



Time allocation per activity

Admin	
Module convening	<ul style="list-style-type: none"> Low (10 credits of <75 students): 20 hrs Middle (10 credits of 75-150 students or 20 credits of <75 students): 30 hrs High (>10 credits of 150+ students): 40 hrs
Office hour	None
Induction/Training	1 hour per hour of required attendance
Exam board	1 hour per hour of required attendance
Preparation	
Lectures and workshops	2 hours per 1 hour of delivery
Practicals	1 hour per 1 hour of delivery
Distance Learning module	To be determined
Delivery	
eg lectures, seminars, practicals,	1 hour per hour of delivery
Attendance at field trips	1 hour per hour of attendance (based on an 8 hour day)
Assessment (payment is made only where specified in terms of engagement and module specification)	
Coursework/dissertation marking	<ul style="list-style-type: none"> Coursework and dissertations: 20 mins per 1,000 words PGR internal examiner for PhD: 3 days PG transfer interim reports: half day
Exam marking	<ul style="list-style-type: none"> Written exams: 33% per exam time per student Online exams: module convenor role in setting the paper and analysis Online marking on Rogo: staff to estimate time spent Posters/presentations: 30 mins per poster/presentation OSCE: per timetable half day UG and PGT vivas: 1 hour per viva
Supervision	
MA/MSc dissertation	30 hours per FTE for the dissertation
MRes	100 hrs pa per PGR FTE capped at 6 FTEs (600 hrs pa)
PhD	100 hrs pa per PGR FTE capped at 6 FTEs (600 hrs pa)
PhD (thesis pending)	100 hrs pa per PGR FTE (6.3%) capped at 6 FTEs (600 hrs pa)
UG dissertation	<ul style="list-style-type: none"> Larger project (>40 credits) (BMedSci, MSc, BVetMedSci, MSci): 30 hrs per FTE Smaller project (40 credits) (BSc, MPharm): 15 hrs per FTE Literature review project: 15 hours per FTE
Other	
Developing new content for lectures	Case-by-case basis



School meetings	Although welcome to attend for general interest, teaching associates will only be paid for time attended when this has been agreed in advance with the Head of School/Department
Exceptions	
None	