

## **Graduate School Policy on Postgraduate Tutors**

We note the University 'Code of Practice on Tutoring and Demonstrating' <http://www.aaps.ed.ac.uk/regulations/TutoringandDemonstrating20051122.pdf> (also available on the Graduate School website) and recommend that all PGs be alerted to its existence.

### **PG Tutor Training**

Currently the PG Tutor Training consists of the following, coordinated by Ruth Forrester, Tony Gilbert and Lois Rollings.:

#### *Induction Afternoon*

This is usually in week 1 of semester 1. Information is given out on how our tutorials are organised and how best to run a tutorial. The PGs are given a mock marking exercise and are asked to explain some mathematics to a small group. They are also given some background reading. We cover much of what is in the Code of Practice but do not go in to details about the different maths courses.

#### *Observation*

One of the PG Training team (or others if we do not feel qualified to do this) observe at least part of a tutorial towards the end of semester 1. The PG is given some short written feedback; we suggest that in future this is copied to the Course Organiser (CO). If it is felt necessary we may arrange to observe another tutorial later on.

#### *Reflection*

Towards the end of S1 or the start of S2, we aim to gather the group of new PGs together to reflect on their experiences.

Note that we try to repeat this process with any PGs who arrive late and only start teaching at the start of S2.

### **Potential Concerns**

We suggest the following procedures if problems arise. We feel that there are three main areas which may cause concern.

#### **Lateness/failure to complete marking etc**

This is not a training issue, so should be dealt with in the first instance by the CO.

#### **Teaching**

One of the PG training team would observe a tutorial and provide written feedback to the PG (copied to the CO). A follow-up observation may be arranged to check that improvement has occurred.

#### **English Language**

One of the PG Training team would observe a tutorial. If it is felt that the PG's mastery of English is not sufficient we would recommend that he/she enrolls on an appropriate course. This recommendation would be made via the Head of Graduate School who would discuss it with the PG's supervisor.

*Extreme Cases*

If a problem is felt to be so extreme, or a problem such as lateness persists, and it is felt that the PG should not be tutoring, then the matter would be referred to the Head of Graduate School. This would clearly have implications for scholarships and should be discussed with Mathematics Teaching Organiser / Head of School as appropriate.

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