University of **Southampton**

Research Students Who Teach Policy

1. Introduction

1.1. The University of Southampton [referred to from hereon as "the University"] values the significant contribution that research students can make to the education of undergraduate and postgraduate taught students. The support that these research students provide is mutually beneficial: the taught students' educational experience is enhanced through the support of research-informed teaching, whilst research students can develop a range of professional skills.

1.2. The University is committed to ensuring that research students are offered appropriate teaching activities wherever possible; that these opportunities are offered fairly and transparently to all eligible research students; and that these students are properly trained and supported to undertake such activities. The University will not place unreasonable expectations on research students who teach, and teaching activities should not affect any research student's ability to complete their research degree within the maximum permitted period of candidature.

1.3. The University is committed to ensuring the quality of the educational experience for taught students and will put in place appropriate mechanisms to assure the quality of teaching activities that are delivered by research students.

2. Purpose

2.1. The purpose of this Policy and accompanying Guidance is to:

2.1.1. define the University's expectations of research students who teach;

2.1.2. define the responsibilities of Faculties and Schools in the appointment of research students on a casual work basis;

2.1.3. ensure a fair, transparent, timely, and equitable appointment of research students to teaching opportunities;

2.1.4. ensure that appropriate training, support and mentoring is in place for research students who teach;

2.1.5. ensure robust quality assurance processes are in place to maintain educational delivery standards.

3. Scope

3.1. This Policy applies to all research students who undertake teaching activities as detailed in paragraph 4 of this Policy.

3.2. Duties undertaken by a research student as a condition of a grant, bursary, studentship, or similar award made by a University Faculty, School

(or University Institute) are covered by this policy. This includes Mayflower Scholars.

3.3.   This policy does not apply to research students who have a substantive teaching contract with the University (for example teaching staff who register for part-time doctoral study).

3.4.   This policy does not apply to teaching or related activities of non-credit bearing provision, for example the University's Lifelong Learning Days.

4. Teaching Activities

4.1.   A research student **may be** appointed for the following types of teaching activity at both the University's undergraduate and postgraduate taught levels:

4.1.1. delivering seminars, tutorials and workshops;

4.1.2. assisting with module administration and learning support, e.g. responding to student enquiries, monitoring communication via the VLE (virtual learning environment), forwarding queries to the Module Lead

4.1.3. demonstrating laboratory and other practical classes;

4.1.4. assisting with field trips and visits;

4.1.5. assisting with assessment and marking, subject to clear marking criteria and suitable moderation and training;

4.1.6. developing and delivering distance learning materials.

4.2.   A research student **must not** be involved in the following types of teaching activity:

4.2.1. setting summative assessments (e.g. a research student must not write assignment briefs or examination papers);

4.2.2. teaching at the level at which they are studying. This restriction does not include those research students who are participating as equals in group work activities. iPhD students may teach (but not assess summative work), students on the same qualification, provided they have been enrolled for at least one academic year more than those they are teaching;

4.2.3. delivering lecture courses. However, research students may be invited to provide guest lectures, if their research specialism is directly related to the topic of the module;

4.2.4. taking overall responsibility for a module (i.e. research students must not be module leads);

4.2.5. providing pastoral care. Research students must, however, have a clear understanding of the University's system of pastoral support, and know how to direct students to appropriate members of staff if the need arises.

5. Responsibilities

5.1.   *Academic Quality and Standards Subcommittee (AQSS)* is responsible for:

  5.1.1. ensuring that the quality of teaching, learning and assessment is safeguarded.

  5.1.2. requiring mandatory foundation teaching training for research students who teach (i.e. SoTeach) consistent with its responsibilities to assure teaching quality and academic standards as detailed in paragraph 9 of this Policy.

5.2.   The *Doctoral College* is responsible for:

  5.2.1. developing and maintaining the Research Students Who Teach Policy.

  5.2.2. developing and maintaining professional development courses which are mandatory for the training of research students who teach.

  5.2.3. developing a community of practice for research students who teach to foster peer support, signpost opportunities and guidance, and provide ongoing support for developing teaching practice.

5.3.   The *Faculty in which the research student is enrolled* has oversight, responsibility, and accountability for:

  5.3.1. ensuring that the research student's ability to complete their degree within the maximum permitted period of candidature is not put at risk through the student's involvement in teaching activities.

  5.3.2. supporting the development and delivery of mandatory training (i.e. SoTeach) for example by contributing to the ongoing review and development of the programme or providing Faculty specific content as required.

  5.3.3. providing any Faculty specific training additional to the mandatory training (e.g. local Health and Safety training for labs) as required.

  5.3.4. Faculty Directors of Graduate School (FDoGS) should usually have responsibility for ensuring Faculty level compliance with this policy.

5.4.   The *School in which the research student is appointed* has oversight, responsibility, and accountability for:

  5.4.1. ensuring that the appointment of research students for the delivery of teaching activities is compliant with this Policy.

  5.4.2. recruiting research students for teaching activities in a fair, transparent, and timely manner (see paragraph 6 of this Policy).

  5.4.3. ensuring that any paid teaching opportunities are promoted to all eligible research students across the University.

  5.4.4. approving the appointment of a research student to undertake teaching activities. This responsibility is overseen by the relevant Doctoral Programme Director (DPD) in liaison with the Deputy Head of School Education and module leads, who must implement processes to ensure that any such appointments will not have a negative impact on research students' progression and that mandatory training (as set down in paragraph 9 of this Policy) is completed prior to appointment. The process should ensure that supervisors are consulted regarding any potential impact on progression and the hiring manager is

responsible for checking completion of mandatory teaching training (see paragraph 9.1).

5.4.5. ensuring a right to work and application for demonstrating is in place with UniWorkforce prior to the commencement of any paid teaching activity.

5.4.6. actively supporting any research student that is undertaking teaching activities and who has protected characteristics under the Equality Act (2010) (e.g. this may mean making reasonable adjustments to ensure teaching in accessible classrooms or timetabling adjustments).

5.4.7. protecting the health and safety of the research student as a worker of the University, and as an enrolled student in accordance with the University's Health and Safety Policy.

5.4.8. actively monitoring timesheets to ensure that research students are not employed over and above the University's stated hourly limits (see paragraph 7 of this Policy) or in breach of their student visa conditions in any capacity (inclusive of work, paid or unpaid, outside the duties referred to in this Policy). It is however the responsibility of the research student to declare the hours they are working, paid or unpaid, by any employer (see paragraph 5.5 of this Policy).

5.4.9. providing research students who teach with a clear, written indication of the work expected of them including time allowances for related activity and preparation (see paragraph 8.2 of this Policy) prior to starting the role.

5.4.10.   providing discipline-specific training and support for research students that is consistent with their duties (see paragraph 9 of this Policy).

5.4.11.   providing School specific training additional to the mandatory training (e.g. local Health and Safety training for labs) as required.

5.4.12.   evaluating the teaching performance of research students engaged by the School in order to ensure that taught students receive teaching of the appropriate quality.

5.4.13.   ensuring that research students who teach are included in a collegiate learning environment (e.g. included in relevant school and department teaching meetings).

5.4.14.   providing appropriate mechanisms for research students to provide feedback to the School on any concerns or issues with appointment, training or support in relation to their teaching activities as outlined in paragraph 9.6 of this Policy.

5.4.15.   ensuring that module leaders are aware of their responsibilities and fulfil them in line with paragraph 5.4 of this Policy.

5.4.16.   ensuring that any concerns with (or failure in) the application of the Policy are escalated to the Faculty Director of the Graduate School (FDoGS).

5.4.17.   Deputy Heads of School (Education) should usually have responsibility for ensuring School level compliance with this policy, liaising with the relevant Doctoral Programme Directors, supervisors, module leads, academic and professional services staff as required.

5.5.   The *module leader* is responsible for:

5.5.1. the overall content, co-ordination, setting of, and conducting of assessment within the module.

5.5.2. determining how collaboration with the research student will work.

5.5.3. providing timely access to VLE, materials, class lists, and any relevant reasonable adjustments for students as appropriate.

5.5.4. giving guidance and advice to the research student as appropriate throughout the process of preparation, teaching, assessment and feedback.

5.5.5. evaluating the teaching performance of the research student (for example through peer observation or review of student feedback) and providing regular developmental feedback and support for teaching development.

5.6.   The *research student* is responsible for:

5.6.1. accurately recording the number of hours for which they are engaged, paid or unpaid, in any capacity and by any employer and ensuring the hours worked are declared on each timesheet submission to demonstrate compliance.

5.6.2. ensuring that they do not breach the work restrictions associated with their student visa. More information can be found through the University's Visa and immigration web pages (see paragraph 7.3 of this Policy).

5.6.3. meeting the requirements of their funding body or sponsor, where applicable, with regards to work (see paragraph 7.2 of this Policy).

5.6.4. ensuring that their ability to complete their research degree within the maximum permitted period of candidature is not put at risk by any work they undertake. For this purpose research students are recommended to regard the maximum hours of work specified in paragraph 7 of this Policy as being inclusive of all work, including that with external employers.

5.6.5. discussing potential teaching activities with their Main Supervisor.

5.6.6. ensuring that they complete mandatory training as detailed in paragraph 9.1 of this policy and taking advantage of available teaching development opportunities consistent with their appointment in order to keep their skills updated.

5.6.7. complying with the UniWorkForce Terms of Engagement, including the Personal relationships policy.

5.6.8. ensuring that they are suitably prepared for each and every teaching activity they are asked to undertake.

5.6.9. complying at all times with the University's regulations and policies (including all health and safety requirements).

5.7.   **UniWorkforce** is responsible for:

5.7.1. providing a central platform for teaching opportunities to be advertised across the University to all eligible research students.

5.7.2. providing a process for registering research students as workers of the University and carrying out all appropriate pre-employment checks including 'Right to work' checks.

5.7.3. providing a process for recording hours worked (including 'Declaration of other work' for students with visa restrictions) and ensuring timely payment for teaching activities.

6. Opportunities to Teach

6.1. Teaching opportunities vary across disciplines and are dependent upon the nature of the subject/discipline and the School's preferred models of delivery. Teaching activities may be limited or unavailable in some Schools , however, research students that have the appropriate skills, training and experience may seek opportunities to undertake teaching activities in their own School, Faculty or in any other part of the University.

6.2. The Faculty, School or University Institute will attempt to make all relevant research students aware of any teaching opportunities available to them including: the process for application; the duties; and likely hours involved in the position, including the time required for preparation.

6.3. Recruitment will be carried out in line with the principles of the University's [Recruitment Guidance](#) of merit, fairness and transparency. Selection will be based on the teaching activities required, and an appropriate balance of the research student's teaching and communication skills, experience, and knowledge of the subject.

7. Maximum Hours of Work

7.1. As a guideline, appointment of any full-time research student should not normally exceed 12 hours per week in total and should not exceed 180 hours per academic year. The pattern of work and study for part-time research students should be adjusted proportionately. Short-term exceptions to this guideline may occur (with the support of the research student's main supervisor) when a research student is appointed, e.g. to support field work.

7.2. Research students who are in receipt of external funding should abide by the UKRI Terms and Conditions of Training Grants and the '[UK Research and Innovation training grant guidance](#)' which states:

'*Students may undertake teaching or demonstrating work when this is compatible with their training and provided that this is approved by their Supervisors. The total time spent (including preparation and marking) should not interfere with the progress of the doctorate. The amount of time is at Your and the Supervisor's discretion, but it is recommended that this is no more than six hours in any week. It must not be compulsory and must be paid for at Your usual rate and supported by appropriate training. Costs for demonstrating or teaching must not be taken from the Training Grant.*'

Regardless of the research student's funding source, the amount of time is at the University's discretion but it is recommended that this is no more than 12 hours (total e.g. including preparation) in any week.

7.3. Research students on a student visa must comply with any relevant restrictions relating to their work including any restriction on the overall

number of hours (including all forms of work) and the type of work. Up to date information can be found through The Student Hub 'Visa and immigration' website.

8. Registration, Salary and Payment

8.1.   Substantive teaching activities that are business critical to the delivery of education (including the activities listed in paragraph 4.1 of this Policy) must be offered as paid opportunities and must not rely on voluntary labour from research students. Any activities that have an ongoing time commitment and/ or have a direct impact on the quality of teaching on the programme should be considered substantive.

8.2.   Payment must include an appropriate time allowance for activity associated with the delivery of teaching (for example module induction, meetings with the module leader, preparation for teaching delivery, responding to student enquiries, reviewing, and providing formative feedback). The time allowance should be appropriate for the subject-discipline and type of teaching activity and should be provided in writing prior to appointment (see also paragraph 5.4.9).

8.3.   Research students will need to register with UniWorkforce and to provide appropriate documentation to demonstrate their right to work in the UK (see PGR Student Demonstrator with UniWorkforce - Home (sharepoint.com). Once registered, research students will be issued a eCasual Worker Permit, through e-Recruit, from the University. This should be shown to prospective managers prior to starting work. The eCasual Worker Permit shows that all the required checks are in place[1], the research student has been set up on the Payroll system, and also highlights any restrictions that may be in place, e.g. visa hours limit.

8.4.   Research student assigned to teaching activities must be registered through UniWorkforce as a demonstrator, unless the student holds an officially-recognised University teaching bursary scheme (e.g. Mayflower Scholars).

8.5.   The engaging School must provide the research student with a written summary which includes a clear statement of the activities they will be expected to undertake, the likely number of hours involved and the rate of pay. These expectations may change during the course of a research student's period of teaching activity, with any changes agreed by both the research student and engaging Faculty and confirmed in writing.

8.6.   There may be occasions where a research student may wish to volunteer in an unpaid capacity to assist with teaching activities where this would further their own development. Such activities must be agreed as part of the Academic Needs Analysis process and must be in the best interests of the student.

8.7.   Research students undertaking teaching activities are set up and paid on a casual basis. Unless required as part of a bursary scheme, e.g. Mayflower Scholars), there is no mutuality of obligation between the University and research students are not compelled to accept any offered teaching duties.

9. Training, Support and Quality Assurance

9.1.   All research students who teach must receive appropriate training as required by AQSS. This must include:

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[1] With the exception of compliance with training requirements

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9.1.1. as a minimum, an initial general training course on teaching skills (called SoTeach) must be completed before undertaking paid teaching and demonstrating duties. 'SoTeach' Steps 1 and 2 are mandatory for all PGRs who will be teaching. PGRs involved in formative and/ or summative assessment should also complete relevant SoTeach training modules). Further information can be found [here](#);

9.1.2. a module-specific annual induction for the relevant module(s) the research student is involved in.

9.2. There may only be exceptions to the requirements specified in paragraphs 9.1.1 and 9.1.2 of this Policy) where a research student's previous experience in teaching is clearly documented. Such variations can only be agreed by the Deputy Head of School (Education) in the appointing School and must be included in the written summary provided to the student by the engaging Faculty.

9.3. The University deems it good practice for inexperienced research students to begin their teaching activities by contributing to part of a larger team.

9.4. Summative assessment is the responsibility of an academic member of staff. However, for some forms of assessment, and in some subject areas it may be appropriate to engage assistance from research students (for example, to provide taught students with timely feedback on coursework). When research students undertake summative assessment, it is the responsibility of the module lead to ensure that:

9.4.1. the research student has the appropriate level of technical expertise.

9.4.2. the research student has been suitably trained for the specific assessment and has been given clear and detailed guidance by the module leader on the assessment criteria (including a detailed mark scheme or grade descriptor where appropriate) and the feedback that should be given to taught students.

9.4.3. the research student has the relevant experience to undertake the assessment.

9.4.4. the marking of assessments by a research student must be overseen and carefully moderated by an academic member of staff (see also the [Double-Blind Marking and Moderation Policy](#)). In addition to the standard sampling for moderation expected of any module, the module leader should sample the research student's marking early in the marking process to ensure appropriate quality and provide feedback as necessary.

9.5. Any teaching or assessment activity performed by a research student should be mentored and monitored by a member of academic staff.

9.6. Research students should discuss any concerns or issues with engagement, training or support in relation to their teaching activities to the module leader in the first instance. If there is a conflict of interest, the research student may escalate concerns or issues to the Programme Lead, Director of Programmes or Deputy Head of School Education (DHoSE).

9.7. Research students may access the following sources of support for independent advice about their employment for teaching activity:

9.7.1. Human Resources and UniWorkforce provides guidance relating to work policies and procedures. Research students can contact AskHR via ServiceNow with enquiries.

9.7.2. Report + Support provides confidential advice relating to bullying, harassment, hate crime or sexual misconduct. Incidents can be reported anonymously or with contact details.

9.7.3. the SUSU Advice Centre provides free, independent, and confidential advice and information to all students on practical matters.

9.7.4. research students who teach are eligible to join a trade union. The University and College Union (UCU) provides advice and representation for members in relation to employment for teaching activity.

9.8. Where the School that is responsible for the delivery of the teaching activity has concerns that the research student is not fulfilling their teaching activities effectively, it should discuss its concerns, initially with the student, and agree appropriate remedies. If this fails to resolve the issue, research students who do not meet the requirements of the teaching activity they have been selected to undertake may be suspended from this post.

9.9. Where the Faculty in which the student is enrolled has concerns that the research student's teaching responsibilities are having a negative impact on progress of their programme of study, this should be raised initially with the student during a supervisory meeting. It may also be necessary to refer to this in a Progression Review meeting.

9.10. If a research student wishes to raise a complaint about the support they have been offered in relation to their teaching responsibilities, this does not fall under the terms of the Regulations Governing Student Complaints, as such a complaint relates to their paid casual work. If informal attempts to resolve the situation are unsuccessful, it may be appropriate for research students to raise a formal grievance.