



Queen's University Belfast

Qsis Student Newsletter

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We are exceptional

THE QUEEN'S UNIVERSITY OF BELFAST

Qsis
Student Information System

Student Newsletter

Volume 1, Issue 3 March 2014

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Student Services Facebook & Twitter

'Like' our Facebook page to keep up-to-date with information as it happens around the University. Including live updates on Enrolment and Registration, Exams, Graduation, and helpful information. Just click the 'Like' button and get connected!

You can also private message us with any queries you have...
#HereToHelp



Graduation



Common Queries

Winter Graduation

The Graduation Wizard opened on 21st November and closed on 3rd December, all students successfully registered during that period.

2090 students graduated during the six Winter Graduation ceremonies which took place over a 3 day period.

Attended	1361
In Absentia	443
Not to be presented	286

Summer Graduation

Summer Graduation will take place between 3rd-9th July with the Registration Wizard opening mid-May and closing on 24th June. Have a look at our website for further details:

www.qub.ac.uk/directorates/sgc/srecords/Graduations/

Below are the most common graduation queries we receive from students. We have produced a list of frequently asked questions on our website: www.qub.ac.uk/directorates/sgc/srecords/Graduations/FrequentlyAskedQuestions/

You can Private Message us on Facebook or phone the Student Helpline on 028 9097 3223 if you need any further advice!

Guest Ticket Allocation

"I have not been allocated any additional tickets for my grad on Dec 12th. Surely as I'm obtaining my Doctorate there is a stronger possibility of obtaining some? It's very disappointing considering I've a large family who will be travelling a substantial distance to be there"

We always try and accommodate student requests, however, for Health & Safety reasons, only a certain number of guest tickets can be allocated. Guest tickets are not allocated by degree but by random selection.

Deferring your Graduation Ceremony

"I'm eligible to graduate in December, but I'm going to be away during the graduation week, so I'm thinking about deferring until July rather than graduating in absentia. But I need to know if this means that my degree will be considered to be awarded in 2014 rather than 2013? Will I still be considered not to have finished until I complete the graduation ceremony, either in person or in absentia? Thanks!"

To defer your graduation means that you will not be fully graduated until the date of your degree conferment which will be at the next Graduation.

The Graduation Ceremony

"What actually happens when I turn up for my ceremony?"

We would recommend that you read the "On Your Graduation Day" page on the Graduation section of our website. This may be useful in planning for the big day! There will be staff wearing yellow lanyards outside and inside the Whitla Hall, they will be able to assist you and your guests!

EXAMS

Key Dates

MAY

16

Last Day of Teaching
Semester 2

MAY

22

Exam Period
Begins

JUNE

9

Summer
Holidays

JUNE

23

Results Posted
on Qsis

JULY

10

Resit Wizard
Deadline

AUGUST

11-23

Resit Exam
Period

The examination period is a huge event for Queen's students and staff alike. In May 2013 more than 14,000 students sat exams, in over 40,000 sittings, of 800 different modules, in 7 exam halls across the University.

But before you make yourself comfortable in the Library and surround yourself with books, the Student Services Exams team will be working hard. By Drawing your information from Qsis and drafting a timetable to be sent to your School. The Schools will then confirm, and on the 28th April 2014 your timetable is published for you to see. Over a month before you sit in your exam hall, the papers are being printed and prepared in time for exams starting on the 22nd May 2014. However, when you put down your pens, and go home to relax, the work has not stopped behind the scenes. Your exam scripts are marked by your Schools, markings ratified at the Exam Board and results posted to Qsis!

Tips

5

5 Exam Essentials

1. Plan your revision in advance according to your Timetable.
2. Remember your Student Card.
3. Print and bring along a copy of your Timetable.
4. Arrive 15 minutes prior to the exam.
5. Don't bring too many valuables – use of mobile phones / smart watches is prohibited!

Where Can I Find My Examination Timetable?

Log into Queens Online (remember to include "ads\" in front of your login ID) and then click on 'Exam Timetable' under Services > Administration on the left side of the page.

Click [here](#) for a visual guide on how to find your timetable.

How Do I Get My Results?

Log into Qsis and click on Self Service. Enter the Student Centre and in the drop down menus under the 'Academics' tab click 'Grades'.

Click [here](#) for a visual guide on how to find your results.

Resit Wizard

The Resit Wizard opens on 20th June 2014 and will close on 10 July 2014. If you think you may need to sit an exam in the resit period, please contact your School or Advisor of Studies who will confirm if you need to resit. When you have confirmation from your School, you can go ahead and register your intention through the Resit Wizard on Qsis.



Finance

Help with Finance!

If you need help with finance please contact the Income and Student Finance office.

The office is located on the 1st floor of the Student Guidance Centre and is open Monday to Friday, 9.30am to 4.30pm.

Tel: +44 (0)28 9097 2767

Fax : +44 (0)28 9097 2856

Email : IncomeOffice@qub.ac.uk



Student Helpline

Tips

Overview of Student Helpline



Ronan McNamee, Kiera McGill & Sean Columb

Purpose:

"Our purpose is to be the first point of contact for all student queries and to assist personally with those queries where possible. If it's not possible then we escalate the query to the appropriate department or member of staff."

Contact Details:

Phone: 028 9097 3223

Email: reghelp@qub.ac.uk

Opening Hours:

Monday to Friday

9.00am to 5.00pm

* Enrolment & Registration (E & R)

The members of the Student Helpline Team can help with almost all queries regarding Enrolment & Registration. However, if you need assistance in adding or changing classes outside of the regular E & R period in September/October you should contact your School Office.

Many of the most common E&R related questions can be answered by visiting the Welcome and Registration website [here](#).

* Income and Student Finance

We can help with many basic student finance queries and if we can't help we will direct the student to the right member of staff. Many of the most common questions can be addressed by visiting the Income and Student Finance Office website:

[Tuition Fee Queries](#)

[Student Support Queries](#)

[Useful Links for Student Loan Issues](#)

* Password Changes and Access Issues

If you have forgotten your password you should call us to have it reset. This service cannot be performed via email. If you are having issues accessing particular course materials on Queen's Online you may need to contact their School. If there is a problem connecting your own computers to university networks you should contact:

Computer Helpdesk in the McClay Library: 028 9097 3760

Email: advisory@qub.ac.uk

Next Issue

- E&R
- Summer Graduation
- New Developments

Feedback

If there are any stories or topics you would like to see in the next issue please email: qsisnewsletter@qub.ac.uk

For Further Information Please Contact:

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Tel: 028 9097 3056 Email: qsisnewsletter@qub.ac.uk