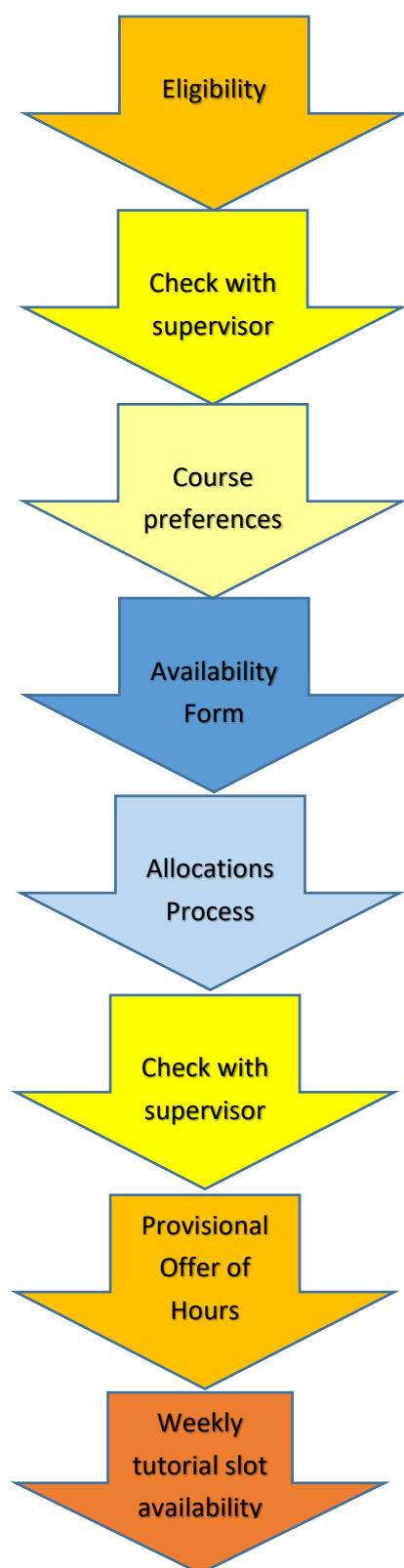


## Guaranteed Hours Timeline - Current tutors and demonstrators

Tutors and demonstrators with a contract with HCA with an end date of 31-8-2025 or later

Please see the [How to Apply](#) webpage for detailed information on each of these stages.



Please check you are still [eligible](#).

**PhD students** - you must be Fully matriculated for the full period of the work is to be undertaken and we cannot give you a contract beyond your Maximum end date recorded on EUCLID.

**PhD students** - you should also check with your supervisor, and where relevant studentship sponsor or grant holder, to make sure that they are happy for you to undertake this work this year.

The list of courses where tutors or demonstrators may be required for 2025/2026 can be found on the [How to Apply](#) page of the website.

Complete the online Availability Form to register your interest in tutoring or demonstrating, linked from the [How to Apply](#) page of the website.

**Full-time postgraduate research students must work no more than an average of 9 hours per week across the academic year.**

The allocations process is complicated and therefore does take a while to complete; please bear with us, and we will be in email contact once provisional allocations have been made. Please note that timescales for allocation of hours may vary between Subject Areas within the School.

**PhD students** - once initial allocations have been made, the hours allocated will be checked with your PhD supervisor to confirm these will not affect completion of your PhD.

A provisional offer of hours will be made on the basis of the initial allocations. Please respond as soon as possible to confirm or reject the offer.

The provisional offer will include a link to the Weekly tutorial slot availability survey - days and times can and can't tutor - which the Teaching Office use to schedule the groups.

It may not always be possible to accommodate preferences. We will as far as possible to accommodate you where you have specific reasons, such as caring responsibilities or other commitments.

Right to  
Work check

Breakdown  
of Hours -  
initial

Breakdown  
of Hours -  
final

Course  
access and  
groups

Induction

Course  
Information  
spreadsheet

If you accept the hours offered and the Right to Work documents we hold on file will expire before the end of this additional period we will arrange to check your current Right to Work documents.

**You cannot start work, including training and induction, until the School has verified your Right to Work.**

Once we have received your confirmation of the Provisional Offer of Hours we will send an initial Breakdown of Hours letter for you to sign and return, please do so as soon as possible. This initial version will guarantee all hours EXCEPT marking hours (contact, preparation, feedback and training / induction).

See also **Sample Breakdown of Hours**.

Once further amendments that may be required to the allocations are completed a final Breakdown of Hours letter, including guaranteed marking hours, will be sent for you to sign at the end of August.

The individual course administrators will be in touch about tutorial groups and will give you access on Learn and Euclid for their course.

You must attend School, Subject Area and Course induction meetings, which will be held from Welcome Week onwards.

You will be given access to the relevant Course Information spreadsheet(s) on Teams.

See also **Sample Course Information spreadsheets**.