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This is a covering letter to confirm delivery of a teaching session at

🞎University of Essex, Colchester Campus

🞎University of Essex, Southend Campus

🞎Other ………………………………………………….. (Please specify)

|  |  |
| --- | --- |
| \* Date(s) of the teaching session(s) delivered |  |
| \* Name of the external speaker/examiner/marker |  |
| \* Module taught |  |
|  Session Title |  |
| \* Hours/Times |  |
| \* Name of SHHS programme/module lead |  |
| Fee agreed (if known) |  |
| Travel expenses (included in the teaching fee, if travelled from within a 20-mile radius) |  |
|  |  |
| \*Signature of external lecturer/speaker |  |
| \*Signature of subject lead |  |
|  |
| This form needs to be filled in and handed/emailed **SUBJECT lead** with the Staff and HESA Questionnaires for authorisation |
|  |