Approved Demonstrator Application
Process: Guidance for Approval

Introduction

Approved Demonstrator Status is required of anyone engaged in five or more contact hours for one course. This does not apply to full-time/part-time staff appointed in terms of Ordinance F.2, i.e. it does not apply to anyone with a University contract of employment.

Approved Demonstrator status can be given up to a maximum of either three or five years. All approvals expire on 31 July of the respective year.

The following sections provide a summary of procedures relating to the Approved Demonstrator application process and approval by the School.

**Stage 1 - Applicant Details**

This stage should be completed by the applicant and confirmed by the School.

- Details of the course/programme codes and titles that the applicant will support must be indicated in this stage, as these details will be confirmed within a letter confirming final approval.
- Please ensure that the appropriate HWU campus name is stated on the application form and whether the applicant is a new applicant or seeking re-approval.
- The application form should be signed and dated by the applicant before submission to the appropriate School.

**Stage 2 – School Approval**

This stage should be completed by the Director of Studies (or equivalent) and submitted to the Head of School or Director of Learning and Teaching/Director of Quality for final approval.

- The School must confirm the courses/programmes for approval and the duration of approval sought (in Section 1) as well as confirming, provisions are in place for appropriate training, guidance and support to allow the applicant to fulfil their duties. A member of staff must be identified as being responsible for the applicant.

Please note that Approved Demonstrators are **not** responsible for producing teaching plans, creating notes or design of assessment. However Approved Demonstrators may undertake associated marking on the condition that formal training and support is provided within the School. *(Associated marking will limit the marking to within their own role, eg lab reports).*

- The School must also provide a brief supporting statement from the Director of Studies (or equivalent) confirming the applicant’s ability to undertake the duties specified.

- The School must provide confirmation from the applicants PhD supervisor that the applicant is able to undertake demonstrating duties and that this fits with their PhD completion plan.

- The application form should be signed and dated by the Director of Studies (or
equivalent) before submission to the Head of School or Director of Learning and Teaching/Director of Quality for final approval.

- If approved the applications should be sent to Academic Registry to record the approval details and produces approval letter.

- In incidences where the School does not support the application, it is the Schools responsibility to inform the applicant.

### Following School Approval

This stage is completed by Academic Registry

- All approved application forms should be returned to Academic Registry, who records the approval details and produces the approval letter.

- Academic Registry returns the approval letter to the School for distribution to the successful applicant.

### Further information

- At the end of the approval year, Academic Registry will provide Schools with details of Approved Demonstrators whose approved status is due to expire.

- Electronic copies of the applications forms, guidance notes and definitions are available on the web at:

  [https://www.hw.ac.uk/services/academic-registry/quality/qa/approved-teacher-tutor-marker.htm](https://www.hw.ac.uk/services/academic-registry/quality/qa/approved-teacher-tutor-marker.htm)

### Academic Registry contacts

For management of the process:
Jenny Walker, Quality & External Partnerships Officer (J.Walker@hw.ac.uk, Ext 3292)

For completed applications and related enquiries:
Lindsey Hall, Senior Quality & External Partnerships Admin Assistant (l.e.hall@hw.ac.uk, Ext 3732)