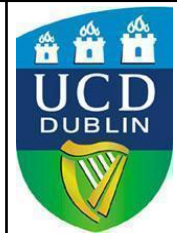


# Policy for the Recruitment, Support & Development of Graduate Research Students Supporting Teaching and Learning



<b>Policy Owner</b>	UCD Graduate Studies	<b>Approval Date and Body</b>	30 <sup>th</sup> May 2024 Academic Council Executive Committee Version 1.0
---------------------	----------------------	-------------------------------	---

## 1. Introduction

Graduate research students are invaluable contributors to education at UCD, supporting learning in both graduate and undergraduate programmes. Training in teaching support provides graduate research students with an opportunity to enhance their professional development and Teaching and Learning (T&L) experience. This policy outlines the roles and responsibilities of all stakeholders in the provision of teaching support.

The availability of teaching and teaching-related activities will be driven by the academic needs of the graduate and undergraduate community and will be determined by individual Schools. Therefore, the amount of teaching support activities such as tutoring and demonstration will vary from year to year and there is no guarantee of teaching and teaching-related opportunities being available to all graduate research students every year.

## 2. Purpose

This policy will outline the expected standards to be applied with respect to recruitment, support and development of graduate research students participating in teaching support activities. Furthermore, the policy will ensure equality and consistency across the university in the management of teaching support from graduate research students.

## 3. Definitions

**Teaching Support:** activities include tutoring, demonstrating, fieldwork, marking of essays, marking of scripts, grading School in-trimester assessments/examinations, supporting in-School accommodations for students with additional needs for assessment.

**Module Coordinator:** The Module Coordinator is the individual appointed by, and accountable to, the Head of School or Chair of the Board of Studies to oversee the design, delivery, assessment and grading of a module. The Module Coordinator also acts as the Principal Examiner of that module, a function that cannot be delegated.

**Tutor/Demonstrator School Coordinator:** Staff in the School with responsibility for allocating teaching support hours, oversight of contract management and approval of hourly-paid submissions.

**Senior Postgraduate Demonstrator:** graduate research student in their 2<sup>nd</sup> or subsequent year demonstrating to undergraduate students.

**Postgraduate Demonstrator:** graduate research student in their 1<sup>st</sup> year demonstrating to undergraduate students.

**Tutor:** graduate research student who provides small group teaching to undergraduates.

## 4. Scope

The policy will apply to all graduate research students registered to the University who undertake teaching support activities in the University.

The following are not covered by this policy:

1. Occasional lecturing since this is not deemed teaching support.
2. Invigilating the end of trimester University exams, this activity is managed by UCD Registry, Assessment Unit.

## 5. Principles

1. All graduate research students receive full financial compensation for all teaching support activities they undertake and any mandatory time spent in preparatory training.
2. The availability of, or requirement to, undertake teaching-related activities will be driven by the academic needs of the graduate and undergraduate community and will be determined by the School. The maximum teaching support that a School can mandate for a graduate research student is 150 hours per year including contact and non-contact hours.
3. Recruitment of graduate research students to teaching support activities will not discriminate against students on the basis of gender, age, race, disability, ethnic origin, religion, sexual orientation, civil status, family status, or membership of the travelling community.<sup>1</sup>
4. Engagement in teaching support activities provides the opportunity for graduate research students to develop broad professional skills under the National Framework for Doctoral Education<sup>2</sup>.
5. Teaching support activities must not detract from a graduate research student's main goal of completing their programme of study and research within the prescribed period of time.

---

<sup>1</sup> <https://www.ucd.ie/equality/>

<sup>2</sup> <https://www.gqi.ie/what-we-do/engagement-insights-and-knowledge-sharing/national-forum-for-doctoral-education>

## 6. Recruitment

The engagement of graduate research students for teaching support activities takes place at School and module level. It is the responsibility of the Head of School (or nominee) to ensure that the selection process is fair and transparent, and standards of best practice are adhered to when selecting graduate research students for teaching support activities. It is essential that any graduate research student engaged on this basis has the necessary level of skills and experience to carry out the required teaching support activities.

Graduate research students can apply for demonstrating/tutoring duties through their School website as advertised or directly with the person with responsibility for management of tutor/demonstrator hours allocation.

## 7. Payment

Graduate research students must be set up as an Hourly Paid Employee. Graduate research students set themselves up using UCD's Online Service Portal and they must complete this process before they can submit any claims for teaching support activities completed.

All information on set-up can be found here:

<https://www.ucd.ie/hr/pay/hourlypaidemployees/hourlypaidsetup/>

Tutors and demonstrators will be paid at the standard university hourly rates for Senior Postgraduate Demonstrator, Postgraduate Demonstrator & Tutor<sup>3</sup>. Standard rates for essays marked and questions scripts marked also apply.

The School should set norms for preparation time for teaching support, if relevant, and clearly communicate this to graduate research students in advance of embarking on the teaching support activities. Where relevant, preparation time calculation is normally between 30 min and 60 min per session for tutoring or demonstrating periods for first time tutors/demonstrators.

## 8. Support & Development

Contribution to teaching support develops a graduate research student's teaching and dissemination skills which in turn enhances their career readiness and employability. This is a training role offered to graduate research students to gain experience, therefore the University makes such training available to graduate research students as a priority, where available.

Schools can provide support for new demonstrators and tutors with a discipline specific module. In addition, the University Teaching & Learning Unit provide a 5 credit module 'Introduction to University Teaching and Learning for Tutors (and Demonstrators)' (UTL40230)<sup>4</sup>. The aim of this module is to enable those who are responsible for supporting teaching in UCD, to reflect, review and enhance their teaching, learning and assessment practices. Participants are introduced to the key principles of module design, session planning, assessment, and the use of educational technology.

---

<sup>3</sup> <https://www.ucd.ie/hr/pay/tutorsdemonstrators/>

<sup>4</sup> [https://hub.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=MODULE&MODULE=UTL40230](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=MODULE&MODULE=UTL40230)

## **9. Roles and responsibilities**

### **9.1 Role and responsibilities of the Head of School:**

Responsibilities include:

- Contributing to a coherent College policy and norms regarding the approach to training and grading (i.e. how much time is allocated for each) and clearly articulating what constitutes undergraduate tutoring or demonstrating.
- Hosting a dedicated webpage outlining all relevant information pertaining to teaching support in the School (see Appendix 1 for suggested webpage template).
- Providing a transparent process for recruitment, training, workload and oversight of graduate research students that provide teaching support.
- Providing appropriate training to graduate research students or direct students to University training prior to their taking on a teaching support role.
- Putting in place a single point of contact for moderating teaching support activities within the School, for example, Teaching Support Coordinator.
- Ensuring University EDI principles are adhered to in the recruitment of students to teaching support activities.
- Ensure School recruitment arrangements are fully documented for audit purposes.

### **9.2 Role and responsibilities of the Module Co-Ordinator:**

Module Coordinators are expected to:

- Provide the necessary support, resources and materials to demonstrators/tutors to enable them to carry-out their role.
- Provide relevant module training to the graduate research student, for example, use of equipment.
- Act as the Principal Examiner for that module.

### **9.3 Role and responsibilities of the Graduate Research Student**

- Be cognisant of local School policy with respect to teaching support activities i.e. tutoring, demonstrating, fieldwork, marking of essays, marking of scripts, grading School in-trimester assessments/examinations, supporting in-School accommodations for students with additional needs for assessment, providing feedback to undergraduates.
- Deliver small group based demonstrating/tutoring to students and undertake associated administration (e.g. maintain attendance records) in a professional manner under the direction of the Module Coordinator.
- Attend and participate fully in any required training at School, College or University level which may include attendance at lectures related to the module they are tutoring.
- Maintain a professional approach to preparation and delivery of learning material, and engagement with students whether online or in-person.
- There may be a requirement to engage in other activities in support of the module's learning outcomes that may include, but are not limited to field trips, administrative tasks, office hours or updating the VLE with key information.

- Tutors and demonstrators are not expected to develop module content although they may assist in preparing support documentation.
- Students are liable for Pay Related Social Insurance (PRSI) and must provide a PPS Number to UCD HR for payment to be processed. Non-EEA registered students must upload a photocopy of their Irish Residence Permit to their hourly paid set up form online prior to commencement of employment.

## 9.4 Role of the Tutor/Demonstrator School Coordinator.

The School Tutor/Demonstrator School Coordinator with responsibility for tutor/demonstrator contracts must ensure that:

- All Tutors/Demonstrators receive an online contract prior to undertaking any teaching support activities.
- Hourly set up and online contracts are accurate and up to date by reviewing all key details (i.e. start/end date, pay rate, min. hours/number of weeks) prior to the online contract being issued.
- Contract offer/acceptance rates are monitored to ensure no unnecessary delays to set up.
- Valid work permit, where necessary, is in place for the duration of the tutor/demonstrating contract.
- Contract duration does not exceed the relevant academic year.
- Start date reflects the first day of demonstrating/tutoring and the end date reflects the last day of demonstrating/tutoring.
- School recruitment arrangements are fully documented for audit purposes.

## 10. Related documents

[Equality, Diversity and Inclusion Policy](#)

[Bullying and Harassment Policy](#)

[Student Code of Conduct](#)

## 11. Version history

Version	Date	Summary of Changes	Changes by
1.0	30.5.24	New Policy	E Cunningham

Appendix. 1 School Webpage Template:

## UCD School of Theology & Metaphysics

### Teaching Support Information for Graduate Research Students

#### Tutor/Demonstrator Coordinator:

Dr John Smith  
john.smith@ucd.ie

#### Teaching Support Activities in the School:

Tutoring & Demonstrating

**Eligibility:** In the School of Theology & Metaphysics tutoring and demonstrating hours are available to graduate research students in all stages of their programme.

#### Application:

To apply for tutoring or demonstrating position please complete [this form](#) and submit to john.smith@ucd.ie

#### Hours Required by School :

Normally 2 hours per week for 24 weeks

#### Induction and/or Training Requirement:

Students are encouraged to take 'Introduction to University Teaching and Learning for Tutors (and Demonstrators)' ([UTL40230](#))

**Payment Rates:** Tutors and demonstrators will be paid at the standard university hourly rates for Senior Postgraduate Demonstrator, Postgraduate Demonstrator & Tutor. Standard rates for essays marked and questions scripts marked also apply. **Note:** Submission of timesheets is after work being completed using the COREHR Hourly Paid system