# Code of Practice on the Employment of Postgraduate Students

This code of practice applies to all postgraduate students who undertake temporary paid teaching. They are referred to throughout as 'postgraduate tutors'. In general such students will be registered for research degrees, since other postgraduate students would not normally undertake teaching. The term 'permanent members of staff' means full members of the academic staff.

## 1. Statement of Duties and Pay

1.1 All postgraduate tutors who are not employed on a contract negotiated through Human Resources should be given a letter or memorandum by their Head of Department clearly setting out their duties and their pay. This should also cover matters such as expected attendance at preparation and teaching hours, course meetings, pastoral duties, marking, training, etc. A copy of this letter should be sent to Human 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 full-time students teaching time should normally be restricted to a maximum of 6 hours a week or 180 hours a year.

## 2. Selection of Research Students

2.1 Departments should publicise their policy on the recruitment and selection of postgraduate tutors. All research students may be considered as prospective tutors, but it may not be possible to allocate teaching to those who wish it, nor should any student be put under pressure to undertake teaching. The final decision for such matters rests with the Head of Department. Allocation of teaching should be planned as far as possible in advance and postgraduate tutors students should be given as much notice as possible of the start of their teaching.

2.2 Postgraduate tutors without previous experience should be employed in Part II teaching only in areas related to their research, and under the supervision of a permanent member of staff.

2.3 Postgraduate tutors should have an appropriate command of spoken English.

## 3. Training and Support

3.1 Unless they already have relevant teaching experience, postgraduate tutors