

# Doctoral School Administration team



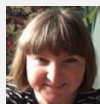
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UNIVERSITY  
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**Alex Borrett**

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.



**Elizabeth Jones**

Doctoral School  
Recruitment & Scholarships  
Officer

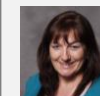
- Supporting applicants and academics with the PGR recruitment process
- Administering allocations for College and externally-funded research degree scholarships



**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).



**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



**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**

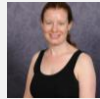
Doctoral School  
Administration Assistant

- Administering the annual review and upgrade process
- Providing first line advice and referral for PGR students and staff
- School liaison for Humanities and EPMS

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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