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

{\$DOB}

J J Moger or delegate, as advised.

{\$EMP\_NO}

Engineering Mathematics and Physical Science

{\$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).

Streatham

Physics and Astronomy

0000 0000 0001 2562 1105 Generic PTA Assignment Schedule

{\$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

J J Moger Mon Week T1:00 (2020)

Week T1:00 (2020) Week T2:11 (2021)

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
Note that a second IIAT forms for the recordate with in a second DDD		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		
Workshops		
Demonstrations		
Fieldtrips/ Fieldwork		
1:1 student support		
ELE		
Membership of Board of Examiners		
	Subtotal	0

Preparation You have been allocated the following paid time for preparation for the above activities	Detail of requirements	Hours
	Coordinate duplication of tests, problem sets and answers	7
	Subtotal	7

	Hours		
	_		
Subtotal	0		
rs required	Hours		
	0		
Give formative advice and assistance in class  Coordinate collection and sorting of scripts, recording of marks, and			
,	14		
arks and/or feedback	14		
0.14.4			
Subtotal	28		
Subtotal	0		
Total hours training	0.00		
Total hours work*	35.00		
Total Hours work	33.00		
week) as well as meeting a	ıny visa		
	-		
0.7 0.6	0.5		
26.25 22.5	18.75		
1155 990	825		
675 840	1005		
1830 1830	1830		
•			
ertaken by the PG studen	for all		
eir maximum permitted wo	rking hours		
Date	{\$CONTRAC		
eii i			