Doctoral School Administration Team

**Alex Borrett**  
Doctoral School Manager  
- Managing the Doctoral School  
- Ensuring the delivery of efficient and effective services to PGR students and colleagues from recruitment through to award

**Janet Heaney**  
Doctoral School Recruitment & Scholarships Manager  
- Managing the operational processes relating to scholarships, recruitment and admission of PGR students  
- Supporting the DTPs

**Nisha Patel**  
Doctoral School Data, Records & Fees Manager  
- Acting as the key point of contact for suspension of regulation request for PGR students  
- Managing the monitoring and updating of PGR student records, including funding and billing

**Laura Ventura Nieto**  
Doctoral School Programme Administration Manager  
- Ensuring the delivery of all processes related to the PGR student lifecycle  
- Acting as the key point of contact with the College’s Wellbeing and support services

**Claire Hudson**  
Senior Student Administration Officer (ISG CDT)  
- Administering the EPSRC Information Security Group CDT, including producing marketing materials, administering the selection process and coordinating the annual calendar of meetings.

**Jane Coller**  
Doctoral School Recruitment & Scholarships Officer  
- Supporting applicants and academics with the PGR recruitment process  
- Administering allocations for College and externally-funded research degree scholarships

**Ally Williams**  
Doctoral School Data, Records & Fees Officer  
- Updating PGR student records, including billing and scholarship information, when a student changes their registration status (e.g. interrupts / changes mode / submission extension).

**Tracey Jeffries**  
Doctoral School Administration Officer  
- Administering the PhD exam process  
- Administering examiners’ expenses  
- Sending submission deadline reminders and monitoring submissions  
- School liaison for Life Sciences & the Environment

**Jo Barrs**  
Doctoral School Administration Officer  
- Administering the PhD exam process  
- Monitoring the engagement of visa holding PGR students  
- Monitoring supervisory team data  
- School liaison for Business & Management & EPMS

**Will Davidson**  
Doctoral School Administration Assistant  
- Administering the annual review and upgrade process  
- Administering the Masters by Research exam process  
- Providing first line advice and referral for PGR students and staff  
- School liaison for PDA

**Daniel Trigg**  
Doctoral School Administration Assistant  
- Administering the annual review and upgrade process  
- Administering embargo requests  
- Providing first line advice and referral for PGR students and staff  
- School liaison for Humanities

**Erika Holden**  
Doctoral School Administration Assistant  
- Administering the DClinPsy, inSTIL and CAPITAL award processes  
- Creating inSTIL and CAPITAL student records  
- Providing first line advice and referral for PGR students and staff  
- School liaison for LSS and EPMS
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<tr>
<th>Name</th>
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| Laura Christie      | Doctoral School Training & Development Manager| • Managing and run the Researcher Development Programme  
                        • Supporting the development of the PGR community through communications and events |
| Laura Shoulder      | Doctoral School Communications Officer        | • Supporting the Researcher Development Programme (RDP)  
                        • Monitoring and creating content for the Doctoral School communication channels e.g. Researcher Newsletter, microsite, Twitter |
| Louise Davies       | technē DTP Manager                            | • Managing the technē DTP  
                        • Ensuring the delivery of efficient and effective services to technē PGR students and colleagues |
| Carol Hughes        | technē DTP Senior Administration Officer      | • Administration of the technē DTP, including producing marketing materials, administering the selection process and co-ordinating the annual calendar of meetings of events |
| Emma Molyneux       | technē DTP Senior Administration Officer      | • Administration of the technē DTP, including organising training events for the technē student cohort and support the work of the technē Training Group |
| Michelle Snelling   | technē DTP Training Officer                   | • Supporting the administration of training events for the technē DTP |