**FACULTY OF ASIAN & MIDDLE EASTERN STUDIES**

**TEACHING BY GRADUATE STUDENTS, APPLICATION FORM**

The Faculty will try to provide teaching opportunities for DPhil students who have (a) successfully completed their transfer of status and (b) attended the Faculty’s PLTO (“Preparation for Learning and Teaching in Oxford”) day. The teaching is usually up to 8 hours max. (corresponding to a course of tutorials, classes, or lectures of 1 hr per week for one full term) and is paid at the current student training rate.

In order to apply, please ensure all sections of this form are complete and send it, together with an up-to-date CV, to the Graduate Studies Administrator ([graduate.administrator@orinst.ox.ac.uk](mailto:graduate.administrator@orinst.ox.ac.uk)). Your supervisor, in liaison with your Subject Group, will then try to allocate teaching hours to you.

If your application is successful and you are given teaching hours, please complete the following actions:

1. Before you begin teaching please contact HR ([hr@ames.ox.ac.uk](mailto:hr@ames.ox.ac.uk)) for a right to work check and Casual Worker New Starter Data Collection as both are needed before payment can be processed.
2. When you have completed your teaching, please fill in a timesheet for teaching (form 35) to claim payment, and submit a feedback form (form 33): <https://resources.orinst.ox.ac.uk/forms> to the Graduate Studies Administrator ([graduate.administrator@orinst.ox.c.uk](mailto:graduate.administrator@orinst.ox.c.uk))

**SECTION 1 –** to be completed by the student

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| --- | --- |
| Name of applicant |  |
| Student number |  |
| Subject area |  |
| Please specify your potential teaching area(s) |  |
| If you wish to propose a specific course, please provide details |  |
| Please indicate your preferred teaching term(s) and any times that you are not available |  |
| In which term did you attend the Faculty’s PLTO? |  |
| In which term did you pass transfer of status? |  |

**Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 2** – to be completed by the supervisor

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| Please provide a brief statement of support for the student named above. By completing this section of the form you are confirming that (a) you will try to find teaching hours for the student, (b) you will inform [graduate.administrator@orinst.ox.ac.uk](mailto:graduate.administrator@orinst.ox.ac.uk) if any hours are given and (c) you will report the teaching at your next subject group meeting. |
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**Supervisor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**