KEY RESPONSIBILITY HOLDERS

The Graduate School Service Statement sets out the list of services that are provided by the Student Support Team, Doctoral Research Office, and other staff in the Graduate School. [http://www.reading.ac.uk/web/files/graduateschool/pgrPAS_service_statement_nov2016.pdf](http://www.reading.ac.uk/web/files/graduateschool/pgrPAS_service_statement_nov2016.pdf)

Schools and Departments will already be aware of their designated administrator in the School Support Team. To complement this, and to help colleagues direct their other enquiries to the right person in the Graduate School, we have produced the following list of responsibilities along with the main point of contact for each.

**Recruitment and Marketing**
- General advice / support: Jon Lloyd
- Find A PhD: Jon Lloyd
- School PGR recruitment target setting: Dianne Berry
- Graduate School website related queries: Elena Bedisti / Emma Minns
- Social media related queries: Joanna John / Elena Bedisti / Emma Minns

**Studentships**
- Strategic studentship funding requests: Elena Bedisti / Dianne Berry
- Studentship advertising and offer letters: Christine Macfarlane / Joanna John
- International Studentships: Joanna John
- China Scholarship Council awards: Joanna John
- Felix Scholarships: Elena Bedisti
- Regional Bursaries: Joanna John
- Wilkie Calvert awards: Joanna John

**DTPs / CDTs**
- Bids for new DTPs / CDTs: Dianne Berry
- Requests for matched funding: Dianne Berry
- AHRC SWW DTP: Elena Bedisti
- ESRC SeNSS: Joanna John
- ESRC SE DTC: Joanna John
- EPSRC DTP: Jon Lloyd
**Collaborative agreements**

(Joint supervision / Joint programmes): Dianne Berry

**Programmes**

PhD by Published Works: Dianne Berry
PhD by thesis (as a collection of papers): Dianne Berry
PhD Plus: Pam Stuart / Dianne Berry
PhD by distance: Dianne Berry

**Doctoral Research Office**

Student records / Status changes: Claire Jones
Suspensions & Extensions: Claire Jones
Fee queries: Claire Jones
Immigration: Rachel Willis
Doctoral Extension Scheme (DES): Rachel Willis
Student progress concerns: Cat Hale / Katie Saxelby-Smith
Evaluation of supervisory arrangements: Cat Hale / Katie Saxelby-Smith

**Other student support**

Support / advice relating to part-time study: Pam Stuart
English Language Support: Emma Minns
E-thesis deposition: Emma Minns, Elena Bedisti
Fairbrother Lecture: Emma Minns
PGR Leadership Programme: Emma Minns
Preparing to Teach: Pam Stuart
SPRINT PGR Development Programme: Joanna John
Doctoral Conference / competitions: Pam Stuart
PGR School / Department Reps Forum: Pam Stuart / Emma Minns
RRDP queries: Pam Stuart / Emma Minns
RRDP bookings: Helen Apter / Nicky Stepney
Graduate School desk allocation: Helen Apter
Graduate School – use of facilities / space: Helen Apter
Examinations
Examiner nominations / reports/ expenses: Sean Semple
Other queries: Sean Semple

Governance
Policies / Procedures: Elena Bedisti / Dianne Berry
Programme Specifications: Elena Bedisti
PGR Directors Forum: Elena Bedisti
Student complaints - advice on process: Cat Hale / Katie Saxelby-Smith / Dianne Berry
Academic misconduct - advice on process: Dianne Berry
Complaints against Graduate School staff: Dianne Berry
University Committee on PGR Studies: Elena Bedisti

Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dianne Berry</td>
<td><a href="mailto:d.c.berry@reading.ac.uk">d.c.berry@reading.ac.uk</a></td>
<td>4750</td>
</tr>
<tr>
<td>Elena Bedisti</td>
<td><a href="mailto:elena.bedisti@reading.ac.uk">elena.bedisti@reading.ac.uk</a></td>
<td>6169</td>
</tr>
<tr>
<td>Joanna John</td>
<td><a href="mailto:j.john@reading.ac.uk">j.john@reading.ac.uk</a></td>
<td>7371</td>
</tr>
<tr>
<td>Jon Lloyd</td>
<td><a href="mailto:j.d.lloyd@reading.ac.uk">j.d.lloyd@reading.ac.uk</a></td>
<td>6839</td>
</tr>
<tr>
<td>Emma Minns</td>
<td><a href="mailto:e.h.minns@reading.ac.uk">e.h.minns@reading.ac.uk</a></td>
<td>6484</td>
</tr>
<tr>
<td>Pam Stuart</td>
<td><a href="mailto:p.stuart@reading.ac.uk">p.stuart@reading.ac.uk</a></td>
<td>7609</td>
</tr>
<tr>
<td>Cat Hale</td>
<td><a href="mailto:c.hale@reading.ac.uk">c.hale@reading.ac.uk</a></td>
<td>7348</td>
</tr>
<tr>
<td>Katie Saxelby-Smith</td>
<td><a href="mailto:k.saxelby-smith@reading.ac.uk">k.saxelby-smith@reading.ac.uk</a></td>
<td>4162</td>
</tr>
<tr>
<td>Claire Jones</td>
<td><a href="mailto:claire.jones@reading.ac.uk">claire.jones@reading.ac.uk</a></td>
<td>4741</td>
</tr>
<tr>
<td>Rachel Willis</td>
<td><a href="mailto:r.willis@reading.ac.uk">r.willis@reading.ac.uk</a></td>
<td>4740</td>
</tr>
<tr>
<td>Sean Semple</td>
<td><a href="mailto:s.semple@reading.ac.uk">s.semple@reading.ac.uk</a></td>
<td>4163</td>
</tr>
<tr>
<td>Helen Apted</td>
<td><a href="mailto:h.a.e.apted@reading.ac.uk">h.a.e.apted@reading.ac.uk</a></td>
<td>5063</td>
</tr>
<tr>
<td>Nicky Stepney</td>
<td><a href="mailto:n.j.stepney@reading.ac.uk">n.j.stepney@reading.ac.uk</a></td>
<td>5063</td>
</tr>
</tbody>
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