Codeof Practiceon the Employmentof PostgraduateStudents

This code of practice applies to all postgraduate students who undertake temporary paid teatbleingare referred to throughout as 'postgraduate tutorsh generalsuch students will be registered for research degrees, since other postgraduate students would not normally undertake teadhiegterm 'permanent membersof staff' meansfull membersof the academicstaff.

1. Statement of Duties and Pay

- 1.1 All postgraduate utors who are not employed on a contract negotiated through Human Resoshcedd be given a letter or memorandumby their Headof Departmentclearlysetting out their duties and their pay. This should also cover matters such as expectibe hance at preparation and teaching purs, course meetings, pastoral duties, marking, training, Atcopy of this letter should be sent tournan Resources.
- 1.2 Where postgraduate tutors are paid on an hourly basis, hours should be based on a realistic assessment of classroom time and preparation, essay marking, office hours, and attendance at course team or other meetings. The basis of the assessment should be agreed in writing in advance, and payment should normally follow University guidelines.
- 1.3 For postgraduate tutors registered as fullme students teaching time should normally be restricted to a maximum of 6 hours aveek or 180 hours ayear.
- 2. Selection of Research Students
- 2.1 Departments should publiciste policy on the recruitment and selection of postgraduate tutoAtB. research students may be considered as prospective tutors, but it may not be possible to adeatheg to those who wish it, nor should any student be put under pressure to **ttakke** teaching. The final decision for such matters rests with the Head of DepartmAtbacation of teaching should because far aspossible advanceand postgraduate tutors students should be given as much notice as possible of the start of their teaching.
- 2.2 Postgraduate tutos without previous experience should be employ brart teaching(o)-9.7 nulynaea related

2.3 Postgraduateutors should have an appropriate command of spoken English.

- 3. Trainingand Support
- 3.1 Unless they already have relevant teaching experience, postgraduate tutors