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	

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

0000 0000 0001 2562 1105 Stage 2 Laboratory (Physics) A Usher Mon Week T1:00 (2020) Week T1:02 (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	Hours	
	Todala and Asia		0
	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	Student presentations	6
Tutorials		
Workshops	PHY2026 laboratory sessions (14 3hr-classes)	42
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	48

Preparation You have been allocated the following paid time for preparation for the above activities	Detail of requirements	Hours
	Understand the practical work, assessment and feedback procedures.	9
	Subtotal	9

Hours	irements	Detail of requi	Assessment You will be employed by the College to contribute to student Seessment as follows
			Setting formative assessed work
nark three regular experiments plus one extended s, reports and student presentation (on extended summative, with written and verbal feedback.	ab books, reports a	experiment, la	Marking formative/ summative please state) assessed work and iving written feedback on assessed work
Subtotal			
		=	
eg state any office hours required Hours	<u>irements eg state a</u>	Detail of requi	Student Feedback
Subtotal			
			PTA representative role
			TA representative role
Subtotal			
Total hours training			
Total hours work* 8			
Total Hours work			
			You must ensure that the total hours for full time students falls beloestrictions. For part-time students see the maximum hours permitt
0.9 0.8 0.7 0.6	1 0.9		PTA student FTE:
33.75 30 26.25 22.5 1	5 33.75	37.	Study hours per week
1485 1320 1155 990	0 1485	1650	Study hours per year
345 510 675 840 1	0 345	18	Maximum work hours permitted per year
1830 1830 1830 1	0 1830	1830	Study hours and work hours combined
ontract?	as this contract?	ne same time a	Vill the PG student be employed by another college or discipline at t
			lease leave blank
			lease leave blank lease leave blank
heduled work to be undertaken by the PG student for all	are of scheduled w	not made awa	Please note that the contract and payment may be delayed if HR are olleges and disciplines.
cipline will not exceed their maximum permitted working hou	ge or discipline will r	another collec	Please check that the additional hours worked by the PG student for er year or visa restrictions.
		٦.	Please note that hours for PDR which will be applied to every position
(Director of Education) Date (\$CONT	Williams (Director o	Charles D.H.\	form completed by - insert full name and job title:
2.100.0.0.2000.0.0.0.0.0.0.0.0.0.0.0.0.0			
(Director of Education) Date {\$CONT	Williams (Director o	Charles D H \	orm completed by - insert full name and job title: