

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

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 Apted / Nicky Stepney
Graduate School desk allocation: Helen Apted
Graduate School – use of facilities / space: Helen Apted

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

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