

STAFF QUALIFICATIONS CONJOINT RECORD



If you fill in this form by hand please PRINT CLEARLY IN BLOCK LETTERS.

1. STAFF MEMBER

Surname

First Name

Second Name

Staff Number (if known)

Date of Birth (if staff number unknown)

Country of Birth

Faculty

School

Write the full name of your highest qualification and the full name of the institution awarding the qualification (as it was known at the time the qualification was conferred).

- For awards obtained overseas, please indicate the country where the qualification was obtained and advise the equivalent by writing the "short form" beside the qualification: PhD, Masters by Research (MRes), Masters by Coursework (MCwk), Postgraduate Diploma (GDip), Graduate Certificate (GCert), Degree, Undergraduate Diploma (Dip), Undergraduate Certificate (Cert), Associate Diploma (ADip) or Other.
- Optional - You may wish to attach a certified copy of this qualification to this form.

Highest Qualification (In Full)

Institution (In Full)

Date Awarded

Research

Coursework

Student Number (if qualification awarded by the University of Newcastle)

Award obtained overseas?

Yes No

Country

3. YOUR DECLARATION AND CONSENT

I give the University of Newcastle authority to verify qualifications with other Institutions.

To support ongoing improvements in UON systems and processes, Human Resource Services can now accept and store forms electronically.

An approved form can be submitted as:

- an attachment to an email that contains the approval as text in the body of the email, **OR**
- a signed and scanned copy.

Signature

Date

The information collected on this form will be recorded on your file in the University's Human Resource database (Alesco). The information is collected for reporting and statistical purposes and will be used, in an aggregated form, to report to external bodies (e.g TEQSA). The University manages personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and further information on privacy at UoN can be found in the University's [Privacy Management Plan](#).

Email completed form to
rbtdatentry@newcastle.edu.au

Return to your Faculty office or
Human Resource Services located in the
Chancellery