

PGRs who teach - FAQs

Frequently Asked Questions

How have the grades for the tasks been determined?

Before the university implemented the current payment levels, it was aware that Demonstrators and Tutors were being paid various rates across the university. In order to ensure that individuals are paid fairly and equally for tasks that they undertake as Demonstrators and Tutors, the university decided to evaluate these tasks.

This was achieved by giving weightings to the tasks undertaken through a job evaluation system called HERA - Higher Education Role Analysis which is commonly used in higher education. Job evaluation is a systematic way of determining the value/worth of tasks in relation to other jobs in an organisation. It makes a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure.

The hourly rate for the roles was determined through this process.

How were the tariffs determined?

Great care was taken in determining the tasks undertaken by both Demonstrators and Tutors prior to the evaluation. The tariffs that show the range (where appropriate) of hours needed to undertake the activity have been determined using guidance from the Code of Practice: [Supporting postgraduate research students who teach - Intranet - Cardiff University](#) to ensure recognition for the full range of activities a PGR student might undertake and their commensurate reward.

They were reviewed against the Academic Workload mode: [Your academic workload model - Intranet - Cardiff University](#) to ensure that they were equitable where appropriate.

Will pay awards be applicable to these pay rates?

Tutors and Demonstrators are paid equivalent to the national pay spine which is applied to all posts in the University up to professor/senior staff level. Therefore, the pay rates will be increased in line with any national cost of living pay awards that are applied to the pay spine.

In the event that the tasks offered by the University were fundamentally changed, then this could result in a change in pay following an evaluation.

What is the status of PGRs?

The University seeks to provide opportunities for individuals to gain valuable experience as part of their development of professional teaching skills while they are engaged as PGRs with Cardiff University. As this learning opportunity is only available to students during the time they are undertaking a programme of study with Cardiff University, there is a need to adopt an engagement process.

As PGRs are engaged for a developmental purpose, they are not deemed to be employees but would instead be seen as students “engaged” under an engagement arrangement.

What is the background to the 6 hours limit and what if a PGR feels they've worked longer?

The 6 hour limit is in line with Research Council UK (RCUK) recommendation: full-time PGRs should not spend more than an average of six hours per week engaged in teaching activities, and no more than 180 hours in one academic year. These figures include class contact, preparation, marking, feedback, and administration, but not training.

RCUK recommends this limit to working hours so that the total time spent on demonstrator/tutor tasks does not interfere with academic progress. The university adheres to this, and so sets the limit of 180 hours in one academic year, on average 6 hours a week.

Hours to be worked must be agreed in advance with the Head of School or their nominee and any additional hours must also be agreed in advance.

The PGR is responsible for keeping a record of their teaching hours and for informing their PGR Teaching Co-ordinator(s) if there is the likelihood that the limit will be exceeded, and for ensuring that the amount of work they undertake is not in breach of any separate conditions of their sponsorship. In the very rare instances where 6 hours per week is exceeded, payment will be made for all hours undertaken.

Please refer to the contact list on the intranet if you have queries on this matter in relation to where you work.

Why do the Tariffs state that for non-word count assessment, the number of assessments marked per hour is to be determined at College level?

It was considered best for this to be determined at College level as they will have a knowledge of the varied and specialist subject areas across the Schools and a "one size fits all approach" was unlikely to meet the overall aim which has been to provide a measure of flexibility while maintaining the principle of consistency of reward across the institution.

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Can they claim for meetings?

For Graduate Tutors, the Tariff document clarifies that where meetings do not constitute training and the PGR is an active participant as requested by the University, payment is equal to the number of contact hours. The requirement to attend the meeting should be agreed locally.

Who should I contact if I am having issues with the pay tariff/code of practice?

Please refer to the contact list on the intranet.

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