**Addendum to the Postgraduates Who Teach Policy (March 2023)**

**Postgraduate Teaching Assistants – PGTAs (May 2024)**

**Introduction:**

This guidance should be read in conjunction with the full Postgraduates who Teach policy (March 2023) and is intended to provide guidance to research students who are PGTAs and colleagues in Academic Units who have PGTAs.

**PGTAs hold a unique position in the University; they are registered full-time students working towards a Doctoral qualification, in receipt of a scholarship award, as well as having an employment contract with the University to undertake regular teaching activities alongside their research degree studies.**

**As such PGTAs hold two mutually dependent agreements with the University and they are required to abide by both the current Doctor of Philosophy Progress Regulations (and accompanying Code of Practice for Research Degree Programmes) and the colleague terms and conditions.**

**Background:**

* **The PGTA has been introduced to provide the opportunity for academic units to advertise and recruit a Postgraduate Teaching Assistant to undertake teaching and teaching related activity (normally above 0.2FTE) alongside their full-time research degree studies.**
* **This provides the PGTA with the security of guaranteed teaching during their registration as a full-time student at Newcastle University.**

**PGTA at Newcastle University**

The primary purpose of PGTA is as a research student and PGTA programme codes have been created for reporting and monitoring purposes. The ‘T ’suffix is used to denote PGTA.

PGTAs are registered under the Combined Candidature option, which provided a maximum candidature of 5 years to allow sufficient time for the PGTA to complete their full-time research programme whilst also undertaking teaching duties.

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|  | **Programme Title (Current PGTA)**  |
| 8040T | PhD Civil Engineering (PGTA) |
| 8090T |  PhD Mechanical Engineering (PGTA) |
| 8060T | PhD Electrical Engineering (PGTA) |
| 8308T | PhD Chemical Engineering (PGTA) |
| 8070T | PhD Marine Technology (PGTA) |
| 8080T | PhD MATH (PGTA) |
| 8821T | PhD Physics (PGTA) |
| 8050T | PhD Computing (PGTA) |

The PGTA package/offer is as follows:

* Will receive a Newcastle University Stipend for the duration of their study at Newcastle University.
* The NU offer will incorporate renumeration for their teaching at an agreed set point (plus annual increase for inflation) Terms and Conditions of PGTA refer).[Conditions of Service PGTA](https://www.ncl.ac.uk/mediav8/doctoral-college/files/Conditions%20of%20Service%20for%20PGT.pdf)
* In addition, the University will pay course fees at staff rate (as set out under Section 6ii of the Doctor of Philosophy Progress Regulations)

**PGTAs are also afforded the privileges of both sets of conditions.**

**PGTA Opportunities**

* PGTA opportunities will be advertised by the Academic Unit using the Success Factors system.
* Applications will be reviewed and short-listed candidates invited for interview.
* PGTA employment offers will be made to successful candidates.

**Academic Application**

Successful PGTA applicants will then be invited to apply for their academic place as normal through the PGR application portal. Full Code of Practice for Research Degree Programmes refer.) - PGWT Policy March 2023 Refers. [Postgraduates who Teach Policy March 2023](https://www.ncl.ac.uk/mediav8/doctoral-college/files/Revised%20PGWT%20Policy%20v2%2020112023.pdf)

**Registration**

All PGTA students (whether they are home or international) will be registered as full-time research students under PGTA Combined Candidature.

**Annual Leave (effective from 1st October 2024)**

**PGTAs** will receive their full student leave entitlement (30 days). In addition, and for the contracted hours worked Contracted Postgraduate Teachers (CPT), annual leave inclusive of bank holidays will be calculated and payable at a rate of 12.07% of the hourly rate. PGTAs will receive an annual leave allocation to book and take throughout the leave year, October – September.

* The annual leave entitlement PGTAs will be translated into hours and combined with the student leave allowance, also converted into hours. PGTAs will be requested to log both the total hours of student leave and paid leave needed based on their schedule/commitments during the requested leave period using both SP3 and the colleague leave system as appropriate.
* Academic Units will confirm at the start of each academic year the leave entitlement for PGTAs in relation to their employment contract and will enter this on the Holiday System and advise the PGTA.
* We would not expect a PGTA to take annual leave when undertaking teaching commitments.

**Registration, Progression and Monitoring**

Reference should be made to the Doctor of Philosophy Progress Regulations and Code of Practice requirements for Research Degree Programmes, in relation to the academic requirements of the PhD.

With the following exceptions:

**Early Submission**

The PGTA offer is awarded for the duration of their candidature. If a PGTA submits earlier than the end of their PGTA contract, they could continue to teach as they would still be a registered student. The PGTA would be registered as ‘Under Examination’ while their thesis is being examined. However, if they were to successfully complete before the end of their PGTA contract, then the PGTA contract would end as they would no longer be a registered student.

If a PGTA student has successfully completed before the normal end of the PGTA contract, and the Academic Unit still needs the teaching activity to be fulfilled, the Academic Unit may consider whether a short-term contract of employment might be appropriate, but this cannot be guaranteed.

**PGTA (Teaching and Teaching-Related Activity)**

Terms and Conditions of Service for PGTA [Conditions of Service PGTA](https://www.ncl.ac.uk/mediav8/doctoral-college/files/Conditions%20of%20Service%20for%20PGT.pdf)

Performance in teaching or teaching-related activities will be monitored and evaluated with the PGTAs academic unit. Regular meetings should be held between PGTA and their Line Manager, including a Conversation and Priorities meeting (carried out annually) or its equivalent. Training and development needs are to be identified and discussed with their Line Manager.

Under performance in teaching or teaching-related activity will result in termination of their teaching contract.

Under performance as a research student will be addressed as part of the Code of Practice for Research Degree Students - Progression and Monitoring.

Under performance in both instances would lead to end of PGTA offer, but termination of employment contract only would not automatically end research degree studies but would withdraw the studentship element.