Definitions of Announcement Categories

FROM THE DEAN
- **From the Dean** – approved messages sent behalf of the Dean of FBMH

FROM THE DEPUTY/VICE DEAN/ASSOCIATE DEAN
- **From the Deputy/Vice Dean/Associate Dean** – approved messages sent by/on behalf of any of the FBMH Deputy Dean/Vice Deans/Associate Deans

FROM THE HEAD OF SCHOOL/DIVISION
- **From the Head of School/Division** – approved messages sent from / on behalf of Head of School or Head of Division

OPERATIONAL NEWS
- **From the DoFO/HoSO** – approved messages from or sent on behalf of Director of Faculty Operations/ Heads of School Operations
- **Communications** – messages sent from the Communications, Marketing and Student Recruitment team
- **Estates** – notifications from the Faculty Estates Team, Technical Managers and Infrastructure Team, such as building maintenance, access restrictions, etc.
- **Health and Safety** – notifications from the Faculty or School’s Health and Safety team
- **People and OD / Staff Issues** – notifications from People and OD related to employment, pensions, workshops, academic promotions
- **Finance** - announcements will be issued to highlight any policy change, control procedure, timetable for any key financial information and any other details considered relevant for staff
- **IT** – notifications from IT relating to disruptions to service, planned maintenance, etc.
- **From the Library** – notifications relating to library services across the Faculty/University

SOCIAL RESPONSIBILITY
- **Social Responsibility** – messages relating to SR or Patient and Public Involvement and Engagement (PPIE) activities

RESEARCH
- **Research** – only to be used for funding opportunities, research networks, research assessment exercises and relevant research information
- **Doctoral Academy** – notifications for PGR students, supervisors and advisors from the Faculty Doctoral Academy team about PGR related events, policies and activities including PGR Applicant General Pool notifications
TEACHING AND LEARNING
- **Teaching and Learning** – notifications for UG and PGT students and academics about Teaching and Learning related events, policies and activities, and other staff training and development opportunities
- **Academic and Researcher Development** - notifications from the CARD team – development activities and courses, teaching opportunities, MAHSC training

BUSINESS ENGAGEMENT
- **Business Engagement** - business engagement news and announcements, opportunities to meet with companies, alerts for industry related funding opportunities and events

NEWS
- **News** – news stories submitted by the Communications team, Divisional updates

EVENTS
- **Events** – events taking place across the Faculty/University (please also send details to bmhcommunications@manchester.ac.uk to ensure your event is included on the Faculty’s events/seminar listings)
- **Seminars** – seminars taking place across the Faculty/University (please also send details to bmhcommunications@manchester.ac.uk to ensure your seminar is included on the Faculty’s events/seminar listings)

MAHSC
- **MAHSC** – news and activities from MAHSC

RESEARCH STUDY RECRUITMENT
- **Research Study Recruitment** – only to be used for requests for volunteers to take part in ethical approved studies/surveys for students and staff

OFFERED, WANTED, LOST AND FOUND
- **Offered, Wanted, Lost and Found** – equipment offered or sought, items lost or found, accommodation requests for visiting lecturers. Please consider if your request is more suitable for inclusion on the University’s Marketplace site

OTHER
- **Other** – only to be used where your message does not fit into any of the above categories