<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
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</table>
| 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 |
| 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. |
| Elizabeth Jones         | 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). |
| 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 |
| 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 and LSS |
| Evelyn Dunning          | Doctoral School Administration Assistant | • Administering the annual review and upgrade process  
• Providing first line advice and referral for PGR students and staff  
• School liaison for Humanities and EPMS |
| 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 |
| 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 Assistant | • Administering the annual review and upgrade process  
• Administering the Masters by Research exam process  
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• School liaison for PDA and LSS |
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• School liaison for Humanities and EPMS |
**Doctoral School Administration team**

**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