Time allocation per activity:

|  |  |
| --- | --- |
| **Admin** | |
| Module convening | 10 hours *per module* *per semester* |
| Office hour | 1 hour per week *per semester* |
| Induction | 1 hour per hour of required attendance |
| Exam board | 1 hour per hour of required attendance |
| **Preparation** | |
| Lecture | 2 hours per 1 hour of delivery |
| Seminar (including language classes) | 1 hour per 1 hour of first delivery (prep allocation made for first delivery only, contact time only for repeat delivery) |
| DL module | 5 hours per student on completion of module |
| **Delivery** | |
| e.g. lecture, seminar | 1 hour per hour of delivery |
| **Assessment (payment is made for summative and formative assessments only where specified in the course/module specification)** | |
| Coursework/dissertation marking | Per item: 10 minutes fixed allocation plus 10 minutes per 1,000 words pro rata (i.e. 1 minute per 100 words) |
| Evening Language Class assessment | One-off payment: 20 minutes (class fewer than 20)/30 minutes (class 20+) per attendee |
| Exam marking | Per exam: 5 minutes fixed allocation plus 10 minutes pro rata per hour of exam |
| In-class exam | 10 minutes per student |
| Language in-class test | 10 minutes per test |
| Oral exam (individual and group) | Outside timetabled teaching time: no. hrs attendance required + (10 mins per listening x no. students)  During timetabled teaching time: 10 mins per listening x no. students |
| Presentation (solo) | 15 minutes per presentation |
| Presentation (group) | 20 minutes per presentation |
| **Supervision** | |
| MA/MSc dissertation | 5 hrs per student fte pro rata supervisor % |
| MRes | 55 hours per student fte pro rata supervisor % |
| PhD | 80 hours per student fte pro rata supervisor % |
| PhD (thesis pending) | 40 hours per student fte pro rata supervisor % |
| UG dissertation | 5 hrs per student fte pro rata supervisor % |
| **Other** | |
| Developing new content for lectures | 5 hours per 1 hour of delivery |
| Language grammar & writing teaching | 1 hour per hour of teaching requiring regular assessment activity (please see policy document) |
| Transcriber | 5 hours per 1 hour of recorded |