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 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_TITLE	{\$PGRS_FORENAME} {\$PGRS_SURNAME}
{\$IT_USERNA	ME}
{\$EMAIL}	
Emp No.	{\$EMP_NO}
DOB	{\$DOB}
{\$TIER4_VISA}	
rtake 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 Physics and Astronomy Streatham **Physics** F Y Ogrin or delegate, as advised.

0000 0000 0001 2562 1105 PHY1028/29 Part A F Y Ogrin Mon Week T1:00 (2020) Week T1:01 (2020) Week T1:12 (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 training		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	Provide administrative preparation support and organisation for 11 weekly classes.	22
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	22

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

Assessment You will be employed by the College to contribute to student assessment as follows	Detail of requirements			Hours		
Setting formative assessed work Marking formative/ summative please state) assessed work and						
giving written feedback on assessed work						
				S	Subtotal	0
Student Feedback	Detail of requiren	ments eg state an	y office hours	required		Hours
				S	Subtotal	0
PTA representative role						
				S	ubtotal	0
				Total hours t	training	0.00
				Total hour	s work*	22.00
* You must ensure that the total hours for full time students falls bel	low 180 hours per	year (and below 6	hours per w	eek) as well as n	neeting ar	ny visa
restrictions. For part-time students see the maximum hours permit						
PTA student FTE	<u>: 1</u>	0.9	0.8	0.7	0.6	0.5
Study hours per weel	k 37.5	33.75	30	26.25	22.5	18.75
Study hours per yea	ar 1650	1485	1320	1155	990	825
Maximum work hours permitted per yea	nr 180	345	510	675	840	1005
Study hours and work hours combined		1830	1830	1830	1830	1830
Will the PG student be employed by another college or discipline at please leave blank please leave blank please leave blank	the same time as t	this contract?				
Please note that the contract and payment may be delayed if HR at colleges and disciplines.	re not made aware	of scheduled wo	rk to be unde	rtaken by the PG	student	for all
Please check that the additional hours worked by the PG student for per year or visa restrictions.	or another college o	or discipline will no	ot exceed the	ir maximum pern	nitted wor	king hours
Please note that hours for PDR which will be applied to every positi	on.					
					_	
Form completed by - insert full name and job title:	Charles D H Will	iams (Director of	Education)		Date	{\$CONTRAC
completed by most fair fairle and job and.	Sharles B 11 Will	(21100101 01			-410	1,001,111,10