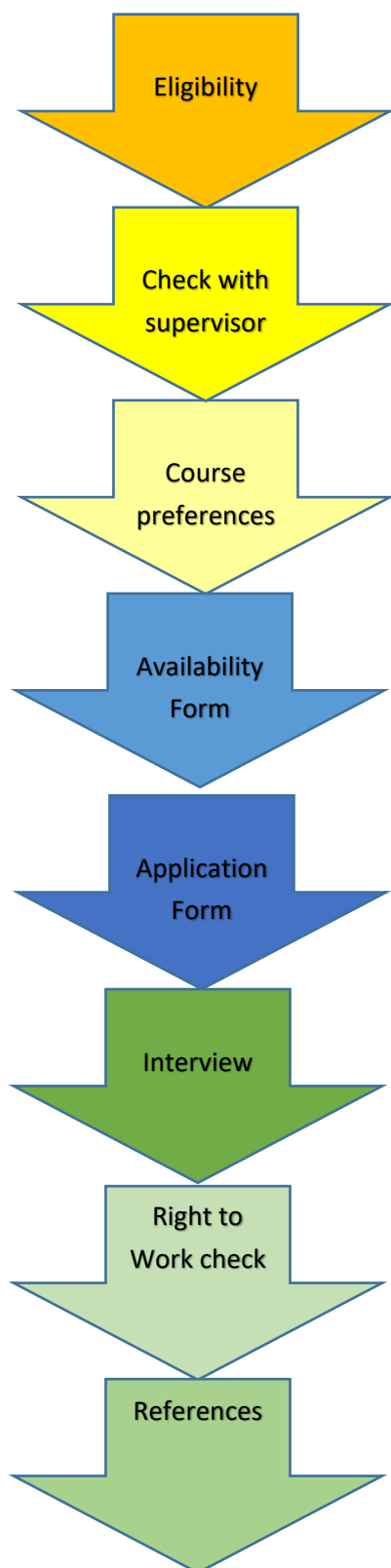# Guaranteed Hours Timeline – New and out of contract tutors and demonstrators

- New applicants for tutor and demonstrator roles
- Tutors and demonstrators with a contract with HCA with an end date that has passed, before 31/08/2025

Please see the How to Apply webpage for detailed information on each of these stages.

Eligibility

If you would like to be considered for work, in the first instance please check your eligibility for this type of work.

Check with supervisor

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.

Course preferences

A 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.

Availability Form

Complete the online Availability Form to register your interest in tutoring or demonstrating.

Application Form

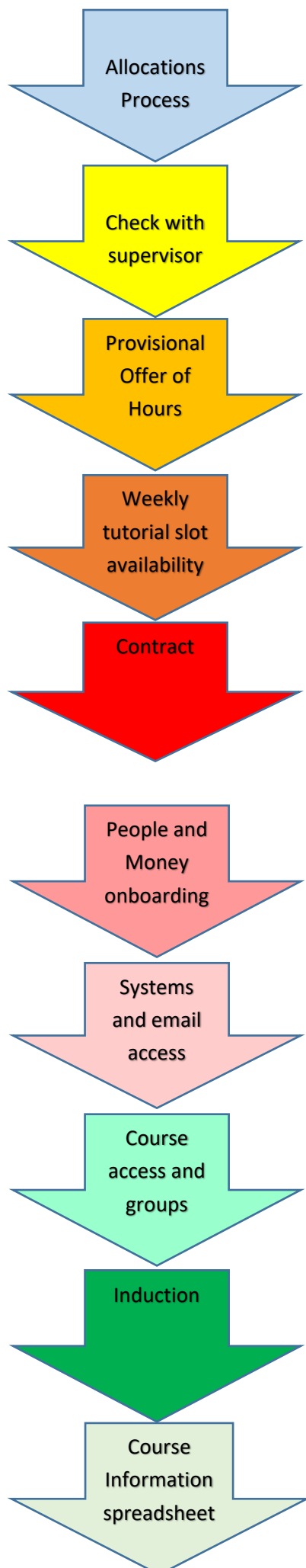Applications can only be accepted via the online application form available on the Student University Jobs website.

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

Interview

All **new** Tutors and Demonstrators who are eligible to tutor or demonstrate will be invited to interview.
A short interview(s) will be arranged with the Head of Subject and / or Teaching Director(s) of the Subject Area(s) running the courses identified in your availability form.

Right to Work check

Your Right to Work documents will be checked at or soon after your interview.
You cannot start work until the School has verified your Right to Work.

References

After the interview, references will be sought from two referees.

Allocations Process	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.
Check with supervisor	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.
Provisional Offer of Hours	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.
Weekly tutorial slot availability	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.
Contract	You will now be issued with a contract in People and Money, including a Breakdown of Hours for the courses allocated. See also **Sample Breakdown of Hours**. **Please sign your contract, in People and Money, as soon as possible.** No work, including training and induction, can be undertaken until you have received your contract.
People and Money onboarding	You must complete the on-boarding tasks assigned in the People and Money HR system. These include signing your contract, inputting your bank details and completing the applicable University training courses.
Systems and email access	You will be set up with your GH UUN / systems access and email, you MUST check your GH email very regularly from now on.
Course access and groups	The course administrators will give you access on Learn and Euclid for their course.
Induction	You must attend School, Subject Area and Course induction meetings, which will be held from Welcome Week onwards.
Course Information spreadsheet	You will be given access to the relevant Course Information spreadsheet(s) on Teams. See also **Sample Course Information spreadsheets**.