



## NATIONAL UNIVERSITY-SUDAN [NUSU]

### Payment Agreement/ Part- time Staff

(For Finance Unit use only: n1  n2  n3 )

**Section 1: To be filled by the requesting faculty:**  
**Please attach the course's timetable (SC, FR 02).**

Requesting faculty: \_\_\_\_\_ Course Title &Code: \_\_\_\_\_

Course Duration (as in the Academic Calendar): from \_\_\_\_\_ to \_\_\_\_\_

Part-timer's Name \_\_\_\_\_ Academic Position: \_\_\_\_\_

Contact & Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mobile No. (1): \_\_\_\_\_

Course Coordinator Name: \_\_\_\_\_

Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty Dean Name: \_\_\_\_\_

Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Rate per hour:** \_\_\_\_\_ **SDG**

Type of claim:  Cash  Cheque

**Approved by** (The Principal): Name: \_\_\_\_\_

Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Part- timer's Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### **Section 2:**

**-This section should be completed after the end of the course.**

**-please attach the Teacher Log Sheet (SC, FR 06) &the Timetable (SC, FR 02).**

Approved no. of hours: \_\_\_\_\_ hrs

Faculty Dean Name: \_\_\_\_\_

Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved by** (The Principal): Name: \_\_\_\_\_

Sig.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**N.B: According to the NUSU Academic Regulation (article 3-9), the payment due after the submission of the course exam result.**