

Guidance on Learning Support Duties
Approved GSB March 8th 2012

Agreed:

1. That, rather than a consistent policy, emphasis be placed on the transparency of the policy to the research students (in line with [IUQB Good Practice in the Organisation of PhD Programmes, section 5.3](#)).
2. That the following text be included in the Postgraduate Research Student Handbook, and on the Graduate Studies Office webpage containing resources for supervisors, and be circulated to Heads of Schools and Faculty Managers.

Tutoring/Demonstrating is work that can be performed alongside your research to further enhance your skill-base. It helps develop important academic and transferable skills. Many students find that undertaking the module *GS602 Postgraduate Tutoring and Demonstrating Course* further enhances their approach and learning from such activities. This role is also extremely important in helping the University deliver on its mission. Research student engagement in undergraduate laboratories and tutorial sessions enriches taught programmes by harnessing aspects of our research expertise.

The amount of such work which will be expected to undertake varies somewhat from School to School. In some, access to tutoring opportunities is focused on senior students (3rd or 4th year full-time) so that they can fill a funding gap at that stage of their research. Other Schools tend to ask for a greater input in the early years, when students may have more time. In some Schools involvement is optional, and in others a minimum level of involvement is required. Some Schools with a large undergraduate profile, and relatively few research students, do need to maximise the amount of time required of the researchers.

However, all Schools should make clear what their policy is. It may include details on the minimum expectations or maximum limits in this regard for research students, how demonstration roles are allocated, and whether payment is linked to such activities. Please contact the School secretary in your school to request this information, so you can plan your time, and budget for your expected income.