Demonstrating and Tutoring

What is demonstrating and what do I need to do?

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 (bto.demonstrators@ed.ac.uk).

If interested please:

1. **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.

   Please keep your registration up to date.

2. **Apply** for the BTO demonstrator vacancy on https://www.vacancies.ed.ac.uk/ The demonstrator vacancy reference number for 2018/19 is 044320. The vacancy for Floor Leaders, Tutors and Markers for 2018/19 will be confirmed later this month.

   No CV, personal statement or references required. Enter N/A (not applicable) when the application form asks for CV, personal statement or references.

3. **Attend** a BTO demonstrator induction course (you will be invited to the course after you have accepted a specific demonstrating role).

4. **Demonstrate** your eligibility to work in the UK by presenting appropriate documents at the main BTO office (JCMB 2105) before starting work. 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 hrsceing@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.

Privacy Statement

Information about you: how we use it and with whom we share it

We will use your personal data to allow us to process your registration, communicate with you and potentially offer demonstrating work. We are processing the information about you for these purposes because by registering on the website, you give your consent for us to do so. We will also contact you about other demonstrating you might be interested in future. You may opt out of this at any time. We will hold the personal data you provided us for 12 months. If you have agreed to be contacted about future demonstrating opportunities, we will hold your personal data for as long as you subscribe to these updates. We do not use profiling or automated decision-making processes. If you have any questions, please contact bto.demonstrators@ed.ac.uk. This Privacy Statement is continued at: www.edin.ac /privacy
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.
- 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 **23 August 2018**. No demonstrating will be permitted until you have attended. Attendance is by invite only. Please attend training at the earliest opportunity.
- The **Demonstrator Feedback session** for new demonstrators was held in **April 2018**.
- The next **Tutor Training Course** for postdocs will take place on **31 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
- 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:**
- 8 October 2018 - 23 November 2018
- 24 September - 5 October 2018 (Botanics) (tbc)

**Sessions Available:**
- Monday 1000 – 1300
- Wednesday 1400 – 1700
- Thursday 1400 – 1700
- Friday 1000 – 1300

### Quantitative Skills for Biologists 1 (QSB1)

**Dates:**
- 17 September 2018 - 16 November 2018

**Sessions Available:**
- Tuesday 1000-1200
- Thursday 1000-1200
- Friday 1310-1400 (student drop-in session)
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<td>Evolution in Action 2 (EiA2)</td>
<td>24 September 2018 - 23 November 2018</td>
<td>Tuesday 1400 - 1700</td>
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<td>Friday 1400 - 1700</td>
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<tr>
<td>The Dynamic Cell 2 (TDC2)</td>
<td>18 - 22 September 2018 1 October 2018 - 9 November 2018</td>
<td>Wednesday 1000 - 1300</td>
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<td>Wednesday 1400 - 1700</td>
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<td>Friday 1400 - 1700</td>
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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.
### The Green Planet 2 (TGP2)

**Dates:**
- 17 September 2018 - 23 November 2018

**Sessions Available:**
- Thursday
  - 1400 - 1700

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### Third Year Courses

#### Animal Diversity and Evolution 3 (ADE3)

**Dates:**
- 24 September 2018 - 5 October 2018

**Sessions Available:**
- Monday
  - 1300 - 1700
- Thursday
  - 1400 - 170

#### Applied Plant Biology 3 (APB3)

**Dates:**
- 17 September 2018 - 23 November 2018

**Sessions Available:**
- Monday
  - 1000 - 1300
- Thursday
  - 1000 - 1300
### Evolutionary and Ecological Genetics 3 (EEG3)

**Dates:**
- 1 - 12 October 2018
- 22 - 26 October 2018
- 5 - 9 November 2018

**Sessions Available:**
- Tuesday
  - 1500 - 1700
- Friday
  - 1500 - 1700

### Molecular Genetics 3 (MoG3)

**Dates:**
- 17 September 2018 - 30 November 2018

**Sessions Available:**
- Tuesday
  - 1000 - 1200
- Friday
  - 1000 - 1200
### Molecular Microbiology 3 (MolMic 3)

**Dates:**

- 17 September 2018 - 23 November 2018

**Sessions Available:**

- Monday 1400 - 1700
- Thursday 1400 - 1700

### Parasite Biology 3 (PaBi3)

**Dates:**

- 8 - 12 October 2018
- 22 October - 2 November 2018
- 12 - 16 November 2018

**Sessions Available:**

- Monday 1030 - 1130/1230
- Thursday 1030 - 1130/1230
Populations and Community Ecology 3 (PCE3)

Dates:
29 October 2018 - 2 November 2018

Sessions Available:
Tuesday 0900 - 1200
Friday 0900 - 1200

Structures and Functions of Proteins (SFP3)

Dates:
1 October 2018 - 9 November 2018

Sessions Available:
Thursday 1000 - 1230
## MSc Courses

### MSc Biochemistry

**Dates:**
- 17 September 2018 - 12 October 2018
- 22 October 2018 - 23 November 2018

**Sessions Available:**
- Thursday 0900 - 1200

### MSc Biotechnology

**Dates:**
- 17 September 2018 - 30 November 2018

**Sessions Available:**
- Tuesday 1400 - 1700

**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
| Animal Biology 2  
| (AnBio2) |
| **Dates:** |
| 15 January - 6 April 2018 |
| **Sessions Available:** |
| Tuesday |
| 2pm - 5pm |
| Friday 2pm |
| - 5pm |
Genes and Gene Action 2 (GG A2)

Dates:
15 January - 30 March 2018

Sessions Available:
Wednesday 10 am - 1 pm; 2 pm - 5 pm
Thursday 2 pm - 5 pm
The Microbial World 2 (TM W2)

Dates:
15 January - 9 March 2018

Sessions Available:
Monday 2pm - 5pm
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 (Debi3)
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 Biodesign
- **Dates:** 28 January - 8 February 2019
- **Sessions Available:** Friday 1400-1700

### MSc Biotechnology
- **Dates:** 21 January - 8 March 2019
- **Sessions Available:** Wednesday 1400 - 1700

### MSc Biochemistry
- **Dates:** 14 January - 29 March 2019
- **Sessions Available:** Friday 1400-1700

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