



Visiting Academics/Students/Non-Academics Confirmation of Commencement Form

Human Resource Services

PART A: To be completed by the UNE Supervisor

Full Name of Visitor:

Commenced Duties as:

In the School/Directorate:

On (First day at UNE):

PART B: Supervisor Approval

Both the UNE Supervisor and Visitor understand that if the visit is to cease early, the School is responsible for informing Human Resource Services immediately. Once the School has advised Human Resource Services of the visitor's intention to cease their appointment early, Human Resource Services will then advise the Department of Home Affairs of this change.

Approved (Supervisor):

Signature of Supervisor

Name of Supervisor

Date of Signature