

APPLICATION FOR GRADUATE CERTIFICATE IN TERTIARY TEACHING

I. PERSONAL DATA

NAME	
STAFF ID	

II. EMPLOYMENT DATA

Date of Employment	<input type="text"/>	Employment Duration at Time of Application	<input type="text"/>
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Employment Status (Pls tick)	<input type="checkbox"/> Contract	Contract Duration (Where applicable)	
	<input type="checkbox"/> Tenured	From: <input type="text"/>	To: <input type="text"/>

Position	<input type="text"/>	Position Level	<input type="text"/>
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Department (Pls tick)	<input type="checkbox"/> School of Business
	<input type="checkbox"/> School of Engineering
	<input type="checkbox"/> Pre-University

Have you previously applied for GCTT?	<input type="checkbox"/> Yes	When (Month/Year)?
	<input type="checkbox"/> No	Month: <input type="text"/> Year: <input type="text"/>

III. APPROVAL

APPLICANT	RECOMMENDED Head of School	ENDORSED BY T&L Director	APPROVED BY PVC/Dean
Date:	Date:	Date:	Date:

IV. HRD COLUMN

Application No:		
Date Received:		
HRD Assessment		
Factors	Yes	No
Confirmed in employment		
Completed 1 year service		

Signature/date:		

Note:

1. The number of enrolment in the GCTT is subject to the budget allocation for the year.
2. Staff Development Unit will advise of the enrolments allowed for the year by informing the schools.
3. A staff member is only eligible for enrolment if the following criteria are met:
 - Staff in CSM employment for one year
 - Confirmed employment
 - Recommendation from the Head of School and T&L Director.
 - Full time staff but a fractional staff may be considered provided they are on 70% of the standard workload.

Termination of Studies

A staff member who has enrolled for the course but has opted to terminate his enrolment without completing the course requirements for certification purposes will refund the University the relevant fees for units paid or payable by the University.