Guide for PhD Assistance in Teaching Activities

Assisting in tutorials or labs and marking give key transferable skills useful both for jobs in academia and industry. It is a valuable opportunity which is flexible and paid. Although it is optional it should be considered as part of the overall PhD generic training. You will be required to carry out duties such as answering student questions, helping with computer labs and marking mid-term tests.

Where a PhD student is not an *Approved Tutor* they can provide supervised tutorial / lab assistance

Where a PhD student is not an *Approved Marker* they can provide feedback marking or supervised marking.

Notes for Students	You should carry out your duties in a professional manner. See the relevant Departmental Ethics Guidelines for either Computer Science or Mathematical Sciences. In event of any questions or problems, please contact the academic in charge of the marking / lab / tutorial. (They are there to help you!) If you require additional feedback on your work as a tutor / marker then please ask the academic in charge of the marking / lab / tutorial.
Responsibility of Staff	Communicate with the PhD student before the start of the course and outline what support is expected and when. Provide access to teaching materials, tutorial questions and solutions in a timely manner for preparation before tutorials. Provide a comprehensive solution and marking guidelines for marking. Staff should not leave PhD students who are not Approved teacher or tutor unsupervised at any point in labs / tutorials. For feedback marking or supervised marking: you are responsible for checking the consistency, accuracy and quality of the marking. Give constructive feedback to the PhD students. Help identify potential PhD helpers. Encourage PhD students to participate as this forms part of the generic skills of the PhD training.
Responsibility of those allocating PhD helpers	Before the start of each semester provide students with this information and the relevant department guidelines. Remind staff of their responsibilities to their PhD assistants. Provide any additional feedback from the students from course questionnaires etc. and monitor performance at the end of the semester. This will help identify PhD students for further training in LEADS.