

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

ACADEMIC REGISTRAR'S DIVISION: ORGANISATION AND RESPONSIBILITIES

1. Divisional structure

Academic Registrar's Office

Academic Registrar Mark Thomson

Executive Assistant Remi Adeyemi

Teaching Excellence Framework Coordinator Nyssa Lee-Wolf

Systems and Business Processes

Head of Enterprise CRM and SRS, Mike Page

ARD Systems

Student Systems Manager Andy Kaufman

Technical Project Manager Fahmida Begum

Statutory Returns Manager Vacant*

Service Desk & Core Services Manager Abel Tao

Management Information Officer Mark Devlin

Salesforce Developer John Griffiths,

ARD Systems Developers Jonathan Stephen, Rob Appleton

Systems Developer Rob Mintrum, Chris Abraham

Business Analyst Vacant*

Systems Support Officer Jacob Hodgson Stokes, Fergus Deery

Salesforce Administrator Daniel Newby, Ambia Begum, Edward Burls

Systems Graduate Intern Jacob Hodgson Stokes

Teaching Quality Assurance and Review Office

Head of TQARO Tom Hewlett

Quality Assurance and Regulations Manager Nicholas Chessman

Surveys Manager Lucia Machia

Quality Assurance Officer (0.6) Janine Olding

Timetables

Timetables Manager Linda Taylor

Deputy Manager Thomas Kennedy

Timetables Assistant Caroline Medhurst, Alex Taylor

Timetables Administrator (0.4) Janine Olding

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, Sarah Mak, Paul Paluch-Edwards, Gemma Bishop, Rachel McDermott (0.7FTE)

Senior Admissions Assessors Ben Weston, Natalie Lacey (0.6FTE), Adrian Roye (0.4FTE)

Admission Assessors Carolyn Jewell, Tom Bahlstrand, Lily Dawber, Hannah Sheehy, Harvey Green, Vacant*

Graduate Admissions

Deputy Graduate Admissions Manager Bryan Pilkington

Senior Graduate Admission Selectors, Margaret Couling

Graduate Central Admission Julia Biggane, Yvonne Brewster, Surinder Notay, Catherine Wilkinson, Kate Smith-Crallen, Janice Stranaghan, Katya Ivanova, Simona Manea, Lindsey Galpin

Office Manager Beckie King

Technical Manager Indra Appleby

Communication and Customer Service Manager Corinne Turner

Premium Service Manager Charlotte Pearson/Dan Saney

Non-standard Programmes Manager Vali Papa
Senior Graduate Admissions Administrator (Visa & NSP Specialist) Daniel Przybylski
Senior Graduate Admissions Administrator (Visa Specialist) Dan Saney/Agnes Petho
Senior Graduate Admissions Administrator (Executive Programmes Specialist) Gemma Longmire
Graduate Admissions Administrator (Technical Specialist) Ben Platt
Graduate Admissions Administrator (OSP Specialist) Helen Richardson
Graduate Admissions Administrator Emma Pentland
Graduate Admissions Administrators Judith Josiah, Mark Seager, Steve Guy, Joan Potter, Sabina Chowdhury, Tom Ireland,

Student Marketing and Recruitment

Student Recruitment and Study Abroad Manager Will Breare-Hall
Student Recruitment Officers Alice Else, Vacant*
Student Recruitment and Study Abroad Officer Loris Lysiotis
Student Recruitment and Study Abroad Coordinator Kathryn Ward, Nathan Brennan
Student Recruitment Coordinator Sarah Mullen
Student Recruitment Assistant Vacant*
Marketing Officer Phil Wood
Market Intelligence Officer Bea Collet
Marketing Coordinator (Website) Amy Tijou
Marketing Coordinator (CRM) Gar Mun Hui
Marketing Intern Thanh Thuy Vu

Widening Participation

Head of Widening Participation Jess Bond
Deputy Head of Widening Participation Strategic Projects Rosie Pethica
Deputy Head of Widening Participation Programme Operations Alice King
Widening Participation Data and Policy Analyst Jonathan Schulte
Widening Participation Office Coordinator Phil Gerrard
Widening Participation Officers Rebecca Saxby, Vacant**
Widening Participation Coordinators Nikita Gibbs, Vacant*
Widening Participation Coordinators Pathway Programmes Katie Willis Vacant*
Widening Participation Operations & Comms Coordinator Vacant*

Financial Support

Financial Support Manager Cat Todd
Deputy Financial Support Managers Rose Harris, Vacant*
Senior Assistants Kavita Sidhu, Eric Sigmundsson

Student Services

Head of Student Services Martyn Annis
Deputy Head of Student Services Centre (Operations) Michele Sahlre
Deputy Head of Student Services Centre (Advice) Dr Peter Evanson
Deputy Head of Student Services Centre (Wellbeing) Victoria Frost

Advice Team

Advice Manager Jennifer Frances
Student Services Advisor Avila Bergin

Assessment Regulations Team

Assessment Regulations Manager Martin Johnson
Senior Assessment Regulations Officer Christopher Llewellyn, Vacant*

Registration and Operations Team

Registration and Operations Manager Sue Powell
Senior Administrator Jacqueline Dudmish
Senior Administrator (cross-team role) Laura Gamble
Registration & Operations Administrator Vince Isagba, Vacant*

Communications and Events Team

Communications & Events Manager Katja Janus
Communications & Orientation Officer Karen O'Neill
Senior Graduation Administrator Rebekah Huggins
Administrator (SSC Events & Team Support) Vacant*

International Student Visa Advice Team

International Student Visa Advice Manager Bethan Ovens

Senior International Student Visa Adviser Laura Blenkiron

Senior International Student Visa Adviser Emerald Southern Darbar

Visa Compliance and Changes in Circumstance Team

Visa Compliance and Change in Circumstance Manager Chiara Milani

Senior Administrators Daniel Peel, Veronique Faber

Administrators Vacant*

Exams and Course Selection Team

Exams Manager Minal Shingadia

Senior Administrators Stacey Kurn, Aminah Yusuf, Leah Thorley, Whitney Bello-Williams, Shannah Haylett

Results Team

Results and Awards Manager Astrid Soiza

Senior Administrators Mark Kingston, Mohammed Abdulmajeed, Vacant**

Administrators Peter Chiazese, Patricia Lawrence

Student Wellbeing Service

Counselling Service Manager Paul Glynn, Adam Sandelson

Part-time Counsellors Mike Bryant, Ken Ewing, Emma Nabavian, Oheema Nkansa-Dwamena, Andrew Shorrocks, Terry Patterson, Susie Ward, Monika Smolar, Ia Tollstam, Kate Ashbridge-Thomlinson and Julie McNair

Disability and Wellbeing Service Manager Venitia Stoby

SWS Admin Manager Lisa Corns

SWS Administrator (Counselling) Ella Begum

SWS Administrator (DWS) Tyrone D'Souza, Debbie Wheatley

Senior Disability Adviser Kirsty Mackenzie

Senior Mental Health Adviser Stef Hackney

Mental Health Advisers Rebekah Griffiths, Michelle Gideon, Jamie Gething

Part-time Disability Advisers Sebastian Boo, Sally Reynolds, Nadia Drews, Jules Dracott, Angus Lamb

Community Service Volunteer Vacant*

2. Locations

People/office	Building	Area
Academic Registrar	Pankhurst House	Fourth floor
Admissions – Graduate	Pankhurst House	Fourth floor
Admissions – Undergraduate	Pankhurst House	Sixth floor
ARD Systems	Pankhurst House	Fifth floor
Assessment Regulations Team	Old Building	Student Services Centre
Director of Recruitment and Admissions	Pankhurst House	Sixth floor
Disability and Wellbeing Service	Pethick-Lawrence	Third Floor
Financial Support Office	Pankhurst House	Fifth Floor
Head of Systems and Business Processes	Pankhurst House	Fifth Floor
Head of Student Services	Old Building	G.14.3
Student Counselling Service	Pethick-Lawrence	Fourth Floor
Student Services	Old Building	Student Services Centre
Student Marketing and Recruitment	Pankhurst House	Sixth floor
Timetables	1 Kingsway	Third floor
TQARO	Queen's House	Second Floor
Widening Participation	Pankhurst House	Fifth floor

3. Subject index

Subject	Person	Extension
Admissions – Graduate (Internal queries)	[Selectors' Hotline]	6799
Admission – Undergraduate (Internal queries)	[Selectors' Hotline]	7125
Admissions – Graduate (overall)	Simon Beattie	6928
Admissions – Undergraduate	Andrea Henrichfreise	7478
Admissions – Undergraduate (overall)	Alex Ingold	7473
Appeals from UG and PGT students	Martin Johnson	7894
Assessment misconduct (UG and PGT students)	Martin Johnson	7894
Business continuity planning	Mark Thomson	6114
Calendar	Nicholas Chessman	5436
Ceremonies	Rebekah Huggins	7966
Certificates of registration (for UG and PGT students)	Sue Powell	7752
Counselling	Paul Glynn	6953
Counselling (Staff Counselling Service)	Paul Glynn	6953
Data quality	Andy Kaufman	5345
Dean: General Course	Jennifer Frances	7350
Degree certificates (for UG and PGT students)	Patricia Lawrence	6202
Disability and Wellbeing	Victoria Frost	3627
Erasmus	Bethan Ovens	6853
Examination statistics	Andy Kaufman	5345
Examinations – complaints	Martin Johnson	7894
Examinations – regulations	Minal Shingadia	7913
Examinations – results processing	Astrid Soiza	6620
Examinations – timetabling	Minal Shingadia	7913
Examinations – individual adjustments	Stacey Kurn	7770
External Examiners – appointment, records and payment	Astrid Soiza	6620
External Examiners – reports	Tom Hewlett	6387
Fee assessments (UG/PG applicants)	Beckie King	7124/ 5061
Fee assessments (UG/PG re-classification)	Beckie King	7124/ 5061
Financial Support	Cat Todd	7163
General Course – admissions	Will Breare-Hall	7928
General Course - overseas links	Will Breare-Hall	7928
General Course – recruitment	Will Breare-Hall	7928
Management information – general	Mike Page	5216
Marketing	Phil Wood	6133
Mentoring - off Campus Support Scheme (students)	Lydia Halls	6337
National Student Survey	Zoe Saleh	6266
Welcome (students)	Lydia Halls	6337
Prospectus – editorial	Cath Baldwin	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	3694
Recruitment – events at LSE, eg Open Days	Alice Else	3694
Recruitment – promotion of new programmes	Phil Wood	6133
Registration – course selection (for UG and PGT students)	Minal Shingadia	7913
Registration – programme (for UG and PGT students)	Sue Powell	7752
Research Councils – awards,	Rose Harris	7162
Research Councils – policy	Cat Todd	7163
Risk Management	Mark Thomson	6114
Schools liaison – widening participation initiative	Kirsty Wadsley	3642
Special examination provision	Martin Johnson	7894
Schools liaison – other	Alice Else	3694
Staff matters	Mark Thomson	6114
Student academic/pastoral advice and referral	Jennifer Frances	6167

Student administration – general	Michele Sahlre	7271
Student Ambassadors. Mentors. Tutors (WP)	Lowri Roberts	4906
Student finance	Cat Todd	7163
Student records	Astrid Soiza /Sue Powell	6620/7752
Student records systems	Andy Kaufman	5345
Student Services Centre – general	Martyn Annis	7457
Student Services Centre – reception and counter	Jennifer Frances	7350
Student Tutors (WP)	Eleanor Buxton	4907yes
Summer Schools – Widening Participation	WP contact:	7645
WP Year 11 Summer School	Rebecca Saxby	
WP CHOICE Summer School		
WP Promoting Potential Spring School		
Teaching surveys		6266
Teaching Excellence and Student Outcomes Framework		6114
Transcripts	Astrid Soiza	7913
Timetables	Linda Taylor	7192
Visas - Advice	Bethan Ovens	6853
Visas – Compliance and student records	Chiara Milani	7130
Website – Financial Support	Cat Todd	7155
Website – Student Services Centre	Jennifer Frances	7350
Website – study channel	Cath Baldwin/Phil Wood	6750/6133
Website – TQARO	Andrea Boyle	5436
Widening Participation – General	Jess Bond/Rose Pethica	3662
Widening Participation – CHOICE	Rebecca Saxby	7645
Widening Participation – Access Agreement	Jess Bond/Cath Baldwin	3642
Widening Participation – Law Programmes	Katie Willis	7768
Widening Participation – Banking & Finance Programmes	Katie Willis	7768

**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
Academic Registrar's Division Business Group	Remi Adeyemi	7121
Academic Registrar's Division Management Forum	Remi Adeyemi	7121
Assessment Misconduct Panels (UG and PGT)	Martin Johnson	7894
Departmental Tutors Consultative Forum	Jennifer Frances	7350
Financial Awards Panel	Rose Harris	7162
Graduate Admissions Tutors Consultative Forum	Simon Beattie	6928
Graduate School Board of Examiners	Astrid Soiza	6620
Graduate Studies Sub-Committee	Andrea Boyle	5436
Individual Exam Adjustments Appeal Panel	Michele Sahlre	7149
Individual Exam Adjustments Panel	Minal Shingadia	7913
Law Board of Examiners	Camilla Davis	6620
Repeat Teaching Panel	Jennifer Frances	6167
School Board of Examiners: BA/BSc	Astrid Soiza	6620
Start of Year Assurance Group	Remi Adeyemi	7121
Undergraduate Admissions Tutors Consultative Forum	Alex Ingold	7473
Undergraduate Studies Sub-Committee	Tom Hewlett	6387

5. ARD Business Partners

Vali Pappa	Graduate Admissions Office	4987
Astrid Soiza	Student Service Centre	7913
Debbie Nicholls	Undergraduate Admissions Office	6631
Rebekah Griffiths	Student Wellbeing Service	
Vacancy	(none)	

6. Academic Department Clusters leads

Charlotte Knights	C.Knights@lse.ac.uk
Osmana Raie	o.raie@lse.ac.uk
Nyssa Lee-Wolf	n.lee-woolf@lse.ac.uk
Matt Rowley	m.rowley@lse.ac.uk
Damian Roberts	d.p.roberts@lse.ac.uk

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