Please complete this form for planned, regular, ongoing work. For casual, one off pieces of work please refer to the claims procedure.

Please send this completed form to HR at humanresources@exeter.ac.uk together with evidence of the Right to Work in the UK before any work commences, and cc the PG

Name of Postgraduate Student

Student's IT username (e.g. AB123)

Contact email address (the contract will be sent to this email)

Please provide employee number or date of birth if previously employed at the University

Does the student hold a Tier 4 visa\*?

\*Tier 4 visas carry legal restrictions on the number of hours students can undertake paid or unpaid work. This is a maximum of 10 or 20 hours per week (depending on their visa) and cannot be averaged over a longer period. Please ensure that Tier 4 students are never scheduled to work more than their weekly working limit (this includes additional ad hoc hours, voluntary work and/or any work undertaken for another employer).

College Discipline

Campus and work location

Line Manager for induction/probation/PDR and approval of timesheets

Cost code Module or other Module convener First day of employment Role activity period starts Role activity period finishes

Please note that all contracts will end on 31 August 2020.

Please note that no student will be allowed to start work until they have provided proof of their right to work in the UK.

{\$PGRS_TITL	{\$PGRS_FORENAME} {\$PGRS_SURNAME}
{\$IT_USERNA	ME}
{\$EMAIL}	
Emp No.	{\$EMP_NO}
DOB	{\$DOB}
{\$TIER4_VISA	
rtako naid or unnai	d work. This is a maximum of 10 or 20 hours nor wook (depending on their visa)

Engineering Mathematics and Physical Science Physics and Astronomy Streatham **Physics** G P Srviastava or delegate, as advised.

0000 0000 0001 2562 1105 PHY1025 G P Srviastava Mon Week T1:00 (2020) Week T1:00 (2020) Week T1:00 (2020)

Training	Please choose	Details	Hours
Does the role need to complete LTHE Level 1?	Yes	LTHE Level 1 is the minimum requirement for new PTAs. If they do not currently hold Level 1, please ensure they register asap.	See note
Does the student need to complete LTHE Level 2?	No	LTHE Level 2 is mandatory for PTAs responsible for planning and organising sessions and/or assessment. If they need Level 2 please ensure they register asap.	See note
Does the student need to complete induction, mandatory training and probation?	Yes	New PTAs only will need an induction, to complete mandatory training and be subject to probation - see the Code of Practice for details.	See note
PDR - mandatory for all students	Mandatory	All PTAs will receive a standard allocation of hours to cover their Performance Development Review (PDR).	See note
Add any additional paid training	Detail of trainin	Hours	
Training subtotal			

Note that separate HAT forms for the mandatory training and PDR element(s) hours are issued as required.

Teaching and Learning Support You will be employed by the College to contribute to student learning as follows:	Detail of requirements, eg module, number of students, repeat sessions etc	Hours
Lectures		
Seminars		
Tutorials		
Workshops		
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	0

Preparation You have been allocated the following paid time for preparation for the above activities	Detail of requirements	Hours
	Subtotal	0

	er with setup of to			t as	lours 2
	•				2
	•				2
gilator during tes	st. Assist with co	llection of scrip	ts at end of te	st.	2
			Sı	ubtotal	2
				1.	
Detail of requirements eq state any office hours required				<u> </u>	lours
			S	ubtotal	0
			Sı	ubtotal	0
			Total hours to	raining	0.00
			Total hours	s work*	2.00
	,		<del> </del>		
		nours per week	) as well as m	eeting any	y visa
1	0.9	0.8	0.7	0.6	0.5
37.5	33.75	30	26.25	22.5	18.75
1650	1485	1320	1155	990	825
400	245	E40	675	040	4005
					1005
1030	1030	1030	1030	1030	1830
ame time as this	contract?				
made aware of	scheduled work	to be undertak	en by the PG	student fo	or all
ther college or o	discipline will not	exceed their m	aximum perm	itted work	ing hours
				_	
					CONTRAC
arles D H William	ns (Director of Ed	ducation)		Date {	\$CONTRAC
3 6	30 hours per year er year in the tal  1  37.5  1650  180  1830  ame time as this	30 hours per year (and below 6 her year in the table below:  1 0.9  37.5 33.75  1650 1485  180 345  1830 1830  ame time as this contract?	30 hours per year (and below 6 hours per week er year in the table below:  1 0.9 0.8  37.5 33.75 30  1650 1485 1320  180 345 510  1830 1830 1830  ame time as this contract?	Total hours to   Total hours to	Subtotal   Subtotal   Subtotal     Subtotal     Subtotal       Subtotal