

**SCHOOL OF LAW**

UNIVERSITY TUTOR APPLICATION FORM 2020-21

PART A: (please use block capitals)

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| SURNAME: | FORENAME: | TITLE: |

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| --- |
| NATIONAL INSURANCE NUMBER: |

|  |  |
| --- | --- |
| HOME ADDRESS: |  |
| POSTCODE: |  |

|  |  |
| --- | --- |
| MOBILE NO: |  |
| EMAIL: |  |

|  |  |  |
| --- | --- | --- |
| RELEVANT DEGREE / QUALIFICATION(S) COMPLETED TO DATE: | | |
| UNDERGRADUATE QUALFICIATION TITLE | DATE OF AWARD | UNIVERSITY |
| POSTGRADUATE QUALIFICATION TITLE | DATE OF AWARD | UNIVERSITY |

|  |  |  |
| --- | --- | --- |
| PREVIOUS TEACHING EXPERIENCE | | |
| INSTITUTION | MODULE | DATES |

|  |  |
| --- | --- |
| PREFERRED SUBJECT/MODULES OF INTEREST |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AVAILABILITY | | | | | |
|  | MON | TUE | WED | THUR | FRI |
| AM  (9.00-1.00) |  |  |  |  |  |
| PM  (1.00-5.00) |  |  |  |  |  |

**PART B:** (To be completed by Postgraduate Research Students Only)

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| CURRENT DOCTORAL PROGRAMME: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| PLEASE INDICATE YEAR OF STUDY **IN 2020/21** | 2ND | 3RD | Other: |

|  |  |
| --- | --- |
| Please specify date that you successfully completed Differentiation | **Date** |
| Please confirm that you have informed your supervisor of your intention to apply for a part-time Teaching Support position and that he/she is in agreement of you taking up this position if appointed. | [Please tick] |

|  |
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| Are you in receipt of a PGR Studentship/Award: Yes ( ) No ( )  If yes, please provide details: |

*“The information you supply on this form will be processed in accordance with the University’s* [*Data Protection Policy*](http://www.qub.ac.uk/home/Discover/About-Queens/Leadership-and-structure/Registrars-Office/FileStore/Filetoupload,732891,en.pdf) *and your rights under the Data Protection Act 2018; and will be used for the purpose of providing advice only. Any queries concerning Data Protection should be sent to the Information Compliance Unit (*[*info.compliance@qub.ac.uk*](mailto:info.compliance@qub.ac.uk)*)*

**GUIDANCE NOTES**

**Duties and Responsibilities**

A University Tutor shall:

1. be responsible to the Head of School in which he or she is engaged or such other member of academic staff as may be designated by the Head of School.
2. undertake to the satisfaction of the designated member of academic staff and the Head of School such duties as shall be specified by the University. Such duties shall include teaching in lectures, seminars, tutorials, associated preparation, student supervision, attendance at meetings, and may include contribution to marking of coursework, written examination and other forms of assessment.
3. be responsible for all equipment etc and ensure that all procedures set out in the safety regulations shall be followed. Damage or deficiency must be reported immediately to the Head of School or other authorised persons and in the event of an accident, appropriate report forms must be completed.
4. keep records and comply with such procedures associated with teaching and assessment as may be specified.
5. undertake such training as may be specified by the Head of School.

The duties and responsibilities outlined have been listed as general and standard requirements but additions or amendments may be made to reflect the specific requirement of the School.

**Rates of Pay (2020/21) tbc**

Rates for 2019/20 £17.57 per hour, £17.57 per hour for prep. £14.73 per office hour.

**Selection**

Completed Application Forms must be submitted to the School of Law by **Friday, 12th June** by

e-mail to [s.burton@qub.ac.uk](mailto:s.burton@qub.ac.uk).

Preference will be given to candidate on the basis of their qualifications, previous experience and availability. In determining suitability, the School will take into consideration, where appropriate, fulfilment of contract in the previous academic year and student module evaluations.

N**otification of Results and Engagement**

Candidates will be notified of the result of their application accordingly. This will be done as soon as is practicable following the shortlist and selection stage and before 1 September.

**Training**

University Tutors and will receive initial compulsory training, will attend other courses as requested by the Head of School and will have designated members of staff to act as mentors who will guide and advise as well as monitoring the quality of teaching.

**Contact Details**

**E.mail:** [s.burton@qub.ac.uk](mailto:s.burton@qub.ac.uk)