Approved Teachers, **Approved Tutors**, Approved Markers and Approved Demonstrators Scheme

**Definition of Approved Tutors**

- Approved Tutor status is required of anyone engaged in *five or more* contact hours for one course. This does not apply to f-t/p-t 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 is given by the Head of School, but may be delegated to Directors of Learning and Teaching/Directors of Academic Quality.

- 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.

- It should be noted that new Approved Tutors will normally require a certain degree of training before commencing with their duties, unless they have evidenced extensive previous tutoring experience within their application.

- If required, it is expected that applicants will register for the relevant course in the September immediately following the commencement of the approval period. Training must be completed in advance of a re-application.

- It is the responsibility of Academic Quality to notify the Learning and Teaching Academy (LTA) of candidates who, on the advice of the School, require formal University training in order to effectively perform their duties.

- It is the responsibility of LTA to ensure that Academic Quality is notified of completed formal University training.

- If tutoring is to continue beyond the expiry period a re-application must be made following the same procedure.

- Please follow the link to obtain copies of the Approved Tutor [application procedures](#) and [application form](#).

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*Emma Cessford, Global Quality Officer*

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