

Joanna Jervis

Research Degree Programme Officer

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Contact Details

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Joanna joined the University in 2013. Joanna has BA (Hons) in English Literature.

Responsibilities

- Co-ordination of research degree programme applications, student progression and completion.
- First point of contact and guidance for research degree students and supervisors about any aspect of their programme.
- Planning and implementing student focussed events for example conferences, graduation events, induction.
- Act as secretary for committees and other meetings to include Research Degrees Board, Course Leader meetings and Exam Boards.
- Coordination of purchasing for the Doctoral School and student spending for individual projects.