

THE CENTRE FOR ACADEMIC STAFF DEVELOPMENT

Dear Academic Staff

The Centre for Academic Staff Development would like to inform you **about the Cut-off date to request Teaching / Module Evaluations for the Second Semester 2018**

The cut-off date for this Semester is the 31 October 2018

All Evaluations must be booked using this link located under 'quick links' on the intranet
<https://icsapps.uj.ac.za/requesttme/>

Academic Staff are advised to send their requests at least **16 days** in advance for the system to accept their dates.

Teaching and Module Evaluation inquiries can be forwarded to:

Bongani Mashaba
011 559 2571/ 4239
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