

25 November 2015

FOR ADDRESSEE ONLY

Professor Anna Kristiina Heikinheimo
Krihei@utu.fi

BY EMAIL

Dear Professor Heikinheimo

I write to offer you an extension to your appointment as a Visiting Professor in The Division of Mucosal and Salivary Biology, within the Dental Institute at King's College London, with effect from 1 September 2015 until 31 August 2018. Please accept my apologies for the delay in confirming this in writing with you.

During this period you will continue to be responsible to Professor Gordon Proctor for such duties as have been determined appropriate for this appointment.

Confirmation of this appointment is subject to proof of your eligibility to reside and work (paid or unpaid) in the UK. In accordance with UK Employment Legislation we are required to verify your documentation and you must therefore take original documentation, such as your passport or birth certificate, to your contact at the Dental Institute or the HR Office (at the above address) as soon as possible.

To obtain a College email account, if applicable, you will need to apply for an affiliate account via your departmental contact using the RF2 form and the instructions on the ITS web pages: <http://www.kcl.ac.uk/it/support/passwords/RF2-Affiliate-Application.pdf>

Once your email account and log-in details have been set up you will then be able to obtain a security pass which you should carry with you at all times whilst on University premises. Your departmental contact will be able to advise you on the process for this.

I should be grateful if you would sign the Form of Acceptance below and return this letter to me at cara.byrne@kcl.ac.uk or to the above address. A copy should be retained for your records.

I hope you will continue to find your association with the University both rewarding and enjoyable. Please do not hesitate to contact me on 020 7848 4757 if you have any queries regarding your visiting appointment.

Yours sincerely



Cara Byrne
HR Administration Coordinator
Employment Administration Team

cc Professor Gordon Proctor
Ms Kathy Doyle
Margaret Whatley

FORM OF ACCEPTANCE

I acknowledge receipt of a copy of this letter and accept this visiting appointment on the conditions stated above.

Signed: Kristiina Heikinheimo Date: Nov 25th 2015

Please return one copy to the Human Resources Office:
Room 8.23, James Clerk Maxwell Building, 57 Waterloo Road, London SE1 8WA
