

Student Administration

Aim

Student Administration covers the areas of Timetabling, Registration and Enrolment, Examinations, Awards, Graduation and Programme Administration. We aim to provide an efficient and student-centred administration service to support students throughout their academic journey, from registration to graduation. We continuously develop our administration systems in response to student feedback to provide the best service for our diverse student body. We supplement our systems through online and face-to-face information and advice to support students in making the most of their academic experience. We work closely with academic staff and other professional services in a whole institutional approach to developing responsive and accessible University systems that underpin our academic provision.

Objectives

Timetabling

To provide a coherent teaching timetable, enabling the best use of University facilities to meet the varying demands for new and innovative teaching methods, whilst also ensuring that accessibility for staff and students is forefront.

Registration and Enrolment

To support a seamless transition from application, through enrolment to registration with the University.

Examinations

To provide support and guidance to students during the assessment periods, and to construct an examination timetable that allows students sufficient time between exams to prepare for each.

Awards

To provide all award documents (certificates and transcripts) in a timely manner following confirmation of awards from academic Schools.

Graduation

To provide an enjoyable and celebratory event at the end of a student's journey with the University.

Programme Administration / Student Record

To provide accessible and efficient systems in support of teaching and learning activities. To provide information and advice to students with reference to the administration systems that underpin their academic journey. To ensure the efficient administration of all students' personal and academic records.

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