



This document indicates the guiding principles used by Schools to determine teaching allocations in Social Sciences. The detail of allocations is set at School level and may vary from the below.

<b>Admin</b>	
Module convening	Not usually required for teaching associates. If required, the allocation may depend on the number of students on the module and the number of credits, but will normally be within the range of 10-50 hours.
Office hour	n/a
Induction/Training	1 hour per hour of required attendance
Exam board	n/a
<b>Preparation</b>	
<i>Note: Preparation includes any activities involved in teaching beyond the time spent in direct delivery or marking/assessment</i>	
Lecture	Standard prep time will not normally exceed 2:1, other than for new module/course development or rewrites, and prep for new (early career academic) staff where this will typically be 4:1.  <i>Exceptions:</i> Schools may provide additional time to allow for high student numbers, small group teaching, higher levels of student contact and/or significant travel time.
Seminar (including language classes)	
Distance Learning module	n/a
<b>Delivery</b>	
eg lecture, seminar	1 hour per hour of delivery
<b>Assessment</b>	
<i>(Payment is made only where specified in terms of engagement and module specification)</i>	
Coursework/dissertation marking	The following is used as a guiding principle: 20 minutes per first 1000 words + 10 minutes per 1000 words x number of students, ie: 1000 word coursework = 20 minutes per script 2000 word coursework = 30 minutes per script)
Exam marking	The following is used as a guiding principle: 15 minutes per 1hr of exam x number of students, ie: 1 hour exam = 15 minutes per script 2 hour exam = 30 minutes per script 3 hour exam = 45 minutes per script
<b>Supervision</b>	
MA/MSc dissertation	Typically 8-10 hrs per student by % of supervision
MRes	n/a
PhD	80 hours per full time student FTE pro rata by % of supervision
PhD (thesis pending)	80 hours per full time student FTE pro rata by % of supervision
UG dissertation	Typically 2-3 hrs per student by % of supervision
<b>Other</b>	
Developing new content for lectures	
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
<b>Exceptions</b>	



Payment for approved activity will be based on the allocation principles applied to permanent staff in the school wherever possible.

### **Contacts**

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