

POSTGRADUATE TEACHING ASSOCIATE (PTA): ASSIGNMENT SCHEDULE

Employment in a teaching related capacity offers excellent career development for our postgraduate students, the chance to build valuable skills and experience, and the opportunity to be employed and paid for your work.

This guidance note provides information on the work you have been assigned, your contract, how you will be paid and other important points about your employment.

ASSIGNMENT SCHEDULE

Thank you for confirming you are able to undertake the work as set out in the Assignment schedule below.

Assignment details			
Name		Faculty	
Discipline		Campus	
Module		Line Manager	
Module Convenor		Start date	
Term			
Teaching and Assessment (hours)			
Teaching (Lectures, seminars, tutorials, demonstration, workshops, field trips, 1:1)			
Assessment (Marking, feedback, setting formative assessed work)			
Preparation			
Other hours (including PTA Rep hours)			
Training			
Total training hours (inclusive of LTHE, mandatory training and PDR 1.5 hrs).			
Total			

You will be issued one assignment schedule for each module you are employed to work on. Any amendments to these hours will be confirmed to you by email.

YOUR EMPLOYMENT

If you do not already have a PTA employment contract, the HR team will issue you a contract that confirms information such as the duration of your contract and the rate of pay and method of payment. This will be sent to your staff email address, if you don't yet have your staff IT Account this will be issued once your employment is set up on iTrent. HR will also be in touch to confirm your joining arrangements and to **check your right to work in the UK. This is a legal requirement for all workers, and you cannot start work until this check has been completed.**

Please read through the contract and contact HR if you have any queries.

YOUR PAY

You will be paid by recording and claiming for the hours you work via [iTrent](#), the University's payroll and Employee Self-Service system. Once these claims have been approved by your manager they will be paid to you in the next available monthly payroll. You should claim your hours within 90 days of working them.

Your contract will include guidelines on how to record your hours in iTrent and further information is available on our webpages: <http://www.exeter.ac.uk/working/prospective/ptas/ptaguidanceforemployees/>.

OTHER INFORMATION ABOUT YOUR EMPLOYMENT

- Full time students should not work more than 6 hours per week/180 per year.
- If you have a Tier 4 visa there may be legal restrictions on the number of hours you can work.
- You are eligible to be a PTA if you are a current Postgraduate student studying at the University of Exeter, if you do not meet this criteria please contact humanresources@exeter.ac.uk asap.
- Working from home is only permitted in the UK, if you are located outside the UK and have been issued a PTA contract please contact humanresources@exeter.ac.uk asap.
- You can undertake other work whilst employed as a PTA.
- You are employed on a guaranteed hours contract of employment, which reflects that PTA working patterns can vary, and provides flexibility and security by guaranteeing a minimum number hours of work that will be paid by the end of the contract, even if those hours are not worked.
- You will accrue annual leave that can be taken in agreement with your manager. If you don't take your annual leave we will pay you for any outstanding time at the end of your contract.
- You are eligible for a number of staff benefits, more information is available here: <http://www.exeter.ac.uk/working/prospective/benefits/>. This includes automatic enrolment into the University pension scheme. Please note that if you wish to opt out of the pension scheme you should refer to the information provided online and in your employment contract.

CONTACT INFORMATION

Further information is available on our web pages <http://www.exeter.ac.uk/working/prospective/ptas/>

If you have queries about your assignment or allocation of hours please speak to your line manager.

If you have queries about your employment, pay or contract please contact humanresources@exeter.ac.uk

If you have queries about your IT account or changing passwords please contact the IT helpdesk at <https://www.exeter.ac.uk/ithelpdesk/> or the Student Information Desk (SID) <https://sid.exeter.ac.uk/Login/login?>