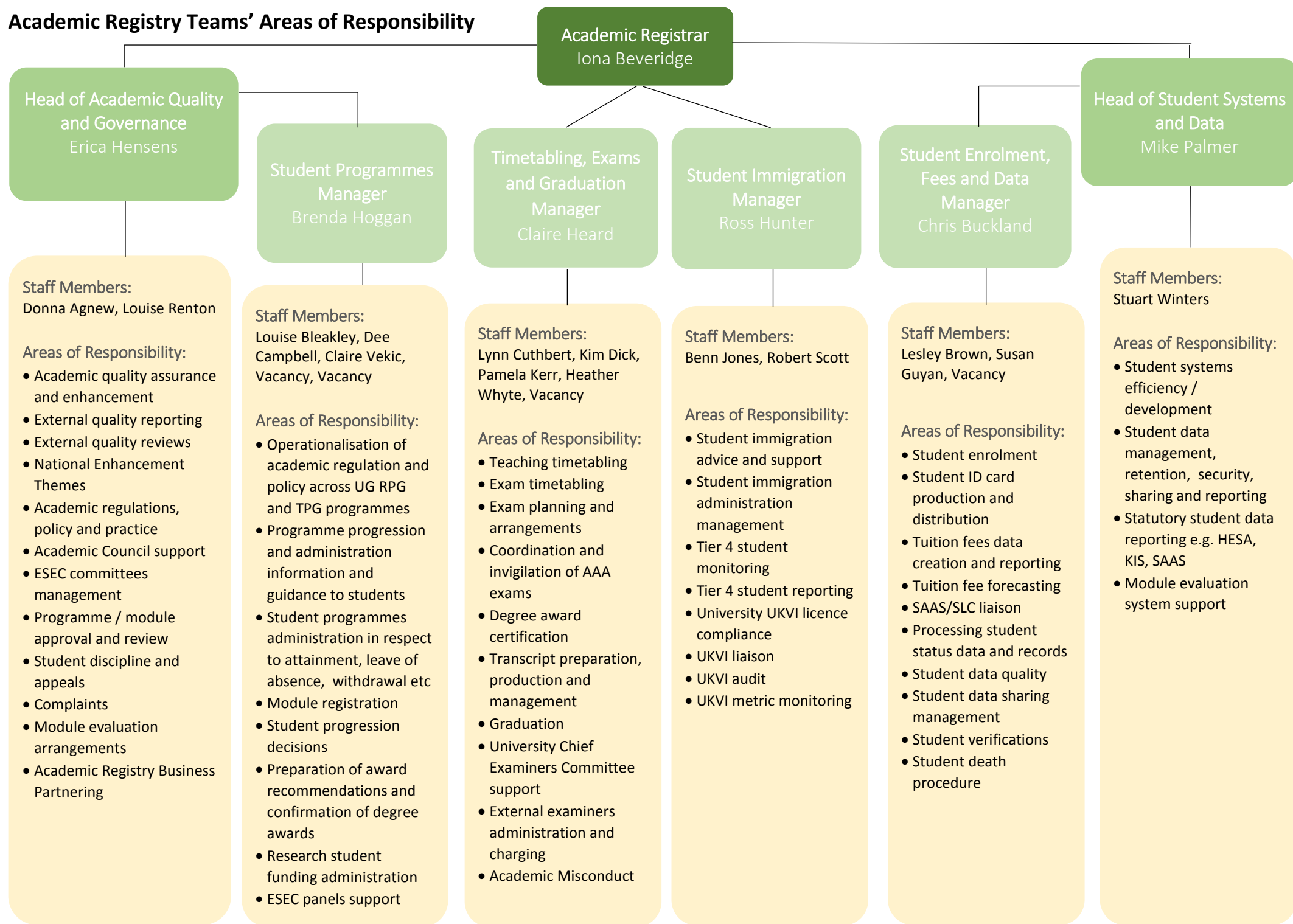


# Academic Registry Teams' Areas of Responsibility



**Academic Registrar**  
Iona Beveridge

**Head of Academic Quality and Governance**  
Erica Hensens

**Student Programmes Manager**  
Brenda Hoggan

**Timetabling, Exams and Graduation Manager**  
Claire Heard

**Student Immigration Manager**  
Ross Hunter

**Student Enrolment, Fees and Data Manager**  
Chris Buckland

**Head of Student Systems and Data**  
Mike Palmer

**Staff Members:**  
Donna Agnew, Louise Renton

**Areas of Responsibility:**

- Academic quality assurance and enhancement
- External quality reporting
- External quality reviews
- National Enhancement Themes
- Academic regulations, policy and practice
- Academic Council support
- ESEC committees management
- Programme / module approval and review
- Student discipline and appeals
- Complaints
- Module evaluation arrangements
- Academic Registry Business Partnering

**Staff Members:**  
Louise Bleakley, Dee Campbell, Claire Vekic, Vacancy, Vacancy

**Areas of Responsibility:**

- Operationalisation of academic regulation and policy across UG RPG and TPG programmes
- Programme progression and administration information and guidance to students
- Student programmes administration in respect to attainment, leave of absence, withdrawal etc
- Module registration
- Student progression decisions
- Preparation of award recommendations and confirmation of degree awards
- Research student funding administration
- ESEC panels support

**Staff Members:**  
Lynn Cuthbert, Kim Dick, Pamela Kerr, Heather Whyte, Vacancy

**Areas of Responsibility:**

- Teaching timetabling
- Exam timetabling
- Exam planning and arrangements
- Coordination and invigilation of AAA exams
- Degree award certification
- Transcript preparation, production and management
- Graduation
- University Chief Examiners Committee support
- External examiners administration and charging
- Academic Misconduct

**Staff Members:**  
Benn Jones, Robert Scott

**Areas of Responsibility:**

- Student immigration advice and support
- Student immigration administration management
- Tier 4 student monitoring
- Tier 4 student reporting
- University UKVI licence compliance
- UKVI liaison
- UKVI audit
- UKVI metric monitoring

**Staff Members:**  
Lesley Brown, Susan Guyan, Vacancy

**Areas of Responsibility:**

- Student enrolment
- Student ID card production and distribution
- Tuition fees data creation and reporting
- Tuition fee forecasting
- SAAS/SLC liaison
- Processing student status data and records
- Student data quality
- Student data sharing management
- Student verifications
- Student death procedure

**Staff Members:**  
Stuart Winters

**Areas of Responsibility:**

- Student systems efficiency / development
- Student data management, retention, security, sharing and reporting
- Statutory student data reporting e.g. HESA, KIS, SAAS
- Module evaluation system support