

## **Graduate Teaching Assistantships and Graduate Research Assistantships September 2014**

### **Further Guidance**

I. Each Graduate Teaching Assistantship is worth approximately £18,376 per year over four years (including a stipend of £9,650, a salary of £4,076 and a UK/EU fee waiver, currently £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.

II. This award covers full-time UK/EU tuition fees only. For the academic session 2013-2014 the fees are £3,900. This figure will increase as necessary during the span of the studentship. 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.

III. 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.

IV. Graduate Research Assistants (GRAs) are full-time postgraduate students registered for a PhD at the University of Leicester. They are contracted for a four-year period to assist with research and research-related duties within the School, not normally exceeding eight contact hours per week, while also undertaking their own separate research leading to a PhD degree. Approximately 80% of their time is spent on their own doctoral research and 20% on their Graduate Research Assistant responsibilities. The core responsibilities of the GRAs will be the editorial support of journals that we host in the School as well as the institutional contribution to enhance ULSM's profile in open access academic publishing. In particular:

1. Editorial assistance of the journals that are affiliated with ULSM. This role includes:
  - (a) journal housekeeping and process management, (b) correspondence coordination, (c) journal website administration and design, (d) formatting and proof reading.
2. Assistance in setting up and running new academic journals.

3. Provide institutional support to the development of a comprehensive agenda for the School's participation in current academic open access initiatives.

Although GRA work will focus on editorial and publishing responsibilities, Graduate Research Assistants may also be engaged in other research duties within the School of Management. The first year of a Graduate Research Assistant contract involves preparation of the specific role and close cooperation with the relevant academics in respect of learning the specific duties. Full research assistance duties begin in the second year. Graduate Research Assistants are responsible to the Head of School of Management.

#### V. Continuation of the GTAship/GRAship award is subject to

1. 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.
2. The student will be required to successfully complete the mandatory University Probation Review after twelve months of registration.
3. Confirmation of successful completion of a probationary period after six months of GTAship/GRAship employment, and of interim reviews after one and three months.

#### VI. To Apply

- All applicants for the GTAships/GRAships must submit:
  1. a completed postgraduate application form
  2. a 750 word personal statement
  3. a CV
  4. a PhD research proposal of no more than 4000 words
  5. two references (preferably from academic institutions)
  6. copies of your degree transcripts and certificates, in particular from your first (Bachelors) and second degree (Masters)
  7. proof of English language capabilities where required (see the application form).
- Please ensure you complete all questions on the University postgraduate application form. Please type or write clearly in black ink. Your application form should specify in the department box on the first page that you are applying for a GTAship or a GRAship or both if you want to be considered for both of them. You should also enter this information in the Financial Support section of the application form. An application form can be found at <http://www2.le.ac.uk/study/research/application-form.pdf>
- Ensure that you submit with your application the 750 word statement explaining
  1. Why a GTAship or GRAship would enable you to do a PhD in financial terms -- i.e. details of why other funding is not available to you.
  2. How it will contribute to your professional academic development -- i.e. how undertaking a GTAship/GRAship will assist in you moving towards undertaking the full range of teaching duties, assessment and supervision (in the case you are applying for a GTAship) or research and publishing activities (in case you are applying for a GRAship) required of a university lecturer in future. If you want to be considered for both, a GTAship and GRAship, you need to refer to both, teaching and research in your statement.

3. How your proposed research constitutes a critical rethinking of the field of your study (as part of management and organization studies).

You should give equal attention to each aspect of the statement. Applicants who do not supply the statement, or whose statement does not conform to the expectations outlined above, will not be considered for shortlisting.

- We welcome applications from those interested in the critical and innovative rethinking of any of the following fields: employment and global work; finance and accounting; industrial relations and trade unionism; labour markets and the labour process; management and business; management of science, technology and information; marketing and consumption; organizations and organising; training and development. Our PhD programme is distinctive because it is firmly located within a broadly defined critical social science tradition. Our students draw on any of the different fields of management as well as on anthropology, cultural studies, economics, geography, physics and mathematics, science and technology studies, sociology, politics, philosophy and psychology amongst other disciplines in undertaking their research.
- Please read our PhD proposal guidance notes before writing your project proposal. It is available here: <http://tinyurl.com/psu6un6>
- References (preferably from academic institutions where you have studied) should either be signed and on official letterhead or sent from the referee's institutional email account.
- Send these application documents to Teresa Bowdrey, either by email at [t.bowdrey@le.ac.uk](mailto:t.bowdrey@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 system. All the documents mentioned above are required -- your application will not be considered unless they are all present.
- The closing date is **6th March 2014**. We cannot consider late applications. All applicants should allow a minimum of four weeks for an application to be considered. All short-listed GTAship/GRAship applicants will be interviewed for suitability. They will take place as soon as possible after the closing date, and are provisionally scheduled for April 2014.

VII. The award decision will be based on the following criteria:

1. availability of supervision for the specific project within the School of Management
2. qualifications (including English language capability)
3. the quality of the proposed PhD project
4. the extent to which the PhD proposal represents the critical rethinking referred to above
5. references
6. financial need
7. academic interests and performance at interview
8. the likelihood of the student completing within the maximum registration period
9. clear indication of professional development benefits
10. presence at the School of Management and contribution to the research we are doing in the School
11. teaching abilities or established interest in research and publishing (depending on whether you're applying for a GTAship or GRAship or both)

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

1. 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.*
2. Consideration of applications by the Postgraduate Research Committee. 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.*
3. 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/GRAship 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.*
4. Invitation for interview for GTAship. *Interviews will involve the PhD Directors, a Postgraduate Research Committee member or the Head of School and at least one potential supervisor.*
5. A decision about applications will follow the completion of all interviews. This decision will be taken by the Postgraduate Research Committee, 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/GRAship 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.*

IX. The decision of the interview panel and the Postgraduate Research Committee is final and the School of Management will not enter into correspondence unless it is able to offer you an award.