

# Job Description

## Studentship in Norwegian Studies

School of European Languages, Culture and Society (SELCS)

PG Scholarship: £2,685 per annum

PGTA Role: Grade 6

Location: Bloomsbury

---

**Reports to:** Director of Scandinavian Studies / Head of the School of European Languages, Culture and Society (SELCS)

---

### Context

SELCS is a world-leading centre for teaching, research and public engagement, focussing on the literature, linguistic traditions, history, sociology, philosophy, art, film and other aspects of the cultures associated with the languages we teach (Danish, Dutch, French, German, Icelandic, Italian, Norwegian, Old Norse, Portuguese, Spanish, Swedish). Our taught programmes are innovative and interdisciplinary; academic colleagues and students engage with many urgent concerns facing the world today by understanding Europe's languages, cultures and histories and their impact globally.

We teach and research the languages, literature, history, and visual culture of the whole Nordic region (apart from Finnish language) from medieval times to the present day. Our history stretches back to 1917 and we offer the most comprehensive programme in Scandinavian Studies in the UK. We are also home to Norvik Press, the UK's only press specialising in Nordic literature and culture, as well as the Viking Society for Northern Research, the oldest and largest society in the world dedicated to the study of Viking and medieval Scandinavia.

---

### Main purpose of the job

A combined part-time postgraduate scholarship and part-time Postgraduate Teaching Assistantship in Norwegian is available at UCL.

The UCL Anglo-Norse Society Postgraduate Scholarship will provide one scholarship to enable a part-time student to pursue a PhD within the School of European Languages, Culture and Society (SELCS) at UCL. There must be a Norwegian component as part of the candidate's research.

The recipient will receive £2,685 for each year of their study, to be used at their discretion to support their fees and/or maintenance costs, and the award is for up to six years (depending on the length of the recipient's course) starting in January 2021. Further information on UCL's postgraduate fees is available here:

<https://www.ucl.ac.uk/prospective-students/graduate/research-degrees/fees-and-funding>

The recipient is expected to undertake at least 160 hours of Norwegian teaching at undergraduate level (basic and intermediate level) within SELCS per full academic year alongside their studies, for which they will be paid by UCL in line with standard practice across the institution for Post Graduate Teaching Assistants (currently Grade 6). The selection for this award will be on the basis of suitability for this role, alongside candidates' academic merit.

The successful candidate(s) will be expected to take up the position on 1 January 2021, or as soon as possible thereafter.

---

### Duties and responsibilities:

- Carry out part-time postgraduate research (PhD level) in a relevant area including a Norwegian component.
- Give one or two seminars on their research to members of The Anglo-Norse Society during the course of their programme.

- Prepare and deliver undergraduate teaching in Norwegian language (basic and intermediate level) as required by the module syllabus upon which the PGTA provides teaching assistance.
- Design and prepare teaching material within the overall module framework. This may involve proactively planning delivery of teaching under the guidance of the module tutor/programme director, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.
- Marking student formative assessments, generating and providing detailed feedback for students. Tailoring and delivering written and oral feedback as needed to ensure students clearly understand what is required of them.
- View pre-recorded lectures and undertake readings associated with the relevant module(s), and/or attend seminars, as agreed with the module tutor/programme director.
- Contribute to maintaining the Moodle online learning facilities including providing assistance to students via forums, chats, FAQ guides, during synchronous teaching sessions, etc.
- Respond to queries from students.
- Contribute to developing and maintaining social media and/or a programme of events (e.g. film/literature groups, research seminars) designed to enhance learning and a sense of community.
- Attend module-planning meetings and other ad hoc meetings as deemed necessary by the relevant Module Convenor, Language Coordinator or Head of Programme.
- Provide exam support and invigilation.
- Keep attendance registers and mark-books in accordance with institutional and departmental regulations, and upholding confidentiality in regard to student records and marks.
- Complete mandatory training courses that may be required to comply with UCL policy for Postgraduate Teaching Assistants. (These may be scheduled before the contract start date.)
- Undertake appropriate development activities to support their teaching practice. UCL's Arena Centre for Research-Based Education offers a

scheme for such training and development of PGTAs, called **UCL Arena One**.

- Actively follow UCL policies, including Equal Opportunities
- Observe fire and health and safety regulations.
- Carry out any other duties commensurate with the grade and purpose of the post as may be reasonably required by the Head of Scandinavian Studies in consultation with the Director of the School of European Languages, Culture and Society.

This job description reflects the present requirements of the post(s). As the needs of the department and the institution evolve, this job description will be reviewed regularly and amended as necessary in consultation with the post holder.

# Person specification

Criteria	Essential or Desirable
<b>Qualifications, experience and knowledge</b>	
Educated to Masters degree level, or have equivalent qualifications or experience, in a field related to one or more of the disciplinary areas listed in the job description	E
High level of literacy and numeracy	E
Excellent working knowledge of MS Office software including Word, Excel, email and the internet	D
Specialist knowledge in one or more of the disciplinary areas listed in the job description, as appropriate to module(s) taught	E
Previous teaching experience	D
<b>Skills and abilities</b>	
Proven ability to conduct research at postgraduate level	E
Fluency in Norwegian and English, both spoken and written	E
Proven ability to use Moodle and Blackboard Collaborate or equivalent online learning technologies	D
Strong skills in, and enthusiasm for, delivering teaching across a variety of media, including both virtually and face to face.	E
Ability to communicate clearly, both orally and in writing, with students, academic and professional services staff at all levels	E
A high level of accuracy and a keen attention to detail	E
Excellent organisational skills and ability to manage time and work to strict deadlines.	E
<b>Personal Qualities</b>	
Excellent people skills and the ability to build good relationships with colleagues and students at all levels	E
Commitment to high quality teaching	E
Commitment to continuous professional development.	E

To find out more about SELCS,  
please visit:

[ucl.ac.uk/selcs](https://ucl.ac.uk/selcs)