

Postgraduate Research Teaching Assistant (PGRTA) Quarterly Hours Form

THIS FORM MUST BE COMPLETED PRIOR TO CARRYING OUT QUATERLY HOURS.

The fully completed form should then be sent to the Jobshop Student Support Team via email jobshop@greenwich.ac.uk. It is important that this form is sent to the Jobshop team BEFORE work is carried out.

Section A of this form is to be completed by the Faculty/Directorate and Section B is to be completed by the student.

SECTION A

Faculty/Directorate:	
Department:	
Quarterly hours period:	
Work Description:	
Hours per week:	
Location:	
Line manager/Supervisor:	
Signature:	
Date:	

***Please note the hours declared are the hours the student must undertake. Any changes to the hours must be reported to the Jobshop team.**

SECTION B

Student Name:	
Student ID:	
Faculty of study:	
Signature:	
Date:	

***By signing this document, you have agreed to work the hours listed above and any additional hours worked will be treated as voluntary service.**