

**NAME BADGES FOR TEACHING**

1. **Purpose.** Name badges will be supplied to staff who teach students face to face, or those who conduct face-to-face student interviews (MMIs).

2. **Format of badges**

a. The name badges are metal, with a magnetic fastener. The size is 7.5 cm x 3.5 cm.

b. The layout consists of a small university crest on the top left corner, with “School of Medicine” in the top right corner. The name is written in black on the metallic background, centred at the bottom, in the form First name Last Name. (No title or middle initials). Normal rules of English grammar apply.

3. **Requesting a badge.** Staff who require a badge should contact Catherine Kelly (ck62) in the Teaching Support Team to request one.

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<b>Consultees:</b>	School Manager		
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**Version Control Record** (*expand table as required*)

<b>Date</b>	<b>Revision Description</b>	<b>Major Changes</b>
08/03/2021	published version	