

KEY RESPONSIBILITY HOLDERS

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:	Adrian Williams
Graduate School website related queries:	Elena Bedisti / Jon Lloyd
Social media related queries:	Jon Lloyd / Elena Bedisti / Joanna John

Studentships

Strategic studentship funding requests:	Elena Bedisti / Adrian Williams
Studentship advertising and offer letters:	Christine Macfarlane / Lucy Fletcher
International Studentships:	Lucy Fletcher
China Scholarship Council awards:	Lucy Fletcher
Regional Bursaries:	Lucy Fletcher
Wilkie Calvert awards:	Lucy Fletcher

DTPs / CDTs

Bids for new DTPs / CDTs:	Adrian Williams / Elena Bedisti
Requests for matched funding:	Elena Bedisti / Adrian Williams
AHRC SWW DTP:	Elena Bedisti / Lucy Fletcher
ESRC SeNSS:	Joanna John / Lucy Fletcher
ESRC SE DTC:	Elena Bedisti
EPSRC DTP:	Jon Lloyd

Collaborative agreements

(Joint supervision / Joint programmes): Adrian Williams / Elena Bedisti

Programmes

PhD by Published Works: Adrian Williams

PhD by thesis (as a collection of papers): Adrian Williams

PhD by distance: Adrian Williams

Doctoral Research Office

Student Records / Status changes: Ann Livingstone / Claire Jones

Suspensions & Extensions: Ann Livingstone / Claire Jones

Fee queries: Ann Livingstone / Claire Jones

Immigration: Ann Livingstone / Claire Jones

Student progress concerns: Cat Hale / Katie Wiltshire

Evaluation of supervisory arrangements: Cat Hale / Katie Wiltshire

Other student support

Support / advice relating to part-time study: Pam Stuart

English Language Support: Joanna John

E-thesis deposition: Elena Bedisti

Fairbrother Lecture: Joanna John

PGR Leadership Programme: Joanna John

Preparing to Teach – AFHEA Pam Stuart

SPRINT PGR Development Programme: Joanna John

Doctoral Research Conference / competitions: Pam Stuart

PGR School/Department Reps Forum Pam Stuart

RRDP queries: Pam Stuart / Joanna John

RRDP bookings: Nicky Stepney

Graduate School study space: Zala Lewis

Graduate School – use of facilities/space: Zala Lewis

Research Highlights: Pam Stuart

Taught Module registrations Nicky Stepney

Examinations

Examiner nominations / reports/ expenses: Sean Semple
Other queries: Sean Semple

Governance

Policies / Procedures: Elena Bedisti / Adrian Williams
Programme Specifications: Elena Bedisti
PGR Directors Forum: Elena Bedisti / Zala Lewis
Student complaints - advice on process: Cat Hale / Katie Wiltshire / Adrian Williams
Academic misconduct - advice on process: Adrian Williams
Complaints against Graduate School staff: Adrian Williams / Elena Bedisti
University Committee on PGR Studies: Lucy Fletcher

Contact Details

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November 2022.