

## Definitions of Announcement Categories

**From the Dean** – approved messages sent behalf of the Dean of FBMH

**From the Vice Dean** – approved messages sent by/on behalf of any of the FBMH Vice Deans

**From the Head of School/Division** – approved messages sent from / on behalf of HoS/HoDs

**From the Heads of School Operations** – approved messages from or sent on behalf of HoSOs

**Communications** – messages sent from the Communications, Marketing and Student Recruitment team

**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

**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

**Academic and Researcher Development** - notifications from the CARD team – development activities and courses, teaching opportunities, MAHSC training

**HR / Staff Issues** – notifications from HR 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.

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

**From the Library** – notifications relating to library services across the Faculty/University

**Research** – only to be used for funding opportunities, research networks, research assessment exercises and relevant research information

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

**Doctoral Academy** – news and activities from the Doctoral academy

**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

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

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

**Events** – events taking place across the Faculty/University (please also send details to [bmhcommunications@manchester.ac.uk](mailto: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](mailto:bmhcommunications@manchester.ac.uk) to ensure your seminar is included on the Faculty's events/seminar listings)

**MAHSC** – news and activities from MAHSC

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