GRADUATE EDUCATION TEAM ORGANISATION CHART 2017

**Prof. Majid Mirmehdi**
Graduate Education Director & Graduate Dean
3.11 MVB, x45139, Mon to Fri

**Gina Stuart**
Graduate Education Manager
1.42 QB, x15621, Mon to Fri

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**SCHOOL-LEVEL SUPPORT**
Based in 2.19 MVB and 1.17 QB

- **Angelique Bolton & Samantha Briggs**
  Student Admin Manager
  2.19 MVB, x15272, Mon to Fri

- **Emma Houghton**
  Senior PG Student Adm. (PGTs)
  2.19 MVB, x15293, Mon to Fri

- **Jemma Llewellyn**
  Senior PG Student Adm. (PGRs)
  1.17 QB, x15029, Mon/Wed/Thurs/Fri

- **Emily Grundy**
  Senior PG Student Adm. (PGTs)
  2.19 MVB, x15293, Mon to Fri

- **Magda Clark & Beth Benker**
  PGT Support (MVSE excl. Robotics)
  2.19 MVB, x15488, Mon to Fri

- **Sarah Clatworthy**
  (on maternity leave)

- **Tracie Anderson**
  PGR Support (QE, PGRs)
  1.17 QB, x15566, Mon to Fri

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**Faculty support includes:**
- Student records (SITS), registration, Faculty induction
- Visiting students (from application to registration)
- Graduate Studies Committee
- Faculty exam boards, progression and awards
- Appeal decisions, formal complaints, plagiarism (serious/second offence)
- PGR at risk or other progression processes
- All PGT admissions
- PGR admissions: completeness & Faculty checks and offer publishing
- Advertising studentships

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**Faculty-LEVEL SUPPORT**
Based in Faculty Office, Queens Building

- **Emma Newman**
  Senior Education Administrator
  1.43 QB, x45834, Mon/Tues/Weds

- **Sarah Bell**
  Senior Education Administrator
  1.43 QB, x15834, Thurs/Fri

- **Philippa Salsbury**
  Faculty Education Administrator
  1.43 QB, x15344, Mon to Fri

- **Paul Lacey**
  PG Admissions Administrator
  1.43 QB, x45130, Tues to Fri

- **Gareth Gough**
  PG Admissions Administrator
  1.43 QB, x15835, Mon to Thurs

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**School support includes:**
- School-level processing of extensions, suspensions, and withdrawals
- Support for PGR and PGT students and programmes; APRs, e-submissions; annual reviews; supervisor data; programme & unit management; unit choices;
- School-level assessment processes, markssheets, exam boards; progress
- Local stage for plagiarism, appeals, and complaints processing
- Extenuating circumstances; disability support;
- Student representation; Tier 4 monitoring
- PGR admissions: assigning reviewers and processing to Faculty check stage
- Scholarships: support for process up to and including selection of successful candidates

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**CDT SUPPORT**

- **ACCIS**
  Sarah Hallworth
  0.41 QB, x15309, Mon to Fri

- **Composites**
  Maria Aviles
  0.41 QB, x15304, Mon to Fri

- **Communications**
  Suzanne Binding
  2.19 MVB, x45395, Mon to Fri

- **Complexity Sciences**
  Matthew Guppy
  Old Park Hill, x18232, Mon to Fri

- **FARSCOPE Robotics**
  Olga Nossenko
  Based at UWE

- **FARSCOPE Robotics**
  Sophie Causon-Wood
  On maternity leave

- **ISE**
  Jemma Llewellyn
  2.19 MVB, x15825, Mon to Fri

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- **Sarah Clatworthy**
  (on maternity leave)

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- **Paul Lacey**
  PG Admissions Administrator
  1.43 QB, x45130, Tues to Fri

- **Gareth Gough**
  PG Admissions Administrator
  1.43 QB, x15835, Mon to Thurs

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  (on maternity leave)

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- **Tracie Anderson**
  PGR Support (QE, PGRs)
  1.17 QB, x15566, Mon to Fri