Service Description

Curriculum, Timetabling & Quality

Curriculum and Timetabling staff are responsible for compiling the data and managing the processes that lead to the production of accurate programme and module catalogues, the institutional teaching and exam timetables, and enabling students to select their optional module choices online. Staff also provide an ad hoc room booking service to all University students and staff. The Quality teams work to meet the University's stated policies, processes and procedures as set out in the Quality Handbook. They support the organisation of accreditation events, programme and module reviews, student feedback and collaborative arrangements with education partners. The Head of Academic Appeals & Student Complaints is the University's key contact and internal specialist for academic appeals and student complaints.

Administration & Assessment

Student Administration work focuses on the collection and storage of accurate personal data about students, programme and module data, changes in students' registration (suspension / withdrawals), assessment and progression data.

Student Assessment work at faculty level supports students with the administration associated with exams, handing in of assignments and special requirements they may have during the exam period. Staff work with academic colleagues in collating and processing marks for the examination processes.

The Student Records Team in the Registry specifically provides advice and guidance about the use of Banner to ensure data about students is always up to date and accurate.

Recruitment & Admissions

Staff work in partnership with academic staff on the selection and acceptance of students at UG and PG level. Each faculty team also has staff supporting key recruitment activities. The Registry Admissions Team is responsible for the University's admissions policies, entry requirements and systems as well as the provision of advice and guidance to the faculty-based teams. It manages the relationship with UCAS and other sector bodies. The team ensures that applicants are assigned the correct fee classification (in accordance with UK legislation) and raises CAS records for applicants needing a visa to study in the UK.

The Visa and Immigration Student Advice Service (VISAS) provides wide-ranging advice and ensures that international students and the University adhere to government legislation for currently studying in the UK.

Faculty Academic Registrars

Faculty Academic Registrars (FARs) are responsible for local implementation of policy, processes and procedures for education.

Exams, Awards & Graduation

Responsible for the administration of official certificates, including Degree Certificates, Diploma Supplements and Transcripts. They are also responsible for the implementation of graduation and exams, and ensuring the relevant documents are secure and procedures are correct and complied with.

Student Systems & Operations Management Information

The Student Systems Team supports the maintenance and development of the student record system, Banner.

The Student Systems & Operations Team supports governance and projects that centre on SAA business reviews and institutional system developments. It is also responsible for general SAA workstream communications.

The Management Information (MI) Team provide a wide range of management information across the student lifecycle and are responsible for the production of the student related statutory returns.

Key Contacts

Curriculum, Timetabling & Quality

Centrally based:
Curriculum & Timetabling:
Manager – *Claire Dillury: C.M.Dillury@soton.ac.uk (x29098)*
***Team Leader** – Sam Shearing: s.shearing@soton.ac.uk (x25693)*

Quality Standards and Accreditation:
Head - *Dr Victoria Korzeniowska: V.Korzeniowska@soton.ac.uk (x25575)*
Jennifer Arkell: J.H.Arkell@soton.ac.uk (x24447)
Caroline Gamble: C.J.Gamble@soton.ac.uk (x23094)

Academic Appeals and Student Complaints:
Head – *Sonya Enright: S.P.Enright@soton.ac.uk (x25745)*

Faculty based:
Faculty of Business & Law:
Curriculum & Quality Team Leader –Helen Smith: H.A.Smith@soton.ac.uk (x22455)

Faculty of Engineering & The Environment:
Curriculum & Quality Team Leader – Dain Mead: D.Mead@soton.ac.uk (x24346)

Faculty of Health Sciences:
Curriculum & Quality & Placements Team Leader – Tracy Barnes : tb6@soton.ac.uk (x25261)

Faculty of Humanities:
Curriculum & Quality Team Leader – Diane Taylor: D.S.Taylor@soton.ac.uk (x23974)

Faculty of Medicine:
Timetabling, Curriculum & Quality Team Leader – Carol Saunders: C.Saunders@soton.ac.uk (x25798)

Faculty of Natural & Environmental Sciences:
Curriculum & Quality Team Leader – Claire Lilley: Claire.Lilley@soton.ac.uk (x23642)

Faculty of Physical Sciences & Engineering:
Curriculum & Quality Team Leader - Laura Morley: L.Morley@soton.ac.uk (x22748)

Faculty of Social and Human Sciences:
Curriculum & Quality Team Leader – Catherine Willetts: C.Willetts@soton.ac.uk (x23818)

Administration & Assessment

Centrally based:
Student Records Team:
Manager:
Liv Støbseth-Brown- L.Stobseth-Brown@soton.ac.uk (x28767)

Team Leader:
Emma Bennett: E.L.Bennett@soton.ac.uk (x29093)

Faculty based:
Faculty of Business & Law:
WSA Administration & Assessment Team Leader – Andy King: A.S.King@soton.ac.uk (x26963)
Administration & Assessment (Law) Team Leader – Laura O'Loughlin: L.O'Loughlin@soton.ac.uk (x22979)
Administration & Assessment (Management) Team Leader – Emma Hampton: E.Hampton@soton.ac.uk (x22526)
Faculty of Engineering & The Environment:
Administration & Assessment Team Leader – Jacqui Graham: J.G.Graham@soton.ac.uk (x23132)
Faculty of Health Sciences:
Administration & Assessment Team Leader – Nicola Daubeny (x28294)
Faculty of Humanities:
Administration & Assessment Team Leader – Louise Harrison: L.Harrison@soton.ac.uk (x28433)
Faculty of Medicine:
Administration – Lisa Porges: L.A.Porges@soton.ac.uk (x24409) Assessment Team Leader – Susanne Beinhoff: S.Beinhoff@soton.ac.uk (x71-8682)
Graduate School Team Lead–Joanne Honey: J.M.Honey@soton.ac.uk (x71-4229)
Faculty of Natural & Environmental Sciences:
Administration & Assessment Team Leader – Joanne Lawford: J.Lawford@soton.ac.uk (x24324); Waterfront Campus Admin & Assessment Team Leader – Terry Prince: T.M.Prince@soton.ac.uk (x24399)
Faculty of Physical Sciences & Engineering:
Administration & Assessment Team Leader – Charlotte Scholefield: C.Scholefield@soton.ac.uk (x29459)
Faculty of Social and Human Sciences:
Administration & Assessment Team Leaders – Sarah Chapman: SJ.Chapman@soton.ac.uk (x28390);
Helen Rule: H.F.Rule@soton.ac.uk (x23675)
Professional Training Team Leader – Vacant
Graduate School Team Leader – Claire Caffrey: C.M.Caffrey@soton.ac.uk (x23747)

Recruitment & Admissions

Centrally based:
Registry Admissions general enquiries: *(x24732)*

Head of Admissions:
Nick Hull: Nick.Hull@soton.ac.uk (x28723)

Registry Admissions Team Leader:
Georgina Fluke: G.J.Fluke@soton.ac.uk (x26064)

VISAS Team Leader:
Tracey Grace: T.Grace@soton.ac.uk (x28692)

Tier 4 Compliance Officer:
Clive Arnold: C.D.Arnold@soton.ac.uk (x22835)

Faculty based:
Faculty of Business & Law:
Recruitment & Admissions Team Leader – Sarah Hughes: S.Hughes@soton.ac.uk (x26842)

Faculty of Engineering & The Environment:
Recruitment & Admissions Team Leader – Mark Simmons: M.D.Simmons@soton.ac.uk (x28840)

Faculty of Health Sciences:
Recruitment & Admissions Team Leader – Aimie Bellwood: A.K.Bellwood@soton.ac.uk (x24791)

Faculty of Humanities:
Recruitment & Admissions Team Leader – Vacant

Faculty of Medicine:
Recruitment & Admissions Team Leader – Alison Stanton: A.Stanton@soton.ac.uk (x29621)

Faculty of Natural & Environmental Sciences:
Recruitment & Admissions Team leader – Sue Saunders: S.J.Saunders@soton.ac.uk (x24325)

Faculty of Physical Sciences & Engineering:
Recruitment & Admissions Team Leader – Wendy Slack: wss1@soton.ac.uk (x23957)

Faculty of Social and Human Sciences:
Recruitment & Admissions Team Leader – Lydia Mellor: l.mellor@soton.ac.uk (x29326)

Faculty Academic Registrars

Faculty based:
Faculty of Business & Law:
Jenny Atkins: J.C.Atkins@soton.ac.uk (x28500)

Faculty of Engineering & The Environment:
Roz Stanton: R.E.Stanton@soton.ac.uk (x22687)

Faculty of Health Sciences:
Briony Thomson: B.Thomson@soton.ac.uk (x27634)

Faculty of Humanities:
Jayne Brown: J.Brown@soton.ac.uk (x22213)

Faculty of Medicine:
Frances Nyland: fn1@soton.ac.uk (x28627)

Faculty of Natural & Environmental Sciences:
Jackie Ward: W.J.Ward@soton.ac.uk (x25069)

Faculty of Physical Sciences & Engineering:
Lesley Anne Adams: L.Adams@soton.ac.uk (x23076)

Faculty of Social and Human Sciences:
Susan Ponsford: S.Ponsford@soton.ac.uk (x27034)

Exams, Awards & Graduation

Centrally based:
Exams, Awards & Graduation enquiries: *(x25922)*

Manager:
Jackie Lupton: J.Lupton@soton.ac.uk (x29100)

Team Leader:
Rosie Bascombe: R.Bascombe@soton.ac.uk (x25864)

Student Systems & Operations Management Information

Centrally based:
MI Team:
Senior Student Data Analyst:
Owen Blackmore: O.P.Blackmore@soton.ac.uk (x28691)

SAA Systems Team Manager
Susanne Peake: S.K.Peake@soton.ac.uk (x28815)

Student Systems & Operations:
Team Leader: *S.J.Edwards@soton.ac.uk (x27224)*

Southampton University Assessment & Student Records (STARS) Programme

This programme of work aims to provide services and systems that are fit for purpose, support the efficient working of academic and professional service staff, and provide an excellent student experience.

Programme Manager:
Helen Everest: H.K.Everest@soton.ac.uk (x23130)

Project Manager:
Annaleida van de Meent-Schepers: A.vandeMeent-Schepers@soton.ac.uk (x28208)

Academic Registrar's Office

Education & Policy Development Officer:
Nicky Stecker-Doxat: N.Stecker-Doxat@soton.ac.uk (24375)

PGR Support Manager:
Aline Giordano: A.C.Giordano@soton.ac.uk (x23459)

Administrative Co-ordinator & Executive Officer for the Academic Registrar:
Kathy Case: K.F.Case@soton.ac.uk (x23063)

Senior Administrative Officer:
Beverley James: B.James@soton.ac.uk (x28751)

Management Team

Faculty Academic Registrar (FAR) and Assistant Director:
Susan Ponsford: S.Ponsford@soton.ac.uk (27034)

Head of Admissions and Assistant Director:
Nick Hull: Nick.Hull@soton.ac.uk (x28723)

Head of Quality Standards and Assistant Director:
Dr Victoria Korzeniowska: V.Korzeniowska@soton.ac.uk (x25575)

Assistant Director and Head of Student Systems and Operations:
Sara MacDonald: S.L.MacDonald@soton.ac.uk (x28744)

Academic Registrar:
Dr Anne-Marie Drummond: A.R.Drummond@soton.ac.uk (x23799)

SAA Organisational Chart
June 2015