

## REGISTRY STRUCTURE AND ORGANISATION AS AT FEBRUARY 2022

Academic Registrar: Rachael Bernard (r.bernard@) [ext. 3388]

The Registry operates a team structure designed to provide an integrated and effective service to students and staff. Although staff are assigned to the Teams indicated below for managerial purposes, most staff undertake duties that are assigned to more than one Team for operational purposes. For more information see [www.abdn.ac.uk/staffnet/teaching/registry-972.php](http://www.abdn.ac.uk/staffnet/teaching/registry-972.php). All staff are based in the Edward Wright Building

First and Second Floor		First Floor		Second Floor	
Academic Services Team	Curriculum Team	Student Information Systems		Student Services Team	
		Central Timetabling Team	Student Records Team	Undergraduate and Postgraduate Student and Fees Administration	
<ul style="list-style-type: none"> <li>Committees (Senate/UCTL/QAC//Undergraduate Committee/Postgraduate Committee/Working Groups/HDC/PSAG)</li> <li>Teaching and learning policy/AQH</li> <li>External Examiners' (Nomination, Appointment, Reports and Queries) [taught]</li> <li>Quality assurance and enhancement/ITR/Validations /ELIR Collaborative provision</li> <li>Regulations, Diploma Supplement</li> <li>Day-to-day processing of academic appeals, representations against termination (including Fitness to Practise), student academic complaints, student academic discipline</li> <li>Staff side of graduations/honorary graduands/graduation Latin</li> <li>.PA support to administrative staff</li> <li>Rectorial and Senate elections</li> <li>Oversight of academic legislation</li> </ul>	<ul style="list-style-type: none"> <li>Course and Programme approval and set up</li> <li>Curriculum Management System maintenance</li> <li>University Calendar (including Programme Specifications) and Catalogue of Courses</li> <li>MyCurriculum maintenance and support</li> <li>Front line registration support for staff and students</li> <li>Registration and changes of curriculum for UG and PG students using MyCurriculum</li> </ul>	<ul style="list-style-type: none"> <li>University Teaching Timetable</li> <li>Teaching Pattern</li> <li>University Exam and Resit Timetables</li> <li>Disability-related Exam Arrangements</li> <li>Scribes/Readers arrangements and training</li> <li>Invigilation recruitment and management for Disabled-related Exams</li> <li>Student requests to sit exams externally</li> <li>Exam Requests from external customers</li> <li>Central Teaching Pool Management</li> <li>Room-Bookings</li> <li>CMIS management and development</li> <li>MyTimetable Business Owner</li> <li>Manage Resit Applications</li> <li>Projects</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and management of the Student Record system.</li> <li>Development of the Student Record and support to IT Services</li> <li>Process exam results and change of marks</li> <li>Student Records and Admissions Reporting (Browser, Crystal, IRR, Discoverer)</li> <li>Statutory Reports (HESA, SFC)</li> <li>Support to PPG for SFC reports e.g. Outcome Agreements, Retention.</li> <li>Police Enquiries</li> <li>Student Verifications</li> <li>Online Store orders for Transcripts,</li> <li>Replacement Degree Certificate and Syllabus Requests</li> <li>Projects</li> </ul>	<ul style="list-style-type: none"> <li>Registration &amp; changes of curriculum for UG and PG students</li> <li>Monitoring and Student Progress</li> <li>Changes in terms of study eg Suspension/Withdrawals/ Transfers/Readmissions</li> <li>Student Record updates</li> <li>Duty Registry Officer at InfoHub</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>The work of all of the administrative staff who work as Registry Officers is overseen by Yvonne Gordon.</li> <li>Sarah Miller is Assistant College Registrar for the Degrees in Medicine; and Rob McGregor for Dentistry.</li> <li>All staff deal with the student side of graduations.</li> <li>In-Service (Education) student administration and US loans are co-ordinated by Mandy Ewen.</li> </ul>	<ul style="list-style-type: none"> <li>Fees/loans (including US loans and SAAS/SLC lists, ILAs &amp; invoicing)/studentships/refunds /graduation debtors</li> <li>PGR examination (including thesis despatch)</li> <li>External Examiner appointments (research)</li> <li>PGR Scholarships</li> </ul> <p>-----</p> <p><b>Graduations</b></p> <ul style="list-style-type: none"> <li>Prepare publicity</li> <li>Receive &amp; process all applications for ceremonies and In-Absentia</li> <li>Deal with graduation queries from students</li> <li>Graduation debtors</li> <li>Prepare Certificates for Ceremonies and In-Absentia</li> <li>Despatch tickets for ceremonies</li> <li>Prepare Lists of Names, music, info on Honoraries, to insert into the Graduation Brochures</li> <li>Graduation Latin</li> <li>Organise student side of ceremonies</li> <li>Attend the ceremonies, briefing students etc</li> </ul>

<p><b>Academic Services Team</b></p> <p>(Hunt number ext. 3936)</p> <p><b>Assistant Registrar:</b> Emma Tough (e.tough@) [ext. 3610]</p> <p><b>Administrative Officer:</b> Morag MacRae (morag.macrae@) [ext. 4075]</p> <p><b>Administrative Officer:</b> Liam Dyker (liam.dyker2@) [ext. ]</p> <p><b>Administrative Officer:</b> Kyra Lamont (kyra.lamont@) [ext. ]</p> <p><b>Senior Secretary:</b> Naomi Brechin (naomi.brechin@) [ext. 3724]</p>	<p><b>Curriculum Team</b></p> <p>(Hunt number ext.2727)</p> <p><b>Assistant Registrar:</b> Pat Rowand (p.rowand@) [ext. 3387]</p> <p><b>Administrative Officer:</b> Matthew Fullerton (m.fullerton@) [ext. 3744]</p> <p><b>Curriculum Administrator:</b> Catherine Andrews (catherine.andrews) [ext. 3201]</p> <p><b>Curriculum Administrator:</b> Fred Bayer (frederic.bayer@) [ext.3714]</p> <p><b>Curriculum Administrator:</b> Elinor Sutherland (e.sutherland@) [ext. 2048]</p> <p><b>Curriculum Assistant:</b> William Ewen (william.ewen@) [ext. 3736]</p>	<p><b>Deputy Academic Registrar (Student Information Systems):</b> Jennie Pearson (jennie.pearson@) [ext. 2147]</p>		<p><b>Deputy Academic Registrar (Student Services):</b> Yvonne Gordon (y.gordon@) (ext. 3394)</p> <p><b>Senior Secretary:</b> Helen Wilcox (h.wilcox@) [ext. 2039] (Office Hunt number ext 3505)</p>	
		<p><b>Central Timetabling Team</b></p> <p>(Hunt number ext. 3588)</p> <p><b>Assistant Registrar:</b> Roz Henderson (rosalyn.henderson@) [ext. 2962]</p> <p><b>Exams Administrative Officer:</b> Moira Milne (mo.milne@) [ext. 3381]</p> <p><b>Exams Officer:</b> Mary Fernie (m.fernie@) [ext. 3619]</p> <p><b>Timetable Officer:</b> Christine Burnett (c.a.burnett@) [ext. 3050]</p> <p><b>Timetable Officer:</b> Claire Wojciechowski (claire.wojciechowski@) [ext. 3031]</p> <p><b>Timetable Officer:</b> Iwona Kielbowska (iwona.kielbowska@) [ext. 3614]</p>	<p><b>Student Records Team</b></p> <p>(Hunt number ext. 3580)</p> <p><b>Assistant Registrar:</b> Lisa Hall (l.hall@) [ext. 3324]</p> <p><b>Student Information Analyst:</b> Linzi Higgins (lhiggins@) [ext. 4471]</p> <p><b>Student Information Analyst:</b> Jackie Weston (j.weston@) [ext. 2476]</p> <p><b>Student Information Analyst:</b> Ewa Peter (ewa.peter@) [ext. 3198]</p> <p><b>Student Information Analyst:</b> Loli Anggraini (loli.anggraini@) [ext. ?]</p> <p><b>Student Information Administrator:</b> Helen Gray (helen.gray@) [ext. 2049]</p> <p><b>Student Information Assistant:</b> Chloe Jackson (chloe.jackson@) [ext. 3741]</p>	<p><b>Registry Officers:</b></p> <p>Alyson Whyte (a.whyte@) Lead RO [ext. 3153]</p> <p>Ashley Fyffe (a.fyffe@) [ext: 3242]</p> <p>Dee McDonald (dmcDonald@) [ext: 3038]</p> <p>Carolyn Porter (carolyn.porter@) [ext. 3634]</p> <p>Kelsey Pierce (kelsey.pierce@) [ext. 2171]</p> <p>Tamara Haimour (tamara.haimour1@) Qatar</p> <p>Angela Hadden (angela.hadden@) [ext. 3703]</p> <p>Despoina Kaloriti (d.kaloriti@) [ext. ??]</p> <p><b>Secretaries:</b> (Hunt number ext. 3505)</p> <p>Kathleen Leslie (kathleen.leslie@) [ext. 2939]</p> <p>Aileen Davidson (aileen.davidson@) [ext. 3676]</p> <p><b>Non Registry Staff:</b> <b>Degrees in Medicine (UG)</b> Sarah Miller, Admissions Officer (sarahmiller@ [ext. 7927])</p> <p><b>Degrees in Dentistry (UG)</b> Rob Mcgregor (rmcgregor@) [ext 76 59640]</p>	<p><b>Assistant Registrar (Pg &amp; Fees Team)</b> Robert Findlay (r.j.findlay@) [ext. 3631]</p> <p><b>Administrative Officer (Fees &amp; US Loans):</b> Mandy Ewen (m.ewen@) [ext. 2046]</p> <p><b>Senior Secretary (Fees)</b> Moira Milne (moira.milne@) [ext. 3627]</p> <p><b>Secretaries:</b> (Hunt number ext. 3505)</p> <p>Sarah Cooke (sarah.cooke@) [ext. 2078]</p> <p>Sarah Addison (sarah.addison@) [ext. 2037]</p> <p>Mary Bowie (mary.bowie@) [ext. 3828]</p> <p>Carol Wakeford (c.wakeford@) [ext. 4783] <i>PGR &amp; Academic Discipline</i></p>

<p>Generic email accounts:</p> <p><a href="mailto:academicservices@abdn.ac.uk">academicservices@abdn.ac.uk</a>  <a href="mailto:extexam@abdn.ac.uk">extexam@abdn.ac.uk</a>  <a href="mailto:gradstaff@abdn.ac.uk">gradstaff@abdn.ac.uk</a></p>	<p>Generic email accounts (for staff use):</p> <p><a href="mailto:sbscurriculum@abdn.ac.uk">sbscurriculum@abdn.ac.uk</a>  <a href="mailto:buscurriculum@abdn.ac.uk">buscurriculum@abdn.ac.uk</a>  <a href="mailto:dhpcurriculum@abdn.ac.uk">dhpcurriculum@abdn.ac.uk</a>  <a href="mailto:edcurriculum@abdn.ac.uk">edcurriculum@abdn.ac.uk</a>  <a href="mailto:engcurriculum@abdn.ac.uk">engcurriculum@abdn.ac.uk</a>  <a href="mailto:geocurriculum@abdn.ac.uk">geocurriculum@abdn.ac.uk</a>  <a href="mailto:lawcurriculum@abdn.ac.uk">lawcurriculum@abdn.ac.uk</a>  <a href="mailto:llmvcurriculum@abdn.ac.uk">llmvcurriculum@abdn.ac.uk</a>  <a href="mailto:mmsncurriculum@abdn.ac.uk">mmsncurriculum@abdn.ac.uk</a>  <a href="mailto:ncscurriculum@abdn.ac.uk">ncscurriculum@abdn.ac.uk</a>  <a href="mailto:psycurriculum@abdn.ac.uk">psycurriculum@abdn.ac.uk</a>  <a href="mailto:socscicurriculum@abdn.ac.uk">socscicurriculum@abdn.ac.uk</a></p>	<p>Generic email accounts:</p> <p><a href="mailto:roombookings@abdn.ac.uk">roombookings@abdn.ac.uk</a>  <a href="mailto:exams@abdn.ac.uk">exams@abdn.ac.uk</a>  <a href="mailto:studentrecords@abdn.ac.uk">studentrecords@abdn.ac.uk</a></p>	<p>Generic email accounts:</p> <p><a href="mailto:undergraduate@abdn.ac.uk">undergraduate@abdn.ac.uk</a>  <a href="mailto:biologicalsciencesregistryofficer@abdn.ac.uk">biologicalsciencesregistryofficer@abdn.ac.uk</a>  <a href="mailto:businessregistryofficer@abdn.ac.uk">businessregistryofficer@abdn.ac.uk</a>  <a href="mailto:dhpregistryofficer@abdn.ac.uk">dhpregistryofficer@abdn.ac.uk</a>  <a href="mailto:educationregistryofficer@abdn.ac.uk">educationregistryofficer@abdn.ac.uk</a>  <a href="mailto:engineeringregistryofficer@abdn.ac.uk">engineeringregistryofficer@abdn.ac.uk</a>  <a href="mailto:geosciencesregistryofficer@abdn.ac.uk">geosciencesregistryofficer@abdn.ac.uk</a>  <a href="mailto:lawregistryofficer@abdn.ac.uk">lawregistryofficer@abdn.ac.uk</a>  <a href="mailto:llvregistryofficer@abdn.ac.uk">llvregistryofficer@abdn.ac.uk</a>  <a href="mailto:medicallsciencesregistryofficer@abdn.ac.uk">medicallsciencesregistryofficer@abdn.ac.uk</a>  <a href="mailto:musicregistryofficer@abdn.ac.uk">musicregistryofficer@abdn.ac.uk</a>  <a href="mailto:ncsregistryofficer@abdn.ac.uk">ncsregistryofficer@abdn.ac.uk</a>  <a href="mailto:psychologyregistryofficer@abdn.ac.uk">psychologyregistryofficer@abdn.ac.uk</a>  <a href="mailto:socialscienceregistryofficer@abdn.ac.uk">socialscienceregistryofficer@abdn.ac.uk</a>  <a href="mailto:gatarregistryofficer@abdn.ac.uk">gatarregistryofficer@abdn.ac.uk</a>  <a href="mailto:scnujointinstituteregistryofficer@abdn.ac.uk">scnujointinstituteregistryofficer@abdn.ac.uk</a></p>	<p>Generic email accounts:</p> <p><a href="mailto:postgraduate@abdn.ac.uk">postgraduate@abdn.ac.uk</a>  <a href="mailto:discipline@abdn.ac.uk">discipline@abdn.ac.uk</a>  <a href="mailto:tuitionfees@abdn.ac.uk">tuitionfees@abdn.ac.uk</a>  <a href="mailto:usaloads@abdn.ac.uk">usaloads@abdn.ac.uk</a>  <a href="mailto:graduation@abdn.ac.uk">graduation@abdn.ac.uk</a></p>
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