UNSW SYDNEY | Australia's Global University

School of Medical Sciences

Casual Academic Approval Form

To be completed by the course convenor:

☐ I have read the UNSW Conflict of Interest Policy: https://www.gs.unsw.edu.au/policy/documents/conflictinterestpolicy.pdf

Disclosure form is / is not applicable (please strike out)

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☐ Tutor/demonstrator holds a PhD

OR

☐ Tutor/demonstrator does not hold a PhD

Please add ________________________________ to the casual academic payroll for
Tutor Name

______________ ______________________ ____________________________ _________
Discipline Convenor Name Signature Date

Payment information for casual academics:
Pay will be processed a fortnight after the teaching is delivered.
If unable to attend for any reason, please email **SOMSenquiries@unsw.edu.au** and advise course name, date, time that was / will be missed, and copy in the course convenor and replacement tutor (where known). This must be done no more than 5 days after the class otherwise overpayment proceedings may result.

Acknowledged by: ______________________________ ___________________ _________
Tutor Name zID Date

Signature____

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