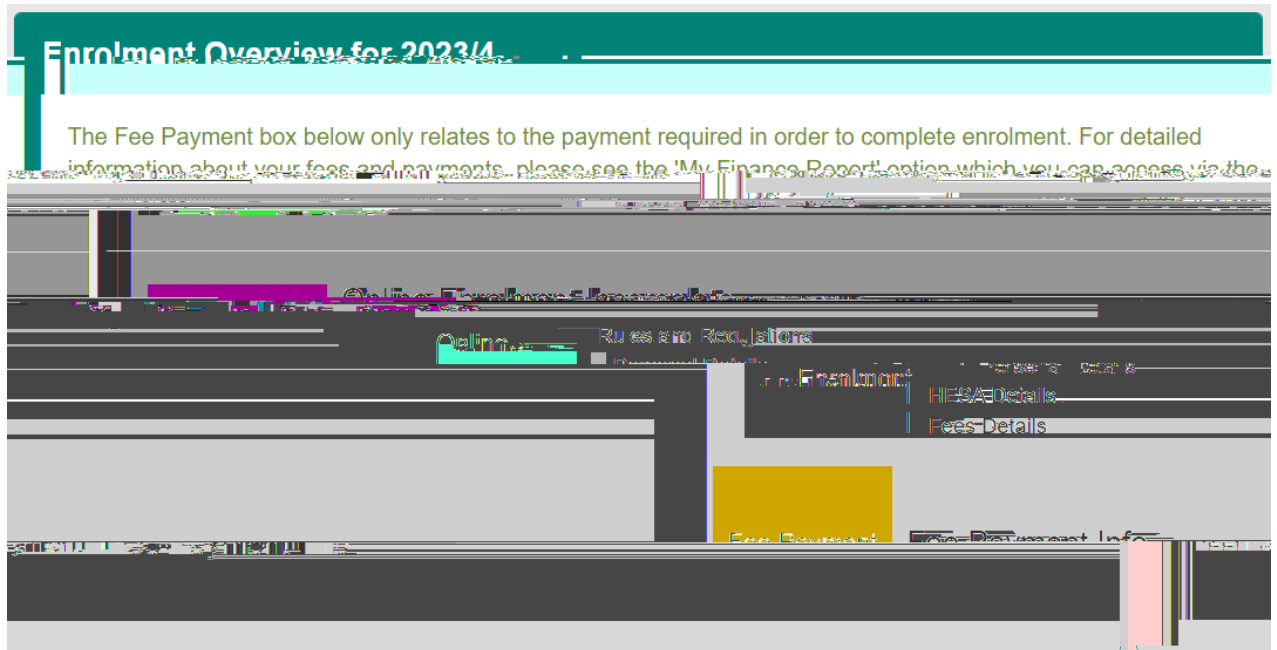
Stage 1

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 cannot see the "Rules and Regulations" box, there could be a number of reasons:

you have already completed online re-enrolment

you are not looking at the correct programme records

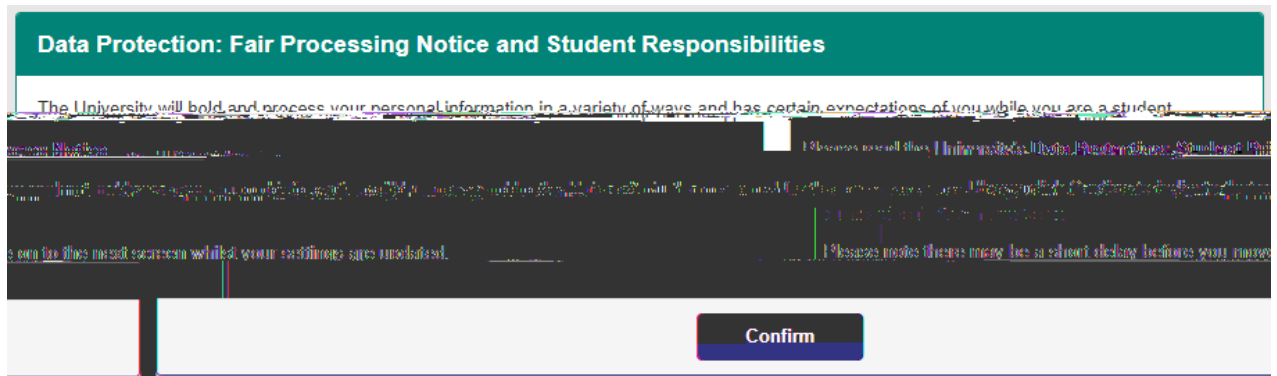*or* you are not expected to complete online re-enrolment.

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 a h

UoR online re-enrolment –

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.
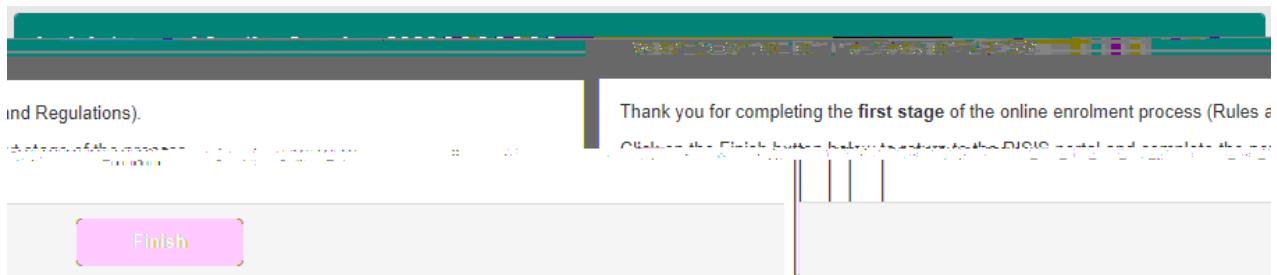
Confirm

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 £Confirmqto 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.

nd Regulations).

Thank you for completing the **first stage** of the online enrolment process (Rules a

Finish

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

Stage 2

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 ˆ[˘¦Á[]][¦č}ãˆÁ{Á^oÁ•Á}[¸Á@æÁ[˘åÁã^Á{Áã^Á&æ¦|åÁ˺Á@ãÁ§•c^æåÁ¡¬Á 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.

Y^Á@æç^Áåe[Á@¸}Á[˘¦Á˘||Á{æ{ ^Ê&æ^Á¬áãc@&è}åÁ˚^}å^¦ÊY[˘Á&æ}qc&@æ}*^Á@•^Á 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

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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.

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

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 •^|^&ą}•Ẽ&|ã\ẠÙ¢¦^Ạ́ÁÔ[}ą˘^q
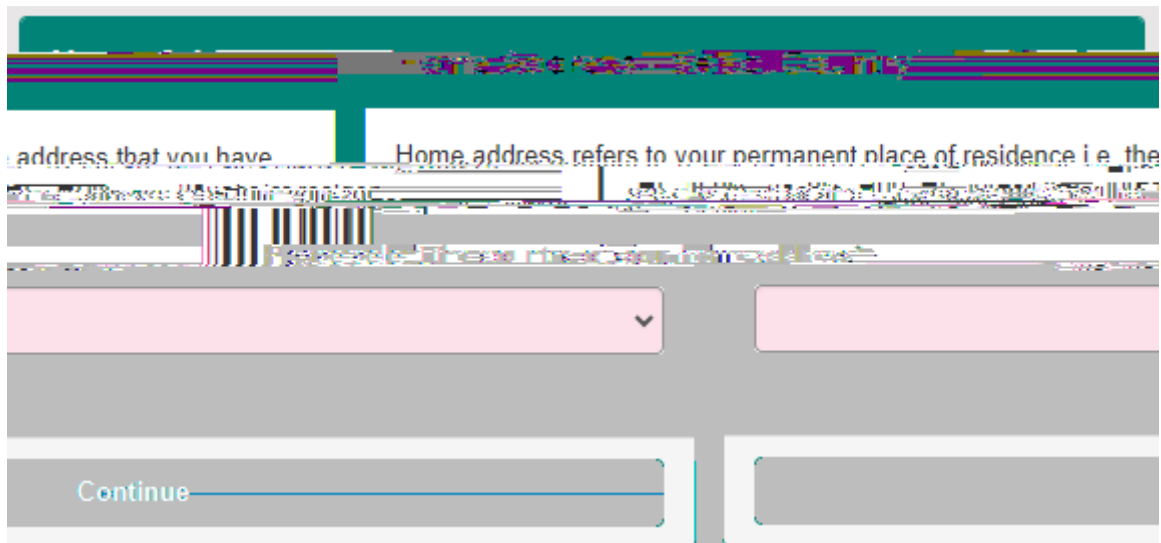
Student Parents

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 ą•[Ą̃@Á̊|ą•¸^¦Á±^•ǫÁ̊|ằ̃aÁ˘^•ą}ÈU}&^Á[˘Á@æ¢^Á̊ æằ^Á[˘¦Á^•^|^&ą}•Ẽ&|ã\ẠÙ¢¦^ÁBÁÔ[}ą˘^ǫÈ

Address details (several screens)

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

V@·Á¸^¢o'À&¦^^}•Áæ•\Á[ˇÁ[Á&@·&\Á[ˇ¦ÁP[{^oÁæå}ÁÔ}œ&oÁæå¦^••Á&^œä•ÈÁÚ|^æ^Á 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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Semester time/contact address

If you are booked into University

Semester time/contact address

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Your contact address is the address where you will be living during term time and will be used fo

Please select the country of your contact address

...not be left blank.

This question is mandatory and canno

Continue

Amend Contact Address - Overseas

Address Line 1*

Address Line 2

Address Line 3

Town/City

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

Store & Continue

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, ¢¦Áæ\Á[˘Áæà[˘oÁ[˘¦Ác@¸˘*@Á{}Ác@^ÁW¸ã¸^¦•ãˉ ̌Ấ¦ÁæÁ[˘ẫÁ ̇ã^Á ̇Á@ |p 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.

UoR online re-enrolment – returning postgraduate research students

Careers and Alumni consent

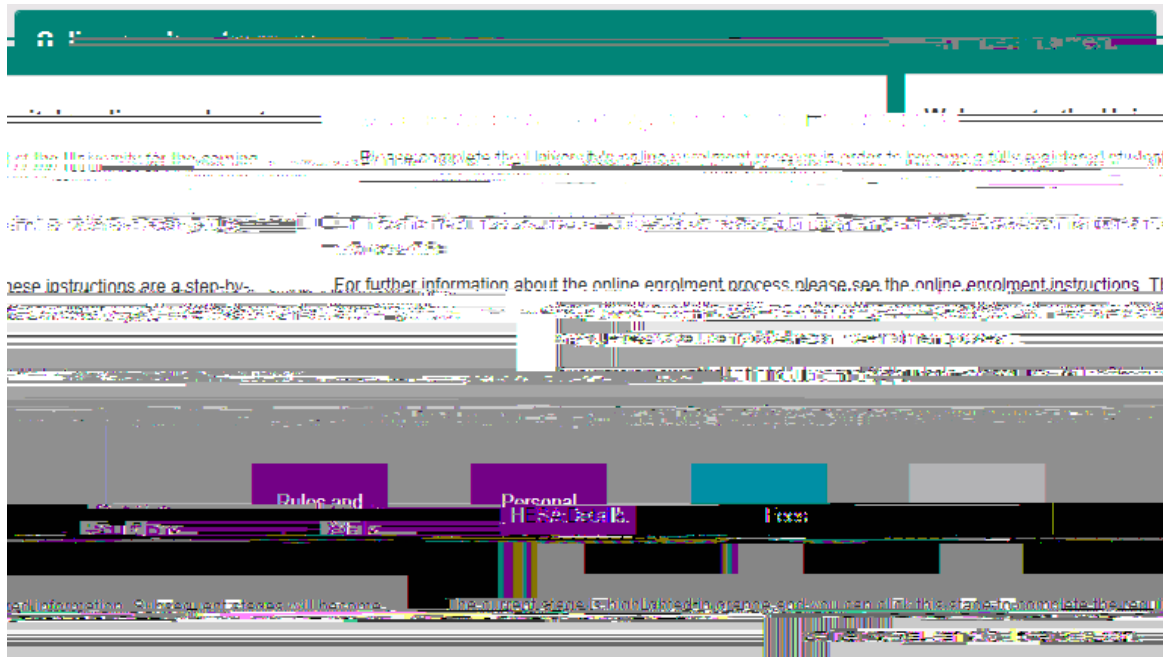Depending on the year of your programme, you will be asked some questions about your

UoR online re-enrolment – returning postgraduate research students

This completes stage 2 of online re-enrolment: when you click on ±Store & Continueq 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 3

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.

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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.
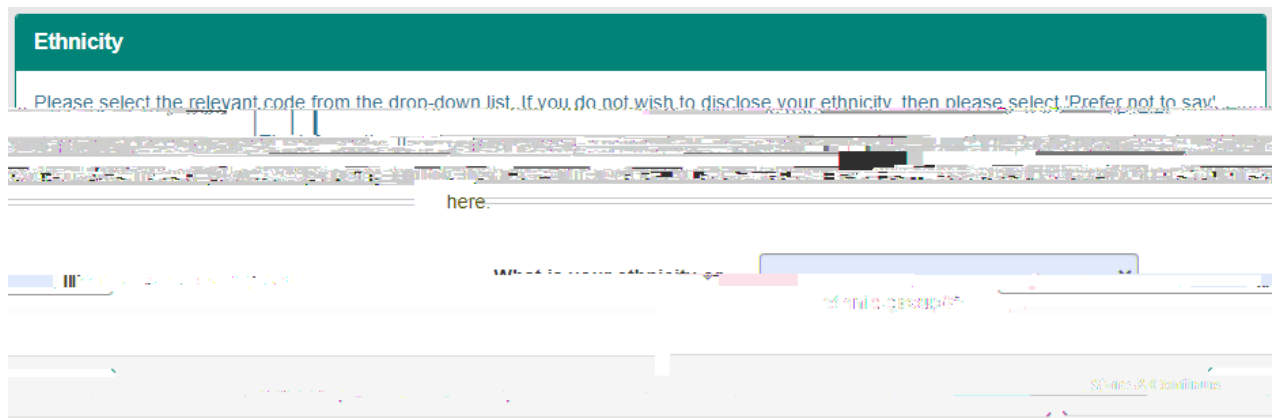
What if the information shown is correct?

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

What if the information shown is wrong?

If the information shown is wrong, please click the button marked £Noq and then click on £Confirmq 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.

Ô|ã&\ã̩ * Á{ } ÁN[ơ̩ ã|Á [o̊&e-^&c̊c@ Áe-enrolment process: you can carry on with the online enrolment process by clicking on £Confirmq 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

Ethnicity

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'.

here.

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.

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Unique Learner Number

Some UK students have been issued with a Uniquet1sea Nu3(t-3(m)3(b)-3(e)-.3(4)]TŒTQq0.0(

UoR online re-enrolment – returning postgraduate research students

Friday 6 September 2024

Stage 4

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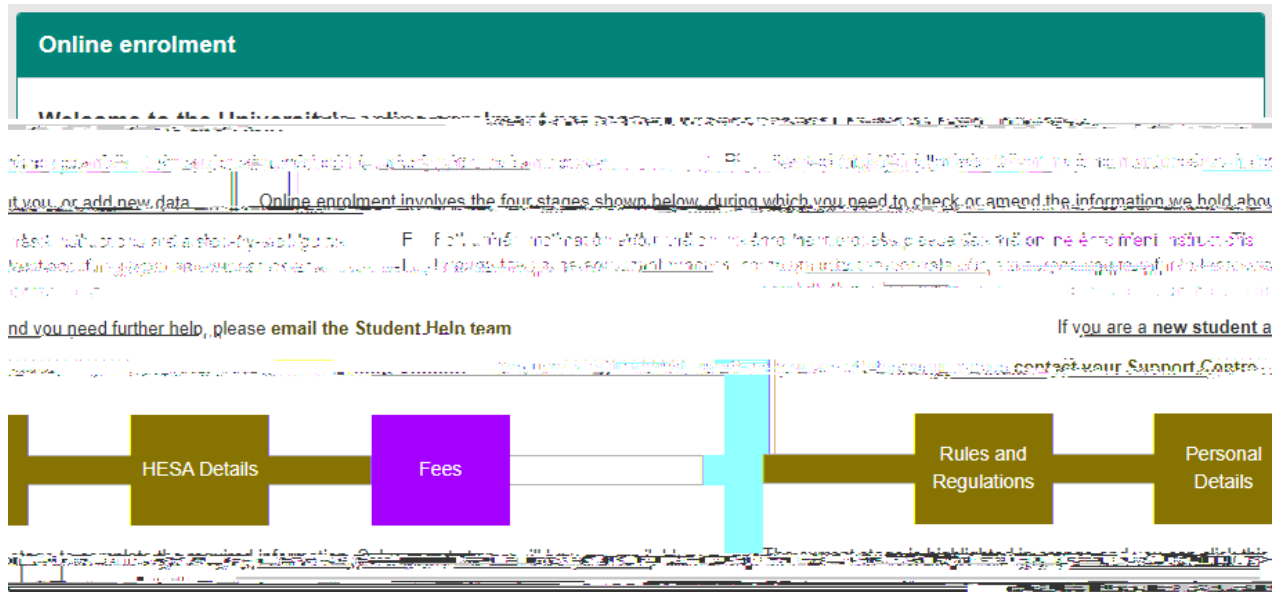
Not all students will need to work through the following screens. If you are studying part time and are paying per module, rather than paying tuition fees for the year, then you will not see all of the parts of this section.

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

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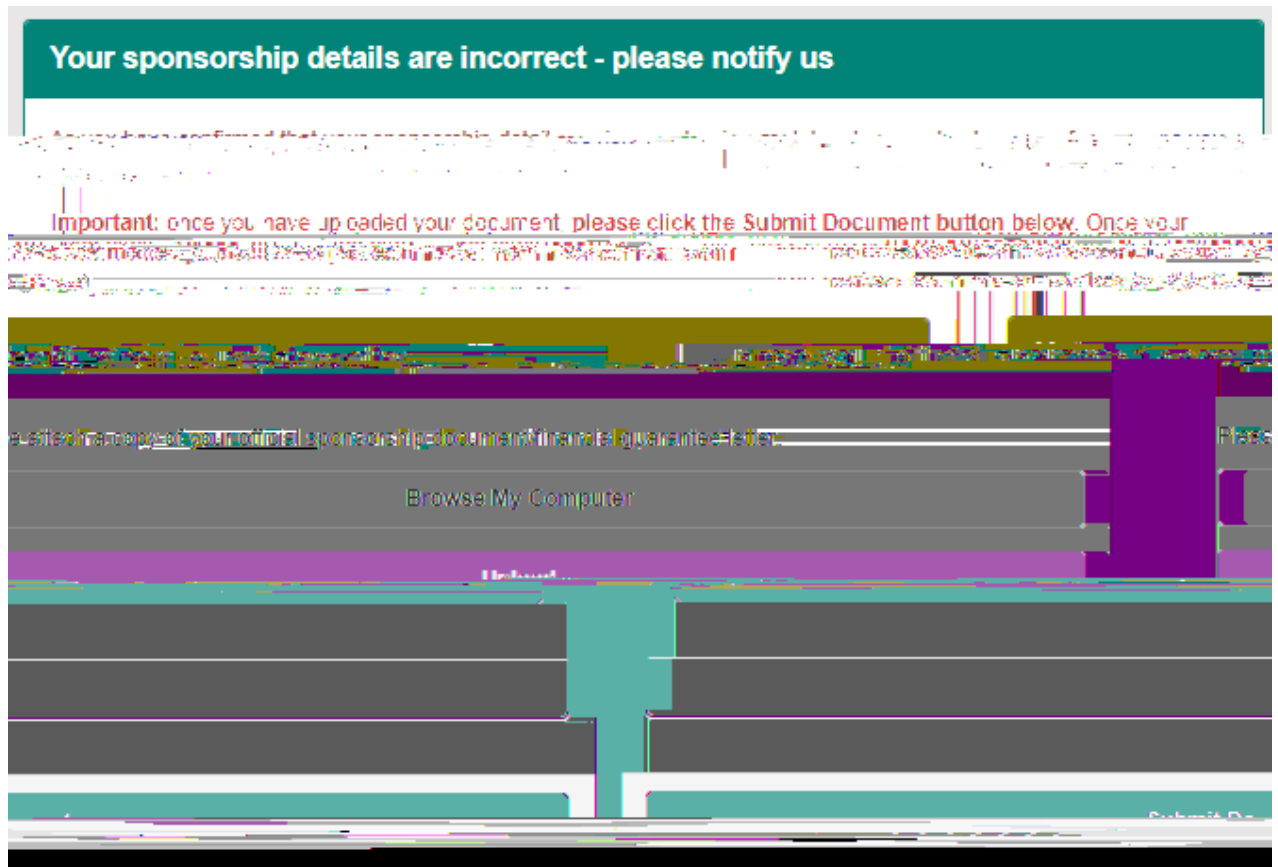
Staff in the Doctoral and Researcher College need this paperwork confirming that the sponsor has agreed to pay before the sponsor can be added to your records.

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

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.

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Next steps after online re-enrolment

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. ҈ˇ˵˵ 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?