**Who does what across the University?**

**CLS (Computing and Library Services)**

* Computing, if you’ve any IT related issues [contact IT Support.](https://staff.hud.ac.uk/it/)
* The [Library](https://library.hud.ac.uk/) deals with issue of staff cards, there’s all book rentals, computer rentals and room bookings for central space. There’s a brief induction they run for new staff and students to their services, send them an email for further information.

**Data Protection**

There is a central team and e-mail for queries and any issues that arise because of Data Protection. [Click here](https://hudac.sharepoint.com/sites/DataProtection?FollowSite=1&SiteName=Data+Protection) to find further information and guidance.

**Estates**

The central teams are responsible for grounds and maintenance but much of the costs is paid for by the Schools/Services. Further information is available [here](https://staff.hud.ac.uk/estates/).

**Finance Services**

This team are responsible for the University’s budget. Schools/Services are allocated a budget by central finance every year, the budgets tend to be managed in-house and reported back centrally on a regular basis. [Click here](https://staff.hud.ac.uk/finance/) for further information and guidance.

**Health and Safety**

Responsible for all H&S on campus. Delivering bespoke training and advice across Schools and Services. Further information, guidance and access to training can be [found here](https://staff.hud.ac.uk/healthandsafety/).

**Human Resources**

[Click here](https://staff.hud.ac.uk/hr/) for all things HR, related to your time here at the university including pay, pension, working hours, wellbeing, occupational health,

**International Office**

Handle all international applications and enrolments, with over 3000 international students, you’ll find information on fees, and other country specific needs, can be [found here](https://www.hud.ac.uk/international/).

**Marketing**

Central Marketing handle all recruitment events and marketing issues. The Schools/Services run AVDs (Applicant Visit Days), Routes into Teaching events, PG Study Fairs, and “Taster Days”. Check out the Marketing [MS Teams site](https://teams.microsoft.com/l/team/19%3A66c6ddc74c8941dbabcec2a1f63d8323%40thread.tacv2/conversations?groupId=0559b9a9-45dd-46c7-a489-4ac026752d39&tenantId=b52e9fda-0691-4585-bdfc-5ccae1ce1890) for more information.

**People and Organisational Development**

[P&OD](https://staff.hud.ac.uk/hr/pod/) support you throughout your career at the university. Giving you with access to eLearning modules, and training courses through the [MyLearning portal](https://myhr.hud.ac.uk/tlive_lss/ess/dist/#/login?page=login) to meet your training and development needs.

**Printing Services** – for all your printing needs, please be aware that during August and September they are extremely busy so plan ahead with your printing needs. Contact them via email here.

**Registry**

We are responsible for quality processes (student regulations), complaints, Fitness to Practice, and much more including most regulatory affairs in the University will be looked after by Registry. [Click here](https://www.hud.ac.uk/registry/index.php/index.php) to access our site.

**Security**

Security is across campus with the control room based in front of the Harold Wilson Building. [Check out their website](https://prospectusbuilder.hud.ac.uk/estates/our-services/facilities/security-team/) for further information and security office contact numbers.

**Who does what across the University?**

**Student** **Records**

Look after ASIS (Applicant and Student Information System), the administration system for the university,

centrally held. [Click here](https://staff.hud.ac.uk/asis/) to learn more about the ASIS system.

**Student Services**

A “one-stop shop” for all your students’ enquiries, needs and support. For face-to-face enquiries, students can visit the iPoint team, based in Student Central. They provide a gateway to all departments, including wellbeing and disability teams, careers advice, financial support and more. Further information can be [found here](https://students.hud.ac.uk/help/ipoint/).