{\$PGRS\_TITL {\$PGRS\_FORENAME}

{\$DOB}

{\$EMP\_NO}

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} rtake 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 unde 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 Role activity period starts

Please note that all contracts will end on 31 August 2020.

Module convener First day of employment

Role activity period finishes

Please note that no student will be allowed to start work until they have provided proof of their right to work in the UK.

Engineering Mathematics and Physical Science	e
Physics and Astronomy	
Streatham	Physics
S M Strawbridge or delegate, as advised.	

{\$PGRS\_SURNAME}

0000 0000 0001 2562 1105 PHY1027 / PHY1030 M K M Browning Mon Week T1:00 (2020) Week T1:06 (2020) Week T1:06 (2020)

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	Attendance, as agreed with course coordinator at up to three 3.5-hour workshop sessions and 0.5 hour pre-workshop briefing(s) / training. Claim hours to match number of workshops attended.	12
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	12

Preparation You have been allocated the following paid time for preparation for the above activities	Detail of requirements	Hours
	Briefing meeting	1
	Subtotal	1

A ========						
Assessment You will be employed by the College to contribute to student assessment as follows	Detail of requiremen	nts			Ho	ours
Setting formative assessed work						
Marking formative/ summative please state) assessed work and						
giving written feedback on assessed work						
				S	ubtotal	0
Student Feedback	Detail of requiremen	nts eg state anv	office hours re	auired	lHo	ours
	- Otan or requirement					
				S	ubtotal	0
PTA representative role						
				9	ubtotal	0
			•	Total hours t	raining	0.00
				Total hour	s work*	13.00
* You must ensure that the total hours for full time students falls below	w 180 hours per yea	ar (and below 6 I	nours per week	a) as well as n	neeting any	visa
estrictions. For part-time students see the maximum hours permitte		ble below:				
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	ne same time as this	s 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 undertak	en by the PG	student for	all
colleges and disciplines.						
Please check that the additional hours worked by the PG student for per year or visa restrictions.	another college or o	discipline will not	exceed their m	naximum pern	nitted workir	ng hours
Please note that hours for PDR which will be applied to every position	n.					
1						
	Charles D H William	ns (Director of E	ducation)		Date {\$0	CONTRAC
Form completed by - insert full name and job title:						
Please note that hours for PDR which will be applied to every position		ns (Director of E	ducation)		Date <mark>{\$</mark>	COI