



THE UNIVERSITY *of* EDINBURGH

**HR Operations**  
**College of Science and Engineering**  
The University of Edinburgh  
4<sup>th</sup> Floor, Dalhousie Land  
Holyrood  
Edinburgh EH8 8AQ  
United Kingdom

[hrscieng@ed.ac.uk](mailto:hrscieng@ed.ac.uk)  
<https://www.ed.ac.uk/human-resources>

Employee Number: 180850-2

19 November 2019

**PRIVATE AND CONFIDENTIAL**

Mrs Mylene Receveur  
School of GeoSciences  
Grant Institute  
The King's Buildings

Dear Mrs Receveur

The University of Edinburgh is committed to providing an outstanding student experience including, where possible, offering employment opportunities that provide both income and work experience to students during their time at the University.

I am pleased to offer you employment linked to your programme of study for a fixed period of time as determined by the College/Support Group and specified below. Should your studies be formally interrupted, this contract may be suspended for the same period and may be re-instated when study resumes. The contract will be terminated on the date which is the earliest of the following: the end date of your contract or the date when you cease to be a matriculated student of the University of Edinburgh.

This letter should be read in conjunction with your Summary Conditions of Employment. If you require further advice or information on these conditions of employment you should contact your manager or Local College/Support Group HR Team.

Job Title & Grade	: Tutor/Ue06
Starting salary	: £15.52 per hour + £2.81 per hour in respect of annual leave
Period of Appointment	: 13 September 2019 to 31 August 2023
Working Hours	:

You are guaranteed to be offered 5 hours during the period from 13 September 2019 to 31 August 2020 (the 'Guaranteed Hours Period'). Your hours of work and working times may vary, depending on the needs of the University and you may be offered more than the guaranteed hours stated above. Your hours of work and working times will be notified to you as soon as reasonably practicable in advance and it may not be possible to notify you of a schedule for all guaranteed hours at a single point in time.

The guaranteed hours to be offered will be reviewed on an annual basis at the end of each Guaranteed Hours Period and are subject to annual change. You will be written to annually, on or around the start of the next Guaranteed Hours Period, advising you of the guaranteed hours to be offered.

Reason for fixed term contract	: J
	: Designated Student Experience Post (j)
Continuous Service Date	: 13 September 2019

Unless you are advised otherwise, in writing, this fixed term contract will end on the date specified above. The policy relating to fixed term contracts (including "Student Experience" fixed term contracts where the reason code commences with J) is available at:  
[http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Fixed\\_Term\\_Contracts\\_Reason\\_Codes.pdf](http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Fixed_Term_Contracts_Reason_Codes.pdf)

The notice periods you are required to give/entitled to receive to terminate your employment with the University of Edinburgh prior to the expiry of the fixed term contract are contained within the accompanying Summary Conditions of Employment. Although your appointment is for the specified period above, the University reserves the right to terminate your appointment prior to the expiry of the period, subject to contractual notice being given to you.

You are initially

appointed to work in : School of Geosciences  
at : Grant Institute

The University reserves the right to change your place of work or the School or Support Group Department in which you work subject to the needs of the University

Responsible to : Head Of School

**Please note that this is your additional post.**

Your appointment is subject to you providing documentary evidence of your right to work in the United Kingdom (UK). If you are unable to provide this evidence, or if you lose the right to work in the UK for any reason, you will be unable to continue in your role. Should this happen, we reserve the right to terminate your employment immediately.

**Privacy Notice**

The University of Edinburgh holds information about all employees of the University, including the information you provide during the recruitment process and following your appointment. The information we hold, how we use it, and third parties with whom we share this information is detailed in our privacy information notice. This is available on the University's Human Resources website.

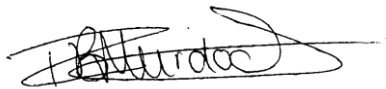
**Pension Scheme Information**

You will be automatically enrolled into a Pension scheme if you meet the eligibility criteria. If you do not meet the eligibility criteria there may be an option to join a Scheme. For further details please see your Summary Conditions of Employment and your Pension Scheme Choices document.

Please note that your pensionable pay is calculated using the basic hourly rate and the additional annual leave allowance. Under this contract the additional leave percentage will only apply to the first 35 hours worked in any week.

To accept this offer, please sign the form of acceptance at the foot of the enclosed copy of this letter and return via email to your HR Operations team at [hrscieng@ed.ac.uk](mailto:hrscieng@ed.ac.uk).

Yours sincerely,



For Head of HR

Enclosures:

1. Summary Conditions of Employment
2. Pension information



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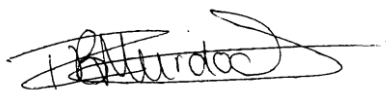
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Yours sincerely,



For Head of HR

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**FORM OF ACCEPTANCE**

**PLEASE DO NOT DETACH**

I accept the fixed term appointment offered, subject to the conditions contained in this letter and the accompanying documents. I understand and accept that upon expiry of the fixed term this contract for employment in the post of Tutor will not be renewed or extended.

Signature .....Date .....