Doctoral School Administration Team

**Louise Davies**
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

**Janet Heaney**
Recruitment and Scholarships Administration Manager
- Operational management of processes to relating to funding, scholarships, recruitment and admission of PGR students.
- Deputising for Doctoral School Manager (Recruitment & Funding)

**Carol Hughes**
techn 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

**Emma Ward**
techn DTP Senior Admin Officer
- Administration of the techne DTP, including organising training events for the techne student cohort and support the work of the techne Training Group

**Michelle Snelling**
Training Officer
- Supporting the administration of training events for DTPs and DTCs in the Doctoral School.

**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

**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

**Claire Hudson**
Senior Student Administration Officer
- Administration of the EPSRC Information Security Group CDT, including producing marketing materials, administering the selection process and coordinating the annual calendar of meetings.
# Doctoral School Administration Team

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<tr>
<th>Name</th>
<th>Role</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 |
| **Erika Holden**      | 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 |