

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

STAFF APPLICATION TO ATTEND PARTS OF THE MSc TEACHING PROGRAMME

Academic staff are normally permitted to attend part of the MSc teaching programme as part of their research training, provided that agreement has been reached with the member of staff's Head of Department or Head of Faculty and with the Organiser of the relevant part of the teaching programme, i.e. the Linear or Study Module Organiser, as appropriate, or the relevant Course Director for any other part of the teaching programme. Staff should note, that attendance on part of the teaching programme normally involves attending the whole part of the programme and participating in the appropriate assessment procedures when required to do so.

A: Please complete this section in BLOCK LETTERS

Family Name	
All other names	
Faculty	
Department	

MSc Teaching programme to attend (details of module or course element)	
Dates of attendance	From: To:
Name of Linear Module/Study Module Organiser or Course Director*	

Please obtain a signature showing support for you to participate in the above from your Head of Department/ Head of Faculty:

B: Agreement of Head of Department/Head of Faculty:

Signed:	Date:
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Please pass this form to the Linear/Study Module Organiser or Course Director, as appropriate*

C: Decision of Organiser/Course Director

Signed:	Date:	<ul style="list-style-type: none">• Accept• Reject the above request
Reason for rejection of application		

*Linear or Study Module organisers sign for Study Modules and Course Directors for any other part of the programme

Once fully approved in B and C above, please send the completed form to the Teaching Support Office (Room G04 and G05, Keppel Street)

D: Noted by the Module Administrator in the module/course records:

Signed:	Date:
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E: Please forward the completed form to the Staff and Educational Development Unit for filing (Room G22, Keppel Street building).