



— THE PROBLEM

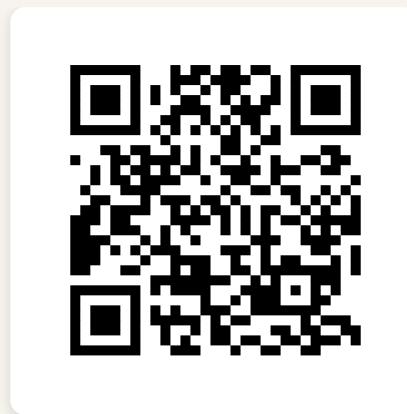
Files on desks, approvals in limbo.

- Leave, purchase and travel requests wait in paper files.
- Actions agreed in meetings are forgotten.
- Nobody knows who has read the latest circular.

With Oxonia Office

Oxonia Office records meetings and turns actions into tasks, routes approvals to the right people and tracks who has read every circular.

- AI-enabled. A person approves every official record.



Scan to tell us about your university
oxonia.ai/meet

Or visit **oxonia.ai**



Oxonia is part of Oxford City Academy for Education and Development, Oxford, England, established 2004, company no. 05216710.

Join our leadership programmes at Oxford City Academy.



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Oxonia Operate · For administrators



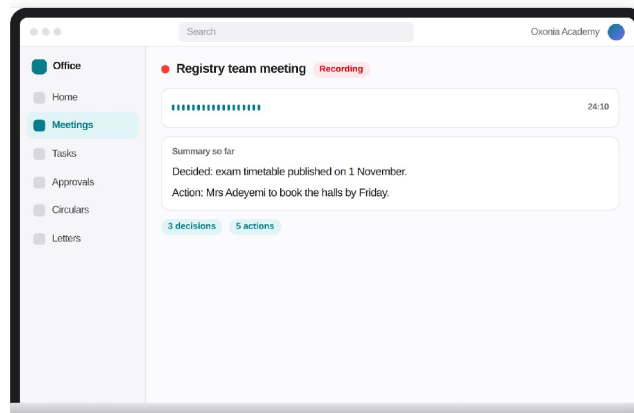
OXONIA

Office

Day-to-day administration, without paper.

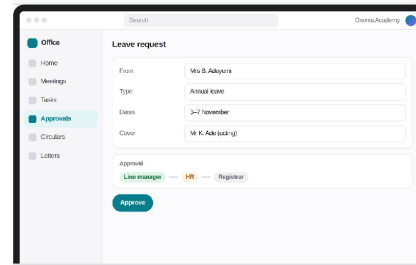
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— HOW IT WORKS

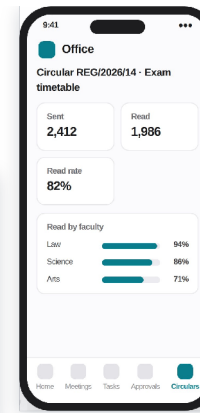


A meeting, summarised as it happens

- 1 Meetings recorded and summarised**
Decisions and actions captured; each action becomes a task with an owner.
- 2 Tasks chased**
Daily reminders, and escalation when a task is overdue.
- 3 Approvals routed**
Leave, purchases, travel and bookings go to the right people, following your directory and acting cover.
- 4 Memos and circulars**
Drafted, approved and sent, with read receipts.
- 5 Letters register**
Every letter in and out logged, assigned and answered.



A leave request on its way



Circular read receipts

— ALSO INCLUDED

Room booking

Rooms and equipment, with clash detection.

Staff directory

Line managers, heads of department and acting cover.

— WHO USES IT

Registry and faculty officers

Requests, letters and circulars in one place.

HR and managers

Leave and approvals with a full record.

Deans and heads of department

Meetings, actions and approvals for their unit.

All staff

Their own tasks and requests.

— WHAT IT MEANS FOR YOUR UNIVERSITY



Saves time

- Meeting summaries and task lists are prepared for you.
- Reminders and escalations run on their own.



Saves money

- Fewer paper files, printed circulars and couriered requests.

— QUESTIONS UNIVERSITIES ASK

Can approvals follow our own structure?

Yes. Routing reads your staff directory: line managers, heads of department and acting cover.

What if an approver is away?

Acting cover lets a named delegate approve between set dates.

Can we import from our current systems?

Yes. There are built-in import profiles for JAMB CAPS admission lists, student portal exports, Remita, Paystack, Moodle, Google and Microsoft, and you can save your own. Columns are mapped for you.

Who owns our data, and is it safe?

Your records belong to your university. Each university's data is kept separate and every access is written to your audit log. We don't use your content to train AI models, and our AI providers work under business terms that don't allow training on it. Oxonia is built for Nigeria's Data Protection Act and the UK GDPR, and you can export everything.

How do we get started, and is there training?

People are invited once with their Oxonia Academy ID. Your records come in by import, staff and students get short lessons with certificates, even on WhatsApp, and our team plans the go-live with you.

— WORKS WITH THE REST OF OXONIA

One Oxonia Academy ID signs everyone in to every product your university gives them, and a launcher shows each person the products they may open.

Oxonia Compass

The leadership cockpit for the whole university.

Oxonia Senate

Council, Senate and committees, from agenda to signed minutes.

Oxonia Advance

Fees, scholarships, alumni and fundraising.

Screens show illustrative data.