Oxford's Independent Business School

Registry Process

Admission Process

- Documents received as per the documents checklist requirement

- Reviewed carefully & if any documents are missing, then students are emailed to submit them

- Conditional Offer letter issued requesting any further documents required

Registration Process

- Invoiced for the Payment of tuition fees

- Unconditional Offer letter issued with the payment receipt when payment made

- Registered with the Awarding Body / University within 30 days of payment received

Course Enrollment and Delivery Process

- Welcome Email Sent-Welcome email stating their acceptance on the course with the E-Induction kit

- Enrollment Confirmation Email sent-Enrollment email sent to students confirming their enrolment status on the course

- Moodle Login details sent via CRM-Login details with the login page link are sent out to the students for course material access on Moodle

Student Satisfaction Process

- Course Support on Moodle- Support provided to students to enjoy course on moodle 24/7

- Student queries dealt with and solutions offered in a timely manner

- Support provided until course completion

IT Support on Moodle

- Students facing IT or access related issues on Moodle are dealt with in a timely manner

- Email sent confirming query resolution

- IT support request can be emailed via Moodle

Tutor Support on Moodle

- Students contact either module tutor for module based queries or personal tutor for more general academic queries.
- Tutor will respond to student in a timely manner and inform Registrar/Deputy Registrar if student files need annotating.

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Company Registration No: 08334025
VAT No: 206690021

2018

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Final Degree and Transcripts

- Internal Exam Board review, exam board spreadsheets and minutes are prepared

- Diploma transcripts issued by MCC

- Final Degree and Transcripts posted to students

MAGNA CARTA COLLEGE

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