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

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	
ortaka naid or unnai	d work. This is a maximum of 10 or 20 hours per week (depending on their visa)

Engineering Mathematics and Physical Science	ce
Physics and Astronomy	
Streatham	Physics
A Usher or delegate, as advised.	

0000 0000 0001 2562 1105
PHY1026
A Usher
Mon Week T2:00 (2021)
Week T2:01 (2021)
Week T2:11 (2021)

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 su			0

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	Provide mathematics guidance and assistance to groups of ca 10 students in 11 weekly scheduled problems classes of one-hours duration. Provide feedback on marked assessments and student work during the class.	11
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	11

Preparation You have been allocated the following paid time for preparation for the above activities	Detail of requirements	Hours
	Prepare in advance for 10 problems classes by:	
	reviewing solutions and working through problem and homework papers.	10

				S	ubtotal	10
Assessment /ou will be employed by the College to contribute to student assessment as follows	Detail of requiremer	nts				Hours
Setting formative assessed work						
Collect and mark 5 maths summative homework sets for PHY1026. Identify where mistakes are made. A mark-scheme and solutions will be provided. Return marks in a timely manner and by the deadline set by the problems class coordinator.					s will	15
				S	ubtotal	15
Student Feedback	Detail of requiremen	nts eg state anv	office hours red	guired		Hours
				S	ubtotal	0
PTA representative role						
TYTOPTOSOTILATIVE TOIC						
				S	ubtotal	0
			-	Γotal hours t	raining	0.00
				Total hours	s work*	36.00
You must ensure that the total hours for full time students falls belo	w 180 hours per yea	ar (and below 6 h	ours per week) as well as m	neeting a	ny visa
estrictions. For part-time students see the maximum hours permitte						
PTA student FTE:	1	0.9	0.8	0.7	0.6	0.5
Study hours per week	37.5	33.75	30	26.25	22.5	18.75
Study hours per year	1650	1485	1320	1155	990	825
Maximum work hours permitted per year	180	345	510	675	840	1005
Study hours and work hours combined	1830	1830	1830	1830	1830	1830
Will the PG student be employed by another college or discipline at to blease leave blank blease leave blank blease leave blank	he same time as this	contract?				
Please note that the contract and payment may be delayed if HR are colleges and disciplines.	e not made aware of	scheduled work	to be undertak	en by the PG	student	for all
Please check that the additional hours worked by the PG student for per year or visa restrictions.	r another college or o	discipline will not	exceed their m	aximum perm	itted wo	rking hours
Please note that hours for PDR which will be applied to every positio	ın.					
Form completed by - insert full name and job title:	Charles D H William	ns (Director of E	ducation)		Date	{\$CONTRA