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

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

Emma Ward
techne 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

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

Vacancy
Training Officer
- Supporting the administration of training events for DTPs and DTCs in the Doctoral School.
## Doctoral School Administration Team

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<thead>
<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 |
| **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 |