28 March 2006

Ms Nardine Osman
60/8 St. Leonards Street
Edinburgh
EH8 9SW

Dear Nardine

Part-time Researcher – Advanced Knowledge Technologies

I am pleased to confirm in writing your appointment for a six month period from 1 April 2006 to 30 September 2006 at 20 hours per week.

You will be paid pro rata on the ARIB scale, point 1 (£20,044) at an hourly rate of £10.98 per hour. Overtime may be available during vacation periods.

You will be entitled to 2.5 days holiday entitlement per complete calendar month pro rata.

The duties are as detailed on the enclosed document entitled “Job Description”.

Please confirm your acceptance of these conditions in writing to me as soon as possible. On receipt, I shall arrange that a contract of employment is issued by Human Resources.

Yours sincerely

[Signature]

K J Baird
Finance and Administration Manager
Job Description

A researcher is required to continue development of the Lightweight Coordination Calculus as a component of the Advanced Knowledge Technologies Interdisciplinary Research Collaboration. Earlier work by Robertson and Walton has defined LCC as an executable specification language and produced various means of making it operational. The researcher is required to continue this line of investigation by developing basic forms of analysis for LCC. In particular, we wish to investigate how LCC relates to specifications of norms and obligation developed for software components and multi-agent systems; then to develop mechanisms for checking coherence of LCC interaction specifications with individual agent norms. The research requires the following set of skills: experience in LCC specification; ability to engineer systems for simulation and model checking using an appropriate logic programming system (such as XSB); the ability to describe interactions and their properties in an appropriate mathematical language (such as the modal mu calculus); and experience in the preparation of collaborative research papers.
F/PA/ Your Employee Number is : 124026
13 April 2006

PRIVATE AND CONFIDENTIAL

Ms. Nardine Osman
Informatics
APPLETON TOWER
CRICHTON STREET
EH8 9LE

Dear Ms. Osman

I am pleased to offer you employment with the University of Edinburgh for the fixed term specified below. The information about your terms and conditions of employment sheet directs you to a number of specific items contained within the accompanying documents, as required by Part 1 of the Employment Rights Act 1996, and you should study this and the other items carefully. If you require further advice or information on the terms and conditions of your employment you should contact your manager or HR advisor.

Job Title & Grade : Researcher / ARLB
Staff category : Academic (Research)
Starting salary : £11,454 per annum(paid monthly in arrears)
Hours per week : 20
Period of Appointment : 01 April 2006 to 30 September 2006
Reason for fixed term contract : Reason Code 1
(See Note 1) : Restricted/Time Limited Funding
Continuous employment begins on : 01 April 2006

The notice periods you are required to give/entitled to receive to terminate your employment with the University of Edinburgh prior to the expiry of the fixed term contract are contained within the accompanying Conditions of Service. Although your appointment is for the specified period above, the University reserves the right to terminate your appointment prior to the expiry of the period, subject to contractual notice being given to you.

You are initially appointed to work in : School of Informatics
at : APPLETON TOWER
The University reserves the right to change your place of work or the School or Support Group Department in which you work subject to the needs of the University

Responsible to : Head of School

You are eligible to apply to join a pension scheme details of which are enclosed. Please note that you will automatically become a member and
contributions will be deducted from your salary if you do not return the signed pension form indicating you DO NOT wish to join the scheme.

To accept this offer, please sign the form of acceptance at the foot of the enclosed copy of this letter and forward it to the Salaries Office in the envelope provided. A number of forms are included with this letter for you to complete to enable you to be placed on the payroll. Please complete and return the pension form and bank mandate along with your P45 in the envelope to the Salaries Office. (If you do not have a P45 please complete the enclosed form P46.)

Yours Sincerely,

[Signature]

For Human Resources Manager

Enclosures:

1. Information Sheet on Terms and Conditions of Employment
2. Bank mandate form
3. P46 tax form
4. Pension scheme booklet
5. Appointee information form
6. TLA form (for staff with payscales AC and AT only)
7. Either a CD Rom (for academic, academic related and clerical staff) or, for technical and manual staff, paper copies of Sickness Absence Policy, Grievance Procedure, Disciplinary Procedure, Capability Policy, Rules for the Guidance of Staff, Statement of Professional Standards and Conditions of Service, Payscales
8. Professional Development & Review Programme (for staff on payscales AT2B and below)

Note 1 Further information on the reasons for fixed term contracts may be found in the Policy on Fixed Term Contracts
Dear Ms Osman

I am writing formally to offer you an extension of your employment to the staff of the University of Edinburgh for the fixed term specified below. The terms and conditions of your appointment are set out in this letter as required by Part 1 of the Employment Rights Act 1996.

The terms relating to your appointment are:

Period of appointment : 1 October 2006 - 31 October 2006

Your other terms and conditions of service remain unchanged.

Although your appointment is for the specified period above, the University reserves the right to terminate your appointment prior to the expiry of the period, subject to contractual notice being given to you, the notice period being as specified in the terms and conditions document. You may terminate the contract by submitting notice in accordance with the notice period in the terms and conditions document.

You will be entitled to payment under the University’s Sick Pay Scheme for absences that meet the terms for sick pay as set out in the Conditions of Service. You will be eligible to join the University’s occupational pension scheme.

To accept this offer, please sign the form of acceptance at the foot of the enclosed copy of this letter and return it to Human Resources in the envelope provided.

Yours sincerely

[Signature]

For Human Resources Manager

FORM OF ACCEPTANCE

I accept the extension of appointment offered, subject to the conditions contained in this letter.

Signature ___________________________ Date ___________________________
Ref: FE16/RD/124028

25 January 2007

PRIVATE

Ms Nardine Osman
School of Informatics
Appleton Tower

Dear Ms Osman

I am writing formally to offer you an extension of your employment to the staff of the University of Edinburgh on your existing Terms and Conditions of service, for the fixed term specified below.

The Fixed Terms relating to your appointment are:

a) Period of appointment : 1 November 2006 - 31 December 2007
b) Reason for Fixed Term Contract : Appointee cannot commit to an open-ended contract due to immigration/work permit restrictions

As noted above, your other terms and conditions of service remain unchanged.

Although your appointment is for the specified period above, the University reserves the right to terminate your appointment prior to the expiry of the period, subject to contractual notice being given to you, the notice period being as specified in the terms and conditions document. You may terminate the contract by submitting notice in accordance with the notice period in the terms and conditions document.

To accept this offer, please sign the form of acceptance at the foot of the enclosed copy of this letter and return it to Human Resources in the envelope provided.

Yours sincerely

[Signature]

For Human Resources Manager