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**Student Affairs**

Updated August 2015

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**Student Affairs: Introduction**

This section of the manual deals with policies and procedures in relation to the Services within Student Affairs. The Services included are:

**Student Welfare:**

Counselling

Disability Services

Student Care

Information & Transition Team (operation of Student Guidance Centre, Welcome & Induction)

**Welcome and Induction****International Student Support**

The Management responsibility for the Student Guidance Centre rests with the Head of Student Affairs, Helen McNeely.

### **Student Guidance Centre**

The Student Guidance Centre has been operational since August 2007, providing a single point of contact to a range of services for students within a single location. The services within the Centre are:

- Career, Employability and Skills
- Counselling
- Disability Services
- Income and Student Finance
- Learning Development Service
- Student Services & Systems
- Centre for Educational Development

### **International Student Support Widening Participation**

Information about these services can be accessed by the Student Guidance website ([www.qub.ac.uk/sgc](http://www.qub.ac.uk/sgc)) and by contacting the Information Desk located on the first floor. Here, students can access both hard copy and soft copy information produced by the Services.

To contact the Student Guidance Centre

Website: [www.qub.ac.uk/sgc](http://www.qub.ac.uk/sgc)  
Email: [sgc@qub.ac.uk](mailto:sgc@qub.ac.uk)  
Phone: 028 9097 2727  
Fax: 028 9097 2828

Head of Student Affairs	Helen McNeely	<a href="mailto:h.mcneely@qub.ac.uk">h.mcneely@qub.ac.uk</a>	028 9097 5007
PA to Head	Fiona Eames	<a href="mailto:f.eames@qub.ac.uk">f.eames@qub.ac.uk</a>	028 9097 5007

### **Information & Transition Team** (Operational responsibility for Student Guidance Centre)

Head of Student Welfare and SGC Manager	Kara Bailie	<a href="mailto:kara.bailie@qub.ac.uk">kara.bailie@qub.ac.uk</a>	028 9097 2806
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Information & Transition Co-ordinator	Julie Ann McAlinden	<a href="mailto:j.a.hamilton@qub.ac.uk">j.a.hamilton@qub.ac.uk</a>	028 9097 2888
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Clerical & Project Officer	Suzie Cousins	<a href="mailto:s.cousins@qub.ac.uk">s.cousins@qub.ac.uk</a>	028 9097 2893
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Information Team Lead	Ann Andrews	<a href="mailto:a.andews@qub.ac.uk">a.andews@qub.ac.uk</a>	028 9097 2727
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Student Information Assistant	Dominique Lindsay	<a href="mailto:sgc@qub.ac.uk">sgc@qub.ac.uk</a>	028 9097 2727
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