

— THE PROBLEM

Files on desks, approvals in limbo.

- Finding a meeting time takes a dozen emails.
- Actions agreed in meetings are forgotten.
- Leave, purchase and travel requests wait in paper files.

With Oxonia Office

Oxonia Office finds a time for every meeting, turns it into a summary, actions and a mind map, 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**

Oxford City Academy for Education and Development

OXONIA UNIVERSITY NETWORK

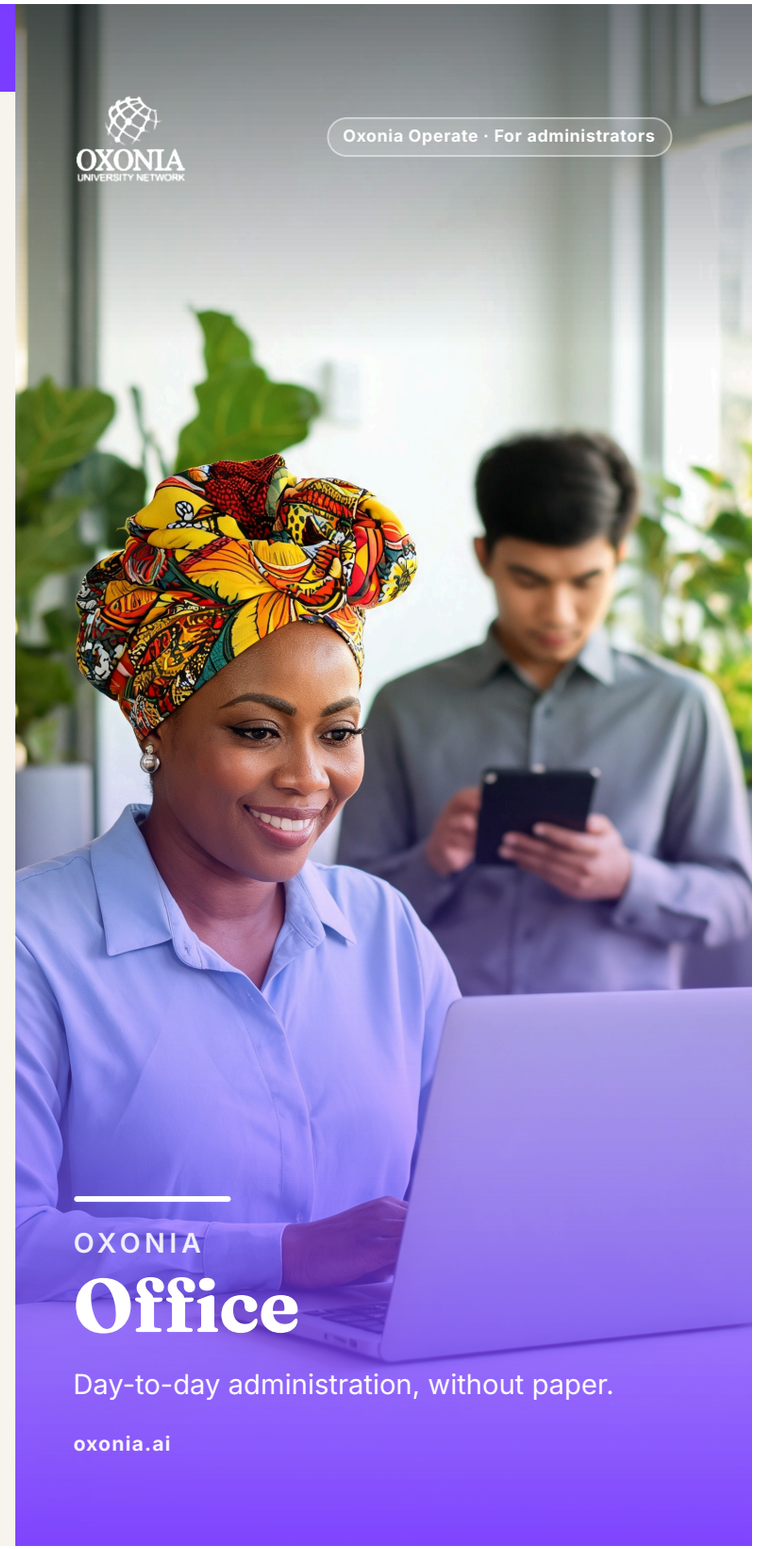
Oxonia is part of Oxford City Academy for Education and Development, Oxford, England, established 2004, company no. 05216710.

Join our leadership programmes at Oxford City Academy.

HBZ GROUP Designed and built by HBZ Group Ltd, UK

OXONIA UNIVERSITY NETWORK

Oxonia Operate · For administrators



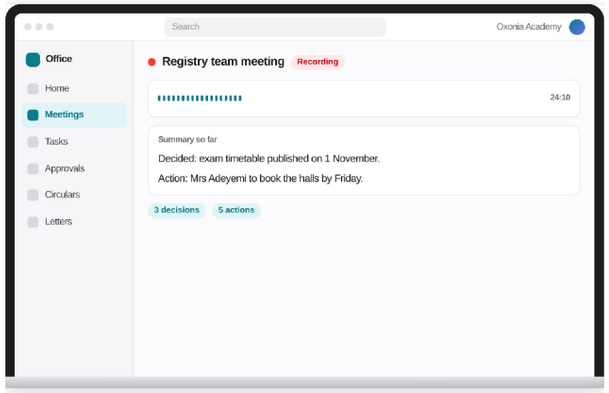
OXONIA

Office

Day-to-day administration, without paper.

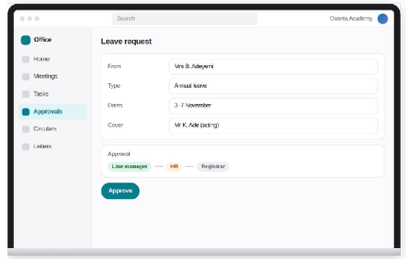
oxonia.ai

HOW IT WORKS

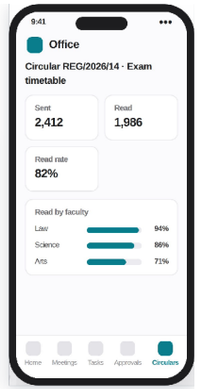


A meeting, summarised as it happens

1. **A time that suits everyone**
   The AI suggests working-day times that suit everyone invited, checking Office and committee meetings.
2. **Meetings recorded and summarised**
   Summary, key notes, decisions, actions and a mind map; each action becomes a task with an owner.
3. **Tasks chased**
   Daily reminders, and escalation when a task is overdue.
4. **Approvals routed**
   Leave, purchases, travel and bookings go to the right people, following your directory and acting cover.
5. **Memos and circulars**
   Drafted from your notes, approved, numbered and sent, with read receipts.



A leave request on its way



Circular read receipts

ALSO INCLUDED

Meeting files in the library
Saved as Internal or Public documents, for the policy, strategic plan and budget assistants.

Letters register
Every letter in and out logged, assigned and answered.

Rooms and directory
Room booking with clash detection; line managers 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, meetings and requests.

WHAT IT MEANS FOR YOUR UNIVERSITY

Saves time

- Meeting times, 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 search past meetings?
Yes. Ask a question and the answer cites the meeting or the transcript line, from meetings you may see.

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 Admissions
Applications screened against your criteria, with people deciding.

Oxonia Support
Answers for students and staff, any hour.

Oxonia Compass
The leadership cockpit for the whole university.

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

Screens show illustrative data.