# 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 Housingstudenthousing@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 Billingtonadmissions@rhul.ac.uk |
| CAS numbers | <http://www.rhul.ac.uk/forstudents/studying/confirmationofacceptanceforstudies.aspx> | Student RecordsStudent-records@rhul.ac.uk |
| Certifying letters | <http://www.rhul.ac.uk/forstudents/studying/studentstatus.aspx> | Student Administration Centre 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 RecordsStudent-records@rhul.ac.ukAssistant Faculty Manager, Lisa FellLisa.Fell@rhul.ac.uk |
| Counselling | [www.rhul.ac.uk/counselling](http://www.rhul.ac.uk/counselling) | Counselling services, Christopher Butlercounselling@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 |
| [**Examiners (visiting)**](#_Nomination_of_Examiners) | <http://www.rhul.ac.uk/registry/Examinations/> | Head of Examinations and Research Degrees Office, Caroline Beckresearchdegrees@rhul.ac.uk |
| [**Exams**](#_Research_Degrees_Examination) | <http://www.rhul.ac.uk/registry/Examinations/> | Head of Examinations and Research Degrees Office, Caroline Beckresearchdegrees@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 RecordsStudent-records@rhul.ac.uk[**Faculty Assistant Registrar**](#_Academic_Development_Office,)Assistant Faculty Managers, Jennie Clark & Lisa FellResearchpostgraduateenquiries@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 BarnardTina.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 DawkinsCharlene.Dawkins@rhul.ac.uk |
| [**Forms – academic reports**](#_Monitoring_Academic_Progress) | <http://www.rhul.ac.uk/pgrstudents/forstudents/home.aspx>  | 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 partnersResearch Finance queries | Assistant Faculty Managers, Jennie Clark & Lisa Fell for scholarships administrationscholarshipadministration@rhul.ac.ukResearch and Enterprise Office, Philip JohnsonResearch-enterprise@rhul.ac.ukResearch accounts (finance Dept), Kate Corti Kate.Corti@rhul.ac.uk  |
| Graduation | <http://www.rhul.ac.uk/forstudents/studying/graduation/home.aspx>  | 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 Lisa.Fell@rhul.ac.uk |
| [**Induction**](#_Enrolment_&_Induction) | PGR student induction event:<http://www.rhul.ac.uk/enrolment/newstudents/newresearchstudents.aspx> | Marina Mohideen-MooreMarina.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 |
| [**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 |
| [**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.ukAssistant Faculty Managers, Jennie Clark & Lisa FellResearchpostgraduateenquiries@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 BeckMarina.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  |
| [**Training**](#_Generic_Skills_Programme)Departmental Research methodology trainingGeneric Skills Programme and Training LogArts & Social Sciences practice-based PhD training programmeESRC DTC | Directors of Graduate Studies, PG AdministratorsGeneric 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 StudiesMarina Mohideen-MooreMarina.Mohideen-Moore@rhul.ac.ukArts & Social Sciences Faculty Manager, Jane GawthropeJane.Gawthrope@rhul.ac.ukManagement and Economics Senior Executive Officer, Ben Credland Ben.Credland@rhul.ac.uk  |
| Visa applications | Applying for a visa:<http://www.rhul.ac.uk/international/afterapplying/applyingforastudentvisa/simplestep-by-stepguide.aspx> | International OfficeSue.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 BeckMarina.Beck@rhul.ac.uk |