

# Robyn Platt

## ***Research Degree Programme Officer and Associate Lecturer in Sociology***

School of Arts

School of Humanities

Institute of Education

School of Sport and Exercise Science



## **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.