



# Registration Form for Graduate Teaching Assistants

## OVERVIEW

Please find enclosed a pack of documents relating to the engagement of post graduate students as Graduate Teaching Assistants (GTAs).

## DOCUMENTS

The following documents are attached;

- Registration form (to be completed and signed by the GTA and the department)
- Terms and Conditions (to be passed to, and retained by, the GTA)

## INSTRUCTIONS

The registration form should be used for the registration of GTAs. Once this form has been completed and received by Human Resources, payments can then be claimed using the Graduate Teaching Assistant claim form. **Neither form should be used for the payment of University of Sheffield, casual/bank workers, employees, agency staff or the self-employed.**

- Please complete all the mandatory fields of this form. Section 1 to be completed by the Department; Section 2 to be completed by the Graduate Teaching Assistant.
- Please complete this form using **CLEAR, BLOCK CAPITAL LETTERS**
- Please see guidance notes below for completing this form.
- Once this form has been signed by both parties the department should return pages **3-5** together with the ETW checklist and appropriate documentation by e-mail to: [sgtc@sheffield.ac.uk](mailto:sgtc@sheffield.ac.uk)

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## GUIDANCE NOTES

### 1. General

- (a) Individuals without a NI (National Insurance) Number should contact the Contributions Agency (on 0845 6415048). Failure to provide a NI Number could lead to a delay in payment of the claim. For further information visit: [www.hmrc.gov.uk/ni/intro/number.htm](http://www.hmrc.gov.uk/ni/intro/number.htm)
- (b) Failure to comply with HR procedures and the Financial Directives and procedures will result in the Registration Form being returned to the authorised signatory with consequential delay in payment.
- (c) Unless otherwise specified, a will remain on the payroll for up to 6 months following the last payment made and will then be set as a leaver. At this point a Tax Form P45 will be issued. Please ensure your current address is on the system at all times by notifying Human Resources.

### 2. PAYE

In line with HMRC regulations, all fees are taxed at source. **In order for the correct Tax Code to be applied to your earnings, ensure you complete the Tax Details check boxes on your Registration Form.**

### 3. Eligibility to work

To comply with the Immigration, Asylum and Nationality Act 2006 all workers must be asked to provide documentation to confirm their eligibility to work by the engaging department at interview, or prior to commencing work if the candidate is directly engaged without interview. For further guidance on suitable forms of documentation visit: [www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec](http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec) or contact your customary Human Resources Assistant as listed in the following link: [www.shef.ac.uk/hr/aboutus/whoweare](http://www.shef.ac.uk/hr/aboutus/whoweare).



## Registration form for Graduate Teaching Assistants

### **TERMS OF EMPLOYMENT - TO BE READ BY THE Graduate Teaching Assistant**

The purpose of the Sheffield Graduate Training Contract is to allow postgraduate students of the University the opportunity to teach at the University and carry out other related tasks. To allow as many Graduate Teaching Assistants (GTAs) as possible to benefit from this opportunity, your continued employment is contingent upon you being a registered postgraduate student of the University and your employment will not normally continue for a period which is longer than your course of study would usually take.

A copy of your terms and conditions are attached to this document and are available here:

[www.shef.ac.uk/hr/guidance/contracts/sgtc/index](http://www.shef.ac.uk/hr/guidance/contracts/sgtc/index)

To be engaged as a GTA you must be enrolled on a course of study at the University (as outlined in your terms and conditions of employment). If your situation changes, for example you leave your course, you must immediately inform your Head of Department (or delegate).

Your start and end date are as per the information detailed on page 3 of this form.

The University's current rate of pay for the role of Graduate Teaching Assistant is the equivalent to grade 6 and GTAs would ordinarily be paid at grade 6.1. Your specific point on grade will be confirmed by your Head of Department (or delegate). Details of rates of pay can be found here:

[www.shef.ac.uk/hr/reward/structures](http://www.shef.ac.uk/hr/reward/structures)

In accordance with the Immigration, Asylum & Nationality Act 2006, the University must be satisfied of your eligibility to work in the UK. If your eligibility to work in the UK is time-limited a further check of your documents will be undertaken by the University on an annual basis in order to ensure that you remain eligible to work.

As a member of staff at the University of Sheffield you are eligible for membership of a Pension Scheme. The Pay & Pensions Office will be writing to you to arrange a meeting where there will be an opportunity to discuss the features of the relevant scheme available to you. You will also see a member of staff from the Payroll Office, who will already have received your completed bank authorisation form (page 5 of this document). Please bring any other documentation required for your salary, including your P45 (if available) to the meeting. It is important that you attend this meeting otherwise it will not be possible to include you on the Payroll.

**TO BE SENT TO HR**

**SECTION 1:**

**DEPARTMENT AUTHORISATION [TO BE COMPLETED BY THE DEPARTMENT]**

**Commencement date of GTA**.....

**End date (ordinarily date when period of study is due to end)**.....

**Grade and point** .....

*I confirm that the requirements of Immigration, Asylum and Nationality Act 2006 have been met, that the claimant is eligible to work and that I have attached the ETW checklist and appropriate documentation to this form. For further guidance visit: [www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec](http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec)*

**Signed on behalf of the University:** .....  
(an authorised signatory as notified to Human Resources/Finance)

**Print Name:** ..... **Date:** .....

**Department:** ..... **Faculty:** .....

**SECTION 2:**

**ACCEPTANCE OF TERMS OF EMPLOYMENT [TO BE COMPLETED BY THE STUDENT]  
SHEFFIELD GRADUATE TRAINING CONTRACT**

In order to confirm your acceptance of the attached terms and conditions please complete your personal information below, signing and dating where indicated. Once you have completed this form, a contract will have been made between you and the University on the conditions set out in the attached terms and conditions. **Pages 3-5 only should be returned to the Department after signing.**

**SGT'S DETAILS (BOLD FIELDS ARE MANDATORY)**

**Title:** ..... **Forename(s):** ..... **Surname:** .....

**Known As:** ..... **Date of Birth:** ...../...../..... **Gender:** M.....F.....

**Home Address:** .....

..... **Post Code:** .....

**Contact telephone and/or Email:** .....

**Please give details of highest qualification gained:**

**Qualification** .....

**Subject Area** .....

**Educational Institution**.....

**Year of Award** .....

The University recognises four campus trade unions to collectively represent staff. If you would like to be contacted by the Unions please confirm your consent to the University to provide your personal data, including email address, to the recognised Unions so they may contact you directly by ticking the box.

**National Insurance Number (if known):**

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(See Guidance Notes if you do not already have this)

**Student Number** .....

**Signature:** ..... **Date:** .....

You may wish to keep a copy of this contract with the retained terms and conditions (pages 6-12), which are also available at [www.shef.ac.uk/hr/guidance/contracts/sgtc/al](http://www.shef.ac.uk/hr/guidance/contracts/sgtc/al)

**SECTION 3:**

**Equality Monitoring**

To enable the University to meet its statutory reporting requirements to the Higher Education Statistics Agency (HESA), it is necessary to record the following data for all those engaged in work at the University. Data is collected and stored in line with the Data Protection Act for further information see [www.shef.ac.uk/hr/equality/focus/monitoringfaqs](http://www.shef.ac.uk/hr/equality/focus/monitoringfaqs)

The following information is required from the GTA, to be used for statistical analysis only and will be treated in the strictest confidence

**Is your gender identity the same as the gender you were originally assigned at birth?**

Yes..... No..... Prefer Not to Say.....

**Country of Nationality:** .....

Ethnic Origin Category (Tick one)	
White	
Gypsy or Traveller	
Black or Black British - Caribbean	
Black or Black British - African	
Other Black background	
Asian or Asian British - Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	
Not Known	

Chinese	
Other Asian background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	
Other Mixed background	
Arab	
Other Ethnic background	
Prefer not to say	

**Do you consider yourself to be a disabled person? YES/NO (please delete)**

**If yes, please indicate the type of disability or disabilities:**

Disability (tick those that apply)	
A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	
General learning disability (such as Down's syndrome)	
Deaf or serious hearing impairment	
A disability, impairment or medical condition that is not listed above	
Blind or a serious visual impairment uncorrected by glasses	

A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	
A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
A mental health condition, such as depression, schizophrenia or anxiety disorder	
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	
Prefer not to say	

**What is your religion?**

Religion (tick one)	
No Religion	
Buddhist	
Christian	
Hindu	
Jewish	

Muslim	
Sikh	
Spiritual	
Any other religion or belief	
Prefer not to say	

**What is your sexual orientation?**

Sexual Orientation (tick one)	
Bisexual	
Gay man	
Gay woman/lesbian	

Heterosexual	
Other	
Prefer not to say	

**SECTION 4:**

**TAX DETAILS: Your present circumstances – Please read the following & tick only one:**

- This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.
- This is now my only job, but since last 6 April **I have** had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.
- I have another job or receive a state or occupational pension.

**PAYMENT DETAILS (Bank or Building Society)**

**Tick to receive paper payslip**

Please complete the details of your bank/building society account in which you would like to receive your payment. Note that you must be either the sole or joint holder of the account.

**Title:** ..... **Forename(s):** ..... **Surname:** .....

**Signature:** ..... **Date:** .....

Please indicate type of UK account by ticking one of the following options:

Current Account     Deposit Account     Savings Account     National Giro     Building Society

Account Holder(s): .....

Bank/Building Society Name: .....

Bank/Building Society Address: .....

..... Post Code: .....

Account Number:

Sort Code:

Building Society Roll Number:

**Overseas bank account - beneficiary details – see guidance note below**

Account holder(s): ..... Name of bank: .....

Account number: ..... Bank code number: .....  
(eg ABA routing code, Canadian transit, BSB)

IBAN number: ..... Swift (or BIC) No.: .....  
(compulsory for all EU bank accounts)

Bank address: .....  
.....

Bank country: ..... Bank currency: .....

**Overseas bank account - intermediary details (if applicable) – see guidance note below**

Name of bank: ..... Account number: .....

IBAN number: ..... Swift (or BIC) No.: .....  
(compulsory for all EU bank accounts)

**Guidance Note:**

- (i) **beneficiary** bank account – this is the bank account receiving the payment. This may not always be your own bank account; it could be the bank account for your organisation,
- (ii) **intermediary** bank account – if the payment needs to go through another bank account before it reaches the beneficiary bank account. This is usually required if your bank does not have the ability to receive payments directly from a UK bank.



# Terms And Conditions Of Service. (Sheffield Graduate Training Contract)

These terms and conditions govern the engagement between the University of Sheffield (the University) and postgraduate students.

Terms and Conditions of Service comprise:

- All Terms and Conditions of Service as detailed below.
- Any clauses contained within any letter of appointment (and associated annexes).

Any relevant policies, procedures and codes of practice listed on the Human Resources web pages (as applicable) should be noted and read in conjunction albeit these policies are not contractual

University policies and procedures are introduced, reviewed and amended from time to time in line with employment law. Full details of all policies and procedures referred to in this document can be downloaded from the Human Resources web pages, alternatively paper copies may be requested. All staff should ensure that they access the web pages on a regular basis to obtain up to date information regarding any new or amended policies and procedures (paper copies are also available).

Terms and Conditions of Service are subject to review and amendment from time to time to reflect changes in employment law and University policies and procedures. Amendments will be implemented through agreement with the recognised trade unions.

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## **1. General Terms and Conditions of Service**

### **1. General**

You are required to undertake such duties as may be reasonably assigned as appropriate to your grade by your Head of Department (or delegate), to whom you are responsible. The precise nature of your duties may vary with each assignment. You will be informed of the requirements at the start of each assignment.

You will report to your Head of Department (or delegate). Additionally, you are required to observe the Charter, Statutes and Ordinances of the University and carry out all orders and regulations of the Council. You should regularly access the Human Resources web pages to obtain up to date information on the University's policies and procedures.

### **2. Residence**

You are required to make such arrangements in regard to place of residence as will allow you to carry out effectively all your University duties and responsibilities.

### **3. Health and Safety**

You are required to abide by the University's Health and Safety policies and procedures and to undertake such health and safety training as required. Additionally staff are required to undertake any job specific health and safety training.

You are also required to undergo any regular health screening as required by your job.

#### **4. Equal Opportunities**

The University of Sheffield is an equal opportunity employer and has confirmed its commitment to a comprehensive policy of equal opportunities in employment under which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of the University's Equal Opportunities Policy and Code of Practice for Staff is to promote equality and to ensure that no job applicant or member of staff is subject to unlawful discrimination. The University is committed to a programme of action to make this policy fully effective.

In line with the University's commitment to equality you are required to conduct yourself in a manner consistent with and follow the Equal Opportunities Policy and Code of Practice for Staff.

#### **5. Maternity, Adoption and Paternity Leave**

The University Maternity Leave Scheme is available for female members of University staff who have been continuously employed in the University's service for a minimum period of 12 months before the expected date of confinement.

The University Adoption Scheme is available for all eligible members of staff who have been continuously employed in the University's service for a minimum period of 12 months before the expected date of placement.

Members of staff not eligible for these Schemes may be eligible for Statutory Maternity or Adoption Entitlements and they should contact the Human Resources for advice concerning eligibility.

Paternity Leave of 2 weeks (pro-rata) is available for eligible members of staff.

#### **6. Changes to Criminal Record Status**

You are required to inform your manager, and/or the Human Resources, in confidence, of any changes to your circumstances which affect your criminal record status, in order that the impact upon your suitability to undertake your job may be reviewed.

#### **7. Intellectual and Patentable Property**

You are required to follow agreed University policy in respect of intellectual property ownership, including copyright and other related matters, as may be in force at any given time, and as modified from time to time by the University.

If you believe that there is patentable property or commercial exploitation possibility arising out of your University work you are required to inform the appropriate University body as soon as possible and certainly before any disclosure or publication of the invention, or commercial contracts are agreed. The University will then determine as soon as possible whether it will become involved, determining with you how any future benefits of exploitation may be shared between you, your Department and the University, or will notify you that the University has no interest in the invention or commercial opportunity and that you are free to proceed at your own risk and cost.

#### **8. Confidential Information**

No information of a confidential nature may be disclosed to an unauthorised person.

#### **9. Data Protection**

Personal information provided to the University and held on staff personal records must be accurate, complete and up to date and you should advise the University of any changes to this information.

This information is processed by the University, in accordance with its registration under the Data Protection Act 1998, and in pursuance of its educational and administrative functions and statutory requirements.

## 10. Working Time

You must keep your Head of Department, or delegate, informed of the hours that you work for third parties so that it can comply with its obligation under the Working Time Regulations.

## 11. Continuity of Employment

Under the provisions of the Employment Protection Act 1975, no previous employment with the University or with any other previous employer may count as part of the continuous period of employment with the University, except where otherwise stated.

## 12. Duties and Conflicts of Interest

In accordance with the Policy on Personal Relationships and Conflicts of Interest in the Workplace, you should conduct yourself at all times in ways that are consistent with your role and duties, and in accordance with all University staffing policies. You are required to declare any real or potential conflicts of interest.

You should not normally take up other engagements or appointments outside the University during the course of your employment. If you wish to do so, you should discuss this with your Head of Department.

## 13. Sickness Absence Management

### Notification

Sickness absence should be reported in accordance with the University of Sheffield Sickness Absence Management Policy.

### Certification

In cases of ill health lasting more than seven calendar days, you are required to obtain a Medical Certificate from your General Practitioner (GP).

### Payment of Salary

Entitlements to salary during sickness absence will be calculated in accordance with continuity of service. The salary during periods of sickness absence consists of Statutory Sick Pay (SSP) which is topped up to the equivalent of full pay or half pay as applicable. Full details of SSP entitlements and calculations may be requested from the Salaries and Superannuation Office.

### Full Pay Half Pay

	<b>Full Pay</b>	<b>Half Pay</b>
<b>Year 1 – first 3 months</b>	2 weeks	2 weeks
<b>Year 1 – after 3 months</b>	8 weeks	8 weeks
<b>Years 2 and 3</b>	13 weeks	13 weeks
<b>Years 4 and 5</b>	21 weeks	21 weeks
<b>After 5 Years</b>	26 weeks	26 weeks

## 14. Disciplinary Procedure

If the need for disciplinary action should arise, this will be carried out in accordance with The University of Sheffield Disciplinary Procedure for all University Staff.

## 15. Grievance Procedure

Staff are encouraged to seek an informal resolution to any grievance concerns or complaints they may have. However if the staff member wishes to raise a formal grievance in relation to their employment they should do so in writing in accordance with the University of Sheffield Grievance Procedure for all University Staff.

## 16. Retirement

The normal retirement age for University staff is age 65. Appointments will normally terminate when staff reach 65 years of age.



### **17. Changes to the Terms and Conditions of Service**

No member of the University apart from the Registrar and Secretary as Secretary to the University Council or the Director of Human Resource Management has authority to notify staff of any changes in the Terms and Conditions of Service of any member of staff. If any other member of staff purports to effect any change in the Terms and Conditions of Service, the University will not be bound by any such change.

## **1. Specific Terms and Conditions of Service**

### **Sheffield Graduate Training Contract**

#### **1. Provision of work**

Whilst there is an expectation that training and work opportunities are provided to you in conjunction with your studies contractually the University is not obliged to provide or offer work to you. By entering into this contract you confirm your understanding and intention that there will at no time be any mutuality of obligation between the parties. The University reserves the right to give or not give work to you at any time and is under no obligation to give any reasons for such decisions.

Where you are offered work by the University in accordance with these terms and conditions there is an expectation that you will accept and undertake that work. Should you not accept work other than for the reasons in clause 5, the University may dismiss you from your role. The fact that the University has offered you work, or offers you work more than once should not be regarded as establishing an entitlement to regular work or further work or conferring any continuity of employment.

#### **2. Allocation of work**

If the University wants to offer you any work it will contact you in writing or by telephone. Usual practice will be for the University to send you a timetable for the forthcoming academic year or semester and you will be asked to confirm whether you accept any of the hours that have been offered to you. If you cannot complete or carry out any work which has been offered to you, you must inform the University immediately.

#### **3. Duration of Role and Requirement to be Enrolled**

You may only accept and carry out work under these terms and conditions while you are a registered student on a postgraduate course of study at the University (including a PhD programme). Should you not be performing to satisfactory standards on your course of study, the consideration of such standards being at the discretion of the University, the University will be entitled to terminate these terms and conditions regardless of whether you are expelled or removed from your course of study.

Your role as a Graduate Teaching Assistant will immediately terminate when you graduate from your course of study. You may only be employed in accordance with these terms and conditions for the normal duration of your course of study. Your role may only be extended in exceptional circumstances with the agreement of your -manager and your designated HR contact. Any such extension must be confirmed in writing.

If you change your course of study at the University at any time, these terms and conditions will terminate.

If your employment is terminated for any of the reasons outlined in this clause, you may be entitled to the notice period at clause 10.

#### **4. Place of work**

You may be offered work at any of the University's locations. You will be informed of your place of work at the start of each assignment. You will not be entitled to any expenses or allowances for the cost or time incurred in travelling to the allocated place of work.

## **5. Hours of Work**

Your hours of work will vary depending on the operational requirements of the University. You will be informed of the required hours for each assignment.

In accordance with the University's 'Protocol for managing the dual relationship of University of Sheffield students who work at the University', your hours of work in this role are restricted to either a maximum of 180 hours per annum for all paid work at University of Sheffield including the work undertaken as a Graduate Teaching Assistant, or the number of hours stipulated by your Funding Council whichever is the smaller. In addition if you are a student visa holder your total working hours for all employment must not exceed 20 hours per week during term time in accordance with the the limits set out in UKBA regulations. This figure includes teaching, preparation time and marking. It is your responsibility to keep a record of all hours that you have worked for the University in any given year. You must immediately inform your line-manager if you think that you could exceed this requirement at any time.

## **6. Pay**

You will only be paid for the hours that you work at the University but this will include teaching, preparation, class contact, assessment and administration; all of which should be agreed in advance with your manager.

The University's current rate of pay for the role of Graduate Teaching Assistant is the equivalent to grade 6 and GTAs would ordinarily be paid at grade 6.1. Your specific point on grade 6 will be confirmed by your Head of Department (or delegate).

You will be paid monthly in arrears after each assignment following submission of your time sheet directly. It is your responsibility to ensure that your time sheet is submitted at the end of each assignment. You will be paid directly into your bank account. The University will make all necessary deductions from your salary as required by law and shall be entitled to deduct from your pay or other payments due to you any money which you may owe to the University at any time.

To claim payments, at the end of the month you should forward a signed claim form to your manager no later than the 5th of the month or at the end of each assignment if the assignment is for a period shorter than a month. The claim form will be submitted to the Payroll Department.

## **7. Registration form**

In order to assist the University in organising work, please complete a registration form and return to Human Resources. It is your responsibility to inform the University of any changes to these details.

## **8. Working hours**

The standard working week for full-time staff is 35 hours normally worked over 5 agreed days. Any hours worked on days 6 and 7 are paid at premium rates.

## **9. Training and Development**

You are required to attend such recognised training, as appropriate, to enable you to carry out your role effectively. This shall include attendance at Sheffield Teaching Assistant courses and/or any equivalent or alternative course relevant to your specific teaching role, as identified by your Head of Department or delegate.

## **10. Annual Leave**

Your holiday entitlement will depend on the number of hours that you actually work and will be pro-rated on the basis of a full-time entitlement of 27 days, plus 3 closure days and 8 Bank

Holidays. The dates of the closure days are agreed by the University Council and announced at the start of each leave year. The University's holiday year runs between 1 October and 30 September. Annual leave is not transferable from one leave year to another.

At the end of each assignment the University will pay you in lieu of any accrued but untaken holiday for the holiday year in which the assignment ends.

The University shall be entitled to deduct from any payment due to you an equivalent to the amount of overtaken holiday.

## **11. Notice Periods**

If you wish to terminate your employment, you are required to give one weeks notice in writing to the Director of Human Resource Management via your Head of Department (or delegate).

Staff with up to two years continuous service are entitled to receive two weeks notice from the University and for each completed year of service thereafter, a further one week of notice up to a maximum of twelve weeks.

The University may terminate this contract immediately by giving notice in writing to you if it reasonably considers that you have committed any serious breach of its terms (including breaches of your terms and conditions) or committed any act of gross misconduct. Non-exhaustive examples of gross misconduct include dishonesty, theft, fighting, mis-use of drugs or alcohol or any other acts or omissions which might bring the University into disrepute.

## **12. Pension Scheme Membership**

You may, subject to the rules of the Universities Superannuation Scheme Ltd, become or continue as a member of the Universities Superannuation Scheme Ltd. A contracting-out certificate under the Social Security Pensions Act 1975 is in force for appointments subject to the Universities Superannuation Scheme. Membership of the Universities Superannuation Scheme Ltd is available on an opt out basis through Pay Plus for pensions, which is a salary sacrifice arrangement.