

Policy on Postgraduate Research Students who undertake Teaching and related activities

Purpose

1. This policy articulates the University's requirements with respect to the employment of postgraduate research students to support learning and teaching activity. It applies to all postgraduate researchers who undertake such roles and aims to ensure that measures are in place to support their experience and ensure the quality of the learning opportunities offered to the students who they teach.
2. This policy has been developed with reference to Chapter B11 of the UK Quality Code for Higher Education and the relevant Senate Regulations, in particular Senate Regulations 7 and 9.

Responsibilities

1. The Postgraduate Research Policy Committee has responsibility for the development and review of the operation of this policy.
2. Heads of Department are responsible for nominating a member of staff, normally the Postgraduate Tutor, who will be responsible for ensuring that the policy is implemented at departmental level and that all students have undertaken appropriate training, normally **before** undertaking any teaching.
3. Programme Leaders are responsible for ensuring that students have completed the *Preparing to Teach in Higher Education Programme* offered by the Leicester Learning Institute and such other training required by the Department before assigning teaching duties to postgraduate research students, and for ensuring that their performance is monitored and reviewed.

Introduction

1. The University recognises the value of the contribution made by postgraduate research students to the learning opportunities offered to its undergraduate students. Undertaking teaching and related activities also provides valuable opportunities to postgraduate research

students. The University encourages postgraduate research students with the requisite skills to consider undertaking teaching activities when such opportunities are available.

2. The involvement of postgraduate research students in learning and teaching activities has mutual benefits for students and staff and offers the opportunity for postgraduate research students to gain valuable transferable skills and for staff to be supported in research-led teaching.

Opportunities to undertake teaching and related activities

1. The opportunities for teaching and related activities will vary across departments depending on the subject, preferred models of delivery and departmental resources. Consequently, it will not be possible for teaching opportunities to be offered to all postgraduate research students who may wish to undertake them.
2. All opportunities must be advertised and there should be a clear recruitment process to ensure equitable appointment of postgraduate research students to undertake teaching and related activities. This process should comply with the standard procedures which apply to recruitment for all posts at the University.
3. Postgraduate research students should be employed for periods of no more than 12 weeks at a time.
4. When opportunities are advertised there should be a clear statement of the duties required and any skills and experience necessary to undertake the role.
5. Postgraduate research students employed to undertake teaching and related duties must be paid the rate agreed for such duties.
6. Departments must ensure that postgraduate research students are appropriately qualified and have the necessary skills, including proficiency in English Language, to assure the quality of the learning opportunities and experience of the undergraduate students who they teach.
7. Unless there is a contractual agreement, for example a postgraduate research student is also employed as a Graduate Teaching Assistant, students cannot be required to undertake teaching related duties.
8. Where departments and postgraduate research students agree that a student should undertake teaching activities both should take care to ensure that teaching duties do not impede a research student's progress, including the submission of their thesis within the required timeframe.
9. Teaching duties should only be undertaken with the permission of a research student's supervisor.

Teaching Activities and Responsibilities

1. A postgraduate research student may contribute to the following learning and teaching activities:
 - Seminars, tutorials and workshops
 - Laboratory and other practical classes
 - Field trips
 - Assessment and marking, subject to the requirements of Senate Regulation 7
 - Feedback sessions
 - Examination invigilation
2. In accordance with Senate Regulation 9.169 teaching activities undertaken by full-time postgraduate research students should not exceed eight hours a week. This should include preparation, teaching and any associated marking. In addition, it should be noted that international students on a student visa must not exceed maximum number of hours for paid employment stated in UKVI regulations.
3. Postgraduate research students are not expected to routinely deliver lectures, although they may be invited to provide an occasional lecture, if the research they are undertaking directly relates to a particular module and would enhance student learning opportunities.
4. Normally postgraduate research students will not contribute to master's level teaching, except in circumstances where they have specialist knowledge which will add specific value to a particular module or programme.

Training and Support

1. Postgraduate research students who undertakes teaching or related activities, for example, laboratory demonstrating, must undertake the *Preparing to Teach in Higher Education Programme* offered by the Leicester Learning Institute (LLI) and such other training required by the Department **before** undertaking these activities.
2. The LLI offers a wide range of resources on enhancing learning and teaching which may be accessed by postgraduate research students involved in teaching. In addition, it publishes the Postgraduate Research Learning and Teaching Handbook at:

<http://www2.le.ac.uk/offices/lli/careerdev/preparing-to-teach>
3. A postgraduate research student's teaching should be mentored and monitored by a member of academic staff who will provide feedback on their teaching.

4. Where a postgraduate research student's teaching does not meet the required standard support should be provided to the student and appropriate steps taken to address the matter.
5. A postgraduate research student's supervisor should monitor any impact of teaching and other activities on their progress and a student's experience of teaching and related activities and the contribution of this to skills development should be discussed as part of annual progress review.

Assessment and Quality Assurance

1. Postgraduate research students may assist with assessment on programmes, but in accordance with Senate Regulation 7.13, they may not serve as members of Panels or Boards of Examiners and they may not act as sole markers of any piece of work which contributes to a final degree classification.
2. In line with good practice, postgraduate research students are expected to undertake their teaching as part of a teaching team for a particular module, but they may not be appointed as a module convenor, nor be assigned responsibility for the management of a programme.
3. Departments must ensure that the level of involvement of postgraduate research students in the delivery of a programme is carefully managed and reviewed to ensure the overall quality of the learning opportunities offered to their undergraduate students. Careful consideration should be given to the nature and amount of teaching undertaken by postgraduate research students on particular modules and programmes to assure the quality of the undergraduate student experience.
4. As part of standard quality assurance feedback should be sought from students on the contribution of postgraduate research students as part of the department's standard processes of module evaluation, at the end of each teaching period.