Standardized message to ask for students

*Can be shared with your students via mail or brightspace*

Dear Student,

The Faculty of Civil Engineering and Geosciences is excited to announce a new full-time lecturer position for [COURSE NAME]. The vacancy [CAN PUT A HYPERLINK AT VACANCY] has been posted, and we plan to conduct the selection procedure at [INDICATION OF THE SELECTION MOMENT]. As part of the selection process, we are conducting trial lectures with shortlisted candidates, and we need your valuable input!

We are seeking enthusiastic students to participate in these trial lectures and provide feedback to the selection committee. Your feedback will play a crucial role in helping us choose the best candidate.

Details of the Trial Lectures:

* Date : [DATE]
* Duration : Each trial lecture is approximately [XX] minutes
* Sessions : There are [NUMBER] sessions scheduled, the timeslots being
	+ [TIMESLOT 1]
	+ [TIMESLOT 2]
	+ ..

[CHECK THIS PARAGRAPH TO SEE WHAT IS RELEVANT] We understand the trial lectures will take place during exam week, so we’ve made sure to create a comfortable environment for all who sign up. Participants will have access to a quiet study area during the day and will be provided with a complimentary lunch.

Your participation is highly valued, and we hope that many of you will want to be part of this opportunity. If you are interested, please [HOW TO SIGN UP: FORM, MAIL?] by [SIGN UP DEADLINE].

If you have any questions, please don’t hesitate to contact us.

Best regards,

[YOUR NAME]