

Student Administration Management Group

Purpose of the SAMG

The remit of the Student Administration Management Group (SAMG) will encompass the following business areas and activities:

- Student-related policies and procedures
- Business processes related to the administration of the student life-cycle, i.e.,:
 - Admissions
 - Registration
 - Student Funding
 - Examinations
 - Graduation
 - Student Record Maintenance

Notes: Admissions processing will be considered within the overall context of student administration albeit that primarily it will be the responsibility of the RAMG

There will also be a separate student communications sub-group which will report to and work with both SAMG and RAMG

The Group reports, via the Chair, to the Student Experience Management Group (SEMG).

Role of the SAMG

The SAMG will bring together senior representatives from the four faculties and relevant areas of the PSS for the following purposes as they relate to the areas within SAMG's remit as set out above:

- To ensure the consistent implementation of approved policies and procedures;
- To improve the efficiency and consistency of key business processes;
- To facilitate the identification and dissemination of good practice;
- To explore opportunities for enhancing the student experience;
- To ensure strong communication between the constituencies represented on the Group and reinforce the single team approach;
- To monitor and evaluate progress in key activities.

Role of SAMG members

- To attend scheduled meetings of the group or provide an alternative where necessary.
- To represent the views of their respective Faculty or office to inform discussions and decision-making.

- To undertake such consultations as appropriate and to feed back to the group.
- To be informed about issues relating to the business areas and activities of the group and be able to represent their Faculty or office across these areas.
- To feed back developments and progress to their respective Faculty or office.
- To ensure agreed actions are implemented.

Membership of the SAMG

Director for Student Admissions and Administration (in the Chair) – Sarah Beer

Head of Student Services Operations – to be appointed

Head of Student Services Delivery – Mike Mercer

Head of Student Communications and Marketing – Paul Govey

Heads of Faculty Academic Services or equivalent

- Ian Bradley, Engineering and Physical Sciences
- Carol Rawlinson, Life Sciences
- Sally Bray, Medical and Human Sciences
- Catherine Schofield, Humanities

Head of Academic Policy – Emma Hilton Wood

Head of the Planning Support Office – Helen Barton

Head of the Student System Office – Sian Nash

Head of Applications Support and Development, IT Services - Allan Copley

Administrative support will be provided from the Division for Student Admissions and Administration