Approved Tutor Application Process: Guidance for Approval

Introduction

Approved Tutor 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.

Level of duties determines whether a person is eligible for Approved Tutor status, details of which are outlined in Ordinance P6.

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

The following sections provide a summary of procedures relating to the Approved Tutor 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.

- The applicant must ensure that an up-to-date CV (academic qualifications must be included), containing details of relevant teaching/tutoring experience, is attached. The School cannot approve the application without these details.

- Please ensure that the appropriate HWU campus or Approved Learning Partner 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 and where applicable signed by the Approved Learning Partner 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 the Director of Learning and Teaching/Director of Academic 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, as appropriate, the duties and training requirements that the applicant must undertake.

- The Schools judgement of the applicant’s training requirements should be based upon evidence of prior teaching/tutoring experience contained within the applicants CV.
  - For further information on the University recognised learning and teaching programme (LEADS) (*currently only available at the Edinburgh campus*), please refer to the Centre of Academic Leadership and Development (CALD)
• Please note that Approved Tutors (specifically tutors at ALPs) are permitted to contribute to the marking of course formative assessment (as per Ordinance P6), which will be set and moderated by a member of Academic Staff. This duty must be approved by the Director of Learning and Teaching or the Director of Academic Quality and the appropriate box ticked under Section 2 Summary of Responsibilities and Duties.

• 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. These duties must fall within the range as detailed in Ordinance P6.

• A Heriot Watt member of academic staff must be appointed as a supervisor to the applicant and their details noted.

• The application form should be signed and dated by the Director of Studies (or equivalent) before submission to the Head of School or the Director of Learning and Teaching/Director of Academic 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 School’s 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. Academic Registry will send copies to Centre for Academic Leadership and Development where training has been identified.

### Further information

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

• Full details of the Approved Teachers, Tutors and Markers scheme are outlined in Ordinance P6, available on the web: [http://www1.hw.ac.uk/ordinances/ordinances.pdf](http://www1.hw.ac.uk/ordinances/ordinances.pdf)

• 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 Admin Assistant (Quality & External Partnerships) (l.e.hall@hw.ac.uk, Ext 3732)