

The Graduate School

Code of Good Practice: Postgraduate Research Students (PGRs) who are engaged in teaching and teaching related activities

Introduction

The University recognises the importance of the contribution that PGRs can have on teaching and teaching related activities in the support of learning and teaching others. The experience can be very beneficial for PGR students in terms of:

- Developing valuable transferable skills for future career progression
- Benefiting undergraduate students from being taught by someone at the forefront of their subject area
- Supporting research-led teaching.

Scope

The Code covers those individuals whose primary relationship with the University is as a PGR student, full or part time who undertake small amounts of teaching. (Graduate Teaching Assistants (GTAs), fully funded studentships and those on research councils' studentships should refer to the Terms and Conditions specific for them).

Its purpose is to:

- Outline the University's expectations for PGR students who undertake teaching and teaching related activities
- Outline the normal responsibilities which might be expected of a PGR student who teach
- Maximum hours
- Provide information on the required training for PGR students who teach

Teaching and assessment duties

PGR students who undertake teaching, demonstrating and assessment duties might include:

- Seminars/small group teaching
- Practicals/studio, software, technical, statistical advice and support
- Tutorials
- Field trips
- Occasional lectures
- Contribution to supervision of undergraduate dissertations
- Marking and giving feedback (all marking should be subject to clear marking criteria and appropriate moderation)

Maximum hours of work

A PGRs engagement in teaching should always been secondary to their primary purpose of completing their research programme. It is on a voluntary basis and no student should feel pressurised into taking teaching commitments.

Employment of full time PGR students should not normally exceed 6 hours per week and in all cases must not exceed 180 hours per year. This time includes all preparation, assessment, marking as well as face-to-face contact, and any necessary training.

Part time PGR students should be treated pro-rata.

PGR students studying at the University on a Visa must ensure that they comply with the Visa restrictions prior to undertaking paid work.

All PGR students must have approval of their supervisory team prior to undertaking any paid work. The hours undertaken must not impede academic process.

Training

To ensure that a PGR student is fully prepared they must undertake the following training:

Induction to learning and teaching in HE for research students (run twice a year October and February).

The workshop is for Graduate Teaching Assistants and Postgraduate Research students who have a teaching role at our University and have no prior teaching qualification. The session aims to prepare research students for a teaching role at the University by providing the essential skills to undertake a range of relevant duties.

The session will provide the opportunity to:

- develop a greater understanding of the role as a teacher in Higher Education;
- familiarise with underlying principles and theories of effective teaching, learning and assessment;
- consider a range of factors in the design and planning of teaching sessions to promote student learning;
- gain practical skills for the role and tasks of a tutor or demonstrator including good practice in explaining and questioning plus strategies to deal with difficult situations that may arise;
- develop mechanisms in order to continually review and enhance teaching practices.

A school may provide further training and development opportunities as appropriate.

Availability of teaching opportunities

The University is not obliged to offer a PGR student any teaching experience. The opportunities to undertake teaching will vary in different schools and students should not assume that they will be available.

If you would like further information regarding Human Resources policies, including recruitment and selection, please refer to the following webpage:

<http://www.leedsbeckett.ac.uk/public-information/human-resources-guides-and-support/>

For students on a Tier 4 visa, more information about working during study is available from our Student Immigration Advice and Compliance team:

<http://www.leedsbeckett.ac.uk/studenthub/student-immigration-advice-and-compliance/>

Monitoring

As part of the development of PGR students, schools that employ PGR student to teach should ensure that there are mechanisms in place to provide feedback on their teaching-related activity.

https://leedsbeckett-my.sharepoint.com/personal/l_g_gale_leedsbeckett_ac_uk/Documents/MAIN/Research/Graduate School/Content/Docs from Carrie/Code of Practice for research students who teach.docx Approved R & E Committee 181018

Mechanisms should also be in place for PGRs students to feedback on their experiences. PGRs should also keep a record of their teaching experiences and feedback and incorporate this into their research training portfolio.

The Graduate School will monitor the experiences of the PGRs who teach through the Postgraduate Research Experience Survey (PRES).

Kathryn Brown

Head of the Graduate School

September 2018