
NDPCHS Policy for DPhils Undertaking Teaching

The department aims to give postgraduate research (PGR) students the best possible opportunity for personal and career development including through the provision of teaching opportunities where possible.

Scope

This policy is designed to set out the department policy for DPhil students (students cease to hold DPhil status upon receipt of leave to supplicate) regarding undertaking of teaching in addition to their research project.

Overarching Central University Policy

[Paid Work Guidelines for Oxford Graduate Students](#)

Full-time graduate students should generally regard their studies as a full-time occupation of at least 40 hours per week, and should normally be available for academic commitments during core working hours (i.e. 9 am to 5 pm on weekdays).

Students on research courses (such as a DPhil) are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies (Graduate students on research programmes are encouraged to discuss their plans to take on paid work with their supervisor.)

[Policy and Guidance on Research Degrees](#) (Section 2.4)

Students should normally have completed (or had waived) transfer of status before participating in any teaching activities. It is not appropriate for Probationer Research Students (PRS) to take on substantial teaching.

The University's explicit policy is that no PGR student should be allowed to teach without some form of initial training. At the very minimum, students should undertake a '[Preparation for learning and teaching at Oxford](#)' course.

Before participating in any teaching, students should first seek agreement from their supervisor, and advice as to whether their research is making good progress and they are expected to complete on time. The supervisor's views should be recorded on the Graduate Supervision System.

In addition to the above university policies; the Medical Sciences Division dictate that teaching contact time should be restricted to a maximum of 2 hours per week, spread over the 3 academic terms (48 hours per year).

Department Policy

The department acknowledges that some groups within the department will be able to offer more teaching opportunities than others. Supervisors should always be able to help with requests from their students in the form of guidance and advice, even if unable to offer teaching opportunities themselves.

The department will endeavour to promote teaching opportunities to the entire student body via a central means (Canvas) to ensure equal access to opportunities for all.

Students should approach their supervisors directly if they wish participate in teaching, prior to applying for any advertised opportunity. The department asks that both the student and the programme lead sign a simple written statement setting out the expectation on both sides (hours of work, conditions, length of engagement, rate of pay). Any agreement will be dependent on the student retaining student status; i.e. if the student suspends their student status then that student will not be able to teach for that period.

The lead for the programme/module that the student is teaching on will provide full support/mentoring to the student to maximise the development for the student that the opportunity offers.



Roles in Teaching

The department recognizes four distinct roles that could be undertaken as part of teaching, one formative unpaid role providing an entry point for progression into paid teaching work:

- *TA support*
Formative entry-level observation role providing exposure to teaching delivery. Students provide practical logistical support in exchange for access to module content and networking opportunities with staff and students.
- *Teaching facilitation*
Assisting the lead with preparation and delivery of a teaching session/s. This may involve leading some aspects of a session but not the session in its entirety.
- *Formal teaching*
Leading the preparation and delivery of an entire, or substantial part of, a teaching session or group of sessions. This would normally be the role of an experienced employee of the department/university.
- *Dissertation supervision*
Acting as an advisor to a PGT student to advise and guide them through the process of working and writing up their dissertation project. Please note that central university guidance states that DPhil students should NOT act as MSc dissertation project supervisors.

Remuneration

The department will pay PGR students as casual employees, at grade 6.1 on the casual pay spine. The same rate of pay will apply for both teaching facilitation and formal teaching (roles as described above). Where preparation time is required, i.e. in the formal teaching role, for each teaching hour, one additional hour will be remunerated.

Remuneration will only apply to PGR students who are not already employed on doctoral fellowships or as employees of the department. Part time PGR students will be paid only if their teaching commitments are carried out outside of their paid employment hours.

Casual appointments are paid by completion of timesheets submitted to HR no later than the 1st of the month and payment to the worker is at the end of the month following the month the work is completed. PGR students should be mindful that earnings will be subject to PAYE and NI contributions beyond a certain threshold.

As with all casual employment recruitment, standard Right to Work checks and regulations will apply. PGR students should be mindful of any visa regulations they are required to comply with and discuss these their supervisors when considering the hours they can commit to teaching activity.

Links

- [Paid Work Guidelines for Oxford Graduate Students](#)
- [Policy and Guidance on Research Degrees](#)
- MSD Preparing for Learning & Teaching at Oxford information:
<https://www.medsci.ox.ac.uk/study/skillstraining/calendar/msd-plto-changes>
- Part 1 core module of Preparing for Learning & Teaching at Oxford:
<https://canvas.ox.ac.uk/enroll/MDDR7H>.

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