

Guide for allocation of unpaid teaching contribution to post-graduate research students during Covid19 pandemic.

As the University prepares for the resumption of Teaching & Learning activities this may entail the return of post-graduate research students to campus to undertake unpaid teaching contribution. This unpaid teaching contribution may be remote, online, or on-campus in a location occupied by other students (e.g. lecture theatre/room, laboratory, fieldwork etc).

Details on teaching contribution expected of research students are provided in our [University Guidelines](#) for research degree programmes, section 5.7.

Colleges are responsible for local guidelines on allocation of teaching contribution, as described in section 2.4 of the University Guidelines.

To assist in preparing for allocation of teaching contribution during Covid19 pandemic, the following guidelines are provided:

- Heads of Schools, or their representatives responsible for allocation of teaching contribution, should request Research Supervisors to engage with their research students to establish if the research student is available to undertake on-campus teaching contribution, should on-campus teaching contribution be required in the School.
- Research supervisors are required to alert Heads of Schools, or their representatives responsible for allocation of teaching contribution, to whether research students are available to undertake an on-campus teaching contribution or not.
- No research supervisor or line manager will be expected to impel a research student to undertake an on-campus teaching contribution.
- If a research student is not in a position to undertake an on-campus teaching contribution they may be allocated alternate forms of teaching contribution.
- Research students that are allocated teaching contribution should be supported to deliver the teaching contribution, whether on-campus or remotely.
- All research students will need to complete, using the Return to Research Sharepoint site, the return to campus self-declaration form and complete the online induction training, at least 3 days before returning to the campus to undertake on-campus research and/or teaching contribution.