



THE ACADEMIC ADMINISTRATION DIVISION

SUPPORTING STUDENTS –
FROM RECRUITMENT TO GRADUATION

July 2019

What is the Academic Administration Division (AAD)?

The AAD is the University's group of services focused on students and learning. We provide the support and information that students need to thrive in their academic and personal lives. We also support staff and the wider Oxford community.

What we do

We work with staff and students across the collegiate University to support students from before they join Oxford until they leave. In particular we focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions - and advising students through the admissions process
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

Our sections

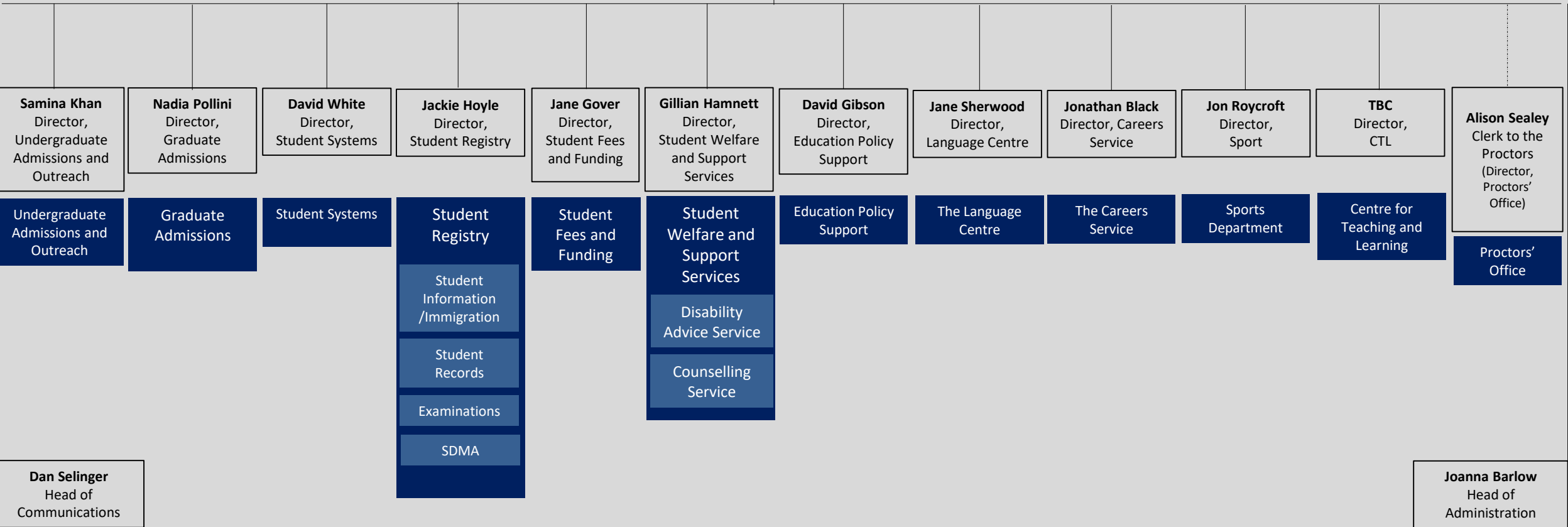
The AAD is a dispersed division, with around 400 employees working in 12 sections across eight different sites. Here is a brief overview of each part:

Section	Description	Location	Approx no. of employees (exc. casuals)	Web link
Careers Service	Works across the University to help students develop their employability skills and make the best informed decisions, and with recruiters to promote opportunities	Banbury Road	37	Careers Service website
Education Policy Support	Develops the University's education policy and manages quality assurance	Wellington square	11	EPS pages
Graduate Admissions	Oversees the graduate admissions process, supporting applicants, departments and colleges	Wellington Square	18	Prospective students site
Language Centre	The language hub for all Oxford students and staff	Woodstock Road	45	Language Centre site
Centre for Teaching & Learning	Provides advice and guidance on course design, adopting technology and digital resources, and assisting in pilots of new teaching methods	St Ebbe's Street	TBC	TBC
Sport	Provides sports facilities, services and opportunities to the greater University community	Iffley Road	40	Sport site
Student Fees and Funding	Supports prospective and current students and the collegiate University on all aspects of fees and funding	Worcester Street	24	Fees and Funding pages
Student Systems	Development and support of core IT systems for academic administration	Gibson Building	20	Student Systems site
Student Registry	Oversees student records, University examination and assessments, data analysis and reporting, degree ceremonies, student information, and visas and immigration	Exam Schools	46	Student Registry page
Student Welfare and Support Services	Responsible for student welfare provision across the university	Worcester Street	67	SWSS pages
Undergraduate Admissions and Outreach	Provides a central undergraduates admissions service for colleges and applicants	Wellington Square	41	Prospective students site
Proctors' Office	Upholds legislation, policy and practice by scrutinising governance and operations	Wellington Square	8	Proctors' Office site

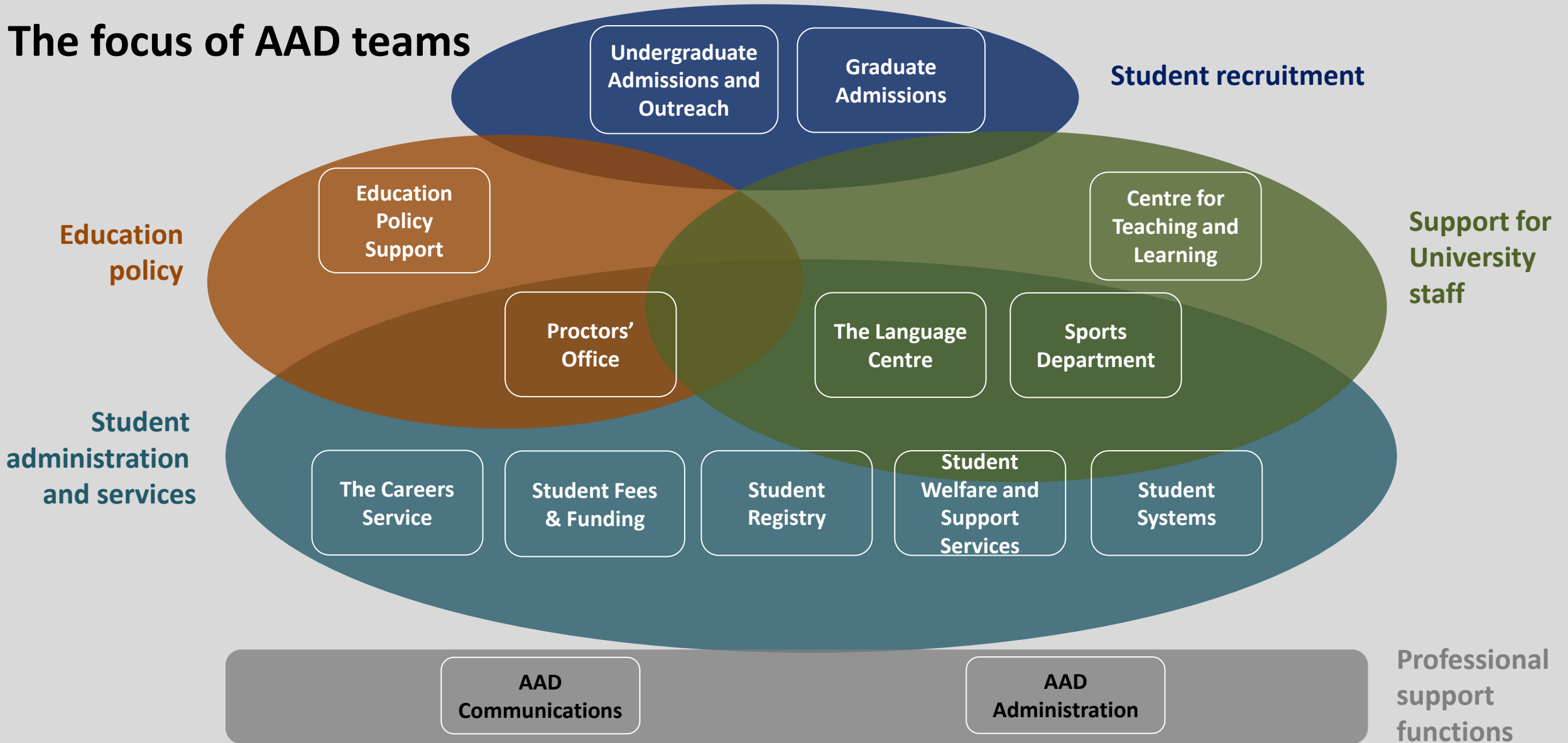
Our structure and leadership

The AAD is led by Academic Registrar, with a Management Group of 14 overseeing the 12 sections and two professional support functions.

Saira Shaikh
Academic Registrar



The focus of AAD teams



Where we fit in

The AAD is one of a number of professional service functions that support the wider collegiate university – sometimes referred to collectively as the University Administration and Services (UAS).

The Academic Registrar reports to the Registrar, Gill Aitken .



The way we work

Student-focused

We provide students with access to the services and information they need to make the most of their time at university.

Effective

We focus on providing essential services that are available when staff and students need them.

Efficient

We constantly monitor our activities, and find ways of making them more efficient and streamlined.

Expert

Our people are vital to what we do. We focus on developing our knowledge and skills, and applying them to our work across the division.

Our culture

- **Empowering**
We empower our staff to be creative, innovative, solution-focused and flexible
- **Innovative**
We encourage continuous improvements by accepting, reviewing and learning from activities – individually and systematically
- **Learning-focused**
We provide effective programmes for professional services and academic staff development
- **Responsive**
We are alert to and respond appropriately to emerging developments that have implications for the collegiate university
- **Collaborative**
We work collaboratively within a strong, friendly and supportive team