

Graduate Teaching Assistantship September 2013

Further Guidance and Information about the GTAship Award

1. Each Graduate Teaching Assistantship is worth approximately £18,600 per year over four years (including a stipend of £9,956, a salary of £3,994 and a UK/EU fee waiver worth of £3,900). The successful applicants are also entitled to a Research Training Support Grant of £750 per annum to finance their research activities as appropriate.

2. This award covers full-time UK/EU tuition fees only (for the academic session 2013-2014 the fees will be £3,900). The tuition fees for international students for 2013-2014 are £11,405 and are also subject to inflation. Thus any successful international applicant for this award would have to cover the difference between the UK/ EU fee level and the international fee level themselves - a difference of approximately £7,505 at current fee levels for every year of the studentship.

3. Graduate Teaching Assistants (GTAs) are full-time postgraduate students registered for a PhD at the University of Leicester. They are contracted for a four-year period to undertake teaching and teaching-related duties within the School, not normally exceeding eight contact hours per week, while also undertaking research leading to a PhD degree. Approximately 80% of their time is spent on their own doctoral research and 20% on their Graduate Teaching Assistant responsibilities. The first year of a Graduate Teaching Assistant contract involves shadowing teaching, assessment, and supervision processes within the School followed by teacher training within the School and the wider College of Social Science. Full teaching duties begin in the second year. Although the work normally focuses on teaching, including preparation and assessment time, Graduate Teaching Assistants may also be engaged in other duties as part of a planned and balanced portfolio of relevant academic experience. Graduate Teaching Assistants are responsible to the Head of School of Management.

4. Continuation of the GTAship award is subject to

a) Satisfactory [six-monthly PhD progress meetings](#). The student will be required to produce a retrospective and prospective written report for these meetings. Their supervisors will be present and asked to comment on the progress the student has made over the preceding period, and their plans for the next six months. The student will also be required to successfully complete the mandatory Probation Review (also known as the upgrade process) after twelve months of registration.

b) Confirmation of successful completion of a [probationary period](#) after six months of GTAship employment, and of interim reviews after one and three months.

5. As a condition of the GTAship, the University of Leicester School of Management will expect you to participate actively in all the necessary research training as well as other research activities within the Department, being on the Leicester campus for most of the year apart from holidays and field work. This is because we expect our full time PhD students - and our award PhD students in particular - to play a full part in the research life of the School as well as doing everything necessary to fulfil their own doctoral projects. For the vast majority of our students

this means living in Leicester or its environs, as this facilitates the level of engagement that we expect.

6. To Apply

- Please ensure you complete all questions on the University postgraduate application form. Please type or write clearly in black ink.
- Ensure that you submit with your application the 750 word statement explaining
 - why a GTAship would enable you to do a PhD in financial terms,
 - how it will contribute to your professional academic development (ie, how undertaking a GTAship will assist in you moving towards undertaking the full range of teaching, assessment and supervision duties required of a university lecturer in future), and
 - how your proposed research constitutes a critical rethinking of organizations and organizing; business and management; global work and employment; industrial relations and trade unionism; labour markets and the labour process; training and development; marketing and consumption; finance and accounting; or the management of science, technology and information.

Applicants who do not include this statement, or whose statement does not include the appropriate information, cannot be considered for the GTAships.

- In order not to delay us in considering your candidacy please also ensure that all the other documents are also included in your application - the application form, CV, research proposal, transcripts, two references (preferably from academic institutions where you have studied and either signed and on letterhead or from the referee's institutional email account) and proof of your English language abilities if relevant.
- Send these application documents to Teresa Bowdrey, either by email at ulsmpdinfo@le.ac.uk or by post to: PhD Programme, School of Management, University of Leicester, Leicester LE1 7RH, UK. Please do NOT apply using the online application form as you will not be able to attach all the necessary documents. All the documents mentioned above are required - your application will not be considered unless they are all present.

7. The award decision will be based on the following criteria: the quality of the proposed project, the extent to which it represents the critical rethinking referred to above, the likelihood of the student completing within the maximum registration period, availability of supervision within the School, financial need, clear indication of professional development benefits, references, potential contribution to the research life of the School of Management, teaching abilities, qualifications (including English language capability), academic background and performance at interview.

8. The procedure for consideration of applications is as follows:

- Screening of applications by the PhD programme team to ensure all documents are in place, that all entry requirements are met and that the proposal is of a viable standard. Guidance is sought from other members of academic faculty at this stage if necessary. *Applications may be rejected at this stage, in particular if the proposal does not meet our specifications or standards.*
- Consideration of applications by the GTAship Selection Panel, made up of senior faculty in the School and including at least one subject expert. Potential supervisors will be identified for applications which pass this stage. *Applications may be rejected at this*

stage, if the proposal is deemed not to be of a high enough quality and/ or if the panel are unable to identify potential supervisors for the applicant.

- *Distribution to faculty members in the relevant disciplinary area/s to explore potential supervision. Applications may be rejected at this stage if the proposal is deemed to be inadequate by these disciplinary experts or there is insufficient supervision available. In order to progress a candidate to interview at least two members of faculty must have suggested they may be able to supervise the student. Please also note that at this stage we may indicate that we cannot progress your application for a GTAship but we can consider you for the PhD programme without any offer of funding. This would still involve an interview if you wished to pursue your application.*
- *Invitation for interview for GTAship. Interviews will involve the PhD Directors and at least one potential supervisor. They will take place as soon as possible after the closing date.*
- *A decision about applications will follow the completion of all interviews. This decision will be taken by the GTAship Selection Panel, based on written feedback from the members of the interview panels for each applicant. Confirmation of supervisory arrangements also takes place at this point, where relevant. Some applicants may be rejected at this stage. Some applicants will not be offered the GTAship but may still be offered a place on the PhD programme. It is then of course their decision whether to accept or not as no funding will be available from the School for their studies.*

9. The decision of the GTAship Selection Panel is final and the School of Management will not enter into correspondence unless it is able to offer you an award.