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Basic principles

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General academic allowances

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Appendices:

1. FTE models

2. PGR Supervision:

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3. Activity and Role Tariffs

Activity Education and Teaching related (not ODL)

Title	Tariff hours	Descriptions
Teaching	1	1 hour per contact hour
Teaching preparation (tutor's existing module)	1	1 hr per contact hour first time (not for repeated seminars) 30 mins per contact hour for repeats. (Updating of canvas site/reading lists covered under module convening.) Prepare existing material for delivery (e.g. update powerpoint, notes). Attendance monitoring; student conversations.
New module preparation (new to tutor)	11 per semester	1 hour x session in addition to standard model
Marking	1	That's per student per module
Moderation (also for resits)	0.5	That's 0.5x student numbers x10% for moderation on 10% of scripts
Preparation for some Practical areas where necessary (tutor's existing module)	2	2 hr per contact hour – if extra factors around equipment, set up etc. (instead of prepara(pr)-6.4M

Title	Tariff hours	Descriptions
ODL Course Convenor	330	
ODL Deputy Course Convenor	150	
ODL Facilitators	14	Can be added to Convenor's responsibilities or a separate individual (can be a DT/AT). If over 40 students on a module, must have a Convenor + Facilitator.
ODL Module Convenor	20	Convening including Mon/Fri announcements to cohort, includes refresh
ODL delivery	9.5	0.5 for announcements per week (x7)1 hr for live sessions (3-4 sessions) 0.5 session prep per session
ODL Faculty entirely new to ODL	10	ODL training
ODL Faculty new to module	10	To familiarise with module
ODL Marking	1	that's 1 hour per student
ODL Moderation	varies	0.5 per student x 10%