**Request for Student Advisors**

**Name of Programme/departments:**

**Key Contact(s):**

1. Please provide a short description of the Task/ Project/ Role that requires Student Advisor(s) (SAs). What work will the SA(s) be asked to undertake?

2. Please outline the expected outputs/outcomes from the work. NB payment to SAs will be released only once you confirm these have been achieved.

3. What is the expected timeframe for the work to be undertaken, ie when do you want it it to start and by when do you want it to be completed?

4. How many SAs would you like to recruit and what hours are required from each Advisor to complete the work? If more than one SA, how do you envisage the work to be divided up?

5. Do you have any preference for which programme and level of study the SAs are on? Please also indicate any other criteria that you are hoping your SAs will meet.

NB Unless a specific request is made, interested SAs can be deployed to any programme not just the one they are studying on.

6. Please state how you will select your SAs if more than the requested number express interest in the work. NB we provide a sample application form that you can adapt.

Please return this form to: studentadvisors@sgul.ac.uk ccing Jeff Saddington-Wiltshire who administers the scheme: jsadding@sgul.ac.uk