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 under 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		
ertake paid or unpai	d work This is a maximum of 10 or 3	20 hours per week (depending on their visa)

Engineering Mathematics and Physical Science Physics and Astronomy Streatham **Physics** J Bertolotti or delegate, as advised.

0000 0000 0001 2562 1105 PHY1025 J Bertolotti Mon Week T1:00 (2020) Week T1:01 (2020) 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	g	Hours
		Training subtotal	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		
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
	Assign students to tutors groups, organise replacement tutors for cover if needed.	2

	Sort out the problet to the other tutors. distribution to tutors	Coordinate colle	•		bute	1
				Sub	total	1;
Assessment You will be employed by the College to contribute to student assessment as follows	Detail of requirement	nts			Н	ours
Setting formative assessed work						
Marking formative/ summative please state) assessed work and giving written feedback on assessed work						
	Report student abs				nent	
	the decisions of Mil	tigating Circums	tances Committ		total	
				Cub	totai	•
Student Feedback	Detail of requireme		office hours red	quired	Н	ours
	Included in above r		FI F in a timely	manner. Deal wi	ith	
	queries from stude					6
				Sub	total	6
PTA representative role						
PTA representative role						
PTA representative role				Sub	total	(
PTA representative role			1			
	law 190 haura par ya	pr (and balow 6		Total hours trai	ning /ork*	0.00
* You must ensure that the total hours for full time students falls be	itted per year in the ta E: 1			Total hours trai	ning /ork*	0.00 22.00 / visa
* You must ensure that the total hours for full time students falls be restrictions. For part-time students see the maximum hours perm PTA student FTE	itted per year in the ta : 1 sk 37.5	ble below:	hours per week	Total hours trai Total hours w) as well as mee 0.7	ning /ork* eting any	0.00 22.00 / visa 0.5 18.75
* You must ensure that the total hours for full time students falls be restrictions. For part-time students see the maximum hours perm PTA student FTE Study hours per wee	itted per year in the ta : 1 sk 37.5 ar 1650	ble below: 0.9 33.75 1485	0.8 30 1320	Total hours water total hours	ning vork* eting any 0.6 22.5 990	0.00 22.00 / visa 0.5 18.75
You must ensure that the total hours for full time students falls be restrictions. For part-time students see the maximum hours perm PTA student FTE Study hours per wee	itted per year in the ta :: 1 ek 37.5 ar 1650 ar 180	0.9 33.75	hours per week 0.8 30	Total hours trai Total hours w) as well as mee 0.7 26.25 1155	vork* sting any 0.6 22.5	0.00 22.00 / visa 0.5
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Study hours per wee Study hours per yea Maximum work hours permitted per yea	itted per year in the ta :: 1 ek 37.5 ar 1650 ar 180 ed 1830	33.75 1485 345 1830	0.8 30 1320 510	Total hours trai Total hours w) as well as mee 0.7 26.25 1155	ning vork* eting any 0.6 22.5 990 840	0.00 22.00 / visa 0.5 18.75 825
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You must ensure that the total hours for full time students falls be restrictions. For part-time students see the maximum hours perm PTA student FTE Study hours per wee Study hours per year Study hours permitted per year Study hours and work hours combined Will the PG student be employed by another college or discipline at please leave blank please leave blank please leave blank	itted per year in the ta it 1 ik 37.5 ar 1650 ar 180 ad 1830 It the same time as this are not made aware of for another college or a	ble below:	0.8 30 1320 510 1830	Total hours trai Total hours w) as well as mee 0.7 26.25 1155 675 1830 en by the PG str	ning vork eting any 0.6 22.5 990 840 1830	0.00 22.00 / visa 0.5 18.75 825 1005 1830