

NOTTINGHAM TRENT UNIVERSITY GRADUATE SCHOOL

TITLE: Teacher training for postgraduate research students

DOCUMENT TYPE: POLICY

APPROVED BY: URDC 2 October 2013 and Academic Board 12 February 2014

EFFECTIVE DATE: 1 October 2013

1. INTRODUCTION AND CONTEXT

- 1.1. It is widely recognised that the basis for a good teaching and learning experience is the combination of training and experience of the teacher and or trainer. Moreover it is also true that postgraduate research students are encouraged and are instrumental in gaining experience of teaching at higher educational level.
- 1.2. Teaching is seen as part of the career path of doctoral students who wish to enter the academic profession at some stage in their career and it is part of the Engagement, Influence and Impact segment of the [Researcher Development Framework](#) (D), where it is embraced in D3.
- 1.3. Furthermore, it is the case that within the career of postgraduate doctoral students, membership of the Higher Education Academy, IS DESIRABLE and the University regards it important that its doctoral researchers are provided with the first steps on the pathway to membership.

2. DEFINITION(S)

- 2.1. Appropriate Training: for the purpose of this policy this refers to the *Initial training Award* or any other recognised award, e.g. PGCHE.
- 2.2. Doctoral Student: for the purpose of this policy this refers to any currently registered student on a University research degree course leading to MPhil, PhD, Professional Doctorates. This policy only applies only to those students who fall into this category who may wish to be considered for participation in teaching activities at NTU.
- 2.2. Teaching: For the purpose of this policy teaching is defined as any activity where the postgraduate student is actively involved in leading and taking a major teaching role within lectures, seminars and tutorials. The role of 'demonstrator' is not included in this definition, although it is expected that 'demonstrators' receive appropriate induction and training for this role and are encouraged to develop further their skills by undertaking the training outlined here.

3. PRINCIPLES AND SCOPE

- 3.1. The principle – all doctoral and MPhil students engaged in and to be engaged in teaching ***must*** have completed or be engaged in appropriate training.

4. PROTOCOLS

- 4.1. Application to the programme will be directly through the Centre for Professional Learning and Development or as part of the suite of options comprising the Professional Research Practice course.

5. RESPONSIBILITIES

- 5.1. The doctoral student to ensure he/she receives the appropriate training before or concurrent with being employed in a teaching role.
- 5.2. The Director of Studies should ensure that their student(s) receives the appropriate training before or concurrent with being employed in a teaching role.
- 5.3. Academic Team Leaders to ensure that doctoral students have received appropriate training before or concurrent with being employed in a teaching role.
- 5.4. The relevant HR office ensures that doctoral students have received appropriate training before or concurrent with being employed in a teaching role.

6. BACKGROUND

- 6.1. The University seeks to ensure that the undergraduate and postgraduate taught student environment is enhanced by good teaching practice and that its doctoral students receive the required training for their progression as valued members of the academic community by ensuring access to the Researcher Development Framework (D) and access to the Higher Education Academy.

7. POLICY STATEMENTS

- 7.1. NTU therefore seeks to ensure that the teaching and learning environment for its undergraduate and postgraduate taught student is enhanced by contact with researchers in the early stages of the development and who have participated in the [NTU Initial Teaching Award](#)
- 7.2. No doctoral student to be employed to undertake any contracted teaching within NTU unless they have successfully completed or are concurrently undertaking Appropriate Training that is: [the NTU Initial training Award](#) or any other recognised award, i.e. PGCHE

8. TRAINING AND AWARENESS

- 8.1. The policy will require no specific training.
- 8.2. The policy will be communicated through URDC, CRDC, and other relevant committees to academic and other staff.
- 8.3. The policy will be communicated to doctoral students through URDC, CRDC, course committees, postgraduate research tutors and student representatives as well as other formal and informal student fora.

9. RELATED POLICIES AND PROCEDURES

- 9.1. The University has a number of related policies, regulations and procedures which provide information and/or guidance on matters which may impact on the application of this policy. These are:
 - 9.1.1. [NTU Learning and Teaching Policy](#)
 - 9.1.2. [NTU Learning and Teaching Framework](#)
 - 9.1.3. [Researcher Development Framework](#)

10. MONITORING, EVALUATION AND REVIEW

- 10.1. This policy will be reviewed annually by URDC

11. VERSION CONTROL AND CHANGE HISTORY

- 11.1. Initial iteration June 2013.
- 11.2. Amended October 2013.