

School of Informatics – Role Eligibility Guidance

Applicants may apply for suggested role(s) below, however are not guaranteed to be offered a role as allocation is subject to the individual applicant’s skills, experience and eligibility.

ROLE ELIGIBILITY	Demonstrator	Tutor	Exam Invigilator	Marker	Exam Marker	Teaching Assistant	Role Restrictions	Hours Restrictions	Mandatory Eligibility Criteria	Payment Eligibility
UG1							No Teaching Support.	No Teaching Support.	Not applicable.	Not eligible.
UG2	✓						UG1 courses, provided they passed that course in first year, and Peer Support groups only (e.g. INFBASE, Programming Club). Exceptions: Eligible to apply for the group ‘Tutor’ roles for INF1A	Permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.	Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application. Must do the appropriate ‘Essentials’ training sessions prior to commencing any work.	Eligible.
UG3	✓	✓	✓				Only for courses the student isn't enrolled on, including non-honours courses and honours courses. Not permitted to be employed as markers, except where marking is expected as part of the tutor role (e.g. DMMR and INF1-DA).	Permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.	Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application. Must do the appropriate ‘Essentials’ training sessions prior to commencing any work.	Eligible.
UG4	✓	✓	✓				Only for courses the student isn't enrolled on, including non-honours courses and honours courses. Not permitted to be employed as markers, except where marking is expected as part of the tutor role (e.g. DMMR and INF1-DA).	Permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.	Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application. Must do the appropriate ‘Essentials’ training sessions prior to commencing any work.	Eligible.
UG5	✓	✓	✓				Only for courses the student isn't enrolled on, including non-honours courses and honours courses. Not permitted to be employed as markers, except where marking is expected as part of the tutor role (e.g. DMMR and INF1-DA).	Permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.	Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application. Must do the appropriate ‘Essentials’ training sessions prior to commencing any work.	Eligible.
PGT	✓	✓	✓	✓	✓		Only for courses the student isn't enrolled on, including non-honours courses and honours courses. Marker roles for UG1/UG2 courses only	Permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.	Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application. Must do the appropriate ‘Essentials’ training sessions prior to commencing any work.	Eligible.

PGR	✓	✓	✓	✓	✓	✓		<p>The University will employ full-time postgraduate research students no more than an average of 9 hours per week across the academic year (in line with policy).</p> <p>It is recommended that PGR students apply this limit to employment outside the University.</p> <p>PhD students should discuss any proposed employment within the University or with any other employer with their principal supervisor.</p>	<p>Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application.</p>	Eligible.
Overseas PGR (funded via Research Assistant Contract)							<p>Overseas PGR students funded via an RA contract can only work 20hrs a week as a part-time RA. This is a rule associated with their visa conditions, meaning additional appointment in a Teaching Support role is not permitted</p>	No Teaching Support	Not applicable	Not eligible for Teaching Support work; not eligible to be paid additionally for any work of this type.
Part-time Research Assistants (RA)	✓	✓	✓	✓	✓	✓	<p>Part-time overseas studentship RAs cannot apply for Teaching Support work (see overseas student information).</p>		<p>Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application.</p>	Eligible.
Full-time Research Assistants (RA)	✓	✓	✓	✓	✓	✓	<p>Full-time RAs are encouraged to take on some Teaching Support work as part of their standard duties.</p>		<p>Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application.</p>	Not eligible to be paid additionally for any work of this type.
Non-students / Visitors	✓	✓	✓	✓	✓	✓	<p>Non-students/ Visitors cannot be employed if already employed under a Tier 2 visa and sponsored by another organisation.</p> <p>Non-students/ Visitors on Tier 4 visas may potentially be employed.</p> <p>Please see the Human Resources webpage for further information.</p>	<p>Non-students employed on guaranteed hour's contracts are restricted to a 180 hours per semester, MAXIMUM.</p>	<p>Must submit ALL passport information [including any visa and right to work documents] to Informatics Student Services PRIOR to making an application.</p>	Usually eligible, depending on circumstances and visa restrictions.

Informatics Student Services (ISS) will monitor the total number of hours that taught students are appointed to.

Further guidance/restrictions on policy: <https://web.inf.ed.ac.uk/infweb/admin/policies/employment-ug-msc>