Doctoral School Administration Team

Jane Gawthrope
Doctoral School Manager
(Recruitment & Funding)
- Managing the Doctoral School Recruitment & Funding Team
- Managing the techne DTP
- Ensuring the delivery of efficient and effective services to PGR students and colleagues

Carol Hughes
techne DTP Senior Admin Officer
- Administration of the techne DTP, including producing marketing materials, administering the selection process and co-ordinating the annual calendar of meetings of events

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

Emma Ward
techne DTP Training Officer
- Organising training events for the techne student cohort and support the work of the techne Training Group
- This includes the conflux and the NPIF training events

Ally Williams
Doctoral School Recruitment & Scholarships Officer
- Supporting applicants and academics with the PGR recruitment process
- Administering competitions and allocations for College and externally-funded research degree Scholarships
# Doctoral School Administration Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
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| Alex Borrett          | Doctoral School Manager (Operations & Student Experience) | • Managing the Doctoral School Operations team  
                          • Ensuring the delivery of efficient and effective services to PGR students and colleagues  
                          • Supporting the PGR student journey |
| Nisha Patel           | Doctoral School Programme Administration Manager | • Ensuring the delivery of all processes related to the PGR student lifecycle  
                          • Acting as the key point of contact for extension and suspension of regulation request for PGR students |
| 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 |
| Jo Barrs              | Doctoral School Admin Officer                   | • Administering the research degree exam process  
                          • Monitoring the engagement of PGR students  
                          • Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
                          • School liaison for Business & Management & EPMS |
| Tracey Jeffries       | Doctoral School Admin Officer                   | • Administering the research degree exam process  
                          • Monitoring the engagement of PGR students  
                          • Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
                          • School liaison for Life Sciences & the Environment |
| Laura Shoulder        | Doctoral School Communications Officer          | • Monitoring and updating the Doctoral School microsite  
                          • Running communications campaigns for PGR students including the monthly ‘dates for the diary’  
                          • Supporting College events for PGR students |
| Faiza Akram           | Doctoral School Admin Assistant                 | • Administering the annual review and upgrade process  
                          • First line advice and referral for students  
                          • Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
                          • School liaison for Law & Social Sciences |
| Laura Ventura Nieto   | Doctoral School Admin Assistant                 | • Administering the annual review and upgrade process  
                          • First line advice and referral for students  
                          • Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
                          • School liaison for PDA & EPMS |
| Daniel Trigg          | Doctoral School Admin Assistant                 | • Administering the annual review and upgrade process  
                          • First line advice and referral for students  
                          • Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
                          • School liaison for Humanities |