OTTER (student) - SOP for students

As an NDM student currently on a Tier 4 student visa, your details will already be registered to OTTER. Details will include your name, your email address and your supervisor.

You will be sent an email at the beginning of each month that you are a student at NDM. This email will contain details of how many timesheets you need to complete and a link to your profile.

When you receive the email:

- Click on the link provided – this will take you to your profile. Please note: you do not need any login details to access your timesheets. If you need to access them you must use the link in the email which is secure.
- You will see a screen containing a timesheet for each month that you are required to complete.
- The options that you have for activities for that month are: study/research (Oxford), study/research (non-Oxford), annual leave, and sickness.
- You must complete the timesheet by clicking on the appropriate activity for each day, which will turn the box for that day green. You may choose two activities for one day (for example, you may have been studying for half a day and on annual leave for the other half), but you are not able to choose more than two activities per day.
- You must have at least one activity for each weekday i.e. days that show as light grey. You may include activities for days shaded dark grey (weekends and bank holidays), but you do not have to. You cannot complete activities for days in the future.
- Once you have completed a timesheet you can select the icon underneath the timesheet. If the timesheet for that month is completed correctly this will send your timesheet to your supervisor for approval. If you have not completed it correctly (for example if you have specified more than two activities for one day, or not specified an activity for a weekday) it will not allow you to select the icon and will inform you why.
- If you are completing a timesheet for a month which is not yet finished, you will not be able to send the timesheet to your supervisor for approval. If this is the case, when you select the icon this will save your timesheet for when you go back into it and can complete the whole month.
- Once your timesheet has been sent to your supervisor they can either accept or reject it as they think to be appropriate.

If your timesheet is approved:

- You do not need to do anything else. Your timesheet has been accepted and is now kept on record.
- If you did want to retrospectively change a timesheet you will need to ask your supervisor to retrospectively reject it. You will then be sent an email to let you know it has been rejected and you can complete it and re-submit it.

If your timesheet is rejected:

- You will be sent an email informing you that your timesheet has been rejected. This email will contain the reason why your timesheet for that month has been rejected by your supervisor (unless you have already spoken about it, in which case they may not complete this section).
- Follow the link on the email and complete your timesheet correctly and re-submit.
- If your timesheet is rejected again you must follow this process again until it is accepted.

If you lose your email containing the OTTER link:

- If you delete the email containing the link to your outstanding timesheets you will not be able to access your profile.
- You will have to ask the administrator (email: graduate.studies@ndm.ox.ac.uk) to send another email to you containing the link, or wait until the 1st of the next month when a new email will be generated containing a link.
- Once they have done this you can follow the link and follow the process as specified above.
- Please note: once a new email has been generated, the link in the last email (e.g. from the previous month) will no longer work.