# Useful Contact Points for Enquiries

| Issue | Source of Information | Contacts |
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| Accommodation | New students  <http://www.rhul.ac.uk/studentlife/accommodation/royalhollowayhalls/applying/new-pg.aspx>  Returning PhD’s  <http://www.rhul.ac.uk/studentlife/accommodation/royalhollowayhalls/applying/returningpostgraduates.aspx> | Student Housing  [studenthousing@rhul.ac.uk](mailto:studenthousing@rhul.ac.uk) |
| **Annual review** | <http://www.rhul.ac.uk/Registry/quality_assurance/Annual_Review.html>. | [**Faculty Assistant Registrar**](#_Academic_Development_Office,) |
| [**Applications**](#Admissions) | <http://www.rhul.ac.uk/studyhere/postgraduate/applying/howtoapply.aspx> | Head of Admissions, Karl Billington  [admissions@rhul.ac.uk](mailto:admissions@rhul.ac.uk) |
| CAS numbers | <http://www.rhul.ac.uk/forstudents/studying/confirmationofacceptanceforstudies.aspx> | Student Records  [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk) |
| Certifying letters | <http://www.rhul.ac.uk/forstudents/studying/studentstatus.aspx> | Student Administration Centre  [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk) |
| Contact details  Students  [**Academics and administrators**](#_Email_Distribution_Lists) | <http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx>  <http://www.rhul.ac.uk/Restricted/Faculty-Admin/Contact%20Details/Contacts-DoG.html> | Student Records  [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk)  Assistant Faculty Manager, Lisa Fell  [Lisa.Fell@rhul.ac.uk](mailto:Lisa.Fell@rhul.ac.uk) |
| Counselling | [www.rhul.ac.uk/counselling](http://www.rhul.ac.uk/counselling) | Counselling services, Christopher Butler  [counselling@rhul.ac.uk](mailto:counselling@rhul.ac.uk) |
| [**Enrolment**](#_Enrolment_&_Induction) | [www.rhul.ac.uk/registry/sac](http://www.rhul.ac.uk/registry/sac) | Student Administration Centre  [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk) |
| [**Examiners (visiting)**](#_Nomination_of_Examiners) | <http://www.rhul.ac.uk/registry/Examinations/> | Head of Examinations and Research Degrees Office, Caroline Beck  [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.ac.uk) |
| [**Exams**](#_Research_Degrees_Examination) | <http://www.rhul.ac.uk/registry/Examinations/> | Head of Examinations and Research Degrees Office, Caroline Beck  [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.ac.uk) |
| [I**nterruptions**](#_Interruption_of_studies.) | Forms are available from Student Records:  <http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx>  **IMPORTANT**: students funded by a Research Council must contact an Assistant Faculty Managers prior to filling in their form | Student Records  [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk)  [**Faculty Assistant Registrar**](#_Academic_Development_Office,)  Assistant Faculty Managers, Jennie Clark & Lisa Fell  [Researchpostgraduateenquiries@rhul.ac.uk](mailto:Researchpostgraduateenquiries@rhul.ac.uk) |
| Fees | Website gives information on fees levels (including information on early payment discounts and installment plans) <http://www.rhul.ac.uk/studyhere/researchdegrees/feesandfunding/home.aspx> | Student Financial Management, Tina Barnard  [Tina.Barnard@rhul.ac.uk](mailto:Tina.Barnard@rhul.ac.uk) |
| Financial advice | Funding sources including scholarships, how to apply and information on research groups within Departments  <http://www.rhul.ac.uk/studyhere/researchdegrees/feesandfunding/home.aspx> | Student Funding Advisor, Charlene Dawkins  [Charlene.Dawkins@rhul.ac.uk](mailto:Charlene.Dawkins@rhul.ac.uk) |
| [**Forms – academic reports**](#_Monitoring_Academic_Progress) | <http://www.rhul.ac.uk/pgrstudents/forstudents/home.aspx> | [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.ac.uk) |
| Funding - College, RCUK and External | Information on sources of funding:  <http://www.rhul.ac.uk/studyhere/researchdegrees/feesandfunding/sourcesoffunding.aspx>  Research &Enterprise Office for scholarships involving contracts with external partners  Research Finance queries | Assistant Faculty Managers, Jennie Clark & Lisa Fell for scholarships administration  [scholarshipadministration@rhul.ac.uk](mailto:scholarshipadministration@rhul.ac.uk)  Research and Enterprise Office, Philip Johnson  [Research-enterprise@rhul.ac.uk](mailto:Research-enterprise@rhul.ac.uk)  Research accounts (finance Dept), Kate Corti [Kate.Corti@rhul.ac.uk](mailto:Kate.Corti@rhul.ac.uk) |
| Graduation | <http://www.rhul.ac.uk/forstudents/studying/graduation/home.aspx> | [graduation-ceremonies@rhul.ac.uk](mailto:graduation-ceremonies@rhul.ac.uk)| |
| Handbooks | College Student Handbook:  <http://www.rhul.ac.uk/aboutus/governancematters/studenthandbook/home.aspx>  Departmental Student Handbook: template for Faculty Admin webpage’s( processes) <http://www.rhul.ac.uk/Restricted/Faculty-Admin/Process%20and%20Guidelines/Index_Processes_and_Guidelines.html> | [**Faculty Assistant Registrar**](#_Academic_Development_Office,)  Assistant Faculty Managers, Jennie Clark & Lisa Fell [Jennie.Clark@rhul.ac.uk](mailto:Jennie.Clark@rhul.ac.uk) [Lisa.Fell@rhul.ac.uk](mailto:Lisa.Fell@rhul.ac.uk) |
| [**Induction**](#_Enrolment_&_Induction) | PGR student induction event:  <http://www.rhul.ac.uk/enrolment/newstudents/newresearchstudents.aspx> | Marina Mohideen-Moore  [Marina.Mohideen-Moore@rhul.ac.uk](mailto:Marina.Mohideen-Moore@rhul.ac.uk) |
| International students | [www.rhul.ac.uk/international/home.aspx](http://www.rhul.ac.uk/international/home.aspx) | International Office [Sue.Silk@rhul.ac.uk](mailto:Sue.Silk@rhul.ac.uk) |
| [**Regulations**](#Regs) | Academic Regulations including those for PGR students:  <http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx> | [**Faculty Assistant Registrar**](#_Academic_Development_Office,) |
| [**Scholarships**](#Scholarships) | **Processes for submitting nominations for the three types of scholarships to be reviewed.**  Also see funding | Assistant Faculty Managers, Jennie Clark & Lisa Fell [Scholarshipadministration@rhul.ac.uk](mailto:Scholarshipadministration@rhul.ac.uk) |
| [**Status changes**](#_Change_of_Mode) | <http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx>  **IMPORTANT**: students funded by a Research Council must contact an Assistant Faculty Managers prior to filling in their form | Student Records [Student-records@rhul.ac.uk](mailto:Student-records@rhul.ac.uk)  Assistant Faculty Managers, Jennie Clark & Lisa Fell  [Researchpostgraduateenquiries@rhul.ac.uk](mailto:Researchpostgraduateenquiries@rhul.ac.uk) |
| Submission extensions | Requests for extensions to MPhil or PhD submissions deadline  <http://www.rhul.ac.uk/forstaff/handbook/academicdevelopment/guidanceforacademicstaff.aspx>  Click on grey box: Extensions to MPhil/ PhD submissions | Deputy Head of Academic Development, Marina Beck  [Marina.Beck@rhul.ac.uk](mailto:Marina.Beck@rhul.ac.uk) |
| Surveys | Research Council annual submission survey - send a list of award holders who are expected to have submitted for checking | Assistant Faculty Managers, Jennie Clark & Lisa Fell [Scholarshipadministration@rhul.ac.uk](mailto:Scholarshipadministration@rhul.ac.uk) |
| [**Training**](#_Generic_Skills_Programme)  Departmental Research methodology training  Generic Skills Programme and Training Log  Arts & Social Sciences practice-based PhD training programme  ESRC DTC | Directors of Graduate Studies, PG Administrators  Generic skills programme  <http://www.rhul.ac.uk/pgrstudents/forstudents/gsp/home.aspx>  Arts & Social Sciences Training programmes  <http://www.rhul.ac.uk/artssocsci/artsssresearchsupport.aspx>  Faculty Senior Executive Officer | Director of Graduate Studies  Marina Mohideen-Moore  [Marina.Mohideen-Moore@rhul.ac.uk](mailto:Marina.Mohideen-Moore@rhul.ac.uk)  Arts & Social Sciences Faculty Manager, Jane Gawthrope  [Jane.Gawthrope@rhul.ac.uk](mailto:Jane.Gawthrope@rhul.ac.uk)  Management and Economics Senior Executive Officer, Ben Credland [Ben.Credland@rhul.ac.uk](mailto:Ben.Credland@rhul.ac.uk) |
| Visa applications | Applying for a visa:  <http://www.rhul.ac.uk/international/afterapplying/applyingforastudentvisa/simplestep-by-stepguide.aspx> | International Office  [Sue.Silk@rhul.ac.uk](mailto:Sue.Silk@rhul.ac.uk) |
| Waivers/Extensions | <http://www.rhul.ac.uk/forstaff/handbook/academicdevelopment/guidanceforacademicstaff.aspx>  Click on grey box: Waivers  (i) interruption of studies longer than 24 months  (ii) extending the deadline for the upgrade beyond 20 months (FT – first attempt) or 24months (FT – second attempt) – pro rata for PT | Deputy Head of Academic Development, Marina Beck  [Marina.Beck@rhul.ac.uk](mailto:Marina.Beck@rhul.ac.uk) |