STAFF QUALIFICATIONS RECORD

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Please fill in this form electronically and email as per the instructions below.
If you fill in this form by hand please PRINT CLEARLY IN BLOCK LETTERS.

1. STAFF MEMBER

Staff Number | **Name** | **HEW / Academic Level** | **Organisational Unit**

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

Write the **FULL NAME** of your 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 Course work (MCwk), Postgraduate Diploma (GDip), Graduate Certificate (GCert), Degree, Undergraduate Diploma (Dip), Undergraduate Certificate (Cert), Associate Diploma (ADip) or Other.

Highest Qualification (In Full) | **Institution (In Full)**

Date Awarded ☐ Research ☐ Coursework

Other Qualifications (In Full) | **Institution (In Full)**

Date Awarded ☐ Research ☐ Coursework

2. FELLOWSHIPS / MEMBERSHIPS / HONOURS

Please write the NAME of your Fellowship/Membership/Honours in FULL. If your fellowship or membership is renewable, please indicate this and include the year(s) it covers.

Years Covered | **Name of Fellowship or Membership**

3. AUTHORISED STAFF MEMBER TO COMPLETE

Originals of qualifications need to be sighted and certified by an authorised University staff member, eg Head of School, Director, Associate Director or Executive Officer, who should complete the details below.

Title | **Name (Please Print)**

Signature | **Date**

NOTE: Forward the CERTIFIED COPIES of your qualifications to Human Resource Services with "Qualifications" marked on the envelope.

Alternatively, bring your original qualifications to Human Resource Services for processing

4. YOUR DECLARATION

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 University reserves the right to verify qualifications with other Institutions.

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.

Click here to Email

Email form to hrsupport@newcastle.edu.au