

ACADEMIC REGISTRAR'S DIVISION: ORGANISATION AND RESPONSIBILITIES

**1. Divisional structure**

**Central**

*Academic Registrar* Mark Thomson  
*Executive Assistant* Max Palmer-O'Connor

**ARD Systems and Business Processes**

*ARD Head of Systems and Business Processes* Mike Page

**ARD Systems**

*IT Project and Information Manager* Elena Lo  
*ARD Systems and Business Process Manager* Nena Tomasevic  
*ARD Systems Developers* Andy Kaufman, Robert Mintrum, Edward Burls  
*ARD Systems Officer* Chris Abraham  
*Student Record Systems Support Officer* Dominic Millns  
*Management Information Officer* Mark Devlin

**Teaching Quality Assurance and Review**

*Head of TQARO* Tom Hewlett  
*Communications Manager* Casey Hawkins  
*Surveys Manager* Bettina Baumann  
*TQARO/RDU Administrator* Vacant

**Timetables**

*Timetables Manager* Linda Taylor  
*Deputy Manager* Thomas Kennedy  
*Timetables Assistant* Kevin Cave  
*Timetables Assistant* Caroline Medhurst

**Recruitment and Admissions**

*Director of Recruitment and Admissions* Catherine Baldwin

*Head of Admissions* Simon Beattie

**Undergraduate Admissions**

*Undergraduate Admissions Manager* Alex Ingold  
*Admissions Officer* Andrea Henrichfreise  
*Admissions Specialists* Debbie Nicholls, Liz King, Lorna Stevenson, Hollie Brown  
*Administrators* Carolynne Jewell, Natalie Lacey, Katie Poulter, Adrian Roye, Ben Weston, Tom Bahlstrand, Lily Fogden

**Graduate Admissions**

*Deputy Graduate Admissions Manager* Bryan Pilkington  
*Admissions Specialist* Yvonne Brewster, Margaret Couling, Julia Biggane, Catherine Sumnall, Surinder Notay, Adelaide Lee-Warner, Kate Smith-Crallen, Janice Stranaghan  
*Office Manager* Abel Tao  
*Technical Manager* Indra Panch  
*Communication and Customer Service Manager* Corinne Turner  
*Premium Service Manager* Charlotte Pearson  
*International Qualifications Specialist* Daniel Przybylski  
*Double Degrees and International Qualifications Specialist* Vali Pappa  
*Economics and Visa Specialist* Charlie Braham  
*Technical Specialist* Rob Appleton  
*Executive Programmes Specialist* Gemma Longmire

*Administrators* Sophia Douglas, Judith Josiah, Mark Seager, Yaz Ozturk, Tom Ireland, Alex Austin, Khaleda Begum

## **Student Recruitment**

*Student Recruitment and Study Abroad Manager* Will Breare-Hall  
*Student Recruitment Officers* Alice Else, Yohei Guy, Dan Newby  
*Student Recruitment and Study Abroad Coordinators* Gar Mun Hui, Amy Tijou  
*Student Recruitment Coordinator* Sarah Mullen  
*Student Recruitment Assistant (UK)* Shakila Khan  
*Student Recruitment Assistant (International)* Scott Gibson  
*Student Recruitment Administrator* Vacant

*Market Intelligence Officer* Alison Taylor  
*Marketing Officer* Phil Wood  
*Marketing Coordinator (Website)* Hannah Lawrence  
*Marketing Coordinator (CRM)* Beth Yarwood-Smith

## **Widening Participation**

*Head of Widening Participation* Kirsty Wadsley  
*Widening Participation Officers* Rosie Pethica, Dimple Bhimji  
*Widening Participation Coordinators* Rebecca Saxby, Sophia Mousoulides  
*Widening Participation Coordinator (Law Programmes)* Katya Ivanova (part-time)  
*Widening Participation Administrator* Anna Trocme-Latter

## **Financial Support**

*Financial Support Manager* Sue Plater  
*Deputy Financial Support Managers* Rose Harris, Cat Todd  
*Senior Assistants* Kavita Sidhu, Giles Taylor

## **Student Services**

*Head of Student Services* Hannah Bannister  
*Assistant to the Head of Student Services and the Graduate/Associate Deans* Gio Graglia  
*Deputy Head of Student Services Centre* Cheryl Edwardes

## **Advice, Communications and Operations**

*Advice Manager* Nicola Morgan  
*Communications & Operations Manager* Chris Hunt  
*Student Services Adviser* Stacey Kurn  
*Operations Officer* Carl Goodwin  
*Communications & Orientation Officer* Lydia Halls

## **Assessment Regulations Team**

*Assessment Regulations and Appeals Manager* Martin Johnson  
*Assessment Regulations and Complaints Officer* Astrid Soiza

## **International Student Visa Advice Team**

*International Student Visa Advice Manager* Bethan Ovens  
*Senior International Student Visa Adviser* Laura Dyson

## **Registry**

*Results and Graduation Manager* Nicola Foster  
*Registration and Examinations Manager* Caroline Thurtle (maternity cover)  
*Visa Compliance and Change of Circumstance Manager* Chiara Milani  
*Senior Administrators* Andre Boyle, Chris Llewellyn (maternity cover), Anna Izdebska, Susan Powell, Sharan Purewal  
*Registry Administrators* Peter Chiazese, Patricia Lawrence, Daniel Peel  
*Registry Assistant* Salva Ridino, Samantha Jordan

## Student Wellbeing Service

*Head of Student Wellbeing* Adam Sandelson

*Counselling Service Manager* Paul Glynn

*Part-time Counsellors* Monika Smolar, Ohemaa Nkansa, Claire Barnes, Mike Bryant, Andrew Shorrocks, Terri Patterson

*Mental Health Advisers* Mohammed Kamara, Stef Hackney

*Counselling Service Administrator* Sidratul Alom

*Disability and Wellbeing Service Manager* Sarah Slater

*Deputy Disability and Wellbeing Service Manager* Vacant

*Disability and Wellbeing Service Co-ordinator* Cheryl Measures

*Disability and Wellbeing Service Administrators* Nazim Begum, Eric Sigmundsson

*Part-time Disability Advisers* Sebastian Boo, Sally Reynolds, Zoe Waterfield, Luis Passaglia-Nascimento, Alice Speller, Ivan Newman

*Community Service Volunteers* Flo Eberlein

## 2. Locations

People/office	Building	Area
Academic Registrar	Tower 1	Fourth floor
Admissions – Graduate	Tower 1	Fourth floor
Admissions – Undergraduate	Tower 1	Sixth floor
ARD Systems	Tower 1	Fifth floor
Assessment Regulations Team	Old Building	Student Services Centre
Deans' Secretary	Old Building	Student Services Centre
Director of Recruitment and Admissions	Tower 1	Sixth floor
Disability and Wellbeing Service	Old Building	G.21
Financial Support	Tower 1	Fifth Floor
Student Counselling Service	20 Kingsway	Fifth floor
Student Services	Old Building	Student Services Centre
Student Recruitment	Tower 1	Sixth floor
Students: Advice and Reception	Old Building	Student Services Centre
Students: Registry	Old Building	Student Services Centre
Timetables	1 Kingsway	Third floor
TQARO	Tower 1	Fifth floor
Widening Participation	Tower 1	Fifth floor

## 3. Subject index

Subject	Person	Extension
Admissions – Graduate (Internal queries)	[Selectors' Hotline]	6799
Admissions – Graduate (overall)	Simon Beattie	6928
Admissions – Undergraduate	Adrian Roye / Natalie Lacey	7478/7756
Admissions – Undergraduate (overall)	Alex Ingold	7473
Appeals from UG and PGT students	Martin Johnson/Astrid Soiza	7894/7149
ASC reviews	Thomas Hewlett	6114
Assessment misconduct (UG and PGT students)	Martin Johnson/Astrid Soiza	7894/7149
Business continuity planning	Mark Thomson	6114
Calendar	Tom Hewlett	6387
Ceremonies	Chris Llewellyn	7966
Certificates of registration (for UG and PGT students)	Farnaz Ayrom-Walsh	7913
Counselling	Adam Sandelson	3627
Data quality	Nena Lekic	4953
Dean: Undergraduate Studies	Gio Graglia	7445
Deans: Graduate Studies and General Course	Gio Graglia	7445
Degree certificates (for UG and PGT students)	Patricia Lawrence	6202
Disability and Wellbeing	Adam Sandelson	3627
Erasmus	Bethan Ovens	6853
Examination statistics	Nena Tomasevic	4953
Examinations – complaints	Martin Johnson	7894
Examinations – regulations	Martin Johnson	7894
Examinations – results processing	Nicola Foster	6620
Examinations – scheduling	Farnaz Ayrom-Walsh	7913
Examinations – individual adjustments	Andrea Boyle	7770

External Examiners – appointment, records and payment	Nicola Foster	6620
External Examiners – reports	Tom Hewlett	6387

## Subject index (contd)

Subject	Person	Extension
Fee assessments (applicants)	Natalie Lacey/ Abel Tao	7478/ 7154
Financial Support	Sue Plater	7163
General Course – admissions	Will Breare-Hall	7928
General Course - overseas links	Will Breare-Hall	7928
General Course – recruitment	Will Breare-Hall	7928
Institutional audit	Tom Hewlett	6387
Management information – general	Mike Page	5216
Marketing	Phil Wood	6133
Mentoring (student)	Lydia Halls	6337
National Student Survey	Tom Hewlett	6387
Welcome Week (student)	Lydia Halls	6337
Prospectus – editorial	Simon Beattie	6750
Prospectuses – production	Phil Wood	6133
QAA	Tom Hewlett	6387
Quality assurance	Tom Hewlett	6387
Recruitment – General Course	Will Breare-Hall	7928
Recruitment – overseas	Will Breare-Hall	7928
Recruitment – UK and Europe	Alice Else/Yohei Guy	3694/3676
Recruitment – events at LSE, eg Open Days	Yohei Guy	3676
Recruitment – promotion of new programmes	Phil Wood	6133
Registration – course choice (for UG and PGT students)	Andrea Boyle	7770
Registration – programme (for UG and PGT students)	Farnaz Ayrom-Walsh	7913
Research Councils – awards	Rose Harris	7162
Research Councils – policy	Sue Plater	7163
Schools liaison – widening participation initiative	Kirsty Wadsley	3642
Special examination provision	Martin Johnson	7894
Schools liaison – other	Yohei Guy	3676
Staff matters	Mark Thomson	6114
Staff development and training (ARD)	Astrid Soiza	7751
Student academic/pastoral advice and referral	Nicola Morgan	7849
Student administration – general	Mark Thomson	6114
Student Ambassadors. Mentors. Tutors (WP)	Dimple Bhimji	5250
Student finance	Sue Plater *	7163
Student records	Farnaz Ayrom-Walsh/ Nicola Foster	7913/ 6620
Student records systems	Nena Tomasevic	4953
Student Services Centre – general	Hannah Bannister	7457
Student Services Centre – reception and counter	Nicola Morgan	7849
Summer Schools – Widening Participation	WP contact:	
WP Year 11 Summer School	Rosie Pethica	3662
WP CHOICE Summer School	Dimple Bhimji	7645/5250
WP Promoting Potential Spring School	Rosie Pethica	3662
Teaching surveys	Tom Hewlett	6387
Transcripts	Farnaz Ayrom-Walsh	7913
Timetables	Linda Taylor	7192
Visas - Advice	Bethan Ovens/ Laura Dyson	6853/4927
Visas – Compliance and student records	Chiara Milani	7130
Website – Financial Support	Cat Todd	7155
Website – Student Services Centre	Nicola Morgan	7849
Website – study channel	Cath Baldwin/Phil Wood	6750/6133
Website – TQARO	Tom Hewlett	6387
Widening Participation – General	Kirsty Wadsley	3642
Widening Participation – CHOICE	Dimple Bhimji	7645/5250
Widening Participation – Access Agreement	Kirsty Wadsley	3642
Widening Participation – Law Programmes	Rosie Pethica/ Katya Ivanova	3662/4907

\* Except for fee collection and US and Canadian loans, which are dealt with by the Fees section of the Finance Division.

#### 4. Committee secretaries

Academic and Student Affairs Committee	Tom Hewlett	6387
Assessment Misconduct Panels (UG and PGT)	Martin Johnson	7894
Departmental Tutors Consultative Forum	Nicola Morgan	7849
Financial Awards Panel	Rose Harris	7162
Graduate Admissions Tutors Consultative Forum	Simon Beattie	6928
Graduate School Board of Examiners	Nicola Foster	6620
Graduate Studies Sub-Committee	Tom Hewlett	6387
Law Board of Examiners	Nicola Foster	6620
Repeat Teaching Panel	Nicola Morgan	7849
School Board of Examiners: BA/BSc	Nicola Foster	6620
Individual Exam Adjustments Panel	Farnaz Ayrom-Walsh	6309
Individual Exam Adjustments Appeal Panel	Hannah Bannister	7457
Taught Graduate Students Consultative Forum	Nicola Morgan	7849
Undergraduate Admissions Tutors Consultative Forum ('virtual' forum)	Alex Ingold	7473
Undergraduate Students Consultative Forum	Nicola Morgan	7849
Undergraduate Studies Sub-Committee	Tom Hewlett	6387

***Last updated September 2016***