THE ACADEMIC ADMINISTRATION DIVISION
SUPPORTING STUDENTS – FROM RECRUITMENT TO GRADUATION
September 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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Location</th>
<th>Approx no. of employees (exc. casuals)</th>
<th>Web link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers Service</td>
<td>Works across the University to help students develop their employability skills and make</td>
<td>Banbury Road</td>
<td>37</td>
<td>Careers Service website</td>
</tr>
<tr>
<td></td>
<td>the best informed decisions, and with recruiters to promote opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Policy Support</td>
<td>Develops the University’s education policy and manages quality assurance</td>
<td>Wellington square</td>
<td>11</td>
<td>EPS pages</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>Oversees the graduate admissions process, supporting applicants, departments and colleges</td>
<td>Wellington Square</td>
<td>18</td>
<td>Prospective students site</td>
</tr>
<tr>
<td>Language Centre</td>
<td>The language hub for all Oxford students and staff</td>
<td>Woodstock Road</td>
<td>45</td>
<td>Language Centre site</td>
</tr>
<tr>
<td>Centre for Teaching &amp; Learning</td>
<td>Provides advice and guidance on course design, adopting technology and digital resources, and assisting in pilots of new teaching methods</td>
<td>Littlegate House</td>
<td>21</td>
<td>Centre for Teaching and Learning site</td>
</tr>
<tr>
<td>Sport</td>
<td>Provides sports facilities, services and opportunities to the greater University community</td>
<td>Iffley Road</td>
<td>40</td>
<td>Sport site</td>
</tr>
<tr>
<td>Student Fees and Funding</td>
<td>Supports prospective and current students and the collegiate University on all aspects of fees and funding</td>
<td>Worcester Street</td>
<td>24</td>
<td>Fees and Funding pages</td>
</tr>
<tr>
<td>Student Systems</td>
<td>Development and support of core IT systems for academic administration</td>
<td>Gibson Building</td>
<td>20</td>
<td>Student Systems site</td>
</tr>
<tr>
<td>Student Registry</td>
<td>Oversees student records, University examination and assessments, data analysis and reporting, degree ceremonies, student information, and visas and immigration</td>
<td>Exam Schools</td>
<td>46</td>
<td>Student Registry page</td>
</tr>
<tr>
<td>Student Welfare and Support</td>
<td>Responsible for student welfare provision across the university</td>
<td>Worcester Street</td>
<td>67</td>
<td>SWSS pages</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Undergraduate Admissions and Outreach</td>
<td>Provides a central undergraduates admissions service for colleges and applicants</td>
<td>Wellington Square</td>
<td>41</td>
<td>Prospective students site</td>
</tr>
<tr>
<td>Proctors’ Office</td>
<td>Upholds legislation, policy and practice by scrutinising governance and operations</td>
<td>Wellington Square</td>
<td>8</td>
<td>Proctors’ Office site</td>
</tr>
</tbody>
</table>
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.
The focus of AAD teams

- Undergraduate Admissions and Outreach
- Graduate Admissions
- Centre for Teaching and Learning
- The Language Centre
- Sports Department
- Proctors’ Office
- The Careers Service
- Student Fees & Funding
- Student Registry
- Student Welfare and Support Services
- Student Systems
- AAD Communications
- AAD Administration

Education policy
Student administration and services
Support for University staff
Professional support functions

Student recruitment
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