



Teaching Assistance

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1. Introduction

- 1.1. This term describes a variety of arrangements under which individuals provide teaching, tutorial and demonstrating assistance on an hourly paid basis, principally in term-time.
- 1.2. Codes of practice covering Postgraduate Students and Postgraduate Teaching Assistants have been approved by Senate and the Research Degrees Committee. These are attached as Appendix I and Appendix II. Also included are Notes for Guidance on Postgraduates engaged in Teaching - Appendix III.

2. Postgraduate Teaching Assistants

- 2.1. These are part-time students who are also junior members of staff holding part-time teaching contracts for which they are paid on a recognised Academic equivalent salary.
- 2.2. The following section covers the financial and contractual aspects of teaching assistance as provided by Postgraduate Students. For a comparison of the conditions of service of Postgraduate Teaching Assistants (who are members of staff) with that of Postgraduate Students and an explanation of Departmental Studentships see Appendix III - Guidance to Heads of School on Postgraduates engaged in Teaching.

3. Status

- 3.1. Postgraduate students who provide teaching assistance are engaged on the basis that they are not employees and as such are not eligible for annual leave or sick leave. Although they provide a service to the University, they do not hold a contract of employment with the University. Nevertheless, where the level of payment to an individual for teaching assistance is more than the tax threshold the University is obliged to deduct tax. National Insurance contributions are also deducted where payment exceeds the NI threshold.
- 3.2. An exception to these arrangements for the deduction of tax can only be made where an individual applies for, and is issued with, a 'no tax' code (NT code) from the Inland Revenue. In this case his/her level of payment is reported to the Inland Revenue at the end of the tax year.
- 3.3. Those providing teaching assistance are required to perform the agreed teaching services under the direction of the Head of the relevant School or a designated member of the University's staff. They must also comply with the following University policies and procedures:
 - Equality and Diversity Policy available at <http://www.equality.leeds.ac.uk/downloads/policies/Equality-and-Diversity-Policy-2010.doc>
 - Health and Safety Policy available at <http://www.leeds.ac.uk/safety/policy.htm>
 - Financial Procedures available at <http://www.leeds.ac.uk/finance/policies/index.htm>
- 3.4. Heads of School are responsible for arranging University Library borrowing rights for individuals providing teaching assistance.

4. Recruitment and Selection

These positions can be advertised locally within schools using either email distribution lists and/or notice boards. However, it is important that schools remain alert to equality and diversity issues by ensuring that all other related procedures are adhered to e.g. producing Job Descriptions and person specifications, shortlisting, interviewing, monitoring data etc.

5. Payment

- 5.1. Information on current rates and the grading criteria for Teaching Assistance is available from the Human Resources website at http://hr.leeds.ac.uk/staff_information.
- 5.2. Rates of pay are determined by:
 - 5.2.1. whether or not the individual is a postgraduate student;
 - 5.2.2. the qualifications held and, in the case of non-students, the level of responsibility required and the experience of the individual.
- 5.3. The Head of School, in consultation with Human Resources, establishes the rate to be paid. Different rates may be paid to the same individual for different levels of teaching responsibility.

- 5.4. Rates are payable for each contracted hour and take account of any necessary preparation and marking. Only hours actually worked are paid for. Travel expenses are not normally paid.
- 5.5. Rates of pay are reviewed annually and increased from the beginning of each session in line with the non-clinical salary settlement. Rates of pay for clinical teaching assistants are increased as follows:
 - 5.5.1. Teachers in general practice - biennially in line with clinical salary settlement
 - 5.5.2. General dental/hospital practitioners - from 1st April in line with clinical salary settlement.

6. Retired Staff

Staff who have taken early retirement from the University can only be re-engaged to provide teaching assistance if they have been specifically permitted to do so at the time their early retirement was agreed. Those who have retired at age 65 cannot normally be engaged unless approval has been given beforehand in the light of exceptional circumstances.

7. Growth in Teaching Assistance Activities

The growth in student numbers and the need to supply a wider range of subject options has led to an increase in demand for individuals to provide this service. Postgraduate students have always made up the majority of those engaged in these activities, but increasingly, where too few students of the calibre and expertise required are available, others from outside the University community have been offered the opportunity to teach.

8. Areas in which Teaching Assistance is provided by persons other than students

Individuals from outside the University

- 8.1. Where a single lecture or a short course is given, the appropriate standard teaching assistance rate should be used.
- 8.2. Where Leeds is not the individual's normal place of work, travel expenses may be paid. Such expenses are taxable.
- 8.3. Requests for payments for such ad-hoc lectures should be on the form 'Payment of fees and associated expenses' and such forms should be forwarded to the Payroll Office.

School of Medicine and the Dental Institute (Clinically qualified staff)

Part-time Clinical Demonstrating in the Dental Institute

- 8.4. Special sessional rates (per half-day) are paid which are kept in line with rates used in the NHS.

Tutors and Teachers in General Practice

- 8.5. Special rates apply for:
 - 8.5.1. General practitioners who act as Teachers in their own practices and who receive a payment per student attachment;

- 8.5.2. General practitioners who provide seminar teaching.
- 8.6. Payment for ad hoc lectures/tutorials is made through the Payroll and is paid by the BACS system directly into a bank account.

9. Duties undertaken principally by Postgraduate students

- 9.1. Demonstrating and Tutorial Scheme: This is by far the largest Teaching Assistance Scheme. For many years the University has recognised its importance by maintaining four special rates for demonstrating and tutorial assistance at post-graduate and post-doctoral levels. Payment is made monthly through the Payroll.
- 9.2. Oversight of the computer facilities available in the University: Postgraduate students either provide a care-taker function or system software support in the various constituency terminal areas after normal working hours. Payment is made monthly through the Payroll.
- 9.3. Supervision of students using the laboratories after normal hours in the School of Biomedical Sciences. Payment is made monthly through the Payroll.
- 9.4. Book-shelving in the University Library and Counter duties in the Central Student Administration Office of the Central Administration. Payment is made monthly through the Payroll.

Payment for all these activities is by the hour.

- 9.5. Invigilation and other related duties during examinations. Payment is by the session or by the hour according to the activity carried out. Payment is made monthly through the Payroll.
- 9.6. Full-time students may undertake teaching, demonstrating and, subject to approval, other paid work directly related to their training, provided that the total demand made on their time, including time spent in preparation and/or marking etc, does not normally exceed 8 $\frac{1}{3}$ hours per week. Full time students who wish to undertake work not directly related to their training must seek permission from their department.

10. The Registration Form

- 10.1. An adequate early record of which students are expected to provide which services is necessary, not only to facilitate payment of the greatly increased numbers of students whose remuneration must be authorised by the school and input to the Payroll by Human Resources, but also to give such students a clear indication of the services expected of them and of the terms that will apply.
- 10.2. Completion of a Registration Form (available from Human Resources), which also contains a statement of the terms under which the activity is to be provided. This provides Human Resources with the details of the work to be undertaken by the student. It also indicates whether the student is funded by a body whose rules restrict the hours he/she may work.

10.2.1. The completed form should be returned to Human Resources.

N.B. A signed copy of the Registration form will be returned to the student by the Head of School (or formal nominee) as a record of the service he/she has agreed to provide and the terms and conditions under which it is to be provided.

- 10.3. After checking for any contra-indications (such as excessive hours) a basic record will be input by Human Resources and the Payroll Office notified of this. A tax record will be set up for each individual as necessary by the Payroll Office. If form P46 has not been completed then tax will be deducted at the basic rate from all earnings and the personal allowance will not apply.
- 10.4. Each month, the Payroll Office will send out an 'Authority for Payment' form requesting details of who is to be paid and the rates to be used. **This form should be returned to the Payroll Office.**
- 10.5. Payment will be made by the BACS system directly into a nominated bank account at the end of the month.
- 10.6. If the forms are not returned promptly, payment may be delayed until the following month.

11. Enquiries and Advice

For general advice about Teaching Assistance and Demonstrating and Tutorial Assistance contact extension 34146.

APPENDIX I: Code of Practice for Postgraduate Students Engaged in Teaching

Full-time Students Providing Demonstrating and Tutorial Assistance

The University recognises that postgraduates are a valuable asset to University teaching, to which they can bring their specialist knowledge and recent experience of undergraduate learning. Research Councils and the National Postgraduate Committee recommend teaching experience for postgraduates provided that it is subject to reasonable limits on workload. For the students themselves teaching can provide valuable experience and career development in addition to financial benefits.

Status

Under the University's regulations for registration for higher degrees full-time students are not permitted to hold part-time contracts of employment with the University. Registered full-time postgraduate students may be paid at hourly rates for teaching responsibilities subject to the limits set out below, but are not employees of the University. However, the University recognises its responsibility for the welfare and personal development of postgraduates engaged in teaching, and in order fully to meet their needs in terms of general conditions, training and reward systems the following framework has been introduced to which schools are required to adhere.

Payment

All postgraduates engaged in teaching should be paid based on the hourly rates quoted for Demonstrating/Tutorial Assistance, depending on qualifications and the duties they are undertaking. Payments will be made monthly.

Hours of work

All full-time postgraduate students at the University are subject to a limit of 250 hours of paid activities per session associated with teaching or the equivalent in professional practice. The limit of 250 hours includes preparation, marking, and other paid work directly related to their training or related professional activity. It is felt that further commitments would interfere with an individual's studies. The hours worked by postgraduate students are monitored by the Research Degrees Office, through Human Resources, and reported to the Graduate Board.

Students should note, however, that some sponsoring bodies (including Research Councils, Charities and other Sponsors) may impose a lower limit for paid activities per session. All students funded by such bodies are required to observe the limits imposed.

It is recognised that some self-financing students may need to work in order to survive financially and a more flexible approach will apply in these cases.

Any cases involving self-financing students who wish to work should be drawn to the attention of the Graduate Board.

Notification of Terms of Engagement and Payment Arrangements

All postgraduates involved in teaching or demonstrating will be asked by the school in which they will work to complete a Registration Form and Statement of the Terms under which Demonstrating and Tutorial Assistance is to be provided at the beginning of the session. The form asks for personal details, which form the basis of their record on the payroll. It also sets out the terms and conditions under which they will work. The Head of School (or nominee)

completes details of the type and level of teaching or demonstrating, the rate of pay and the estimated numbers of hours that the student will be required to work during the academic year. Once the Registration form has been authorised by the Head of School (or nominee) the form is returned to the student as a record of the work required of him/her. Payment will be made after the school in which the work is carried out provides the Payroll Office with details of the exact number of hours worked in the month specified. Payment is made by the BACS system directly into a nominated bank account at the end of the month following in which the work has been carried out.

Overseas Nationals (Non-EEA Citizens)

Students studying at UK institutions who are not nationals of a European Economic Area country are allowed to work up to 20 hours per week without a work permit, except where the work is a placement that is a necessary part of their study. The policy of the Graduate Board, however, is that there is a limit of 250 hours of paid University-based activities per session to allow individuals to concentrate on their studies. The exception is the overtime period, when it may be permissible, in special cases, for international students to work up to a maximum of 20 hours per week.

Allocation of Teaching

Teaching is to be undertaken by postgraduates on a voluntary basis only and students should not be made to feel pressurised into taking on unwelcome teaching commitments.

Training

All postgraduates with teaching responsibilities are entitled to receive adequate training and guidance at both school and institutional level. The Staff and Departmental Development Unit currently runs courses for postgraduates who teach. Participation in these courses is strongly recommended for postgraduates with limited teaching experience. Schools are encouraged to pay full-time postgraduates at half the hourly demonstrating rate for participating in such training. Payments covering training time will be regarded as being separate from those relating to the 250 hour per year limit.

Equally significant is the training and on-going guidance received in schools. Postgraduates should:

- receive an induction into teaching in their school;
- be assigned a mentor with whom they should meet regularly to discuss their specific teaching duties and responsibilities, the modules within which their teaching takes place, their progress and any problems and marking conventions within the school;
- be encouraged to meet together in the school to share ideas, resources and concerns. Appropriate issues arising should be considered by the schools teaching committee;
- receive training in the use of any special equipment required for demonstrating or other techniques specific to the school;
- receive all information on the course on which they are teaching – course materials, handouts, etc;
- be kept fully informed about relevant administrative procedures, e.g. plagiarism and cheating, late or non-submission of work, attendance at classes;

- be involved in module/programme review.

Module Design

Module design should remain the responsibility of academic staff. It is not expected that postgraduates paid on an hourly basis will be involved in module design. However, postgraduates who teach should be involved in programme and module review by being invited to report back on the structure, level and content of modules on which they teach.

Marking

Schools are required to give careful consideration as to whether or not inexperienced postgraduates should be involved in marking and assessment. Where postgraduates are required to undertake marking, this should be made clear at the outset to the postgraduate. Adequate guidance, including clear criteria and marking schemes where appropriate, should be made available to the postgraduate, and their marking must be supervised. They should expect to receive constructive feedback on their performance.

Accommodation and Resources

It is expected that adequate accommodation, equipment and facilities such as photocopiers will be made available to postgraduates. Many postgraduates are allocated desks in shared offices, and where postgraduates are required to carry out individual tuition suitable accommodation should be made available for this purpose.

School Support

Schools have been encouraged to organise support for postgraduates with teaching responsibilities by the following means:

- the nomination of a member of staff who will co-ordinate postgraduate teaching within the department;
- assignment of a mentor to each postgraduate involved in teaching, demonstrating and tutorial work and assessment;
- peer support mechanisms such as regular meetings of postgraduates to pool ideas; discuss teaching methods, problems and solutions (a member of staff could be present at such meetings to offer advice and facilitate feedback).

APPENDIX II: Code of Practice for Postgraduate Teaching Assistants (Part-Time Students who are also Part-Time Junior Member of Teaching Staff)

The following code of practice is intended for **Postgraduate Teaching Assistants** - part time students who are also members of staff holding part-time contracts of employment.

Pay

Postgraduate teaching assistants are paid pro-rata on the appropriate University of Leeds salary scale. No University-wide standard is imposed but the following factors are taken into account when deciding the salary level:

- the number of contact hours;
- the amount of preparation time required;
- the level and range of duties, e.g. whether marking and assessment is entailed;
- the qualifications and experience of individuals.

Heads of School have been asked to ensure that postgraduate teaching assistants are not financially worse off than full-time students in the department who are receiving hourly payments for teaching in addition to their maintenance grants.

Contact Hours

No University-wide limits for contact hours are in force since different schools and disciplines have different requirements. However, schools have been asked to ensure that the teaching commitments of postgraduate teaching assistants are reasonable, and are not likely to jeopardise their chances of completing the Research Degree within the time limits specified under University regulations.

Tuition Fees

Members of staff studying for a Research Degree at the University of Leeds may be eligible to the remission of fees. Further information about the remission of fees is available from the SDDU website at <http://www.sddu.leeds.ac.uk/sddu-sources-of-funding.html>.

Length and Conditions of Contract

Schools should ensure that it is made clear to the individual **at the beginning of the appointment** if there is any possibility that funding for the post may not be sufficient to cover the duration of the part-time degree. Care should be taken to ensure that advertisements are not misleading in this respect.

Schools should consider carefully the job descriptions for postgraduate teaching assistants. In particular, the school should decide whether or not it wishes satisfactory performance in the Research Degree to be a specified condition of employment and make this clear from the outset. Where this is the case, the appointment should be made for one year in the first instance then extended by one or more fixed terms following a review of the individual's performance in both teaching and the Higher Degree.

Status

As part-time members of staff, postgraduate teaching assistants are entitled to paid sick leave, participation in the Universities Superannuation Scheme (provided that the contract is for at least the equivalent of 3 months full-time work), and all other facilities normally

accorded to University staff. At school level they should receive suitable accommodation for their duties, and access to equipment and facilities such as photocopiers.

Training and Mentoring

All postgraduate teaching assistants are required as a condition of their contracts to participate in the University Staff Review and Development Scheme. As junior members of staff all postgraduate teaching assistants **must receive adequate training and guidance** at both school and institutional level. The Staff and Departmental Development Unit currently runs a 'Course for Postgraduates Who Teach' comprising various units. Participation in these courses is strongly recommended for postgraduate teaching assistants with limited teaching experience.

Equally significant is the training and on-going guidance received in the school. Postgraduate teaching assistants should:

- receive an induction into teaching in their school;
- be assigned a mentor with whom they should meet regularly to discuss their specific teaching duties and responsibilities, the modules within which their teaching takes place, their progress and any problems and marking conventions within the school;
- be encouraged to meet together in the school to share ideas, resources and concerns. Appropriate issues arising should be considered by the schools teaching committee;
- receive training in the use of any special equipment required for teaching or other techniques specific to the school;
- be kept fully informed about relevant administrative procedures, e.g. plagiarism and cheating, late or non-submission of work, attendance at classes;
- be involved in module/programme review.

Course Design

Course design should remain primarily the responsibility of academic staff. Whilst postgraduate teaching assistants may be involved in assisting academic staff in course design, such responsibilities should be carried out under close supervision and guidance from the member of staff concerned.

Marking

Schools have been asked to give careful consideration to the extent to which less experienced postgraduate teaching assistants should be involved in marking and assessment. Adequate guidance, including clear criteria and marking schemes, will be made available to the teaching assistant where he/she is to be so involved, and his/her marking will be assessed. He/she should expect to receive constructive feedback on his/her performance.

APPENDIX III: Guidance to Heads of Schools on Postgraduates Engaged in Teaching

Introduction

There are now two codes of practice which establish a common contractual and financial framework for the two main categories of postgraduate students engaged in teaching at the University:

- **Full-time students** who receive a maintenance grant for their studies and additional hourly payment for any teaching undertaken;
- Part-time students who are also junior members of staff holding part-time teaching contracts - **Postgraduate Teaching Assistants**.

The relevant code of practice will be made available by Heads of Schools to all postgraduate students who receive hourly payments for teaching through the University Payroll. **Heads of School are asked to take note of the Codes of Practice and ensure that they are complied with in the School.**

In making decisions for the allocation of teaching within either of the above groups, Heads of School should consider all implications both for the school and for the individuals concerned. Costs are not limited to hourly pay or salary (plus employers' on-costs which fall on the schools), but include also provision of adequate training and support which are essential in order to ensure that standards are maintained and that students or teaching assistants benefit from the experience. Detailed guidance is laid out in the codes of practice but the following issues are of particular importance for either category of postgraduate teacher:

Recruitment and Selection

All positions for Teaching Assistance can be advertised locally within schools using email distribution lists and/or staff notice boards. However, it is important that schools remain alert to equality and diversity issues, by ensuring that all other related procedures are adhered to eg. producing job descriptions and person specifications, shortlisting, interviewing, monitoring data etc.

Training and Guidance

The vast majority of postgraduates engaged in teaching are full-time students. While adequate training is of particular importance for part-time junior staff whose contracts of employment may depend on satisfactory progress in teaching, schools should ensure that **all** postgraduates with teaching responsibilities receive training and guidance both at school level and through central programmes run by the SDDU. **Schools are encouraged to pay full-time postgraduates at half the hourly demonstrating rate for attending such training. These payments will be regarded as being separate from those made in respect of activities within the 250 hour per year limit.**

Equally significant is the training and on-going guidance received in the school. Postgraduates should:

- receive an induction into teaching in their school;
- be assigned a mentor with whom they should meet regularly to discuss their specific teaching duties and responsibilities, the modules within which their teaching takes place, their progress and any problems and marking conventions within the school;

- be encouraged to meet together in the school to share ideas, resources and concerns. Appropriate issues arising should be considered by the school teaching committee;
- receive training in the use of any special equipment required for demonstrating or other techniques specific to the school;
- receive all information on the course on which they are teaching - course materials, handouts etc;
- be kept fully informed about relevant administrative procedures, e.g. plagiarism and cheating, late or non-submission of work, attendance at classes;
- be involved in module/programme review.

Module design

Module design should remain the responsibility of academic staff. It is not expected that full time postgraduates paid on an hourly basis will be involved in module design. However, postgraduates who teach should be involved in programme and module review by being invited to report back on the structure, level and content of modules on which they teach.

Postgraduate teaching assistants may be more directly involved in assisting academic staff in module design. Where this is the case such responsibilities should be carried out under close supervision and guidance from the member of staff concerned.

Marking

Schools are required to give careful consideration to the extent to which less experienced postgraduates should be involved in marking and assessment. Adequate guidance, including clear criteria and marking schemes where appropriate, will be made available to the postgraduate where he/she is to be so involved and his/her marking must be supervised. He/she should receive constructive feedback on his/her performance.

Approval of internal examiners through Faculty Taught Courses Committees should be used by schools to ensure that experienced staff are always involved in and have overall responsibility for the marking and setting of examinations which carry credit for the final degree results.

Overseas National (Non EEA Citizens)

Students studying at UK institutions and who are not nationals of a European Economic Area (EEA) country are not required to obtain permission from the Job Centre Plus to undertake paid employment in their spare time or during vacations. However, students will require an up-to-date visa from the Home Office, allowing them to remain in the UK and take paid employment.

The conditions covering the hours and type of work they may do are:

- The student should not work for more than 20 hours per week during term time except where the placement is a necessary part of their studies with the agreement of the education institution;

- The student should not engage in business, self-employment or the provision of services as a professional sportsperson or entertainer;
- The student should not pursue a career by filling a permanent full-time vacancy.

The policy of Senate Research Degree Committee is that there is a limit of 250 hours of paid University-based activities per session to allow individuals to concentrate on their studies. The exception is **the writing up year**, when it may be permissible, in special cases, for overseas students to work up to a maximum of 20 hours per week. In such cases, applications for work permits must be made.

Full - Time Externally Funded Research Students

Hours of work

All full-time post graduate students at the University are subject to a limit of **250 hours of paid activities per session including preparation, marking, invigilation and other paid work directly related to their training**. It is felt that further commitments would interfere with an individual's studies. This limit is in line with the restrictions imposed on Research Council funded postgraduate students and research staff and is based on the view that commitments beyond this time limit may interfere with the individual's studies. The Research Degrees Office through Human Resources monitor's hours worked to ensure that the limit is not exceeded.

However, it is recognised that some self-financing students may need to work more than 8½ hours per week in order to survive financially and a more flexible approach will apply in these cases.

Any cases involving self-financing students who wish to work more than 8½ hours per week should be drawn to the attention of the Senate Research Degrees Committee.

Allocation of Teaching

Teaching is to be undertaken by postgraduates on a voluntary basis only and students should not be made to feel pressurised into taking on unwelcome teaching commitments.

School Support

Schools are encouraged to organise support for postgraduates with teaching responsibilities by the following means:

- the nomination of a member of staff who will co-ordinate postgraduate teaching within the school;
- assignment of a mentor to each postgraduate involved in teaching, demonstrating and tutorial work;
- peer support mechanisms such as regular meetings of postgraduates to pool ideas; discuss teaching methods, problems and solutions (a member of staff could be present at such meetings to facilitate feedback).

Postgraduate Teaching Supported by Departmental Funds

For postgraduates who are not supported by external funds, schools may choose either:

- to employ **Postgraduate Teaching Assistants - Part-time Junior Members of Staff**, paid on a percentage of a University of Leeds salary scale , who are also registered as part-time postgraduates with fees paid by the school or
- to establish **Departmental Studentships**, under which the postgraduate is registered as a full-time student and is required, under the terms of the studentship, to teach a number of hours, not exceeding 250 per annum.

A comparison of the two approaches is given below.

Postgraduate Teaching Assistants

Under this arrangement individuals are part-time junior members of staff, paid on a percentage of an appropriate University of Leeds salary scale, who are also registered as part-time postgraduates with fees paid by the school. Advantages of this arrangement are that as staff they are entitled to paid sick leave, participation in the Universities Superannuation Scheme (where eligible) and all facilities normally accorded to University staff. An added advantage is that the individuals concerned start to establish an employment record.

Schools should ensure that any possibility that funding for the post may not be sufficient for the duration of the part-time degree is made clear to the individual at the beginning of the appointment. Care should be taken to ensure that advertisements are not misleading in this respect.

Schools should consider carefully the job descriptions for part-time Junior Members of Staff. In particular, the school should decide whether or not it wishes satisfactory performance in the Research Degree to be a specified condition of employment and make this clear from the outset. Where this is the case, the appointment should be made for one year in the first instance then extended by one or more fixed terms following a review of the individual's performance in both teaching and the higher Degree.

In assigning hours for this category of individual, schools should bear in mind maximum periods of study allowed for research degrees. Studies undertaken in the USA have found that postgraduate teaching assistants are less likely to complete or to take longer to complete than full-time postgraduates. Completion rates vary according to status, hours worked, payment, mentoring and training.

Departmental Studentships

Under this arrangement the postgraduate is registered as a full-time student and is required, under the terms of the studentship, to teach a number of hours, not exceeding 250 per annum. The student will be paid hourly Teaching Assistance/Demonstration/Tutorial Assistance rates for the teaching undertaken, in addition to the maintenance grant payable under the studentship. The maintenance grant should not be less than that provided under the University Scholarship programme.

Advantages of such studentships are full-time student status leading to reduction in Council Tax etc, exemption from Income Tax and National Insurance contributions on the grant component of the studentship. Income Tax and National Insurance contributions would only apply to hourly teaching payments where these exceed the normal thresholds for Income Tax and National Insurance.