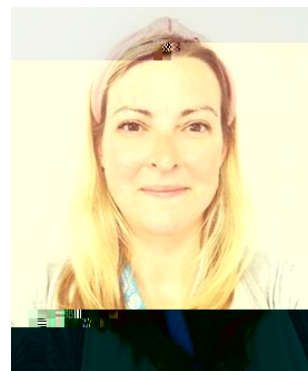


Research Degree Programme Officer

Worcester Business School



email: n.vernon@worc.ac.uk

- 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.