Basic principles

General academic allowances

Appendices:

1. FTE models

2. PGR Supervision:

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3. Activity and Role Tariffs

Activity Education and Teaching related (not ODL)

Title	Tariff hours	Descriptions
Teaching	1	1 hour per contact hour
Teaching preparation (tutor's existing module)	1	1 hr per contact hour first time (not for repeated seminars) 30 mins per contact hour for repeats. (Updating of canvas site/reading lists covered under module convening.) Prepare existing material for delivery (e.g. update powerpoint, notes). Attendance monitoring; student conversations.
New module preparation (new to tutor)	11 per semester	1 hour x session in addition to standard model
Marking	1	That's per student per module
Moderation (also for resits)	0.5	That's 0.5x student numbers x10% for moderation on 10% of scripts
Preparation for some Practical areas where necessary (tutor's existing module)	2	2 hr per contact hour – if extra factors around equipment, set up etc. (instead of prepara(pr)-6.4M

PGCert/HEA Fellowship	20	PG Cert Fellowship of HEA

Title	Tariff hours	Descriptions
ODL Course Convenor	330	
ODL Deputy Course Convenor	150	
ODL Facilitators	14	Can be added to Convenor's responsibilities or a separate individual (can be a DT/AT). If over 40 students on a module, must have a Convenor + Facilitator.
ODL Module Convenor	20	Convening including Mon/Fri announcements to cohort, includes refresh
ODL delivery	9.5	0.5 for announcements per week (x7) 1 hr for live sessions (3-4 sessions) 0.5 session prep per session
ODL Faculty entirely new to ODL	10	ODL training
ODL Faculty new to module	10	To familiarise with module
ODL Marking	1	that's 1 hour per student
ODL Moderation	varies	0.5 per student x 10%