

SCHOOL OF INFORMATICS

Duty allocations for new start staff

	Current academic year	Following academic year
UE08		
<i>Starting prior to 31 December</i>		
Teaching	None	Max 10pts
Tutorials	None in Sem1	Standard load
Personal tutees	None	Half load
Honours projects	None	Half load
Masters projects	Half load	Full load
Admin duty	None	Light
<i>Starting after 31 December</i>		
Teaching	None	Max 10pts (normally Sem2)
Tutorials	None	Standard load
Personal tutees	None	Half load
Honours projects	None	Half load
Masters projects*	Half load	Half load
Admin duty	None	None
UE09		
<i>Starting prior to 31 December</i>		
Teaching	Max 10pts (normally Sem2)	Standard load
Tutorials	None in Sem1	Standard load
Personal tutees	None	Standard load
Honours projects	None	Standard load
Masters projects	Standard load	Standard load
Admin duty	None	Light to medium
<i>Starting after 31 December</i>		
Teaching	None	Max 10pts
Tutorials	None	Standard load
Personal tutees	None	Half load
Honours projects	None	Half load
Masters projects*	Half load	Standard load
Admin duty	None	Light

* Where new staff start after the deadline for submission of Masters projects, they will be allocated second-marking proportionate to what would have been their project allocation.

NOTE: For guidance only. Individual cases may vary from the above and will be subject to discussion between the member of academic staff and line manager.