Introduction

ummary of process for administrators

all university teachers (including postgraduates).

Summary of process from University teacher point of view

1. Click on the portal link in the e-mail sent by your department, and register a 'new user' with an email address, username and password.

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Section 2 – Requesting submission of personal details from University Teachers

1.	did not					
	University Teacher Personal Details Portal					
	Note: not re-use a link from a previous year as this may change.	Please do				
	< <university teacher="">></university>					
	<< name>> <>					
	<< <u>University Teacher Personal Details Portal>></u> .					

<<School UT Administrator name and contact details>>

Section 3 – University Teacher contracts and schedules of work

Note:							
1.							
Dear < <univers< td=""><td colspan="7">Dear <<university teacher="">></university></td></univers<>	Dear < <university teacher="">></university>						
Schedule of wo	Schedule of work for < <module code="">> - <<module title="">></module></module>						
Thank you for a	Thank you for agreeing to work on the module above. Please find confirmation details below.						
Type of Work Seminar	Date 20/10/2014	Time 10:00-12:00	Venue SMB.0.08 (campus map link)	<i>Claim hours</i> 2 + 1 for preparation			



2.

a)

b)

<<UT administrator>> <<building_name>>, <<room>>

If you do not have the relevant document(s), please contact the above named person immediately to discuss this. We regret you will be unable to take up your employment before satisfactory evidence of permission for this is provided.

<<School UT Administrator name, contact details>>