

# Research Students Who Teach: Policy Guidance for Schools

## 1. Introduction

- 1.1 This guidance document complements the [Research Students Who Teach Policy](#) by providing guidance on the recruitment of research students to teaching activities.

## 2. Advertising Vacancies

- 2.1 In advertising vacancies suitable for research students, the aim should always be to open the opportunity to all potential applicants in as fair and transparent manner as possible.
- 2.2 The recruiting School should:
- advertise appropriately, for example on student noticeboards, websites, through UniWorkforce and on School mailing lists;
  - consider advertising in other Schools (both within and outside the Faculty) where there may be a crossover of appropriate and suitable skills in the doctoral researcher cohort;
  - clearly describe the type of duties the applicant will be expected to undertake, even if this is in broad terms;
  - publish the advertisement for at least 48 hours, and preferably for one week, prior to selecting the successful applicant(s);
  - provide clear direction about how applicants can be considered for the role;
  - provide information on the likely number of hours involved and on pay rates;
  - have clear criteria in mind as to what applicants will need to know to be successful.
- 2.3 A vacancy might be for a specific role, e.g.: *“We’re looking for help to run an afternoon event (2 hours) on 10 October demonstrating the art of yarn weaving to undergraduates. You will need to have thorough knowledge of yarn weaving and its associated equipment. £10 ph (£20). Contact [artofyarn@soton.ac.uk](mailto:artofyarn@soton.ac.uk) by 1 October for more information.”*
- 2.4 A vacancy for a more general role may state, e.g.: *“Wanted: a number of postgraduate research students with knowledge and experience in archery to assist in the delivery of modules for the BA in Medieval Weaponry. Duties will include demonstrating and helping to run practical sessions. There may be the opportunity to get involved in lecture delivery and assessment. 1-2 hours per week, with planning time where relevant, both semesters of this academic year. Standard University demonstrator rates. To be considered for these roles, please email your CV and any pre-existing weekly commitments to [artofyarn@soton.ac.uk](mailto:artofyarn@soton.ac.uk).”*

## 3. Selecting Applicants

- 3.1 A fair and equitable selection process should be used. Although a research student engaged to undertake teaching activities will not have a full employment contract with the University, principles of merit, fairness and transparency should be employed in selecting candidates.
- 3.2 Applicants may be selected for a particular role, or recruited to a general role where specific responsibilities will later be assigned.

3.3 Good practice for selection may include:

- Evaluating the merits of all interested applicants against criteria.
- Using previous experience and performance where available.
- Where appropriate, shortlisting applicants and using interviews and/or spoken or written tests to identify the best applicant(s).
- Where interviews are held, having a selection panel of at least two individuals, at least one of whom should not be a member of the applicant's supervisory team.

## 4. Appointment

4.1 Successful applicants should be informed as soon as possible, and registered through UniWorkforce (see section 4 below).

4.2 The Faculty in which the research student is enrolled is responsible for approving the engagement of a research student in a teaching activity: approval is given by the Faculty Director of the Graduate School, consulting where necessary with the research student's supervisory team. The Faculty will actively monitor the hours worked by a research student to ensure that they comply with the University's stated hourly limits (e.g. visa/funding restrictions) (see paragraphs 7.1 to 7.3 of the [Research Students Who Teach Policy](#)).

## 5. UniWorkforce Registration

5.1 Research students will need to register with UniWorkforce and to provide appropriate documentation to demonstrate their right to work in the UK. Once registered, research students will be issued with a Casual Worker Permit from the University (see paragraph 8.1 of the [Research Students Who Teach Policy](#)).

5.2 The University policy is *No Casual Worker Permit, No Work, No Pay*.

5.3 To engage a research student through UniWorkforce, the instructions on the [UniWorkforce](#) webpages should be followed.

## 6. Training

6.1 Successful applicants should be directed towards the [Orientation to Teaching & Demonstrating](#) website organised by the Centre for Higher Education Practice (CHEP). All research students who undertake teaching activities must receive appropriate training as required by Academic Quality and Standards Committee (see paragraphs 9.1.1 to 9.1.2 of the [Research Students Who Teach Policy](#)).

## 7. Induction

7.1 Research students should be provided with information relevant to the work they will be undertaking. This will vary according to the role they will be fulfilling, but may include

- Module profile(s)
- Assessment information
- Programme Specification(s)

7.2 Research students should be inducted into their role. Induction may include activities such as:

- Marking and providing feedbacks on sample scripts.
- Training to use specific laboratory equipment.

- Training in how to upload marks for assessment into the appropriate systems and the need to comply with GDPR rules on data.
- Peer observation and/or role play activities for research students who undertake tutorial work.
- Briefings from experienced research students who undertake teaching activities.

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