

# *Guidance for Mature PGRs*

Opportunities to work as a  
PTA



When you catch students  
using strategies you have  
taught them.



# What is a PTA?

A PTA is a Postgraduate Teaching Assistant - postgraduate research students who support academic and faculty staff members with their teaching responsibility.

You could be employed to work in your College or for other departments, such as the Researcher Development Team.

Positions are advertised on Twitter, via college weekly updates, and the Doctoral College newsletter.

## Responsibilities of a Grad. Teaching Assistant

DiscoverPhDs®



# Maximum hours you can work per year

For part-time students see the maximum hours permitted per year in the table below:

PTA student FTE:	1	0.9	0.8	0.7	0.6	0.5
Study hours per week	37.5	33.75	30	26.25	22.5	18.75
Study hours per year	1650	1485	1320	1155	990	825
<b>Maximum work hours permitted per year</b>	<b>180</b>	<b>345</b>	<b>510</b>	<b>675</b>	<b>840</b>	<b>1005</b>
Study hours and work hours combined	1830	1830	1830	1830	1830	1830

<https://www.exeter.ac.uk/staff/employment/tempworkers/casual/ptas/>

# *Tier 4 visa students*

Tier 4 visa students - please be aware that these visas carry legal restrictions on the number of hours paid or unpaid work can be undertaken.

This is a maximum of 10 or 20 hours per week (depending on your visa) and cannot be averaged over a longer period.

Please ensure you do not work more than your weekly working limit (this includes additional ad hoc hours, voluntary work and/or any work undertaken for another discipline/College or employer).

<https://www.exeter.ac.uk/staff/employment/tempworkers/casual/ptas/>

# *Learning and Teaching in Higher Education (LTHE)*

The LTHE Programme is designed to meet the specific needs of educators who are either new to teaching altogether or are new to teaching in Higher Education (HE), particularly within the UK. Its target audience is postgraduates who intend to work as teaching assistants (PTAs); teaching associates (e.g. external teaching affiliates, casual claims teaching staff); educators on research-only contracts; and professional services staff who facilitate learning, including FXPlus staff.



# *Learning and Teaching in Higher Education (LTHE)*

Sessions are run both on campus and online; they are designed to be interactive and engaging.

The programme provides ample opportunities for experiential learning, both on an individual basis and through group work.

Participants are invited to draw on their own experiences as learners and educators, and to engage in discussions with both peers and LTHE tutors.

<https://universityofexeteruk.sharepoint.com/sites/LTHE>

# *Learning and Teaching in Higher Education (LTHE)*

Completion of LTHE Unit 1 is mandatory if you intend to teach and/or support learning at the University as a PTA.

If you intend to design lessons and/or support marking and assessment, then you will also need to complete Units 2 - 5.





# *Learning and Teaching in Higher Education (LTHE)*

Units 1 - 5 comprise the following:

- Unit 1 online introductory module providing an introduction to, and overview of, key concepts in learning and teaching (weeks 1-2)
- Unit 2 Session Planning (week 3)
- Unit 3 Assessment, Marking and Feedback (weeks 4-5)
- Unit 4 Microteach (weeks 6-7)
- Unit 5 Contextualising your practice (weeks 8-10)

# *Learning and Teaching in Higher Education (LTHE)*

Unit 6 (LTHE assessment) is optional but highly recommended, as successful completion results in conferral of Associate Fellowship of the Higher Education Academy and 30 Masters'-level credits -- both of which can be helpful in securing further employment in HE.



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