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

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

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

**Vacancy**
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
# 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 |
| 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 Law & Social Sciences |
| 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 |