# Demonstrating and Tutoring

## Reflection and Feedback Session

Please **sign up** for the reflection and feedback session for demonstrators who have recently joined the BTO. The session will be held on **Wednesday 11 April from 0930-1100 in JCMB room 4325C**. Please sign up before 4 April.

<table>
<thead>
<tr>
<th>What is demonstrating and what do I need to do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are opportunities to act as a demonstrator in undergraduate and MSc classes; to assist in practical laboratory, computing or problem solving sessions. This provides valuable experience, some income, and an opportunity to become more involved in the teaching work of the School of Biological Sciences. PhD students should first consult their supervisor. Demonstrating on courses administered by the Biology Teaching Organisation (BTO) is coordinated by Dr Ann Haley/ Louise Hann (<a href="mailto:bto.demonstrators@ed.ac.uk">bto.demonstrators@ed.ac.uk</a>).</td>
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</tbody>
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If interested please:

1. **Click here to sign up** for the **Demonstrator Training Course** ([link not live yet](#)). The next course is being held in summer 2018.  **Programme for the Training Session in December 2017**
   - Anybody wishing to demonstrate on courses administered by the BTO will only be permitted after attendance at a BTO PhD Students’ Demonstrator Training Course.

2. **Apply** for the BTO demonstrator vacancy on [https://www.vacancies.ed.ac.uk/](https://www.vacancies.ed.ac.uk/) The demonstrator vacancy reference number for 2018/19 is to be confirmed. The vacancy for Floor Leaders, Tutors and Markers for 2018/19 will be confirmed later in the year.
   - No CV, personal statement or references required. **Enter N/A** (not applicable) when the application form asks for CV, personal statement or references.

3. **Register** to be a demonstrator: [Registration Form (Requires EASE login)](#) - to indicate which courses suit your area of expertise. 
   - You MUST include your National Insurance number. If you don’t have one, you will need to apply for one from [https://www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number).
   - Please keep your registration up to date.

4. **Demonstrate your eligibility to work in the UK by presenting appropriate documents** at the main BTO office (JCMB 2105) before work is allocated. The office is open from 0900-1700, Monday to Friday.
   - Evidence of eligibility to work in the UK must be obtained from ALL recruits before an offer of employment is made, before the contract of employment is issued and before the employees start date.
   - The documents suitable to demonstrate your eligibility to work in the UK are described on the [checklist](#) that you will be required to submit. For most students this will be a passport or ID card, and visa where appropriate.
   - Visas must be either Biometric or must be in a valid passport.
   - For some nationalities there are additional requirements eg. an accession worker authorisation document (for those who are Croatian). It is your responsibility to bring the correct documentation for your nationality. If in doubt contact [hrscieng@ed.ac.uk](mailto:hrscieng@ed.ac.uk).

For more information on the processes for the production of contracts and payments, please look at our ’Information for Demonstrators’ page. There is also [eTime guidance](#).

For those who wish to terminate their contract please fill out the End of Employment form (complete the boxes which are shaded yellow) and send to [bto.demonstrators@ed.ac.uk](mailto:bto.demonstrators@ed.ac.uk).
Useful Information Regarding Demonstrating

Preparation:
- Demonstrators are expected to have read any notes regarding a session beforehand and be familiar with what is expected during a particular session. Demonstrators cannot claim for preparation time.
- Tutors and floor leaders (not markers) are permitted to claim one hour of preparation time for each hour worked.
- Disclosure Scotland: Disclosure Scotland certificates obtained via the Protecting Vulnerable Groups Scheme are no longer required by either tutors or demonstrators.

Courses:
- The next Demonstrator Training Course is to be confirmed. No demonstrating will be permitted until you have attended. Please attend training at the earliest opportunity.
- The Demonstrator Feedback session for new demonstrators will be held in April 2018.
- The next Tutor Training Course for postdocs will take place at the end of August 2018. Please email Nadia.Tuzi@ed.ac.uk if interested in attending.
- Other courses are provided by the Institute for Academic Development, but to demonstrate for Biological Sciences you must have attended a BTO training session.

Useful Documents for Demonstrators
- BTO Demonstrators’ Handbook
- Course Summaries for years 1 to 3
- Grade 5 Timesheet (Demonstrators)
- Grade 6 Timesheet (Tutor/Floor Leader/Marker)
- eTime guidance
- Tax Form P46
- Bank Mandate
- Adhoc payments
- End of Employment form
- Policy for recruitment and support of demonstrators and tutors

List of Courses 2017/18

Demonstrators may also have to attend compulsory meetings, which will be paid. These are not listed, since they vary between courses.

Semester 1

First Year Courses
## Origin and Diversity of Life 1 (ODL1)

### Dates:

- 25 September - 6 October 2017
- 9 - 20 October 2017 (Botanics)
- 23 October - 1 December 2017

### Sessions Available:

- **Monday**: 10am – 1pm
- **Wednesday**: 2pm – 5pm
- **Thursday**: 2pm – 5pm
- **Friday**: 10am - 1pm
Quantitative Skills for Biologists 1 (QSB1)

Dates:
To be confirmed

Sessions Available:
Tuesday
1000-1200
Thursday
1000-1200

Second Year Courses

Evolution in Action 2 (EiA2)

Dates:
25 - 29 September 2017
9 October 2017 - 24 November 2017

Sessions Available:
Tuesday
2pm - 5pm
Friday
2pm - 5pm
<table>
<thead>
<tr>
<th>The Dynamic Cell 2 (TDC2)</th>
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<tbody>
<tr>
<td><strong>Dates:</strong></td>
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<tr>
<td>18 - 22 September 2017</td>
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<tr>
<td>2 October 2017 - 17 November 2017</td>
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<td><strong>Sessions Available:</strong></td>
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<tr>
<td>Wednesday 10am - 1pm</td>
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<td>Wednesday 2pm - 5pm</td>
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<td>Friday 2pm - 5pm</td>
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<tr>
<td>Assistant tutors are also required. For these positions you will be paid at a demonstrator rate, but will be paid for an additional 1 hour preparation time.</td>
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<th>The Green Planet 2 (TGP2)</th>
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<td><strong>Dates:</strong></td>
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<tr>
<td>18 September 2017 - 24 November 2017</td>
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<tr>
<td><strong>Sessions Available:</strong></td>
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<tr>
<td>Thursday 2pm - 5pm</td>
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<tr>
<td>Course</td>
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<tr>
<td>Animal Diversity and Evolution 3 (ADE3)</td>
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<td>Applied Plant Biology 3 (APB3)</td>
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Evolutionary and Ecological Genetics 3 (EEG3)

Dates:
2 - 13 October 2017
23 - 27 October 2017
6 - 10 November 2017

Sessions Available:
Tuesday
3pm - 5pm
Friday
3pm - 5pm

Molecular Genetics 3 (MoG3)

Dates:
18 September 2017 - 1 December 2017

Sessions Available:
Tuesday
10am - 12pm
Friday
10am - 12pm
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<tr>
<td>Molecular Microbiology 3</td>
<td>18 September 2017 - 24 November 2017</td>
<td>Monday 2pm - 5pm,</td>
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<td>(MolMic 3)</td>
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<td>Thursday 2pm - 5pm</td>
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<tr>
<td>Parasite Biology 3</td>
<td>9 - 13 October 2017</td>
<td>Monday 10.30am -</td>
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<tr>
<td>(PaBi3)</td>
<td>23 - 27 October 2017</td>
<td>11.30am, Thursday</td>
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<td>6 - 10 November 2017</td>
<td>10.30am - 12.30pm</td>
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<td>20 - 24 November 2017</td>
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Populations and Community Ecology 3 (PCE3)

Dates:
30 October 2017 - 3 November 2017

Sessions Available:
Tuesday 9am - 12pm
Friday 9am - 12pm

Structures and Functions of Proteins (SFP3)

Dates:
2nd October 2017 - 10th November 2017

Sessions Available:
Thursday 10am - 12.30pm
MSc Courses

MSc Biochemistry

Dates:
18th September 2017 - 13th October 2017
23rd October 2017 - 24th November 2017

Sessions Available:
Thursday 9am - 12pm

MSc Biotechnology

Dates:
18th September 2017 - 1st December 2017

Sessions Available:
Tuesday 2pm - 5pm

Semester 2
First Year Courses

Molecules, Genes and Cells
1 (MGC1)

Dates:
15 January - 30 March 2018

Sessions Available:
Tuesday
10am - 12noon
Thursday
10am - 12noon
Friday
10am - 12noon

Biology, Ecology and Environment 1
(BEE1)

Dates:
22 - 26 January 2018
5 - 16 February 2018
5 - 16 March 2018
26 - 30 March 2018

Sessions Available:
Monday
10am - 1pm
Wednesday
10am - 1pm
Thursday
2pm - 5pm
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<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Sessions Available</th>
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<tbody>
<tr>
<td>Animal Biology 2 (AnBio2)</td>
<td>15 January - 6 April 2018</td>
<td>Tuesday 2pm - 5pm</td>
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<td>Friday 2pm - 5pm</td>
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<tr>
<td>Genes and Gene Action 2 (GA2)</td>
<td>15 January - 30 March 2018</td>
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Sessions Available:

Wednesday 10 am - 1 pm; 2 pm - 5 pm
Thursday 2 pm - 5 pm
The Microbial World

Dates:
15 January - 9 March 2018

Sessions Available:
Monday 2 pm - 5 pm
Third Year Courses

Behavioural Ecology 3 (BEEC3)
Dates: 22 - 26 January 2018, 5 - 16 February 2018
Sessions Available: Tuesday 10am - 12.30pm, Friday 10am - 12.30pm

Biotechnology 3 (Biotech3)
Dates: 15 January - 30 March 2018
Sessions Available: Tuesday 1.30pm - 5pm, Friday 1.30pm - 5pm
Developmental Biology 3 (Deb3)

Dates:
22 January - 9 February 2018
26 February - 16 March 2018
26 - 30 March 2018

Sessions Available:
Monday 2.30pm - 5pm
Thursday 2.30pm - 5pm

Evolution and Ecology of Plants 3 (EEP3)

Dates:
15 January - 6 April 2018

Sessions Available:
Tuesday 1.30pm - 5pm
Friday 1.30pm - 5pm
Genomes and Genomics 3 (GEN3)
Dates: 22 January - 9 February 2018
Sessions Available: Thursday 9am - 12.30pm

Molecular Cell Biology 3 (MCB3)
Dates: 15 January - 9 March 2018
Sessions Available: Tuesday 9am - 10am; 11am - 1pm; Friday 9am - 10am; 11am - 1pm

MSc Courses

MSc Biochemistry
Dates: 15 January - 30 March 2018
Sessions Available: Friday 2pm - 5pm

MSc Biotechnology
Dates: 22 January - 9 March 2018
Sessions Available: Wednesday 2pm - 5pm
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<td>Nov 22, 2017 by Louise Hann</td>
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<tr>
<td>End_of_Employment_Form 2017.doc</td>
<td>Nov 22, 2017 by Louise Hann</td>
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30mins/script
Markers feedback meeting 90mins at marker rate