



Graduate Teaching Assistants' Policy

Scope: All research programmes leading to an award of City St George's, University of London.

Senate Regulations: Senate Regulation 24.

Summary: Graduate Teaching Assistants (GTAs), as members of staff, are entitled to exercise academic freedom within the law in their teaching and related scholarly activity. Oversight, performance management and required training for GTAs will uphold the University's Code of Practice on Freedom of Speech and Academic Freedom and will not impose ideological or political tests; evaluation will focus on professionalism, quality of delivery, and compliance with the law. GTAs will not be subject to less favourable treatment or disciplinary action for the lawful expression of views connected to their academic areas of competence, while remaining responsible for facilitating rigorous, respectful discussion and maintaining an inclusive learning environment. GTAs must not engage in harassment, unlawful incitement, or solicit support for organisations proscribed under terrorism legislation, and must comply with all applicable legal duties when handling challenging or controversial content. Where a GTA organises or hosts an extra-curricular activity or invites a speaker outside the approved academic programme, they must follow the University's Visiting Speaker approval procedure, including any timelines, conditions and publicity requirements attached to that process. GTAs seeking advice or wishing to raise concerns about freedom of speech or academic freedom should use the usual University routes for staff support and complaints, in line with the Code of Practice..

Date approved/re-approved: July 2025.

Date for review:

To be reviewed by the end of 2028/29 academic year, with allowance for minor updates, as required.

City St. George's, University of London is committed to promoting equality, diversity, and inclusion in all its activities, processes, and culture for our whole community, including staff, students and visitors. The university will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, caring responsibilities, disability, gender identity, gender reassignment, marital status, nationality, pregnancy, race and ethnic origin, religion and belief, sex, sexual orientation and socio-economic background.

Freedom of Speech

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See:

<https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech> .

Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

1. Scope and Purpose

City St. George's recognises the positive contribution that Graduate Teaching Assistants (GTAs) make in respect of:

- The quality of the student learning experience;
- The support and delivery of teaching and tutoring across the university; and
- Enriching the collegiality, composition and diversity of academic Schools and departments.

The policy applies to all full-time and part-time doctoral researchers registered at City St. George's, University of London as internal candidates. The Graduate Teaching Opportunities Scheme (GTOPS) allows all doctoral researchers to seek GTA roles as long as the training requirements described below have been completed within three months of teaching commencement.

2. Definitions & Responsibilities

Any doctoral student who is offered and accepts work in a teaching-related capacity at City St. George's will be identified as a Graduate Teaching Assistant (GTA).

GTA HR contact is a designated Human Resources point of contact for engaging with GTAs to resolve any queries relating to their contract of employment. Other concerns will be redirected to the appropriate stakeholders.

A GTA Lead for the School is an academic member of staff with responsibility for oversight of teaching activity under the Policy and liaising with the Doctoral College to facilitate the compilation of data for Senate on GTA activity. The GTA Lead will ensure that the GTA Policy and GTA Framework is consistently applied within the School. They will provide guidance and oversight to Module Leads and GTAs, specifically in the recruitment, appointment, determination of workload/scheduled hours, induction and support to GTAs. More information can be found in the GTA Lead role description.

A Module Leader is an academic member of staff that coordinates the preparation and delivery of teaching modules. In this policy context, the Module Leader, Programme Leads, or equivalent is the line manager for the GTA with responsibility for recruiting, appointing, inducting and supporting the GTA. The Module Lead is responsible for supporting and guiding the GTA in their teaching activities.

Teaching can cover various activities such as:

- a. *Independent* (unsupervised) *lecturing*: giving a presentation or talk to students on a particular topic or series of topics;

- b. *Leading* small group study: scheduled sessions where the doctoral student takes a leading role in interacting with students in a small seminar group or delivering practical sessions, demonstrations or workshops; and
- c. *Assisting*: activity in lectures, practical sessions, tutorials and seminars but where the research student is doing so in a supporting capacity to another member of staff in the delivery of the lectures, seminars, tutorials or practical sessions, rather than taking a leading role.

GTA's must not be solely responsible for teaching activities, academic advice or marking any work or examinations contributing to a student's final mark in a module assessment.

Therefore, when GTA's provide support on Assessment and Feedback they must be supervised, usually by Module Leaders. Such activities can cover, but are not limited to:

- a. Marking students' work against marking criteria within the scope of the approved module specification, both for formative or summative assessments or providing feedback to students on their performance in formative and summative assessments;
- b. Preparation: This covers activities involved in preparing for teaching tutorial and seminar support, practical sessions and assessment. This could include, but is not restricted to, background reading required to teach on the module, preparing lecture slides and handouts, designing seminar sessions or designing evaluations within the scope of the approved module specification or other related activities; and
- c. One-to-one academic support: This relates to scheduled office hours or group support on issues most typically determined by the student(s), such as exam revision techniques.

Module leaders are encouraged to provide a clear outline of the teaching-related activities to GTA's prior to the commencement of the work. If there is any uncertainty regarding whether certain activities fall outside the GTA's remit, it is advisable for Module Leaders to discuss with the Course Directors, who may also consider consulting with GTA Leads or Programme Directors for further clarification.

3. General Principles

- City St. George's recognises that doctoral researchers' learning and student experience can be enhanced by exposure to academic practice, an essential aspect of their professional development. However, the engagement of doctoral researchers in teaching activities must not inhibit the timely progression and completion of their research.
- As a result, the maximum number of hours a student can be contracted as a GTA has been set to 180 hours per annum of teaching activity for full-time students, which equates to an average of six hours per week across the academic year. The 180 hours cap does not apply to part-time doctoral researchers. For part-time doctoral researchers, there are no set limits on the number of hours they can work as a GTA. However, it is crucial to remember that these students dedicate 50% of their time to their PhD studies. Hence, their GTA schedules should remain balanced so they can dedicate enough time to their research and progress in a timely manner. Students are further encouraged to accept or decline the offer based on their doctoral research schedule and workload capacity.
- There may be additional restrictions for doctoral researchers receiving funding from an external body. Students are obliged to comply with funders' requirements regarding employment.
- Teaching activity includes teaching and/or assistance with teaching; preparation time; assessment and feedback on assessment; and tutorial and seminar support.
- Any paid employment, including teaching or teaching-related activity, must have the written approval of the First Supervisor with the endorsement of the Head of Department. In addition, the GTA Lead should be made aware via written communication.

4. Contractual Arrangements

- GTA's pay rate is aligned to Grade 6, and appointments will typically be to the first incremental point. Where there is continuous employment, incremental progression will apply (until the top of Grade 6 is reached).
- Students on Tier 4 visas must contact Visa Compliance (visacompliance@citystgeorges.ac.uk) to receive guidance before undertaking paid and unpaid teaching duties to ensure they comply with the requirements and restrictions of their visa.
- A multiplier for preparation applies in respect of any independent (unsupervised) teaching and lecturing; this is the hourly rate of pay x 2.5. All other teaching-related, activities (including, for example, supervised teaching, assisting with seminars, tutorials or laboratory sessions), feedback and assessment are paid at the flat hourly rate.

5. Professional Training & Development

- City St. George's requires doctoral researchers to have participated in and successfully completed the required professional development training. This includes the successful completion of the Learning Teaching and Assessment module EDM120 to ensure they are fully equipped with the appropriate skills, knowledge and experience to teach. You will receive remuneration for the contact hours on this module, which counts towards the 180 hours per academic year limit for full-time students. Any alternative training must be confirmed by LEaD as being equivalent to the above module before an appointment can be made.
- The Learning, Teaching and Assessment EDM120 module must be completed within three months of the GTA started teaching. The GTA must be teaching at least 10-12 hours over a minimum of 3-4 sessions to be eligible to meet the requirements for the assessments and Associate Fellowship awarded on completion of the module. Further information can be found in the GTA Framework.
- The GTA employment contract is conditional upon completing the required training. It is within the remit of the School Board of Studies to follow up on cases in which contracts have been delayed from being issued.
- Teaching activity should be peer reviewed at least annually.

6. Monitoring

- School Boards of Studies or equivalent are responsible for overseeing the quality and standards of taught provision, including consideration of the contribution of GTAs, through regular analysis of the outcome of the module evaluation exercise and any other appropriate measures.
- Data related to the GTA training, preparation and support should be compiled by the departments or programmes on an ongoing basis and should be reported to School Board of Studies termly. A summary report should be sent to Senate annually through the Doctoral College Board of Studies.
- Heads of Departments and GTA Leads are required to monitor the preparedness and performance of their GTAs and update the School Board of Studies on a termly basis.

7. Related Policies

The GTA policy should be read in conjunction with the policies below and the guidelines available at the [GTA Hub](#).

Copyright policy	Registration of a Research Degree Student policy
Data Protection Policy	Social media policy
Health & Safety policy	
Intellectual Property policy	

Policy Title	
Graduate Teaching Assistants' Policy	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Doctoral College	Doctoral College Board of Studies, Human Resources and Schools
Approving Body	Date of Approval
Senate, upon the recommendation of the Doctoral College Board of Studies.	9 th of July 2025
Last Reviewed & Version	Review Due Date
23/01/2025 July 2019	January 2028
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? ☒	For staff access only (intranet)? ☐
Website Link: https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/_nocache	Intranet Link:
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: Doctoral College Documents	
Queries about this policy should be referred to	
doctoralcollege@citystgeorges.ac.uk	