

Employment of UG and MSc tutors

This policy aims to provide guidance on when undergraduate and postgraduate taught students can be employed for teaching support work.

Any requests to deviate from the eligibility rules detailed below should be sent to the Director of Teaching for approval with teaching-support@inf.ed.ac.uk copied in.

- Non-honours students (UG1/UG2) are not permitted to take on any teaching support work.
- Honours undergraduate (UG3, UG4 and UG5) and taught postgraduate (PGT) students are permitted to be employed as tutors, demonstrators and exam invigilators on non-honours courses and honours courses.
- PGT students are permitted to be employed as markers and exam markers on non-honours courses.
- Honours undergraduate students are not permitted to be employed as markers*, exam markers, or teaching assistants.
- PGT students are not permitted to be employed as teaching assistants.
- Students cannot be enrolled on a course for which they are appointed as a tutor or demonstrator.
- If tutoring on an honours course, honours undergraduate and taught postgraduate students must have taken the course (or equivalent) in their UG degree. Course lecturers are responsible for checking this.
- Honours undergraduate and taught postgraduate students are permitted to do a maximum of 132 hours per year, with a recommended limit of 6 hours per week across the academic year.
- Honours undergraduate and taught postgraduate students must do the appropriate 'Essentials' [training sessions](#) prior to commencing any work.

Appointment of teaching support staff is the responsibility of the course lecturer. Prior to appointment, course lecturers should:

- Check that honours undergraduate students have achieved a first - class average across their studies in previous years. Check that PGT students have ability in comparable courses.
- Interview the student prior to appointment to ensure their suitability.

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

*Except where marking is expected as part of the tutor role e.g. DMMR and INF1-DA.

Policy Approved by Teaching Committee:

29th April 2015

Last Reviewed:

14/02/2018