

PGT Programmes Manager

#### **Programme Support**

programmesupport.smspqt@manchester.ac.uk

#### Student Administration and Finance

Programme Admin – Registration and Withdrawals; Attendance & Engagement; Unit Enrolments; AP(e)L; Scholarships; Bursaries and Fees; Programme Changes; CPD Certificates (both in-house and official);Occ. Health, DBS checks

# Student Communication and Engagement

Student Surveys; Student Reps/SSLCs; Welcome & Induction and Graduation; Tier IV/Census checks; Student Support and wellbeing; Support Appeals & Complaints, Pastoral Care

#### Programme Management

Programme Handbooks; Programme Committees; Compulsory Training(BLS, ILS etc);

#### **Timetabling**

#### Placements/Clinics

placementsPA@manchester.ac.uk dentalclinics.smspgt@manchester.ac.uk

Residentials; Accommodation; Clinical timetables;
Placement administration:

### **Assessment & Progression**

assessments.smspqt@manchester.ac.uk

Assessment Admin; Assessment Support incl.
Turnitin/Blackboard; Dissertation/RP2; Turnitin
Submission Links; Exam Boards; Assessments
Timetable; Sponsor
Letters and Transcripts; OSCE's (incl. Simulated
Patients/Invigilators)

## **School Student Support**

studentsupport.smspqt@manchester.ac.uk

Mitigating Circumstances Panels; Appeals & Complaints; Hardship Fund; Special Permissions; DASS

Academic Malpractice Student Support Blackboard Space Student Representatives incl. SSLCs