PTA Assignment Schedule (HAT form)

Stage 2 Programming in C Demonstrator (Single)

03-Sep-20

{\$PGRS_SURNAME}

Physics

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

{\$EMAIL}

Emp No.

DOB

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*?

{\$TIER4_VISA}
lake paid or unpaid work. This is a maximum of 10 or 20 hours per week (depending on their visa) *Tier 4 visas carry legal restrictions on the number of hours students can und 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).

{\$IT_USERNAME}

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 0000 0000 0001 2562 1105

R J Hicken or delegate, as advised.

Physics and Astronomy

{\$PGRS_TITL {\$PGRS_FORENAME}

{\$DOB}

{\$EMP_NO}

Engineering Mathematics and Physical Science

PHY2027 R J Hicken

Streatham

Mon Week T1:01 (2020)

Week T1:01 (2020)

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 subt			

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.	28
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support	Occasional	
ELE		
Membership of Board of Examiners		
	Subtotal	28

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 requiren	nents				Hours
Setting formative assessed work						
Marking formative/ summative please state) assessed work and	Summative asse	ssment and feedb	ack for assign	ed programmin	а	
giving written feedback on assessed work		rm test. (ca 12 stu			5	24
		•	,			
				Sı	ubtotal	24
Student Feedback	Detail of requirem	santa az atata anu	office bours as	an in a d		Haura
Student Feedback	See 'Assessmen	nents eg state anv t' above.	onice nours re	equirea		Hours
				Sı	ubtotal	0
PTA representative role						
				Sı	ubtotal	0
				Total hours to	raining	0.00
				Total hours	work*	58.00
* You must ensure that the total hours for full time students falls be restrictions. For part-time students see the maximum hours permi			hours per wee	k) as well as m	eeting a	ny visa
PTA student FTE		0.9	0.8	0.7	0.6	0.5
Study hours per wee		33.75	30	26.25	22.5	18.75
·						
Study hours per year	ar 1650	1485	1320	1155	990	825
Maximum work hours permitted per yea		345	510	675	840	1005
Study hours and work hours combine	d 1830	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	nis contract?				
Please note that the contract and payment may be delayed if HR a colleges and disciplines.	re not made aware	of scheduled work	to be underta	ken by the PG	student	for all
Please check that the additional hours worked by the PG student f per year or visa restrictions.	or another college o	r discipline will not	exceed their r	maximum perm	itted wo	rking hours
Please note that hours for PDR which will be applied to every posit	ion.					
	Charles D H Willi	ams (Director of E	ducation)		Date	{\$CONTRAC
Form completed by - insert full name and job title:						(+ : : : : : :
Form completed by - insert full name and job title:		`			•	