

Doctoral Tutor Agreement 2024 - tariff table

<b>Arts/Humanities/Business</b>	
Timetabled contact	exact
prep first group	2hrs per 1hr contact per module
prep additional groups	1hr per 1hr contact per module
student queries & follow-up	1.5 hrs per week (1 hr for feedback and 0.5 for admin/emails) and 0.5 per additional group (i.e. if 2 groups, 2 hrs per week, if 3 groups 2.5 hrs per week)
meetings with convenor inc check-ins, guidance etc	4hrs per term per module
lecture attendance	1hr per week per module - if applicable

<b>Science</b>	
Timetabled contact	exact
prep 1st group/1st delivery	2hrs per 1hr of contact time
prep additional groups/repeat delivery (except practicals)	1hr per 1hr of contact time
Field Trips	Contact time 7.4 contact hrs per day, with 36.5 hrs the maximum number of hrs allocated in a given week
student queries/meetings with convenor	4hrs per term per module

<b>All Tutors</b>	
mandatory training, induction & admin time	10 hrs per year
week 0	2hrs per term
marking & feedback (level4 & level5)	Indicative time – to be specified in offer of work  Short answer questions – 10 mins each Problem sheets, including practical classes – 10 mins each Long answer questions/essays/exam scripts ~1000 words – 20 mins each Essays/exam scripts ~2000 words – 30 mins each Essays/exam scripts ~3000 words – 40 mins each