****

**Postgraduate Teaching Assistants 2018/19 Opportunities**

Information & Guidance for Applicants

**April 2018**

Each academic year the UCL School of Slavonic & East European Studies (SSEES – the School) employs approximately between 20 to 25 postgraduate research (PGR) students as Postgraduate Teaching Assistants (PGTAs) to support the delivery of a number of undergraduate modules across the School’s programmes. This document details the opportunities and arrangements for PGTA work in the School in 2018/19 academic year.

**Opportunities**

In the forthcoming 2018/19 academic year, the School has a number of PGTA opportunities in the following programme areas:

* **Economics & Business**
* **Languages & Culture**
* **Politics & Sociology**
* **History**

A detailed listing of the current available Undergraduate modules requiring PGTA support can be in **Appendix 1** and further information on the School’s undergraduate modules can be found on [our website](https://www.ucl.ac.uk/ssees/node/5995).

For each relevant module requiring PGTA support, appointed PGTAs are allocated a number of tutorial groups to lead and facilitate, with each group consisting of between 10 and 15 students on average. When leading tutorial groups PGTAs demonstrate, solve exercises, facilitate discussion and answer questions relating to topics covered during the module’s lectures. Furthermore, PGTAs also maintain tutorial group registers and hold weekly office hours for their allocated students.

**Application Process**

Suitably qualified and eligible PGR students who are interested in undertaking PGTA work for the School are invited to apply by **completing and returning the School PGTA Application Form by 25th May 2018 to** **c.roland@ucl.ac.uk****.**

Applications will be considered by a panel chaired by the Head of Teaching Resources and involving relevant Programme Area and Module Coordinators.

Successful candidates will be selected for their suitability as teaching, together with their relevant disciplinary and/or methodological knowledge and expertise.

The outcomes of the 2018/19 selection process will be announced by end of June 2018.

**Benefits**

PGTAs are appointed at Grade 5 Spine Point 15 on the UCL academic salary scales, which presently equates to £24,020 pro-rata. PGTAs previously employed by the School benefit from spine point progression for each additional year they are engaged. PGTAs are eligible to join the SAUL pension scheme, into which the School makes contributions, and they will receive additional holiday pay in lieu of annual leave accrued.

Further to the salary, PGTA work provides critical teaching experience and personal development opportunities to postgraduate doctoral students as they develop as Early Career Researchers (ECRs). Consequently, the School is committed to providing opportunities for all its postgraduate doctoral students, where possible, to undertake such work during the course of their studies at SSEES.

Specific, training and mentoring for PGTAs is also provided by the School and UCL Arena Centre, which all aim to further equip PGTAs with the teaching skills and knowledge that they need to succeed.

**Eligibility**

To be eligible to be considered for a PGTA position within SSEES, applicants must be a registered postgraduate doctoral student (PGR) entering their second year of study of greater, except where PGTAs are facilitating film screenings.

Doctoral students writing up their thesis are also able to apply, subject to them not having submitted their thesis prior to the start of 2018/19 academic year.

Suitably qualified and eligible doctoral students from across UCL and other UK universities can apply for PGTA work within SSEES.

Prospective PGTAs must seek and secure the approval of their Principal Supervisor prior to be applying for PGTA work within the School.

All prospective PGTAs must have and be able to demonstrate the right to work in the UK.

**Workload**

The workloads and consequent contractual time (Full-Time Equivalent / FTE) for each appointed PGTA is calculated using the following workload tariffs:

* Seminar Contact Hours – per scheduled hours.
* Seminar Preparation – 3 hours per week for the first tutorial group and then 30 minutes for each additional group thereafter.
* Administration and Student Support (including Office hours) – 1.5 hours per week per allocated module.

Using these tariffs the School calculates the work each PGTA will be undertaking each term and then uses this to determine the correct fractional contract for each PGTA.

PGTAs may also be invited to undertake additional duties, for which they are separately remunerated for, and these encompass:

* Attending lectures – 1 hour per week for the duration of the module if the PGTA has not previously taught on that module and the module is not considered an introductory.
* Undertaking formative and/or summative assessment and feedback – calculated according to actual load.

Due to the potential impact of excessive PGTA work on a PGR student’s progress, the School caps the numbers of hours per week a PGTA can work at six (6), if teaching in one term, or four (4) if teaching in both terms.

**Further Information**

Ms Claudia Roland | Events & Projects Administrator

Tel: [020 7679 8754] | Email: [c.roland@ucl.ac.uk]

**Appendix 1 | Modules Providing PGTA Opportunities**

This listing provides the current roster of modules requiring PGTA support in the 2018/19 academic year. Further modules may subsequently added to this list and they will be recruited for via the same process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme Area** | **Module** | **Code** | **Level** | **PGTA Activity** |
| Economics & Business | Intro to Macroeconomics | SESS0008 | First Year | Tutoring |
| Economics & Business | Intro to Microeconomics | SESS0007 | First Year | Tutoring |
| Language & Culture | Contemporary Russian Cinema (Film Screening) | SERS0047 | Advanced | Facilitating Film Screenings |
| Language & Culture | Russian Cinema: History, Ideology & Society | SERS0014 | First Year | Facilitating Film Screenings |
| Language & Culture | Russian Cinema: Innovation & Equipment | SERS0045 | Advanced | Facilitating Film Screenings |
| Language & Culture | Russian Cinema: Men & Women | SERS0027 | Intermediate | Facilitating Film Screenings |
| Language & Culture | The Making of Modern Russian Culture | SERS0010 | First Year | Facilitating Film Screenings |
| Language & Culture | The Person Love & Utopia in Russian Thought | SERS0032 | Advanced | Tutoring |
| Language & Culture | Comprehension of Russian Year 2A (Translation) | SERS2001 | Intermediate | Tutoring |
| Politics & Sociology | Communism in the Soviet Union | SESS0015 | First Year | Tutoring |
| Politics & Sociology | Comparative Political Analysis | SESS0033 | Intermediate | Tutoring |
| Politics & Sociology | Introduction to International Relations | SESS0011 | First Year | Tutoring |
| Politics & Sociology | Politics and Society in Central and Eastern Europe | SESS0029 | Intermediate | Tutoring |
| Politics & Sociology | Post-Soviet Politics and Society | SESS0035 | Intermediate | Tutoring |
| Politics & Sociology | Researching Politics & Society | SESS0034 | Intermediate | Tutoring |
| Politics & Sociology | Understanding Politics: How Politics Works | SESS0017 | First Year | Tutoring |
| Politics & Sociology | Understanding Politics: The Big Questions | SESS0016 | First Year | Tutoring |
| Politics & Sociology | Understanding Society: Introduction to Political Sociology | SESS0014 | First Year | Tutoring |
| Politics & Sociology | Understanding Society: Introduction to Political Sociology | SESS0014 | First Year | Tutoring |
| Politics & Sociology | Understanding Society: Social Theory | SESS0013 | First Year | Tutoring |
| Politics & Sociology | Russian Politics and Society | SESS2103 | Intermediate | Tutoring |
| History | History of the Soviet Union | SEHI7010 | Advanced | Tutoring |
| History | Frontiers of History | SEHI1004 | First Year | Tutoring |