Teaching, Marking and Contract Set-Up Guidance for Maths Demonstrators and Teaching Associates – 2023-2024

Contents

1.   How Many Undergraduate Modules are taught by the School?

The School of Mathematical Sciences has nearly 1,300 undergraduate students studying around 80 modules in pure and applied mathematics and statistics. Many of these undergraduates are studying joint degree programmes which involve modules in computing, business management, economics, physics, actuarial mathematics or finance. Most undergraduates study for a three-year BSc degree over six semesters but some study for a four-year MSci degree over eight semesters.

The University has a unified system of levels for modules across all of its degree programmes including Foundation programmes. For example, our first-year modules are Level 4 (MTH4xxx).

See the Module Pages website for full details of the modules taught and the possible degree programmes taken by our undergraduates.

2.   How much work are undergraduates expected to do for each module?

Undergraduates normally study 60 credits per semester and are assessed during term time (courseworks, class tests, IT lab tests) and also in January and May of each year.

With an estimated working week of forty hours, this means that we expect undergraduates to spend ten hours per week working on each module. Teaching of undergraduate modules is normally broken down as follows:
-   In Level 4 modules (first-year undergraduate/BSc), three hours of lectures, one hour at an exercise class/tutorial/IT Lab and five hours of self-study.
-   In Level 5 modules (second-year undergraduate/BSc), three hours of lectures, one hour at a seminar/IT Lab and six hours of self-study.
-   In Level 6 (third-year undergraduate/BCc), three hours of lectures, one hour at a seminar/IT Lab and six hours of self-study.
-   In Level 7 (fourth-year undergraduate/MSci or postgraduate/MSc), two hours of lectures, one hour at a seminar/IT Lab and six to ten hours of self-study.

Of course, in practice students will vary in how well they stick to this advice!

3.   How are teaching and marking for each module managed?

For modules with fewer than 50-70 students, lecturers are normally asked to carry out all teaching, marking and administration themselves without assistance. Large pieces of coursework such as project reports are second-marked by another member of academic staff.

For larger modules, it becomes increasingly difficult for the lecturer to carry out all teaching and marking on their own. In particular, first-year modules may have around 450-500 students enrolled, and multiple tutorials must be scheduled each week to cater for all undergraduates on that module. Larger second- and third-year modules (e.g., those with around 200 students), may either have an allocated seminar hour with

the whole group for which the Module Organiser has support or have two seminar hours, in which the cohort is split into two smaller groups, again with support. The additional support in teaching and marking for such modules comes both from other members of academic and research staff as part of their contracted hours and teaching allocation, from Postdoctoral Researchers beyond their normal allocation, Postgraduate Research Students, or Teaching Fellows.

4.   What is the difference between TA and Demonstrator Support?

TA Support
If your role in supporting a module is as a Teaching Associate, you'll lead a teaching activity and, if the tutorial is unusually large, then you may be supported by Demonstrators.

TA Preparation Time
You will be paid for the number of hours for each teaching activity supported plus extra for preparation per **module.** If the teaching activity is 1 hour in length for each module activity, then you'll be paid for 30 minutes of preparation time per module, per week. If the teaching activity is 2 hours in length for each module activity, then you'll be paid for 1 hour of preparation time, per module, per week. Note if you swap with other tutors for personal reasons you will not be paid extra preparation time.

Demonstrator Support
If your role in supporting a module is as a Demonstrator, you'll be supporting a member of Academic staff, Teaching Fellow, PDRA or Teaching Assistant typically in an IT lab or other practical seminar setting.

Demonstrator Preparation Time
You will be paid for the number of hours for each teaching activity supported plus extra for preparation per **module.** If the teaching activity is 1 hour in length for each module activity, then you'll be paid for 30 minutes of preparation time per module, per week. If the teaching activity is 2 hours in length for each module activity, then you'll be paid for 1 hour of preparation time, per module, per week. Note if you swap with other tutors for personal reasons you will not be paid extra preparation time.

5.   How much work can I do, and is it compulsory?

As also indicated the Code of Practice for Research Degree Programmes, full-time PGR students are expected to undertake a full week of study of at least 35 hours on their research degree programme (pro rata for part-time students.) Students may undertake paid teaching or demonstrating work with the approval of their supervisor. For full-time students it is recommended that this is normally *no more than six hours per week* averaged over the year, including preparation and marking. If a student wishes to undertake paid work for Queen Mary for more than 6 hours per week, this should be approved by their supervisor and the School/Institute Director of Graduate Studies. Students in receipt of scholarship funding must comply with any conditions concerning paid work set by their funding body. The total time spent (including preparation and marking) should not interfere with the progress of the student's research studies.

We do encourage all PGR students to carry out TA or Demonstrator work (when available) regardless of whether they plan to pursue an academic career. The general communication skills developed are valuable additions to a CV, and the specific experience of marking students' work and helping them learn is essential for those wishing to continue as an academic. Recent TAs have also indicated that learning programming skills (e.g., Python, R, SQL, C++) by teaching tutorials in the relevant modules has been both useful for their career development and interesting.

No teaching support is expected or normally scheduled for first-year PGR Students during their first semester. You will be sent details of the teaching activities available and, subject to your offer of support you may then be allocated approx. 3-6 hours per week of teaching activities on undergraduate programmes during teaching terms. Depending on on the level of support required by the School, there may be a possibility for you to take on additional hours (in excess of 3-6 hours per week).

PGR students who have already completed three years of study may be allocated teaching activities if they want them but priority will be given to PGR students in their earlier years of study.

We will monitor assigned hours and, in particular, we need to ensure we are aware of any local arrangements of swapping or covering teaching activities you may make, as we are required to report on the number of hours per week our Tier 4 students work. This must never exceed 20 hours per week unless prior approval has been sought from your PhD supervisor, the School Office, and HR.

When you are assigned work, the hours in which you are expected to complete these duties will be clearly outlined. If you find that the time you are spending on marking or preparation the hours you have been assigned, please discuss this with the Director of Education or the Education Services Manager who will review your assigned workload. Do not assume you will be paid for any additional hours unless these have been authorised in advance.

6.   How do I state my teaching preferences?

We will send details of what teaching support is required, and all PhD students will be asked to indicate their preferences. The Director of Education and Education Services Managers will then review this againt the timetable and offers for teaching activities will then be allocated as fairly as possible.

7.   How do I find out which module I have been allocated to teach and when classes are?

Teaching begins for Semester A on Monday 25 September 2023, with the majority of the majority of activities for which we require support taking place from 2 October 2023. We aim to confirm all allocated teaching support to you via email by Friday 8 September 2023

8.   What should I do if I am unable to cover my assigned tutorial?

Sickness/unforeseen circumstances

If you are unable to deliver your assigned teaching duties due to sickness or other unforeseen circumstances at short notice (e.g., family emergencies, compassionate leave) then please notify the Education Services Team via maths@qmul.ac.uk *and* the Module Organiser at the earliest opportunity, who will arrange cover. Under the terms and conditions of your contract, you are entitled to sick pay.

Planned absence

To ensure continuity, it is expected that every effort is made to cover your assigned teaching activity and that planned absence is kept to an absolute minimum. However, if you know in advance that you will be unable to deliver teaching (for example due to a conference you plan to attend) then please liaise with your fellow PhD students to arrange cover via a swap, and ensure that you notify the Module Organiser and a member of the Education Services Team via maths@qmul.ac.uk. The School Office will need to update its records for Tier 4 and budget monitoring purposes, and where needed may need to make a salary adjustment through payroll.

9.   How do I get paid for teaching activities?

All Demonstrators and TAs will be set up with a contract via HR and paid through the central University Payroll. All new or returning TAs or Demonstrators will need to complete an online personal details form and provide information to support your Right to Work check as soon as possible. Guidance will be sent to all PGRs at the start of each term. Please note, **no work can take place unless a Right to Work check has been done.** Once the School has received the relevant documents and carried out the Right to Work checks, these will be passed by the School Executive Officer to HR. This needs to go through an internal approvals and upload process, after which the central HR Department will issue all TAs and Demonstrators with contracts. To ensure your first payment will be on 24 October 2023, we need to have your documents with HR no later than **Tuesday 29 August 2023.**

Your contracts will be issued for a period of three months on a semester basis, either from Oct-Dec for Semester A or Feb-April for Semester B. The total amount of hours assigned to you will be calculated, with an additional allowance added in lieu of annual leave. This will then be divided and paid in three equal instalments.

There is no need to submit timesheets for hours worked. If you are required to work additional hours not stipulated in your contract, these should be agreed in advance with the Education Services Manager and Director of Education. Where approval is obtained, the Education Services Manager will arrange for the additional hours to be processed through the payroll via MyHR.

Payday is on the 24th of every month. If the 24th falls on a weekend or bank holiday, payment will be made the preceding Friday.

10.   What are the rates of pay for TA and Demonstrator Work?

Demonstrator work is paid at Grade 3, between the range of Spinal Point 19-21.
TA Work is paid at Grade 4, starting from SP27.

For both posts, an additional 16.09% will be added onto the hourly rate in lieu of annual leave.

For both roles, TAs and Demonstrators will be eligible to increment to the next spinal point on the pay scale on 1 August if they have worked two consecutive semesters in the previous year.

For corresponding hourly rates, please consult the latest QMUL Salary Scales.

11.   How can I access MyHR?

All PhD students who carry out TA or Demonstrator work will be set up with a staff IT Account (in addition to your PhD student account). You will be sent a staff username and password which will enable you to access MyHR along with instructions on how to log in for the first time. Please note your staff username will be different to your PhD central username. To avoid having to monitor an additional inbox, it is suggested you set up an auto-forward from your QMUL staff email account to our QMUL PhD student email account.

To login, visit the MyHR Home Page and follow the instructions.

You should use MyHR to update your personal details and view your payslips. Please do ensure that are able to log in and familiarise yourself with the system. If you have not received login details within your first month of starting your position, or if you are unable to login to an existing account, please contact the Executive Officer.

12. What Mandatory Training am I required to undertake?

There is typically an induction session at the start of Semester A to go through the mechanics of the allocation, discuss a "start of term teaching checklist" and answer any questions you may have. Module Organisers are expected to meet with those supporting their module at the start of term to discuss module arrangements and how they plan for their seminars to be run.

A bespoke 2 hour 'Teach your First Session' (TYFS) for Maths will be organised designed to help prepare post-graduate students, teaching assistants, and others who are about to start teaching for the first time. For anyone unable to attend, a general Science and Engineering TYSF is also scheduled on 20 September 2023 from 09:30 - 13:30 which can be booked on the CAPD website.

Additional teaching resources may also be found on the PGR Training & Mentorship Seminar QMPlus page. If you feel that you need more advice or instruction please contact the module organiser in the first instance, or any of the people involved in producing this guide.

All PGR students are also expected to complete a number of mandatory training modules which include:

Introducing Inclusion	All Staff	Introducing Inclusion
Safeguarding Essentials	Staff who come into contact with students	Safeguarding Essentials

13.   What additional training is available?

QM Academy runs further optional development workshops, designed for graduate teaching assistants and focus on key aspects of teaching and learning (e.g., Providing Effective Feedback). Further information can be found here.

QM Academy is also able to provide support to Postgraduate Research Students who teach to gain formal recognition for their teaching activities from Advance HE. Achieving Associate Fellowship status provides valuable evidence of professional practice in your higher education career. See here for further information on Associate HEA Fellowship and other Taught Programme opportunities.

14.   Who can I contact in case of queries?

For queries related to teaching support, timetabling and recording/updating your preferences, please contact the Education Services Manager

Simon Rawstron, Education Services Manager
MB-102, School Office (Mathematical Sciences Building)
maths@qmul.ac.uk
020 7882 5219

For queries related to your contracts, payments and access to MyHR, please contact the Executive Officer

Megan Liddle, Executive Officer
MB-102, School Office (Mathematical Sciences Building)
megan.liddle@qmul.ac.uk
020 7882 5455

For queries related to teaching observations and references please contact the Director of Education

Dr Shabnam Beheshti, Director of Education
MB-127, Mathematical Sciences Building
s.beheshti@qmul.ac.uk
020 7882 8510