

## REGISTRY STRUCTURE AND ORGANISATION AS AT JANUARY 2024

Academic Registrar: Vacant

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   |  |
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| 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 (UEC/QAC/APRG/DtC and Working Groups)</li> <li>• Teaching and learning policy/AQH</li> <li>• External Examiners'-taught programmes (Nomination, Appointment, Reports and Queries) [taught]</li> <li>• Quality assurance and enhancement/ITR/Validations /ELIR</li> <li>• 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 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</li> <li>• 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>• At MMSN, Sarah Miller looks after the Degrees in Medicine; and Karen Strangward looks after Dentistry.</li> <li>• All staff deal with the student side of graduations.</li> <li>• In-Service (Education) student administration is looked after by Mandy Ewen.</li> <li>• Ashley Fyffe co-ordinates US loans administration work.</li> </ul> | <ul style="list-style-type: none"> <li>• Tuition 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 (Student side)</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>• Despatch tickets for ceremonies, if approp</li> <li>• Prepare Lists of Names, music, info on Honoraries, to insert into the Graduation Brochures</li> <li>• Prepare Certificates for Ceremonies and In-Absentia</li> <li>• Organise student side of ceremonies</li> <li>• Attend the ceremonies, briefing students etc</li> </ul> |

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| <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> Liam Dyker (liam.dyker2@)</p> <p><b>Administrative Officer:</b> Morag MacRae (morag.macrae@) [ext. 4075]</p> <p><b>Administrative Officer:</b> Kyra Lamont (kyra.lamont@) [ext. 2048]</p> <p><b>Administrative Officer:</b> Christopher Weir (christopher.weir@) [ext.3089]</p> <p><b>Administrative Officer:</b> Megan Smith (megan.smith1@) [3381]</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> Simone Rodger-Jones (simone.rodger-jones @) [ext. 4782]</p> <p><b>Curriculum Administrator:</b> Natalia Dudzik (@) [ext. 4719]</p> | <p><b>Deputy Academic Registrar (Student Information Systems):</b><br/>Jennie Pearson (jennie.pearson@) [ext. 2147]</p>   |   | <p><b>Deputy Academic Registrar (Student Services):</b><br/>Yvonne Gordon (y.gordon@) (ext. 3394)</p> <p><b>Administrative Coordinator (Student Services):</b> Helen Wilcox (h.wilcox@) [ext. 2039]<br/>(Office Hunt number ext 3505)</p>  |   |
| <p>Generic email accounts:<br/><a href="mailto:academicservices@abdn.ac.uk">academicservices@abdn.ac.uk</a><br/><a href="mailto:extexam@abdn.ac.uk">extexam@abdn.ac.uk</a><br/><a href="mailto:gradstaff@abdn.ac.uk">gradstaff@abdn.ac.uk</a><br/><a href="mailto:discipline@abdn.ac.uk">discipline@abdn.ac.uk</a><br/><a href="mailto:registryabsence@abdn.ac.uk">registryabsence@abdn.ac.uk</a></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> Vacant (@) [ext. ????]</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> Vacant [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 (<a href="mailto:ewa.peter@">ewa.peter@</a>) [ext. 3198]</p> <p><b>Student Information Analyst:</b> Loli Anggraini (loli.anggraini@) [ext.3422]</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>Dee McDonald (dmcDonald@) [ext: 3038]</p> <p>Kelsey Pierce (kelsey.pierce@) [ext. 2171]</p> <p>Angela Hadden (angela.hadden@) [ext. 3703]</p> <p>Despoina Kaloriti (d.kaloriti@) [ext. 3081]</p> <p>Damien Brown (damien.brown@) [ext. 2037]</p> <p>Steven Rae (steven.rae@) [ext: 3243]</p> <p>Salma Hassabou (salma.hassabou@) Qatar</p> <p><b>Administration Assistants:</b><br/>(Hunt number ext. 3505)</p> <p>Kathleen Leslie (kathleen.leslie@) [ext. 2939]</p> <p>Haley Corbett (haley.corbett@) [3402]</p> <p><b>Non Registry Staff:</b></p> <p><b>Degrees in Medicine (UG)</b><br/>Sarah Miller, Admissions Officer (sarahmiller@ [ext. 7967]</p> <p><b>Degrees in Dentistry (UG)</b><br/>Karen Strangward (karenstrangward@) [ext 4129]</p>   | <p><b>Assistant Registrar (Pg &amp; Fees Team)</b> Robert Findlay (r.j.findlay@) [ext. 3631]</p> <p><b>Administrative Officer (Fees):</b> Mandy Ewen (m.ewen@) [ext. 2046]</p> <p>Ashley Fyffe (<b>US Loans</b>) (a.fyffe@) [ext: 3242]</p> <p><b>Administrative Coordinator (Fees)</b> Moira Milne (moira.milne@) [ext. 3627]</p> <p><b>Administration Assistants:</b><br/>(Hunt number ext. 3505)</p> <p>Sarah Cooke (sarah.cooke@) [ext. 2078]</p> <p>Mary Bowie (mary.bowie@) [ext. 3828]</p> |
| <p>Generic email accounts (for staff use):</p> <p><a href="mailto:sbscurriculum@abdn.ac.uk">sbscurriculum@abdn.ac.uk</a><br/><a href="mailto:buscurriculum@abdn.ac.uk">buscurriculum@abdn.ac.uk</a><br/><a href="mailto:dhpcurriculum@abdn.ac.uk">dhpcurriculum@abdn.ac.uk</a><br/><a href="mailto:edcurriculum@abdn.ac.uk">edcurriculum@abdn.ac.uk</a><br/><a href="mailto:engcurriculum@abdn.ac.uk">engcurriculum@abdn.ac.uk</a><br/><a href="mailto:geocurriculum@abdn.ac.uk">geocurriculum@abdn.ac.uk</a><br/><a href="mailto:lawcurriculum@abdn.ac.uk">lawcurriculum@abdn.ac.uk</a><br/><a href="mailto:llmvccurriculum@abdn.ac.uk">llmvccurriculum@abdn.ac.uk</a><br/><a href="mailto:mmsncurriculum@abdn.ac.uk">mmsncurriculum@abdn.ac.uk</a><br/><a href="mailto:ncscurriculum@abdn.ac.uk">ncscurriculum@abdn.ac.uk</a><br/><a href="mailto:psycurriculum@abdn.ac.uk">psycurriculum@abdn.ac.uk</a><br/><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><br/><a href="mailto:exams@abdn.ac.uk">exams@abdn.ac.uk</a><br/><a href="mailto:studentrecords@abdn.ac.uk">studentrecords@abdn.ac.uk</a></p>  |   | <p>Generic email accounts:<br/><a href="mailto:undergraduate@abdn.ac.uk">undergraduate@abdn.ac.uk</a><br/><a href="mailto:biologicalsciencesregistryofficer@abdn.ac.uk">biologicalsciencesregistryofficer@abdn.ac.uk</a><br/><a href="mailto:businessregistryofficer@abdn.ac.uk">businessregistryofficer@abdn.ac.uk</a><br/><a href="mailto:dhparegistryofficer@abdn.ac.uk">dhparegistryofficer@abdn.ac.uk</a><br/><a href="mailto:educationregistryofficer@abdn.ac.uk">educationregistryofficer@abdn.ac.uk</a><br/><a href="mailto:engineeringregistryofficer@abdn.ac.uk">engineeringregistryofficer@abdn.ac.uk</a><br/><a href="mailto:geosciencesregistryofficer@abdn.ac.uk">geosciencesregistryofficer@abdn.ac.uk</a><br/><a href="mailto:lawregistryofficer@abdn.ac.uk">lawregistryofficer@abdn.ac.uk</a><br/><a href="mailto:llvcregistryofficer@abdn.ac.uk">llvcregistryofficer@abdn.ac.uk</a><br/><a href="mailto:medicalsciencesregistryofficer@abdn.ac.uk">medicalsciencesregistryofficer@abdn.ac.uk</a><br/><a href="mailto:musicregistryofficer@abdn.ac.uk">musicregistryofficer@abdn.ac.uk</a><br/><a href="mailto:ncsregistryofficer@abdn.ac.uk">ncsregistryofficer@abdn.ac.uk</a><br/><a href="mailto:psychologyregistryofficer@abdn.ac.uk">psychologyregistryofficer@abdn.ac.uk</a><br/><a href="mailto:socialscienceregistryofficer@abdn.ac.uk">socialscienceregistryofficer@abdn.ac.uk</a><br/><a href="mailto:gatarregistryofficer@abdn.ac.uk">gatarregistryofficer@abdn.ac.uk</a><br/><a href="mailto:scnujointinstituteregistryofficer@abdn.ac.uk">scnujointinstituteregistryofficer@abdn.ac.uk</a></p> |   |