Sample Breakdown of Hours

Course Title	No of tutorial groups	Contact hours per group	Preparation hours per group	Marking hours per group	Feedback hours per group	Total hours – all groups
Training and meeting hours *	estimate per academic year					**8**
GREE08005 Greek 1C (and GREE10027 Greek 2Ha and PGHC11269 Intermediate Greek (PG) 1)	**2**	9	9	16	5	78
Semester 1 Hours						**78**
CLGE08002 The Greek World 1B	**3**	5	5	9	5	72
Semester 2 Hours						**72**
Total hours 2024/2025						**158**

Contact hours per group – class time

Preparation hours per group – matches the contact time

Marking hours per group – calculated per group (of up to 12 students) on word count of the item being marked

- Language courses typically marking each week of class
- Non-language courses typically two submissions to be marked – likely to be middle of semester and then end of semester

Feedback hours per group – for courses where GH are marking a significant proportion of the coursework you will be allocated 5 hours of Feedback time per group

- Liaise with the Course Organiser to discuss how best used across scheduled student drop-in hours and ad hoc queries via email etc.

Total hours – all groups – sum of the previous column multiplied by the number of groups

Training and meeting hours – paid for induction, training and meetings you need to fulfil your role as a tutor or demonstrator

- **Induction** - Welcome Week, week of 8th September

Sample Course Information spreadsheets - Language courses

You will be given access to the spreadsheet at the beginning of the relevant semester in order to help you plan your time and complete your Time Cards.

	A	C	D	E	F	G	H	I	J	K
1	GREE08005	Greek 1C (and GREE10027 Greek 2Ha and PGHC11269 Intermediate Greek (PG) 1)								
2		Semester 1		Course Organiser	Max Leventhal	mleventh@ed.ac.uk				
3				Course Admin	Sara Dennison	Sara.Dennison@ed.ac.uk				
4		Per Group								
5		Contact	Preparation	Marking	Feedback	Total hours				
6		9	9	16	5	39				
7										
8		Classes	Weeks 2 to 10							
9										
10		Marking			per student	per group				
11		25/09/2024, 02/10/2024, 09/10/2024, 16/10/2024, 23/10/2024, 30/10/2024, 06/11/2024, 13/11/2024	8 Tutorial Exercises (20%)		1.33	16				
13			Total		1.33	16				
14		Submission dates should be checked to the latest information on the course Learn page.								
15		Marking is for up to 12 students per group, whether submitted on time or late.								
16		If you have 13 or more students in your group please email for further advice -				hca-teaching-support@ed.ac.uk				
17										
18		Weekly hours per group								
19		These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.								
20		Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.								
21		Feedback hours are divided in two, with half allocated in the week following each submission.								
22										
23					Contact	Preparation	Marking	Feedback	Total hours	
24		Week 1	16/09/2024 to 22/09/2024							
25		Week 2	23/09/2024 to 29/09/2024		1	1	2	0.5	4.5	
26		Week 3	30/09/2024 to 06/10/2024		1	1	2	0.5	4.5	
27		Week 4	07/10/2024 to 13/10/2024		1	1	2	0.5	4.5	
28		Week 5	14/10/2024 to 20/10/2024		1	1	2	0.5	4.5	
29		Week 6	21/10/2024 to 27/10/2024		1	1	2	0.5	4.5	
30		Week 7	28/10/2024 to 03/11/2024		1	1	2	0.5	4.5	
31		Week 8	04/11/2024 to 10/11/2024		1	1	2	0.5	4.5	
32		Week 9	11/11/2024 to 17/11/2024		1	1	2	0.5	4.5	
33		Week 10	18/11/2024 to 24/11/2024		1	1		0.5	2.5	
34		Week 11	25/11/2024 to 01/12/2024					0.5	0.5	
35		Revision	02/12/2024 to 08/12/2024							
36		Exams - Week 1	09/12/2024 to 15/12/2024							
37		Exams - Week 2	16/12/2024 to 22/12/2024							
38			Total		9	9	16	5	39	

GREE08005 ⊕

Per Group - figures match Breakdown of Hours, for multiple groups multiply each figure by the no. of groups

Classes - weeks classes to take place

Marking - submission dates for coursework, but check Learn, and marking hours allocated for individual assignments

Weekly hours per group

- Marking - Language course - so marking typically each week of class

- Feedback – for this exercise clustered around assignment deadlines but liaise with the Course Organiser about how best used

Sample course information spreadsheets – Non-language courses

You will be given access to the spreadsheet at the beginning of the relevant semester in order to help you plan your time and complete your Time Cards.

	A	C	D	E	F	G	H	I	J	K
1		**CLGE08002**	**The Greek World 1B**							
2		Semester 2		Course Organiser	Marco Santini	msantini@ed.ac.uk				
3				*Course Admin*	*Shannon McMillan*	*Shannon.McMillan@ed.ac.uk*				
4		Per Group								
5		Contact	Preparation	Marking	Feedback	Total hours				
6		5	5	9	5	24				
7										
8		Classes	Even - Weeks 2, 4, 6, 8 and 10 and Odd - Weeks 3, 5, 7, 9 and 11							
9										
10		Marking			per student	per group				
11		14/02/2025	750 word Written exercise (15%)		0.25	3				
12		04/04/2025	2000 word Essay (25%)		0.50	6				
13				Total	0.75	9				
14		Submission dates should be checked to the latest information on the course Learn page.								
15		Marking is for up to 12 students per group, whether submitted on time or late.								
16		If you have 13 or more students in your group please email for further advice -				hca-teaching-support@ed.ac.uk				
17										
18		Weekly hours per group								
19		These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.								
20		Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.								
21		Feedback hours are divided in two, with half allocated in the week following each submission.								
22					Even week tutorials				CLGE08002E	Odd
23					Contact	Preparation	Marking	Feedback	Total hours	
24		Week 1	13/01/2025 to 19/01/2025							
25		Week 2	20/01/2025 to 26/01/2025		1	1			2	
26		Week 3	27/01/2025 to 02/02/2025							
27		Week 4	03/02/2025 to 09/02/2025		1	1			2	
28		Week 5	10/02/2025 to 16/02/2025				1.5		1.5	
29		Flexible Learning Week	17/02/2025 to 23/02/2025		No classes to take place		1.5		1.5	No cl
30		Week 6	24/02/2025 to 02/03/2025		1	1		2.5	4.5	
31		Week 7	03/03/2025 to 09/03/2025							
32		Week 8	10/03/2025 to 16/03/2025		1	1			2	
33		Week 9	17/03/2025 to 23/03/2025							
34		Week 10	24/03/2025 to 30/03/2025		1	1			2	
35		Week 11	31/03/2025 to 06/04/2025				3		3	
36			07/04/2025 to 13/04/2025				3	2.5	5.5	
37			14/04/2025 to 20/04/2025							
38		Revision	21/04/2025 to 27/04/2025							
39		Exam Diet	28/04/2025 to 25/05/2025							
40				Total	5	5	9	5	24	
41										
42		If you are unable to take a scheduled class								
43		If you wish to swap an individual class due to another commitment please see below the list of tutors / demonstrators on the course who may be able to sw								
44		Before the swap can be finalised you will need to check that restrictions on hours worked to not prevent it. To check email hca-teaching-support@ed.ac.uk								

(Column A contains vertical labels "Semester 2" spanning rows 24–39, with a green cell at Revision and blue cell at Exam Diet)

Sheet tabs: HIST08025 | HIST08042 | HIST08043 | HIST08044 | ARCA08005 | ARCA10009 & PGHC11570 | ARCA10009 & PGHC11494

Per Group - figures match Breakdown of Hours, for multiple groups multiply each figure by the no. of groups

Classes - weeks classes to take place

Marking - submission dates for coursework, but check Learn, and marking hours allocated for individual assignments

Weekly hours per group

- Marking – Non-language course - typically two submissions to be marked, likely to be middle of semester and then end of semester

- Feedback – for this exercise clustered around assignment deadlines but liaise with the Course Organiser about how best used