

Governance Services

Academic Board /ULT
Data Protection (GDPR)
Freedom of Information
Health & Safety
Records Management
Complaints
Corporate Planning
Risk Management
Statutory Returns

Student Futures

Career & Development
Workshops
Employer Mentoring
Employer Engagement
Employer Skills Sessions
Student Ambassadors
MyFuture

Marketing

UK Prospectus
Intranet Pages
External Site
Branding
Student Portal
Course Listings
Image Bank

External Relations

Alumni
Corporate Gifts
Fundraising
Events & Reunions
Development Trust
Honorary Graduates
Student Grant Initiative
Napier Fund

Student Wellbeing & Inclusion

Counselling
Faith
Student Discretionary Funding
Learning Profiles
Accessibility
Student Welfare
Mental Health
Wellbeing



Human Resources

Recruitment & Selection
HR Support
Payroll
Organisational Change
Health & Wellbeing
MyContribution
Learning & Development
Equality & Diversity

Information Services

Service Desk
Turning Point
Grademark
Learning Technologist
Subject Librarians
Classroom Technology
Library Search
Moodle
SITS
Turnitin

Property & Facilities

Accommodation
Ad Hoc Room Bookings
Building Maintenance
Catering
Cleaning
Conference Hosting
Estates Projects
Porters
Room Moves
Waste/Environmental

Finance

Advances
Credit Card Use
Financial Accounting
Missing/Late Payments
Planning & Business
Intelligence
Policies/Certificates
Redundant Equipment
Student Fees
Travel Policy

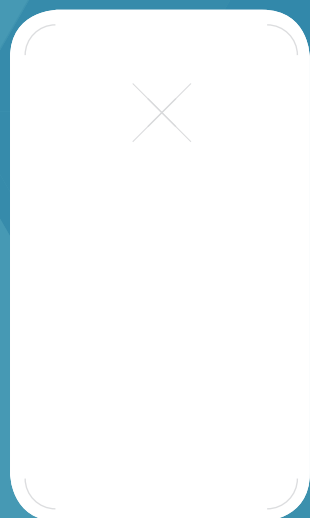
Learning & Teaching Enhancement

Resources for Academics
Teaching Fellow Scheme
ENroute
Regulations
Quality & Standards
Quality Framework
PGCert Learning Teaching & Assessment Practice in HE
QAA Enhancement Themes

Academic Skills

Open Workshops/Develop Academic Integrity Study & Writing Skills
1:1 Appointments/Drop-ins/ Small Group Tutorials
Email Support
Academic Development & Assessment Related Sessions
Development of Online & Printed Resources

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International Operations & Student Recruitment

International Recruitment
International Programmes
Admissions
Global Mobility
Global Online
UK Student Recruitment
Visa & International Support
English for Academic Purposes

Research (School Research Innovation Officers)

Bids
Budgets
Conference Attendance
Grants
Post-Award Tracker
REF
Student Stipend

Research & Innovation Office

Business Engagement
Funding
Public Engagement
REF
Research Degrees
Research Integrity
Research Management
Training

Widening Participation

Pre-Application Support
Transitional Support
Articulation
Agreements
School and College Liaison
Corporate
Parenting

School Support Service

Academic Conduct
Assessments & Results
Fit to Sit/Complaints
Module & Programme Management
Placements
Purchasing
Quality Related Queries
Student Management
Timetabling

Key Contacts

Compiled by Business Improvement Group based on staff feedback and FAQ's, for more info or to update contact schoolsupport@napier.ac.uk

IS Service Desk	IS Service Desk - General	3000	isservicedesk@napier.ac.uk	Admissions UG	Admissions UG	2883	ugadmissions@napier.ac.uk
	Library	3500	isservicedesk@napier.ac.uk		Admissions PG	Admissions PG	2878
SITS helpdesk	Student Systems Team	6000	sas@napier.ac.uk	Print Room	Print Services	2486/ 2340	printservices2@napier.ac.uk
Facilities	Facilities Helpdesk	5000	FacilitiesHelpdesk@napier.ac.uk		Generic School Emails	School of Applied Sciences	
Security Control	Security	6119	SecurityControl@napier.ac.uk	School of Arts & Creative Industries			saci@napier.ac.uk
Student Accommodation	Facilities	3713	accommodation@napier.ac.uk	School of Computing			soc@napier.ac.uk
Room Bookings & Conference	Facilities Helpdesk	5000	FacilitiesHelpdesk@napier.ac.uk	School of Engineering & the Built Environment			sebeadmin@napier.ac.uk
Student Records	Student Records	6500	studentrecords@napier.ac.uk	School of Health & Social Care			SHSC.ADMIN@napier.ac.uk
Exams	Student Administration	6500	exams@napier.ac.uk	iPoint	Craiglockhart	4616	
Graduation			graduations@napier.ac.uk		Merchiston	2412	iPoint@napier.ac.uk
Matriculation			matriculation@napier.ac.uk		Sighthill	3555	
Induction			induction@napier.ac.uk	Tier4	2272	Tier4@napier.ac.uk	
Academic Skills	Academic Skills		academicskills@napier.ac.uk	Human Resources	Human Resources & Developments	3344	humanresources@napier.ac.uk
Widening Participation	Widening Participation	2300	wideningaccess@napier.ac.uk	Fees	Finance	6120	fees@napier.ac.uk
GDPR	Governance	6536	dataprotection@napier.ac.uk	ENgage	ENgage Reception	3470	engage@napier.ac.uk
Freedom of Information		6255	freedom@napier.ac.uk	Student Futures	Student Futures		myfuture@napier.ac.uk