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	{$PGRS_TITLE} {$PGRS_FORENAME} {$PGRS_SURNAME}
Student's IT username (e.g. AB123)	{$IT_USERNAME}
Contact email address (*the contract will be sent to this email*)	{$EMAIL}
Please provide employee number or date of birth if previously employed at the University	**Emp No.** {$EMP_NO}
	DOB {$DOB}
Does the student hold a Tier 4 visa*?	{$TIER4_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	Engineering Mathematics and Physical Science	
Discipline	Physics and Astronomy	
Campus and work location	Streatham	Physics
Line Manager for induction/probation/PDR and approval of timesheets	R J Hicken or delegate, as advised.	

Cost code	0000 0000 0001 2562 1105
Module or other	PHY2027
Module convener	R J Hicken
First day of employment	Mon Week T1:01 (2020)
Role activity period starts	Week T1:01 (2020)
Role activity period finishes	Week T1:11 (2020)

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.

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	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	Helping students during lab classes.	56
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support	Occasional	
ELE		
Membership of Board of Examiners		
	Subtotal	56

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.	6
	Subtotal	6

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	*Summative assessment and feedback for assigned programming tasks and mid-term test. (ca 24 students)*	48
	Subtotal	**48**

Student Feedback	Detail of requirements eg state any office hours required	Hours
	See 'Assessment' above.	
	Subtotal	**0**

PTA representative role		
	Subtotal	**0**

	Total hours training	0.00

	Total hours work*	110.00

* You must ensure that the total hours for full time students falls below 180 hours per year (and below 6 hours per week) as well as meeting any visa restrictions. For part-time students see the maximum hours permitted per year in the table below:

	1	0.9	0.8	0.7	0.6	0.5
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 the same time as this contract?

please leave blank

please leave blank

please leave blank

Please note that the contract and payment may be delayed if HR are not made aware of scheduled work to be undertaken by the PG student for all colleges and disciplines.

Please check that the additional hours worked by the PG student for another college or discipline will not exceed their maximum permitted working hours per year or visa restrictions.

Please note that hours for PDR which will be applied to every position.

Form completed by - insert full name and job title: | Charles D H Williams (Director of Education) | Date {$CONTRACT