

## FACULTIES SUPPORT OFFICE

### Contacts

<b>Tasks</b>	<b>Primary Responsibility</b>	<b>Supported by</b>
<b>Advice to Schools on Boards of Examiners, Quality Assurance issues, Regulations, Academic Administration</b>	Andrew MacGregor	Wendy Sorrell and Ann Tull
<b>Annual Monitoring Reports</b>	Emma Beasley	
<b>Appeals against Decisions of School Disciplinary Committees</b>	Andrew MacGregor	Wendy Sorrell and Ann Tull
<b>Appeals against Recommendations of Boards of Examiners</b>	Andrew MacGregor	Wendy Sorrell and Ann Tull
<b>Appointment of Examiners for Research Programmes</b>	Emma Beasley	
<b>Appointment of Examiners for Taught Programmes</b>	Emma Beasley	
<b>Approval of Modules and Programmes</b>	Ann Tull	Sarah King
<b>Board of Examiners Membership</b>	Emma Beasley	
<b>Communications for External Examiners</b>	Ann Tull	Sarah King
<b>Communications for Internal Examiners</b>	Wendy Sorrell	Maryse Duarte
<b>Complaints</b>	Andrew MacGregor	Wendy Sorrell and Ann Tull
<b>Deans' Bulletins</b>	Wendy Sorrell	Maryse Duarte
<b>EERSS</b>	Ann Tull	Sarah King
<b>Faculty Handbooks</b>	Wendy Sorrell	
<b>Pass Lists for PG (T&amp;R) Programmes</b>	Emma Beasley	
<b>Pass Lists for UG Programmes</b>	Andrew MacGregor	Maryse Duarte
<b>PGR Intermissions, upgrades, extensions</b>	Ann Tull	
<b>Research Ethics (Human Participation) Applications</b>	Karen Morris	
<b>Student Representation on Faculty Committees</b>	Karen Morris	
<b>Supervisory Chair Applications</b>	Emma Beasley	
<b>Termination of Registration</b>	Wendy Sorrell	Karen Morris

<b>Faculty Committee</b>	<b>Secretary</b>	<b>Supported by</b>
<b>Faculty Board</b>	Andrew MacGregor	Karen Morris
<b>Graduate Studies</b>	Ann Tull	Sarah King
<b>Learning and Teaching</b>	Wendy Sorrell	Maryse Duarte and Rachel Saint
<b>Prizes Committees</b>	Karen Morris	
<b>Recruitment (and Outreach)</b>	Maryse Duarte	
<b>Research (and Enterprise)</b>	Maryse Duarte	
<b>Research Ethics</b>	Karen Morris	
<b>Humanities Chief Examiners</b>	Wendy Sorrell	
<b>Faculty Promotions</b>	Faculty Administration Managers	Maryse Duarte, Karen Morris and Rachel Saint
<b>Sciences Faculty Committee</b>	Ann Tull	
<b>Social Sciences Faculty Management Group</b>	Wendy Sorrell	
<b>Social Sciences Small Grants</b>	Karen Morris	

Andrew MacGregor  
 Faculties Support Officer  
 18 March 2011

Email us at: [fso@kent.ac.uk](mailto:fso@kent.ac.uk)  
[www.kent.ac.uk/fso/](http://www.kent.ac.uk/fso/) (under construction)

Emma Beasley	<a href="mailto:E.J.Beasley@kent.ac.uk">E.J.Beasley@kent.ac.uk</a>	Ex 7499
Maryse Duarte	<a href="mailto:M.Duarte@kent.ac.uk">M.Duarte@kent.ac.uk</a>	Ex 3913
Sarah King	<a href="mailto:S.A.L.King@kent.ac.uk">S.A.L.King@kent.ac.uk</a>	Ex 4252
Andrew MacGregor	<a href="mailto:A.N.MacGregor@kent.ac.uk">A.N.MacGregor@kent.ac.uk</a>	Ex 7776
Karen Morris	<a href="mailto:K.L.Morris@kent.ac.uk">K.L.Morris@kent.ac.uk</a>	Ex 3914
Rachel Saint	<a href="mailto:R.Saint@kent.ac.uk">R.Saint@kent.ac.uk</a>	Ex 3490
Wendy Sorrell	<a href="mailto:W.Sorrell@kent.ac.uk">W.Sorrell@kent.ac.uk</a>	Ex 4570
Ann Tull	<a href="mailto:A.E.Tull@kent.ac.uk">A.E.Tull@kent.ac.uk</a>	Ex 4681