

## Staff-to-Student Relationship Flow Chart

Staff member fills in the Staff to Student relationship declaration form



Staff member sends the form to the student to review and sign.



Once the form is filled in and signed by both parties. The staff member then needs to send the form to the [Tellus@dmu.ac.uk](mailto:Tellus@dmu.ac.uk) email address.



The form will be reviewed by a HR Advisor, Dean / Director or relevant nominated senior manager



Once reviewed the form will be returned to the staff