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_TITLE	{\$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

G P Srviastava or delegate, as advised.

0000 0000 0001 2562 1105
Stage 2 Physics Problems Classes
G P Srviastava
Mon Week T1:01 (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 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	Attend introductory session and briefing	2
Workshops	Provide mathematics guidance and assistance to groups of students in 16 scheduled problems classes of 2-hours duration at weekly intervals. Provide feedback on marked assessments and student work during the class.	32
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	34

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

ssessment	Dotail of requireme	nto				
ou will be employed by the College to contribute to student sessment as follows	Detail of requireme	iiis			HC	ours
etting formative assessed work	Collect and mark p	hysics summativ	ve homework s	ate for two are	nune	
	each of ca 8 assign				ουρs 	
arking formative/ summative please state) assessed work and	sessions. Identify	•			and	64
ving written feedback on assessed work	solutions will be pro					04
	deadline set by the			manner and	by the	
	deddiine det by the	probleme diage	oooramator.			
				S	ubtotal	6
tudent Feedback	Detail of requireme	nts og state anv	office hours re-	quirod	الا	ours
duent i eedback	Detail of requireme	nts eq state any	Office flours ref	quii c u	IIC	Juis
					ubtotal	
				3	ubtotal	
TA representative role						
				S	ubtotal	(
				Total hours t	raining	0.0
				Total hours	s work*	98.0
You must ensure that the total hours for full time students falls below strictions. For part-time students see the maximum hours permiti			nours per week) as well as m	neeting any	visa
PTA student FTE:		0.9	0.8	0.7	0.6	0.
Study hours per week	× 37.5	33.75	30	26.25	22.5	18.7
		4.405	4000	4455	000	00
Study hours per year	r 1650	1485	1320	1155	990	82
Maximum work hours permitted per year		345	510	675	840	100
Study hours and work hours combined	d 1830	1830	1830	1830	1830	183
fill the PG student be employed by another college or discipline at t	the same time as this	s contract?				
ease leave blank						
ease leave blank						
ease leave blank						
sase leave blatik						
ease note that the contract and payment may be delayed if HR and pleges and disciplines.	e not made aware of	scheduled work	to be undertak	en by the PG	student for	· all
ease check that the additional hours worked by the PG student fo er year or visa restrictions.	or another college or	discipline will not	exceed their m	aximum perm	nitted workir	ng hours
ease note that hours for PDR which will be applied to every position	าท					
ease note that hours for PDR which will be applied to every position	on.					
ease note that hours for PDR which will be applied to every position	on.					
		<u></u>				
ease note that hours for PDR which will be applied to every position or more completed by - insert full name and job title:	Charles D H Willian	ns (Director of E	ducation)		Date {\$	CONTRA
		ns (Director of E	ducation)		Date (\$	CONTRA
		ns (Director of E	ducation)		Date {\$	CONTRA
		ns (Director of E	ducation)		Date <mark>{\$</mark>	CONTRA