

# ADMINISTRATIVE RESPONSIBILITIES 2017-2018

| <b>ADMINISTRATION AND MANAGEMENT</b>  |  |
|---|--|
| Head of School  | Professor Anthony Vickers  |
| Director of Education   | Dr John Woods  |
| Director of Research<br>Deputy Director of Research   | Professor Hani Hagraas<br>Dr Leila Musavian  |
| Director of Curriculum Development  | Dr Martin Reed   |
| Director of Recruitment and Publicity   | Prof Huosheng Hu   |
| Director of Impact  | Professor Udo Kruschwitz   |
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| <b>CENTRE FOR COMPUTATIONAL FINANCE AND ECONOMIC AGENTS (CCFEA)</b>   |  |
| Director of CCFEA   | Dr Carmine Ventre  |
| Deputy Director of CCFEA  | Dr John O'Hara   |
|   |  |
| <b>SCHOOL ADMINISTRATION TEAM</b>   |  |
| School Manager<br>Examinations and Finance Manager<br>Deputy School Manager<br>Student Administrator (Years 1 and 2)<br>Student Administrator (Years 3 and 4)<br>Student Administrator<br>PGT Administrator<br>PGR Administrator<br>Student Administrator (Degree Apprenticeships)<br>Partnerships Administrator<br>PA to Head of School and Exams Administrator<br>Project Officer: Student Engagement | Marie Scott<br>Dianne Blundell (maternity cover)<br>Irene Smith (maternity cover)<br>Woroud Melhem<br>Valerie Hargrove<br>Nicole Smither<br>Debbie Neve<br>Claire Harvey<br>Megan Capon<br><i>To be appointed for Feb 18</i><br>Julie Poole<br>Anton Greenaway |
| Administrator (Finance & Staffing)<br>Assistant Administrator (Finance & Staffing)<br>Assistant Administrator (Purchasing)  | Sandra Beckett<br>Rachel Gooch<br>Jenny Cuthbert   |
| Systems and Resources Manager   | Dr Bob Self  |
|   |  |
| <b>TEACHING</b>   |  |
| Director of Education   | Dr John Woods  |
| Director of Examinations  | Dr Nigel Newton  |
|   |  |
| <b>Undergraduate Students</b>   |  |
| Undergraduate Director<br>Year 1 Supervisors  | Dr David Bebbington<br>Prof Kun Yang   |
| Year 2 Supervisor   | Dr Manoj Thakur  |
| Year 3/Year 4 Supervisor  | Dr Sam Steel   |
|   |  |
| GTA / GLA Coordinator   | Dr Jon Chamberlain   |
|   |  |
| <b>Study Abroad Officer</b><br><b>Ethics Officer</b>  | Dr Nick Zakhleniuk<br>Dr Carmine Ventre  |
|   |  |
| <b>Postgraduate Taught Students</b>   |  |
| Director of Graduate Studies  | Prof Stuart Walker   |
|   |  |
| <b>Employability and Industrial Liaison</b>   |  |
| Employability Development Director  | Prof D Mirshekar (Autumn)/ Dr Francisco Sepulveda (Spring)   |
| Placements Coordinator  | Dr M Fairbank  |

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|---|--|
| Placements Officer                              | Dr M Thakur, Dr G Stracquadanio,<br>Dr V Mohan |
| Degree Apprenticeship Coordinator               | Dr Adrian Clark                                |
| <b>Professional Body Liaison</b>                |  |
| British Computer Society (BCS)                  | Dr Adrian Clark                                |
| Institution of Engineering and Technology (IET) | Dr Adrian Clark (Accreditation Lead)           |
|   |  |
| <b>Learning and Teaching Representatives</b>    | Dr Mike Sanderson (CS)                         |
|   | Dr David Bebbington (E&T)                      |

|   |   |
|---|---|
| <b>Academic Offences Officers</b>   | <b><i>Taught courses</i></b>  |
| <b>Academic Offences Committee Pool Members</b>   | Dr Sam Steel<br>Dr Norbert Voelker<br>Dr David Bebbington<br>Dr Michael Fairbank<br><b>Research</b><br>Prof Dariush Mirshekar (Autumn term),<br>Dr Norbert Voelker (Spring term)<br><br>Dr David Bebbington<br>Prof Dariush Mirshekar (Autumn Term), Dr Nick Zakhleniuk (Spring term) |
|   |   |
| <b>Student Support</b>  |   |
| Senior Tutor  | Dr Nick Zakhleniuk  |
| Departmental Disability Liaison Officer   | Dr Francisco Sepulveda  |
| <b>Attendance Progress Officers (Responsible for holding attendance monitoring meetings)</b><br>Director of Education, Director of UG, Year Managers<br><br><b>Progress Committee Pool Members</b><br>Undergraduate Director<br>Year 3&4 Supervisor<br>Director of Graduate Studies |   |
| <b>Athena SWAN Leads</b>  | Dr Ersi Chorti/Dr David Bebbington<br>Dr Alba Garcia Seco de Herrera  |
| <b>Education Support Team</b>   |   |
| All teaching technical staff  |   |
| Administrative Staff Representative   | Miss Marie Scott or nominee   |
| Director of Education   | Dr John Woods   |
| <b>Curriculum Development</b>   |   |
| Director of Curriculum Development<br>CS Curriculum Development Officer<br>EE Curriculum Development Officer  | Dr Martin Reed<br>Dr Mike Fairbank<br>Dr David Bebbington   |

# ADMINISTRATIVE RESPONSIBILITIES 2017-2018

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| <b>CSEE Scheme Directors</b>                                   |                                    |
| MSc Cloud Computing  | Dr Martin Reed                     |
| MSc Computer Networks & Security<br>MSc Telecommunications     | Prof Stuart Walker                 |
| MSc Electronic Engineering<br>MSc Computer Engineering         | Dr John Woods                      |
| MSc Intelligent Systems and Robotics<br>MSc Internet of Things | Prof Dongbing Gu                   |
| MSc Artificial Intelligence<br>MSc Big Data and Text Analytics | Dr Aline Villavicencio             |
| MSc Advanced Web Engineering<br>MSc Advanced Computer Science  | Dr Norbert Voelker                 |
| MSc Computer Games   | Dr Diego Perez/Dr Michael Fairbank |
| MSc Computer Science (conversion course)                       | Dr Martin Reed                     |

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| <b>RECRUITMENT AND PUBLICITY</b>   |  |
| Director of Recruitment and Publicity  | Prof Huosheng Hu   |
| Website Co-ordinator/Publicity Officer<br>Social Media Co-ordinator  | Dr Vishwanathan Mohan/Dr Ian Daly<br>Dr Jon Chamberlain                      |
|  |  |
| <b>Undergraduate Admissions</b>  |  |
| Director of Undergraduate Admissions   | Dr Michael Gardner   |
| Undergraduate Applicant Day Coordinator  | Dr Nikos Thomos  |
| Admissions Selector: Home  | Dr Mike Sanderson  |
| Admissions Selector: Overseas  | Dr Renato Amorim   |
|  |  |
| <b>Postgraduate Taught Admissions</b>  |  |
| Director of Postgraduate Taught Admissions   | Prof Dongbing Gu   |
| CCFEA Postgraduate Taught Admissions<br>Selector   | Director of CFEA   |
|  |  |
| <b>Schools and Colleges Liaison</b>  |  |
| Schools Liaison Coordinator  | Dr Michael Fairbank<br>Dr Alba Garcia Seco de Herrera<br>Dr Maria Kyropoulou |
| Academic Partnerships Coordinator<br><i>Kaplan Singapore Lead</i><br><i>North West University (China) Lead</i> | Prof Dongbing Gu<br>Dr Manoj Thakur<br>Professor Kun Yang                    |
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# ADMINISTRATIVE RESPONSIBILITIES 2017-2018

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| <b>RESEARCH</b>  |  |
| Director of Research<br>Deputy Director of Research                              | Professor Hani Hagras<br>Dr Leila Musavian   |
| Research Group Leaders   | Professor Udo Kruschwitz<br>Dr Carmine Ventre<br>Professor Riccardo Poli<br>Prof Klaus McDonald-Maier<br>Prof Huosheng Hu<br>Dr Nikos Thomos |
| Director of Postgraduate Research Studies  | Prof John Gan (Autumn Term)<br>Dr Stephen Sangwine(Spring/Summer Term)   |
| Deputy Director of PGR Studies<br>Postgraduate Research Admissions Selector (CS) | Dr Nikos Thomos<br>Prof John Gan (Autumn Term)/<br>Dr Francisco Sepulveda (Spring/Summer Term)   |
| Postgraduate Research Admissions Selector (E&T)                                  | Dr Nikos Thomos  |
| Postgraduate Research Admissions (CCFEA)   | Dr John O'Hara   |
| Ethics Officer   | Prof Klaus McDonald-Maier  |
| <b>Seminar Organisation</b>  |  |
| Artificial Intelligence  | Dr Diego Perez (Autumn Term)/Vishuu Mohan(Spring/Summer Terms)   |
| Communications   | Dr Leila Musavian  |
| <b>Institute for Analytics and Data Science (IADS)</b>                           |  |
| Director<br><i>Institute Administrator</i>                                       | Prof Maria Fasli<br>tbc  |
| <b>INSTITUTIONAL LIAISON</b>   |  |
| International Academy  | Dr Nick Zakhleniuk<br>Dr Michael Gardner   |
| Workload Allocation Model Officer  | Dr Steve Sangwine  |
| <b>GRADUATE SCHOOL AND FACULTY REPRESENTATION</b>                                |  |
| Academic Board   | Head of School   |
| Faculty Steering Group   | Head of School   |
| Faculty Education Committee (Science and Health)                                 | Head of School & Dir. of Education   |
| Faculty Research Directors' Group  | Director of Research   |
| Progress Panels  | Year 2 Supervisor<br>Year 3/Year 4 MSci Supervisor   |
|  | Director of Graduate Studies   |
| Academic Offences Committee  | Academic Offences Coordinator / Officer  |
| <b>Health and Safety Officers</b>  |  |
| Computing Building   | Mr Kevan Wilding   |
| Networks Centre  | Mr Nick Warren   |
| School Non-Ionising Radiations Protection Advisor (SNIRPA)                       | Prof Stuart Walker   |

**EXAMINATION COMMITTEES**

|   |  |
|---|--|
| <p><b>Undergraduate Board of Examiners</b></p> <p><i>External Examiners:</i></p> <p><i>Secretary to the Pre- Board:</i></p> <p><i>In attendance:</i></p>    | <p>Director of Examinations<br/>Head of School<br/>Director of Education / Year 3 Project Supervisor<br/>Director of Undergraduate Studies<br/>Year 2 Supervisor<br/>Year 3/Year 4 Supervisor<br/>Dr Jeremy Gow (Goldsmiths, University of London)<br/>Dr Tahmina Ajmal (University of Bedfordshire)<br/>Dr Ke Chen (University of Manchester)<br/><i>Other tbc</i><br/>Examinations and Finance Manager/<br/>School Manager<br/>Student Administrator (Year 1 &amp; 2)<br/>Student Administrator (Year 3 &amp; 4)</p> |
| <p><b>Postgraduate Board of Examiners</b></p> <p><i>External Examiners (CSEE):</i></p> <p><i>Secretary to the Board:</i></p> <p><i>In attendance:</i></p>   | <p>Director of Examinations<br/>Head of School<br/>Director of Graduate Studies<br/>Director of Education<br/>MSc Project Supervisor<br/>Dr Ning Wang (University of Surrey)<br/><i>Other tbc</i><br/>Dr Rong Qu (University of Nottingham)<br/>Deputy School Manager<br/>Examinations and Finance Manager<br/>PGT Administrator</p>   |
| <p><b>Postgraduate Board of Examiners (CCFEA)</b></p> <p><i>External Examiner:</i></p> <p><i>Secretary to the Board:</i></p> <p><i>In attendance:</i></p>   | <p>Director of Examinations<br/>Head of School<br/>Director of Graduate Studies<br/>Director of Education<br/>Director of CCFEA<br/>Deputy Director of CCFEA<br/>Dr Raju (University of Greenwich)<br/>Deputy School Manager<br/>Examinations and Finance Manager</p>  |
| <p><b>Representatives on Examination Boards/Committees</b></p> <p>First and Resit Year Examinations Committee</p> <p><i>Secretary to the Pre-Board:</i></p> | <p>Director of Examinations<br/>UG Director<br/>Year 1 Supervisor<br/>Examinations and Finance Manager<br/>Student Administrator (Year 1 &amp; 2)</p>  |

**UG Extenuating Circumstances Committee**

*Joint Committee Secretaries:*

*In Attendance:*

Director of Examinations [*Chair*]  
Director of Undergraduate Studies  
Year 1 Supervisor  
Year 2 Supervisor  
Year 3 & 4 Supervisor  
Student Administrator (Year 1 & 2)  
Student Administrator (Year 3 & 4)  
Examinations and Finance Manager

**PGT Extenuating Circumstances Committee**

*Committee Secretary:*

*In Attendance:*

Director of Examinations [*Chair*]  
Director of Postgraduate Studies  
Director of Education  
PGT Administrator  
Deputy School Manager

**Late Submissions Committee (UG & PGT)**

Committee Secretary:

Director of Examinations [*Chair*]  
Director of Undergraduate Studies  
Director of Postgraduate Studies  
Director of Education  
PGT Administrator

## DEPARTMENTAL COMMITTEES

### Departmental Meeting

Head of School [*Chair*]  
Academic Staff  
School Manager  
Examinations and Finance Manager  
Systems & Resources Manager  
Research Officer Representative  
Graduate Teaching Representative  
UG Student Representative  
PGT Student Representative  
PGR Student Representative  
Student Administrator

*Committee Secretary:*

### Research Advisory Group

[Partially updated in line with new policy]  
Director of Research [*Chair*]  
Deputy Director of Research  
Head of School  
Director of CCFEA

Selected research group and centre heads

Prof Hani Hagras  
Prof Riccardo Poli  
Prof Maria Fasli  
Prof Dariush Mirshekar  
Prof Stuart Walker  
Prof Huosheng Hu  
Prof Klaus McDonald-Maier  
Dr Michael Gardner  
PA to Head of School

*Committee Secretary:*

### Marketing Strategy Group

Director of Recruitment and Publicity [*Chair*]  
Director of Curriculum Development  
Director of Undergraduate Admissions  
Postgraduate Taught Admissions Director  
CCFEA PGT Admissions Selector  
Website Co-ordinator/ Publicity Officer  
Laura Selby  
Carla Watkins  
Student Administrator (Year 3 & 4)  
Deputy School Manager  
Students Administrator (Degree Apprenticeships)

Representative from CER  
Faculty Web Officer  
*Committee Secretary:*  
*In Attendance:*

### Education Committee

Director of Education [*Chair*]  
Head of School  
Director of Curriculum Development  
Director of Undergraduate Studies  
Director of Graduate Studies  
Director of Postgraduate Research Studies  
Employability Development Director  
Director of Recruitment and Publicity  
Director of CCFEA

*Committee Secretary:*

Accreditation Lead  
School Manager  
Examinations and Finance Manager  
School Manager

**Undergraduate Staff-Student Liaison Committee**

Director of Education [*Chair*]  
Head of School  
Director of Undergraduate Studies  
Year 1 Supervisors  
Year 2 Supervisor  
Year 3/Year 4 Supervisor  
School Manager  
Student Engagement Officer (Spring Term only)  
Systems & Resources Manager  
Student Administrator (Year 1 & 2)

*Committee Secretary:*

**Postgraduate Staff-Student Liaison Committee**

Director of Education [*Chair*]  
Head of School  
Director of Graduate Studies  
Director of Postgraduate Research Studies  
Deputy Director of CCFEA  
Deputy School Administrator  
Systems & Resources Manager  
PGT Administrator  
PGR Administrator

*Committee Secretary*

**Research Students' Progress Board**

Director of Postgraduate Research Studies [*Chair*]  
Deputy Director of PGR Studies  
Director of Research  
Deputy Director of Research  
PGR Admissions Selector  
PGR Admissions Selector  
CCFEA PGR Admissions Selector  
Dr Michael Fairbank  
PGR Administrator  
Deputy School Manager  
Student Administrator

Committee Member

*Committee Secretary:*

*In attendance:*

**Industrial Advisory Board**

Director of Impact [*Chair*]  
Head of School  
Director of Research  
Deputy Director of Research  
Director of Curriculum Development  
Director of Education / Final Year Project Supervisor  
Employability Development Director  
Prof David Crawford  
Various External Members

Visiting Professor

Industrial / Commercial Members



|                             |                  |               |         |
|-----------------------------|------------------|---------------|---------|
| <i>Committee Secretary:</i> | Student          | Administrator | (Degree |
|                             | Apprenticeships) |               |         |

**EPSRC Funded IGGI Centre for Doctoral Training**

|                            |  |
|----------------------------|--|
| Principal Investigator     | Prof Udo Kruschwitz                      |
| Co-Investigator            | Prof Udo Kruschwitz (Education)          |
| Co-Investigator            | Prof Richard Bartle (Industry Liaison)   |
| Co-Investigator            | Dr Diego Perez (Competitions and Events) |
| <i>Committee Secretary</i> | IGGI Administrator                       |

**ATHENA Swan**

|                               |  |
|-------------------------------|--|
| ATHENA Swan Leads             | Dr Ersi Chorti/ Dr Alba Garcia Seco de Herrera |
| Head of School                | Prof Anthony Vickers                           |
| Academic Representative       | Dr Alba Garcia Seco de Herrera                 |
| Academic Representative       | Dr Aline Villavicencio                         |
|                               | Prof Maria Fasli                               |
|                               | Prof R Poli                                    |
|                               | Dr Francisco Sepulveda                         |
| Academic Representative       | Dr Diego Perez                                 |
| Research Staff Representative | TBA  |
| Student Representative        | Ana Matran-Fernandez                           |
| Student Representative        | Raluca Gaina                                   |
| HR Athena Swan Advisor        | Julia Greenwood                                |
| HR Officer                    | Joanna Matthias                                |
| Faculty Manager               | Alex Seabrook                                  |
| Administrative Representative | Dianne Blundell                                |
| <i>Committee Secretary</i>    | Examinations and Finance Manager               |

**Academic Annual Review Committee**

|                            |  |
|----------------------------|--|
|                            | Head of School [ <i>Chair</i> ]                    |
|                            | Senior Lecturers                                   |
|                            | Readers  |
|                            | Professors   |
| <i>Committee Secretary</i> | School Manager or Examinations and Finance Manager |