



Time allocation per activity

Admin <i>(Use School workload model and appropriate hours allocation for required admin tasks)</i>	
Examples include:	
Induction/Training	
Exam board	
Field trips and placements	
Preparation <i>(Use agreed Faculty workload model)</i>	
Lecture	2 hours per 1 hour of delivery
Seminar	2 hours per 1 hour of delivery
Delivery	
eg lecture, seminar	1 hour per 1 hour of delivery
Assessment (payment is made only where specified in terms of engagement and module specification)	
Coursework/project/dissertation marking	Schools determine the allocation given to each assessment type.
Exam marking	Schools determine the allocation given to each assessment type.
Supervision	
MSc project/dissertation	Use school workload model
MRes	80 hours per student fte pro rata supervisor %
PhD	80 hours per student fte pro rata supervisor %
PhD (thesis pending)	80 hours per student fte pro rata supervisor %
UG project/dissertation	Use School workload model
Other	
Developing new content for lectures	Use Faculty workload model unless a business case exception is made: 2:1 - current staff delivering existing content 5:1 – current staff delivering new content
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 relevant Head of School/Director of Teaching or their nominee.
Exceptions	
None	