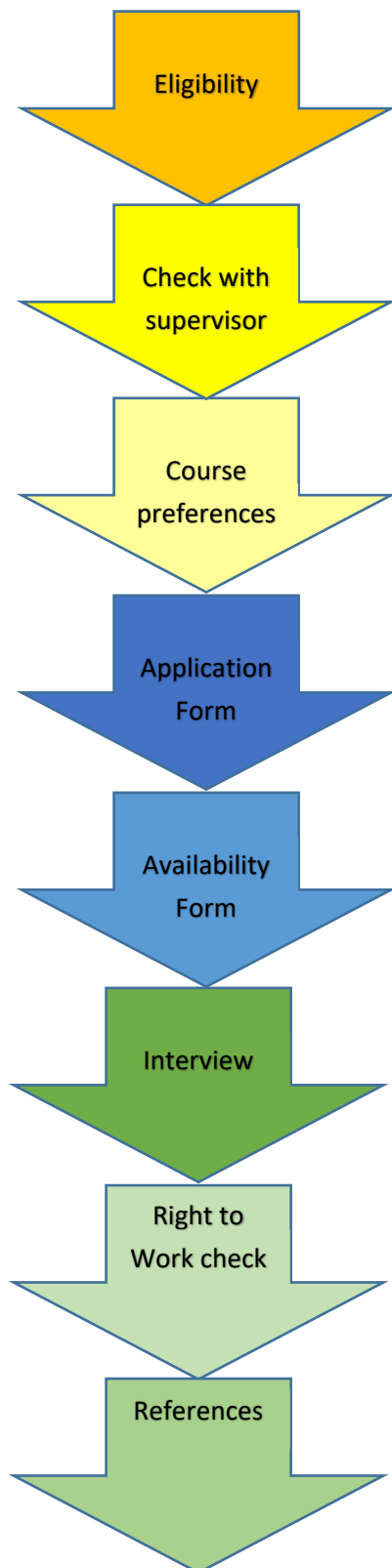


Guaranteed Hours Timeline – New and out of contract tutors and demonstrators

- New applicants for tutor and demonstrator roles
- Tutors and demonstrators with a contract with HCA with an end date that has passed, before 31/08/2024

Please see the [How to Apply](#) webpage for detailed information on each of these stages.



If you would like to be considered for work, in the first instance please check your eligibility for this type of work.

You should also check with your supervisor, and where relevant studentship sponsor or grant holder, to make sure that they are happy for you to undertake this work this year.

The list of courses where tutors or demonstrators may be required for 2024/2025 can be found on the **How to Apply** page of the website.

Applications can only be accepted via the online application form available on the [Student University Jobs website](#).

Once your application has been checked we will send you a link to the availability form. Please complete as soon as possible.

Full-time postgraduate research students must work no more than an average of 9 hours per week across the academic year.

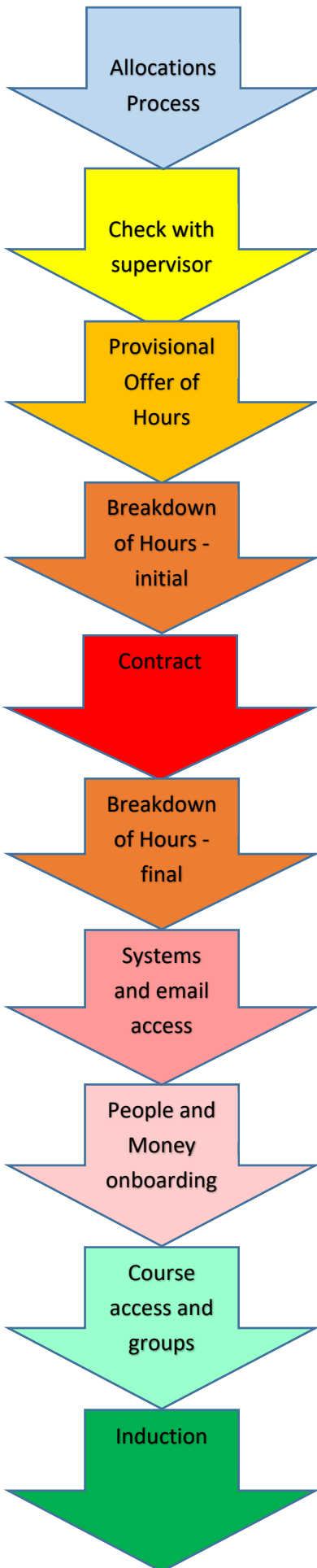
All **new** Tutors and Demonstrators who are eligible to tutor or demonstrate will be invited to interview.

A short interview(s) will be arranged with the Head of Subject and / or Teaching Director(s) of the Subject Area(s) running the courses identified in your availability form.

Your Right to Work documents will be checked at or soon after your interview.

You cannot start work until the School has verified your Right to Work.

After the interview, references will be sought from two referees.



The allocations process is complicated and therefore does take a while to complete; please bear with us, and we will be in email contact once provisional allocations have been made. Please note that timescales for allocation of hours may vary between Subject Areas within the School.

Once initial allocations have been made, the hours allocated will be checked with your PhD supervisor to confirm these will not affect completion of your PhD.

A provisional offer of hours will be made on the basis of the initial allocations. Please respond as soon as possible to confirm or reject the offer.

Once we have received your confirmation of the Provisional Offer of Hours we will send an initial Breakdown of Hours letter for you to sign and return, please do so as soon as possible. This initial version will guarantee all hours EXCEPT marking hours (contact, preparation, feedback and training / induction).

You will now be issued with a contract in People and Money, **access to this will only be available once your GH access has been set up.** No work, including training and induction, can be undertaken until you have received your contract.

Once further amendments that may be required to the allocations are completed a final Breakdown of Hours letter, including guaranteed marking hours, will be sent for you to sign at the end of August.

You will be set up with your GH UUN / systems access and email, you **MUST** check your GH email very regularly from now on.

New tutors and demonstrators must complete the on-boarding tasks assigned in the People and Money HR system. These include signing your contract, inputting your bank details and completing the applicable University training courses.

The individual course administrators will be in touch about tutorial groups and will give you access on Learn and Euclid for their course.

You must attend School, Subject Area and Course induction meetings, which will be held from Welcome Week onwards.