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| HR Data Access Application |
| **Guidance** |
| This form should be used by managers to request, amend or remove access in People and Money, SharePoint. There is no need to request system access for the following roles as these are automatically set up: Employee, Line Manager, Hiring Manager, Recruitment Collaborator and Pending Worker. **You MUST ensure all sections of the form are complete, the employee has signed the declaration and the form has been authorised in advance of submitting through People and Money. Please submit this form by raising a Service Request Enquiry > System Related > User Access.**If you require this document in an alternative format please contact HR via email HRHelpline@ed.ac.uk or by telephone on 0131 651 5151 |
| **Section 1: Details of person requiring access or changing current access** |
| Employee Name: |        |
| Employee Number: |       |
| Department/School: |       |
| User Name (UUN): |       |
| Job Title: |       |
| **Section 2: Requesting access to HR data** |
| Please select: | New starter [ ]  Internal Transfer [ ]  Additional Access Required [ ]  |
| Is the employee requiring access replacing a current user  | Yes [ ]  No [ ]   |
| If replacement, please provide the name of the person they are replacing |       |
| Planned leaving date of current post holder (dd/mm/yyyy) | Click or tap to enter a date. |
| Access Effective Date (dd/mm/yyyy)  | Click or tap to enter a date. |

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| **Section 3: HR Access required** If you are unclear on the type or level of access required, please contact HR Systems |
| a. People and Money |
| Complete this section if the employee requiring access is required to undertake a School/Department Administrator, Guaranteed Hours Administrator, Timekeeper or Finance Manager role. Please provide the area(s) of the organisational hierarchy they should be given access to. This can be at College/Professional Services Group, Planning Unit/ School or Department level (see Appendix I). |
| Security Role – please select from dropdown.  | Choose an item. |
| Area and Level of Responsibility |      Department [ ] Planning Unit/School [ ] College/ Professional Services Group [ ]  |
| If more than one Area is required, please add details here. |       |
| **b. Learning Provider Access Only**Before Learning Provider roles are allocated to individuals for a department/area, that department/area must be set up as a Learning Provider by the Learning Catalogue Manager in L&OD. If your department/area isn’t included in the drop down list of existing Learning Providers, please contact the Learning Catalogue Manager (by raising a service request) to agree the name and add this to New Learning Provider department/area required. |
| **Existing Learning Provider** – please select the department/area from the drop-down list. | Choose an item. |
| **New Learning Provider department/area required**. Please provide the name agreed with the Learning Catalogue Manager. |       |
| **Learning Provider Role required** – please select from drop-down list. | Choose an item. |
| **c. Access to HR SharePoint File Storage**  |
| Own department [ ]  | Planning Unit/School [ ]  | College/ Professional Services Group [ ]  |
| **d. Access to HR Job Description Library**  |
|   [ ]  |
| **e. Removing or Changing access (existing access must be removed as appropriate for transfers within the University)** |
| Please select: | Remove current Security Role [ ]  | Remove current Area of Responsibility [ ]  |
| If more than one Area is to be removed add details here: |       |
| Effective date (dd/mm/yyyy):  | Click or tap to enter a date. |
| **Section 4: Employee Declaration** |
| I confirm that any HR data which is made available to me will be processed in accordance with the principles of the Data Protection Act 2018 and will be used solely for the purpose of carrying out the above role. Any data which is printed out or stored electronically on any medium will be held confidentially, stored securely and destroyed as confidential waste as soon as it is no longer required.**I confirm that I have read and will comply with the Guidelines on the Use of HR Data.** |
| Signature:       | Date (dd/mm/yyyy): Click or tap to enter a date. |
| **Section 5: Details of person authorising access**This may be Head of College or Professional Service Group, Head of School or Department, Director of Professional Service or equivalent.  |
| Name: |       |
| Position: |       |
| Signature: |       |
| Date (dd/mm/yyyy): | Click or tap to enter a date. |
| Systems Use Only | Access Granted [ ]  | Date (dd/mm/yyyy):      | Initials       |
| Email confirmation  | [ ]  | Added to relevant email list | [ ]  | LP Access: forward to Learning Catalogue Manager | [ ]  |

Appendix I

The full list of Area of Responsibilities and the Department Type in People and Money is listed below.

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| **Legacy Oracle Code** | **Top Hierarchy Department** | **Department Type** |
| D801 | Academic and Student Administration - CAHSS | Department |
| D464 | Academic Services | Department |
| P68 | Accommodation, Catering and Events Unit | School/Planning Unit |
| D112 | Accounts Payable | Department |
| D958 | ACE Business Development | Department |
| D959 | ACE Catering | Department |
| D939 | ACE Festivals, Culture and City Events | Department |
| D938 | ACE Marketing | Department |
| D961 | ACE Property | Department |
| D963 | ACE Residence Life | Department |
| D964 | ACE Senior Management Group | Department |
| D962 | ACE Support Services - Finance and ICT | Department |
| D970 | Admissions Office - CAHSS | Department |
| D581 | Alan Turing Institute | Department |
| P5J | Application Development and Operations Unit | School/Planning Unit |
| D717 | Apps Development Services | Department |
| D779 | Apps Directors Office | Department |
| D902 | Apps Enterprise Architecture | Department |
| D716 | Apps Production Management | Department |
| D719 | Apps Project Services | Department |
| D718 | Apps Service Management | Department |
|  | Arcadia Administration | Subsidiary Department |
| D520 | Arcadia Child Nurseries | Department |
| n/a | Arcadia, Easter Bush | Subsidiary Department |
| n/a | Arcadia, Kings Buildings | Subsidiary Department |
| D111 | Archaeology | Department |
| D278 | Architecture and Landscape Architecture | Department |
| D394 | Art | Department |
| D579 | Artificial Intelligence and its Applications Institute  | Department |
| D790 | Arts, Humanities and Social Sciences College office | Department |
| S2E | Arts, Humanities and Social Sciences, College of | School/Planning Unit |
| D113 | Asian Studies | Department |
| D907 | Bayes Centre | Department |
| D541 | Biological Sciences | Department |
| D269 | Biology Teaching Organisation | Department |
| P71 | Bioresearch and Veterinary Services Unit | School/Planning Unit |
| P71 | Bioresearch and Veterinary Services Unit | School/Planning Unit |
| D917 | Building Services | Department |
| D872 | Bush Maintenance | Department |
| D279 | Business Administration | Department |
| n/a | Business Development | Subsidiary Department |
| D198 | Business Planning | Department |
| S21 | Business School | School/Planning Unit |
| D780 | Business School office | Department |
| D877 | BVS | Department |
| D514 | Car Parking Management | Department |
| D461 | Careers Service | Department |
| D118 | Cash Office | Department |
| D134 | Celtic and Scottish Studies | Department |
| D874 | Central Maintenance | Department |
| D617 | Centre for Cancer Research | Department |
| D612 | Centre for Cardiovascular Science | Department |
| D612 | Centre for Cardiovascular Science | Department |
| D619 | Centre for Clinical Brain Sciences | Department |
| D619 | Centre for Clinical Brain Sciences | Department |
| D619 | Centre for Clinical Brain Sciences | Department |
| D616 | Centre for Genomic and Experimental Medicine | Department |
| D637 | Centre for Global Health | Department |
| D613 | Centre for Inflammation Research | Department |
| D613 | Centre for Inflammation Research | Department |
| D636 | Centre for Medical Informatics | Department |
| S2G | Centre for Open Learning | School/Planning Unit |
| S2G | Centre for Open Learning | School/Planning Unit |
| D614 | Centre for Population Health Sciences | Department |
| D630 | Centre for Regenerative Medicine | Department |
| D630 | Centre for Regenerative Medicine | Department |
| D615 | Centre for Reproductive Health | Department |
| D615 | Centre for Reproductive Health | Department |
| D303 | Centre of African Studies | Department |
| D463 | Chaplaincy | Department |
| D242 | Chemical Engineering | Department |
| D240 | Chemistry | Department |
| D690 | CISO Office | Department |
| D243 | Civil and Environmental Engineering | Department |
| D114 | Classics | Department |
| D449 | Cleaning/Servitorial/Central | Department |
| D451 | Cleaning/Servitorial/Non-Central | Department |
| D255 | Clinical Psychology | Department |
| D848 | Clinical Research Governance | Department |
| D604 | Clinical Sciences Teaching Organisation | Department |
| D604 | Clinical Sciences Teaching Organisation | Department |
| D846 | CMVM Academic Administration | Department |
| D606 | CMVM Graduate School | Department |
| D709 | Collections Services | Department |
| D691 | College IT for MVM | Department |
| AHSS | College of Arts, Humanities and Social Sciences | College/Professional Services Group |
| MVM | College of Medicine and Veterinary Medicine | College/Professional Services Group |
| SCE | College of Science and Engineering | College/Professional Services Group |
| D880 | College of Science and Engineering General | Department |
| D881 | College of Science and Engineering Office | Department |
| D805 | College Office - CAHSS | Department |
| D421 | Communications and Marketing | Department |
| D815 | Communications and Marketing - CAHSS | Department |
| P7A | Communications and Marketing Unit | School/Planning Unit |
| n/a | Consultancy & Business Services | Subsidiary Department |
| D916 | Contract Services | Department |
| D261 | Corporate Office | Department |
| CSG | Corporate Services | College/Professional Services Group |
| D858 | Corporate Services Group | Department |
| P72 | Corporate Services Group Unit | School/Planning Unit |
| D475 | Counselling Service | Department |
| D305 | Counselling, Psychotherapy and Applied Social Sciences | Department |
| D433 | Court | Department |
| P7M | Court Unit | School/Planning Unit |
| n/a | Data Driven Innovation | Subsidiary Department |
| D883 | Data Lab Innovation Centre | Department |
| D731 | DCC | Department |
| D893 | DDI Programme Office | Department |
| P80 | DDI Programme Office Unit | School/Planning Unit |
| S32 | Deanery of Biomedical Sciences | School/Planning Unit |
| S33 | Deanery of Clinical Sciences | School/Planning Unit |
| D723 | Deanery of Clinical Sciences office | Department |
| D723 | Deanery of Clinical Sciences office | Department |
| S34 | Deanery of Molecular, Genetic and Population Health Sciences | School/Planning Unit |
| D724 | Deanery of Molecular, Genetic and Population Health Sciences office | Department |
| P65 | Deputy Secretary Strategic Planning Unit | School/Planning Unit |
| D678 | Deputy Secretary Student Experience | Department |
| D395 | Design | Department |
| D492 | Development and Alumni | Department |
| D806 | Development and Alumni - CAHSS | Department |
| P7C | Development and Alumni Unit | School/Planning Unit |
| P5D | Digital Curation Centre Unit | School/Planning Unit |
| D686 | Digital Learning Applications and Media | Department |
| D713 | Digital Library | Department |
| D688 | Digital Skills and Training | Department |
| D151 | Divinity | Department |
| D120 | Division of European Languages and Culture | Department |
| D620 | Division of Health Sciences | Department |
| D620 | Division of Health Sciences | Department |
| D620 | Division of Health Sciences | Department |
| D843 | Easter Bush Campus Centre | Department |
| D330 | Easter Bush Campus Operations and Services | Department |
| D284 | Economics | Department |
| D750 | ECP Revenue Expenditure | Department |
| D355 | EDINA | Department |
| D788 | EDINA Business and Organisation Support | Department |
| D359 | EDINA Business Development and Sales | Department |
| P5C | EDINA Unit | School/Planning Unit |
| D618 | Edinburgh Clinical Research Facility | Department |
| D618 | Edinburgh Clinical Research Facility | Department |
| D631 | Edinburgh Clinical Trials Unit | Department |
| S2A | Edinburgh College of Art | School/Planning Unit |
| D791 | Edinburgh College of Art office | Department |
| D221 | Edinburgh Dental Institute | Department |
| D221 | Edinburgh Dental Institute | Department |
| D973 | Edinburgh Futures Institute | Department |
| S2H | Edinburgh Futures Institute |  |
| D973 | Edinburgh Futures Institute office | Department |
| D407 | Edinburgh Global | Department |
| P7G | Edinburgh Global Unit | School/Planning Unit |
| D844 | Edinburgh Imaging | Department |
| D844 | Edinburgh Imaging | Department |
| D826 | Edinburgh Innovations Limited | Subsidiary Department |
| P76 | Edinburgh Innovations Ltd | Subsidiary |
|  | Edinburgh Medical School | School/Planning Unit |
| D562 | Edinburgh Parallel Computing Centre | Department |
| D590 | Edinburgh Research Office | Department |
| P59 | Edinburgh Research Office Unit | School/Planning Unit |
| D823 | Edinburgh University Press | Subsidiary Department |
| P7D | Edinburgh University Press Ltd | Subsidiary |
| D682 | Educational Design and Engagement | Department |
| n/a | EI Finance | Subsidiary Department |
| D246 | Electronics and Electrical Engineering | Department |
| D748 | Engineering | Department |
| D533 | Engineering Teaching Organisation | Department |
| D512 | English Language Education | Department |
| D512 | English Language Education | Department |
| D117 | English Literature | Department |
| n/a | Enterprise Services | Subsidiary Department |
| D411 | Estates - Minor Projects | Department |
| D413 | Estates Business Services | Department |
| D412 | Estates Development | Department |
| D419 | Estates Finance and Other | Department |
| D918 | Estates Health and Safety | Department |
| D415 | Estates Helpdesk | Department |
| D528 | Estates Management Group | Department |
| P62 | Estates Unit | School/Planning Unit |
| D268 | Facilities | Department |
| D276 | Finance | Department |
| D807 | Finance and Planning - CAHSS | Department |
| D174 | Finance Department General | Department |
| D416 | Finance Directorate | Department |
| D125 | Finance Systems Team | Department |
| P63 | Finance Unit | School/Planning Unit |
| n/a | FinTech Scotland | Subsidiary Department |
| D139 | FIRST - Financial Information, Reporting and Strategy Team | Department |
| D455 | Furniture Office | Department |
| D431 | General Council | Department |
| D288 | Geography | Department |
| D74B | GeoSciences | Department |
| D315 | Global Academy of Agriculture and Food Security | Department |
| D966 | Governance and Strategic Planning | Department |
| D434 | Health and Safety | Department |
| P78 | Health and Safety Unit | School/Planning Unit |
| D796 | Health in Social Science | Department |
| D673 | Help Services | Department |
| D124 | History | Department |
| D119 | History of Art | Department |
| D792 | History, Classics and Archaeology | Department |
| D891 | Holyrood Maintenance | Department |
| D275 | HR | Department |
| D653 | HR - ACE | Department |
| D659 | HR - Business Support | Department |
| D667 | HR - CAHSS | Department |
| D669 | HR - CMVM | Department |
| D668 | HR - CSE | Department |
| D679 | HR - CSG | Department |
| D424 | HR - Directors Office | Department |
| D657 | HR - ER and EDI | Department |
| D651 | HR - ISG | Department |
| D658 | HR - Learning and Development | Department |
| D660 | HR - Operations | Department |
| D656 | HR - Resourcing | Department |
| D654 | HR - Reward | Department |
| D655 | HR - Systems | Department |
| D652 | HR - USG | Department |
| n/a | Human Resources | Subsidiary Department |
| D813 | Human Resources - CAHSS | Department |
| P64 | Human Resources Unit | School/Planning Unit |
| D129 | Income Section | Department |
| D747 | Informatics | Department |
| D250 | Informatics Student Services | Department |
| P5N | Information Security Directorate Unit | School/Planning Unit |
| ISG | Information Services | College/Professional Services Group |
| D260 | Information Services Corporate | Department |
| P5B | Information Services Corporate Unit | School/Planning Unit |
| D972 | Information, Technology and Web - CAHSS | Department |
| D560 | Institute for Academic Development | Department |
| D572 | Institute for Adaptive and Neural Computation | Department |
| D136 | Institute for Advanced Studies in the Humanities | Department |
| D237 | Institute for Astronomy | Department |
| D949 | Institute for Bioengineering | Department |
| D573 | Institute for Computing Systems Architecture | Department |
| D259 | Institute for Condensed Matter Physics and Complex Systems | Department |
| D950 | Institute for Digital Communications | Department |
| D904 | Institute for Education, Community and Society | Department |
| D906 | Institute for Education, Teaching and Leadership | Department |
| D951 | Institute for Energy Systems | Department |
| D952 | Institute for Infrastructure and Environment | Department |
| D953 | Institute for Integrated Micro and Nano Systems | Department |
| D900 | Institute for Language Education | Department |
| D580 | Institute for Language, Cognition and Computation | Department |
| D954 | Institute for Materials and Processes | Department |
| D948 | Institute for Multiscale Thermofluids | Department |
| D569 | Institute for Particle and Nuclear Physics | Department |
| D908 | Institute for Sport, Physical Education and Health Sciences | Department |
| D249 | Institute for Stem Cell Research | Department |
| D911 | Institute of Cell Biology | Department |
| D912 | Institute of Evolutionary Biology | Department |
| D635 | Institute of Genetics and Molecular Medicine | Department |
| D913 | Institute of Infection and Immunology Research | Department |
| D914 | Institute of Molecular Plant Science | Department |
| D575 | Institute of Perception, Action and Behaviour | Department |
| D915 | Institute of Quantitative Biology, Biochemistry and Biotechnology | Department |
| D137 | Insurance Office | Department |
| n/a | INTERFACE | Subsidiary Department |
| D665 | Internal Audit | Department |
| P7E | Internal Audit Unit | School/Planning Unit |
| D257 | International Centre for Mathematical Science ICMS | Department |
| D814 | International Office - CAHSS | Department |
| D689 | ISG Communications | Department |
| D126 | Islamic and Middle Eastern Studies | Department |
| n/a | IT & IMA | Subsidiary Department |
| P5H | IT Infrastructure Unit | School/Planning Unit |
| D800 | ITI Communications Infrastructure Services (CIS) | Department |
| D905 | ITI Data Technology | Department |
| D772 | ITI Desktop Services | Department |
| D770 | ITI Directors Office | Department |
| D887 | ITI Enterprise Services | Department |
| D888 | ITI Research Services | Department |
| D873 | KB Maintenance | Department |
| D576 | Laboratory for Foundations of Computer Science | Department |
| D761 | LAC Directors Office | Department |
| D519 | Landscape Maintenance | Department |
| D557 | Languages for All | Department |
| D557 | Languages for All | Department |
| D350 | Large Animal Research and Imaging Facility | Department |
| D161 | Law | Department |
| D408 | LEAPS | Department |
| D683 | Learning Spaces Technology | Department |
| P5M | Learning, Teaching and Web Unit | School/Planning Unit |
| D967 | Legal Services | Department |
| P96 | Legal Services Unit | School/Planning Unit |
| D677 | Library Academic Support | Department |
| P5F | Library and University Collections Unit | School/Planning Unit |
| D711 | Library Research Support | Department |
| D956 | Linguistics and English Language | Department |
| D795 | Literatures, Languages and Cultures | Department |
| D522 | LLC Centres | Department |
| D681 | LTW Directors Office | Department |
| n/a | Marketing & Engagement | Subsidiary Department |
| D253 | Mathematics | Department |
| D254 | Mechanical Engineering | Department |
| S35 | Medical Education Unit | School/Planning Unit |
| D845 | Medicine and Veterinary Medicine College Office | Department |
| S37 | Medicine and Veterinary Medicine, College Of | School/Planning Unit |
| D810 | Molecular and Clinical Medicine General | Department |
| S29 | Moray House School of Education and Sport | School/Planning Unit |
| D819 | Moray House School of Education and Sport office | Department |
| D632 | MRC University Unit for Human Genetics | Department |
| D142 | Museums | Department |
| D291 | Nursing Studies | Department |
| n/a | Office Support | Subsidiary Department |
| D554 | Open Learning, Centre for | Department |
| D554 | Open Learning, Centre for | Department |
| D555 | Open Studies | Department |
| D555 | Open Studies | Department |
| D671 | Operational Services | Department |
| D414 | Operational Support | Department |
| D374 | Operations | Department |
| D155 | Payroll | Department |
| D156 | Pensions | Department |
| D465 | Pharmacy | Department |
| D130 | Philosophy | Department |
| D793 | Philosophy, Psychology and Language Sciences | Department |
| D744 | Physics and Astronomy | Department |
| D564 | Physics and Astronomy - School Management and Services | Department |
| D293 | Politics and International Relations | Department |
| D875 | Pollock Maintenance | Department |
| D816 | Postgraduate Research Student Office - CAHSS | Department |
| D425 | Principals Office | Department |
| D418 | Procurement Office incorporating Printing Services | Department |
| D294 | Psychology | Department |
| D965 | Records Management | Department |
| D230 | Reid School of Music | Department |
| D687 | Relationship Management | Department |
| D968 | Research and Knowledge Exchange - CAHSS | Department |
| D320 | Roslin Innovation Centre | Department |
| S31 | Royal (Dick) School of Veterinary Studies | School/Planning Unit |
| D336 | Royal Dick Veterinary Studies | Department |
| S42 | School of Biological Sciences | School/Planning Unit |
| S43 | School of Chemistry | School/Planning Unit |
| S27 | School of Divinity | School/Planning Unit |
| S23 | School of Economics | School/Planning Unit |
| S48 | School of Engineering | School/Planning Unit |
| S4B | School of GeoSciences | School/Planning Unit |
| S2F | School of Health in Social Science | School/Planning Unit |
| S2B | School of History, Classics and Archaeology | School/Planning Unit |
| S47 | School of Informatics | School/Planning Unit |
| S26 | School of Law | School/Planning Unit |
| S28 | School of Literatures, Languages and Cultures | School/Planning Unit |
| S46 | School of Mathematics | School/Planning Unit |
| S2C | School of Philosophy, Psychology and Language Sciences | School/Planning Unit |
| S44 | School of Physics and Astronomy | School/Planning Unit |
| S22 | School of Social and Political Science | School/Planning Unit |
| D741 | Science and Engineering College Office | Department |
| S4A | Science and Engineering, College of | School/Planning Unit |
| D307 | Science, Technology and Innovation Studies | Department |
| D925 | Scottish Graduate School of Social Science – DTP | Department |
| D452 | Security | Department |
| n/a | Senior Executive Team | Subsidiary Department |
| D373 | Service and Users Engagement | Department |
| D432 | Service Excellence Programme | Department |
| D809 | Social and Political Science | Department |
| D300 | Social Anthropology | Department |
| D298 | Social Policy | Department |
| D878 | Social Responsibility and Sustainability | Department |
| P7K | Social Responsibility and Sustainability Unit | School/Planning Unit |
| D299 | Social Work | Department |
| D296 | Sociology | Department |
| D144 | Special Collections | Department |
| D582 | Speckled Computing | Department |
| D836 | Sports Union | Department |
| P67 | Strategic Change Unit | School/Planning Unit |
| D436 | Strategic Change Unit office | Department |
| D429 | Student Administration | Department |
| D469 | Student Analytics and Insights | Department |
| D460 | Student Disability Service | Department |
| D406 | Student Recruitment and Admissions | Department |
| P70 | Student Services Unit | School/Planning Unit |
| D468 | Student Systems Operations | Department |
| D462 | Student Systems Partnership | Department |
| D459 | Student Wellbeing | Department |
| D410 | SWAP (East) | Department |
| D158 | Tax | Department |
| D338 | The Roslin Institute | Department |
| D467 | Timetabling and Examination Services | Department |
| D258 | Treasury | Department |
| D476 | University Health Service | Department |
| P66 | University Secretary Unit | School/Planning Unit |
| USG | University Secretarys Group | College/Professional Services Group |
| D466 | University Sport and Exercise | Department |
| P73 | University Sport and Exercise Unit | School/Planning Unit |
| D897 | UOE Accommodation Limited | Subsidiary Department |
| P7T | UOE Accommodation Ltd | Subsidiary |
| D670 | USD Directors Office | Department |
| P5L | User Services Directorate Unit | School/Planning Unit |
| D430 | USG Business Unit | Department |
| D638 | Usher Institute | Department |
| D446 | Utilities Management | Department |
| D333 | Veterinary Clinical Services | Department |
| D857 | Veterinary Scientific Services | Department |
| D602 | Veterinary Teaching Organisation | Department |
| D971 | Visiting Student Office - CAHSS | Department |
| D157 | WAS Research Grants - NOW Edinburgh Research Office | Department |
| D859 | Waste Management | Department |
| D684 | Website and Communications | Department |
| D858 | Corporate Services Group | Department |
| D722 | Deanery of Biomedical Sciences office | Department |
| D650 | Centre for Discovery Brain Sciences | Department |
| D627 | Infection Medicine | Department |
| D628 | Biomedical Sciences Teaching Organisation | Department |
| D634 | Centre for Cardiovascular Science (BMS) | Department |
| D731 | DCC | Department |
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