



We hope you enjoyed hearing from your Programme Lead in last month's newsletter. If you have not received this e-mail you can access this from our New Students webpage <http://www.bristol.ac.uk/education/study/new-students/> This webpage will become a key space for materials relating to your induction to the University and School, so please take a few minutes to familiarise yourself with the page and add it to your favourites.

MEET THE STUDENT SERVICES TEAM

Having now heard from academic colleagues, this month I would like to introduce the Student Services Team, the people behind the mailboxes!



Tara Thorne - Is the main point of contact for all current Masters students based in Bristol, from registration through until Graduation. She deals with all aspects of programme administration, and if you are coming to study on one of our Masters programmes, you will hear from her on a regular basis during your studies.

Jenny French - Has recently joined the School of Education from another department and is the first point of contact for all M-level admissions and therefore a familiar name to some of you who have been in touch with us recently. She has over 6 years experience as a University administrator.

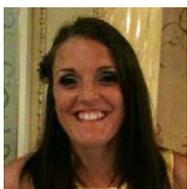


Caroline Falzon (no image) – Has also recently joined the School of Education, this time from the Faculty of Biomedical Sciences and has a wealth of University experience in both undergraduate and postgraduate programmes at School and Faculty level. Caroline is Responsible for overseeing the delivery of all postgraduate and Undergraduate Programmes within the School.



Gina Biggs – Is the first point of contact for EdD, PhD and MSc Educational Research students in Bristol. Gina works on all levels of the administration process from application stage, through to students' graduation. Gina previously spent 10 years working at the University of Bath and holds a wealth of experience of both postgraduate taught and research programme administration.

Victoria Earnest – Administers the EdD Hong Kong and MSc Education Management Hong Kong programmes which are offered in association with the School of Continuing and Professional Education (SCOPE) at the City University of Hong Kong. Vicky has extensive experience in postgraduate administration and has worked in the student services office at the School of Education since 2012.



Louise Gayner – Has worked for the School of Education for 15 years. Louise is the point of contact for all examination processes and the person to whom you will be submitting your dissertation to at the end of the year. Louise's specialist administration area is Ethics and she has an active role in the Ethics committee.

Liz Roberts- Joined the University of Bristol in 2004 where she worked in the School of Economics, Finance & Management before joining the School of Education in January 2013. Liz supports the postgraduate educational activities in the School of Education and has oversight of all Doctoral programmes in Bristol and in Hong Kong.



All of the team are situated on the 1st floor of [35 Berkeley Square](#).

We are all now busy planning the 2017/18 academic year and very much look forward to welcoming you into the School of Education community in September.

Welcome Week (w/c Monday 18th September 2017)

The Welcome Week timetables are available on our New Student webpages [here](#). The programme of activities includes orientation activities designed to enable you to find out more about your programme, the School, the University and the City.

Saturday registration for part-time students

In recognition of the large number of part-time students who will be joining us alongside those juggling jobs with their study, we are pleased to confirm that we will be holding a registration and induction event on **Saturday 23rd September 2017**. Further details about this, along with the sign-up link, can be found [here](#).

School name change

The Graduate School of Education recently changed its name to the School of Education. More information on this can be found [here](#).

Checklist of things to do before arriving

- **Accept your offer** The earlier we know the more preparation we can do for your arrival. If you have not already done so please [respond](#) to your offer of study.
- **Apply for a visa (*international students only*)** - If you are an international applicant now is the time to apply for your Tier 4 visa. Unconditional offer holders (if you are a Masters applicant you must pay a [deposit](#)) can request a Certificate of Acceptance of Studies (CAS) number. The University of Bristol has an excellent [International Office](#) and our colleagues there have vast experience in offering applicants advice and support. Contact details are available on the link above and we would recommend making use of their expertise. **As there is only one month left until your arrival, if you have not already been in contact with us regarding your CAS number, please reply to this email.**
- **Meet any conditions of offer** - We appreciate that conditional offer-holders will meet their conditions at different points throughout the application cycle. Please ensure that as soon as you have the documents to satisfy a condition of offer that you get in touch [with us](#). We will then update your application accordingly.

We want to make sure you have the best possible start to your study with us at the School of Education. If you have any questions, please reply to this email and we will get back to you.

With best wishes,
Siobhan Pegler
School Graduate Manager
Student Services Office
School of Education
University of Bristol

If you are not already following us on Twitter we recommend you do so. This is a great way to start becoming part of the SoE community and we would love to hear from you on your reasons for applying, aspirations and preparations for arrival by using the #MySOEBristol and tagging us @SoEBristol.