

With effect from 2nd October 2017, the tariffs shown will apply to work undertaken by PGRs who teach. In addition, a new hourly rate of pay will apply to Tutor work (grade 5 point 23). The hourly pay rate for PGRs has been determined by reviewing the tasks undertaken to understand the appropriate pay range, and consider potential comparators to inform the appropriate hourly rate. The tariffs have been determined using guidance from the Code of Practice to ensure recognition for the full range of activities a PGR student might undertake and their commensurate reward.

Rates of Pay:

Graduate Tutor - Grade 5 point 23 (currently £14.51 per hour)

Graduate Demonstrator – Grade 4 point 16 (currently £11.82 per hour)

Hours of work

Full-time PGRs should not spend more than an average of six hours per week engaged in teaching activities during semester time, and no more than 180 hours per academic year. These figures include class contact, preparation, marking, feedback and administration, but not training

Students who hold a Tier 4 visa

Students on a Tier 4 visa, must not undertake more than 20 hours paid/unpaid employment per week. This is an absolute maximum number of hours, not an average figure, and includes teaching commitments (preparation, contact hours, marking, feedback, administration, training etc.) as well as any other employment within or outside the University.

CLASS CONTACT		
Activity	Engagement	Remuneration
Delivery of seminars/tutorials/ problem-solving classes	Graduate Tutor	Equal to the number of contact hours Grade 5 point 23
Laboratory class leadership (The PGR is responsible for the running of the session and/or the guidance of other laboratory demonstrators)	Graduate Tutor	
Occasional delivery of lectures	Graduate Tutor	
Delivery of clinical sessions	Graduate Tutor (Clinical)	Equal to the number of contact hours Grade 5 point 23 plus clinical (market) supplement if required (value TBC)
Assist with laboratory classes/practical sessions	Graduate Demonstrator	Equal to the number of contact hours Grade 4 point 16
Assist with drop-in sessions	Graduate Demonstrator	
Assist with the moderating and running of MOOCs	Graduate Demonstrator	Equal to the number of on-line hours Grade 4 point 16

PREPARATION AND TRAINING		
IF NO PREPARATION IS UNDERTAKEN, THEN NO PAYMENT IS DUE.		
Activity	Engagement	Remuneration
Seminar preparation (a): design and delivery of material prepared by the PGR and similar laboratory/ workshop class preparation, where included in the agreed tasks for a Laboratory Leader.	Graduate Tutor	<p>1 to 3 hours' preparation for each contact hour where the seminar/class is new to the Tutor.</p> <p>1 to 2 hours' preparation for each contact hour where the Tutor led the seminar/class in previous academic years.</p> <p>In all cases, this is for the first of a group of repeated seminars. No additional payment if the class is repeated in the same academic year (i.e. 'double-delivered')</p> <p>Grade 5 point 23</p>
Seminar preparation (b): delivery of material prepared by Module Leader and similar laboratory/workshop class preparation, where included in the agreed tasks for a Laboratory Leader. Note that this applies for the first and subsequent year of delivery.	Graduate Tutor	<p>30 minutes to 1 hour preparation for each contact hour, for the first of a group of repeated seminars. No additional payment if the class is repeated in the same academic year</p> <p>Grade 5 point 23</p>
Assist with laboratory classes/practical sessions	Graduate Demonstrator	<p>Up to 30 minutes preparation for each contact hour.</p> <p>Grade 4 point 16</p>
Lecture preparation (a): design and delivery of new material. Note that this applies for the first and subsequent year of delivery.	Graduate Tutor	<p>Up to 3 hours of preparation for each contact hour. No additional payment if the lecture is repeated in the same academic year.</p> <p>Grade 5 point 23</p>
Lecture preparation (b): delivery of material prepared by Module Leader (or similar). Note that this applies for the first and subsequent year of delivery.	Graduate Tutor	<p>1 hour of preparation for each contact hour. No additional payment if the lecture is repeated in the same academic year.</p> <p>Grade 5 point 23</p>
Generic training (e.g. small group teaching; laboratory demonstrating; assessment and feedback; equality and diversity)	Graduate Tutor/ Graduate Demonstrator	Unpaid
Subject-specific training/briefing (e.g. health and safety)	Graduate Tutor/ Graduate Demonstrator	Unpaid
Attendance at lectures associated with the module	Graduate Tutor/ Graduate Demonstrator	Unpaid
ASSESSMENT AND FEEDBACK		
Activity	Engagement	Remuneration
Marking assessments:	Graduate Tutor	4,000 words per hour

(a) essays/written assignments (formative and summative)		(2 x 2,000 word essays p/h) Grade 5 point 23
Marking assessments: (b) examination scripts	Graduate Tutor	5 x 1 hour exam per hour, or 2.5 x 2 hour exam per hour Grade 5 point 23
Marking assessments: (c) non-word count assessments, e.g. multiple choice questions/lab books/numeric-based exercises	Graduate Demonstrator OR Graduate Tutor	<u>Number of assessments marked per hour and rate of pay to be determined at College level</u> Grade 4 point 16 OR Grade 5 point 23
One-to-one feedback sessions (returning written assignments)	Graduate Tutor	Equal to the number of contact hours, specified at 15 minutes per student Grade 5 point 23
Drop in feedback sessions	Graduate Tutor	Equal to the number of contact hours Grade 5 point 23
Required attendance at meetings (e.g. marking moderation) where such meetings do not constitute training, and the PGR is an active participant.	Graduate Tutor	Equal to the number of required contact hours Grade 5 point 23
FIELD TRIPS		
Activity	Engagement	Remuneration
Assist with fieldtrips	Graduate Demonstrator	Daily rate (Grade 4 point 16 x up to 7 hrs when actively working) Where attendance on trip is for development purposes, no payment will be due.

Note: WLM is only used as guidance and we do not expect PGRs to utilise the software