

Key Areas of Responsibility.

The **Student Funding Team** is responsible for the management and administration of a broad range of activities associated with the provision of financial support to students. This includes tuition fee loan collection for undergraduate students, confirmation of study abroad arrangements and the assessment and allocation of University scholarships and bursaries.

The **Student Payments and Registration Team** undertakes a range of tasks and responsibilities to ensure that students are registered correctly and that their tuition fees and accommodation fees are collected efficiently and on a timely basis. This includes the set up and collection of tuition fees by Direct Debit and the raising of invoices to external organisations and agencies sponsoring students to undertake a programme of study or research at the University. The Team is also responsible for the setup of tuition information on the student system (Campus Solutions) and takes appropriate action to issue refunds for students who may have interrupted or withdrawn from their programme of study.

The **Student Immigration Team** is responsible for the provision of information, advice and guidance to international students and their academic School or department on visa requirements to study at the University. The team also supports the University's compliance obligations as a Student route sponsor, which includes advice on ATAS requirements for both new and continuing students under all immigration categories, advice and training on admissions CAS production, the administration and creation of CAS for continuing students, processing and issuing BRP cards, administering international check-in to scan students' passports and visa documentation, external reporting to UKVI on student change of circumstances and supporting Schools with the Student census CAS for continuing students. The team also delivers the 'visa application checking' service for international students who need to extend their immigration permission to continue their studies in the UK and administers the Doctorate Extension Scheme and Start-Up Visa routes for the University.

The **Academic Support Team** is responsible for the planning, administration and delivery of a number of critical student events: Examinations, Graduation, issuing of official documents and the administration of the University Student Summary Panel. Examination key responsibilities include the organisation and management of all University formal examinations that take place in January, May/June and August as well as the formative assessments for some courses outside of these main periods. This includes the scheduling of all examinations and all the associated administration, including the room set up and the recruitment, training and management of invigilators. In addition, the co-ordination of all formative e-assessment activity and its associated development across the University. Graduation key responsibilities include the planning and event management of the twice yearly graduation ceremonies. This includes all aspects from inviting students to ensuring the ceremonies run smoothly on the day. Day to day tasks are primarily focused on issuing official documents either in paper format or electronically. Official documentation consists of transcripts, degree certificates and the final Higher Education Achievement Report (HEAR) in addition to managing all the verification requests the University receives.