# **University of Bath logo**

# **Approval of Graduate Student Teaching Assistants (GTAs)**

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| For completion by the Department or School intending to appoint a doctoral student for the first time to responsibilities for teaching on programmes for which that School or Department is responsible. This form is required to list all new appointments, for completion before the commencement of any teaching or teaching-support work. Typically, this may include laboratory demonstrations, project supervision, tutorials, marking, providing feedback, facilitating seminars, lecturing or leading workshops.  The Board of Studies (Doctoral) must assure itself that students have undertaken training or have substantial experience, in order to be appointed to such a role.  Section 5 of [QA9](https://www.bath.ac.uk/publications/qa9-professional-development-and-recognition-for-staff-and-students-who-teach-and-support-learning/) – Professional Development and Recognition for All Staff and Students who Teach details the limitations of these roles:   * Teaching duties should not be in excess of 6 hours in any one week. * The PGR Director of Studies and supervisors are responsible for ensuring that the research activities and the capacity of doctoral students to submit their thesis/portfolio in a timely manner are safeguarded. * GTAs must not mark units that count towards final degree classifications unless this has first been approved by the Faculty/School Board of Studies.   Students intending to undertake a teaching role will take the required training: ‘First Steps into Teaching’ (or departmental equivalent) with the commencement of their teaching activities. |

Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Academic Year:\_\_\_\_\_

|  |  |
| --- | --- |
| Student’s Preferred First Name: |  |
| Student’s Surname/Family Name: |  |
| Student Number |  |
| Student’s programme and year of study |  |
| List unit(s) and proposed teaching activity for each |  |
| Indicate which units (if any) contribute to the final degree classification of the participants |  |
| List previous teaching experience |  |
| Date of completion of the ‘first steps into teaching’ online module |  |
| Details of the departmental support that will be provided - e.g., by the unit convenor and any departmental training provided |  |

\*Paste-in additional copies of the table for multiple nominations

To be completed by the Head of Department/School, or Director of Studies or Nominated alternative who is requesting the appointment(s):

I confirm the student details and teaching experience listed here are correct to my knowledge.

Signed: ….………………………………….….... Date: ......................

Role: …………………………………….……