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 (the information on this registration form is used by the BTO to alert you to any demonstrating opportunities for the courses you have picked, and registers your interest in demonstrating). The **Registration Form (Requires EASE login)** - please indicate which courses suit your area of expertise; do not tick all the boxes! Please 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.

2. **Apply** for the BTO vacancy on [https://www.vacancies.ed.ac.uk/](https://www.vacancies.ed.ac.uk/). The demonstrator vacancy reference number for 2020/21 is to be confirmed. Brief guidance has been drafted to show you the steps to applying (you don't have to log in to apply - the post is externally advertised). The tutor vacancy reference number for 2020/21 is to be confirmed.

   By applying for the vacancy, you register your details in our HR system and allow us to process your contract when required. **Enter N/A** (not applicable) when the application form asks for CV, personal statement or references. You will have to type this since there is not a tick box. You can use the demonstrator email for the email box in the references section. Please complete the other required boxes.

3. **Attend** a BTO demonstrator training course (you will be invited to the course after you have accepted a specific demonstrating role). The date of the next course will be towards the end of November.

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 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 BTO eTime Guidance and eTime guidance from Finance. Your payslips can be accessed through your MyEd staff account (guidance is available). Pay dates are on the University website, normally 28th of the month.

For those who wish to terminate their contract please fill out the end_of_employment_form_Feb_2019.docx (complete the boxes which are shaded yellow) and send to bto.demonstrators@ed.ac.uk.

Please also let us know if you are expecting a baby (you are entitled to maternity leave).

Privacy Statement

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

We (the BTO and SBS teaching staff) 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. Some courses run paid briefing sessions for demonstrators - please make sure you attend.
- 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** will be held around the end of November (exact date to be confirmed). No demonstrating will be permitted until you have attended. Attendance is by invite only (complete the Registration Form for the chance to receive an invite). Please attend training at the earliest opportunity.
- The next **Tutor Training Course** for postdocs is still to be confirmed, but likely to be at the end of August. Please email Nadia.Tuzi@ed.ac.uk if you are 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
- End of Employment form
- Policy for recruitment and support of demonstrators and tutors
- Information for staff who are EU citizens

## 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:**
- 7 October 2019 - 22 November 2019
- 23 September - 4 October 2019 (Botanics) (tbc)

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

## Quantitative Skills for Biologists 1 (QSB1)

**Dates:**
- 16 September 2019 - 15 November 2019

**Sessions Available:**
- Tuesday 1000-1200
- Thursday 1000-1200
- Friday 1310-1400 (student drop-in session)
### Second Year Courses

#### Evolution in Action 2 (EiA2)

**Dates:**
23 September 2019 - 22 November 2019

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

#### The Dynamic Cell 2 (TDC2)

**Dates:**
30 September 2019 - 8 November 2019

**Sessions Available:**
- Wednesday 1000 - 1300
- Wednesday 1400 - 1700
- Friday 1400 - 1700

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:**
16 September 2019 - 22 November 2019

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

### Third Year Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Sessions Available</th>
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<tbody>
<tr>
<td>Animal Diversity and Evolution 3 (ADE3)</td>
<td>23 September 2019 - 4 October 2019</td>
<td>Monday 1300 - 1700</td>
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<td>Thursday 1400 - 170</td>
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<tr>
<td>Applied Plant Biology 3 (APB3)</td>
<td>16 September 2019 - 22 November 2019</td>
<td>Monday 1000 - 1300</td>
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<td>Thursday 1000 - 1300</td>
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<tr>
<td>Evolutionary and Ecological Genetics 3 (EEG3)</td>
<td>30 September - 11 October 2019</td>
<td>Tuesday 1500 - 1700</td>
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<td></td>
<td>21 - 25 October 2019</td>
<td>Friday 1500 - 1700</td>
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<tr>
<td></td>
<td>4 - 8 November 2019</td>
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<tr>
<td>Molecular Genetics 3 (MoG3)</td>
<td>16 September 2019 - 29 November 2019</td>
<td>Tuesday 1000 - 1200</td>
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<td>Friday 1000 - 1200</td>
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<tr>
<td>Course</td>
<td>Dates</td>
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</table>
| Molecular Microbiology 3 (MolMic 3) | 16 September 2019 - 22 November 2019 | Monday 1400 - 1700  
Thursday 1400 - 1700 |
| Parasite Biology 3 (PaBi3)   | 7 - 11 October 2019  
21 October - 1 November 2019  
11 - 15 November 2019 | Monday 1030 - 1130/ 1230  
Thursday 1030 - 1130/ 1230 |
| Populations and Community Ecology 3 (PCE3) | 28 October 2019 - 1 November 2019 | Tuesday 0900 - 1200  
Friday 0900 - 1200 |
| Structures and Functions of Proteins (SFP3) | 30 September 2019 - 8 November 2019 | Thursday 1000 - 1230 |
# MSc Courses

## MSc Biochemistry

**Dates:**
- 18 September 2019 - 11 October 2019
- 22 October 2019 - 22 November 2019

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

## MSc Biotechnology

**Dates:**
- 16 September 2019 - 29 November 2019

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

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**Semester 2**
### First Year Courses

#### Molecules, Genes and Cells 1 (MGC1)

**Dates:**
13 January - 28 March 2020

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

#### Biology, Ecology and Environment 1 (BEE1)

**Dates:**
- 20 - 24 January 2020
- 3 - 14 February 2020
- 3 - 14 March 2020
- 24 - 28 March 2020

**Sessions Available:**
- Monday 10am - 1pm
- Wednesday 10am - 1pm
- Thursday 2pm - 5pm

### Second Year Courses

#### Animal Biology 2 (AnBio2)

**Dates:**
13 January - 4 April 2020

**Sessions Available:**
- Tuesday 2pm - 5pm
- Friday 2pm - 5pm
<table>
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<tr>
<th>Course</th>
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<th>Sessions Available</th>
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<tbody>
<tr>
<td>Genes and Gene Action 2 (GGA2)</td>
<td>13 January - 28 March 2020</td>
<td>Wednesday 10am - 1pm; 2pm - 5pm; Thursday 2pm - 5pm</td>
</tr>
<tr>
<td>The Microbial World 2 (TMW2)</td>
<td>13 January - 7 March 2020</td>
<td>Monday 2pm - 5pm</td>
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<tr>
<td>Third Year Courses</td>
<td></td>
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</tbody>
</table>
Behavioural Ecology 3
(BEEC3)

Dates:
20 - 24 January 2020
3 - 14 February 2020

Sessions Available:
Tuesday
10am - 12.30pm
Friday
10am - 12.30pm

Biotechnology 3
(Biotech3)

Dates:
13 January - 28 March 2020

Sessions Available:
Tuesday
1.30pm - 5pm
Friday 1.30 pm - 5pm
<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Developmental Biology 3 (Debi3)</td>
<td>20 January - 7 February 2020</td>
<td>Monday 2.30pm - 5pm, Thursday 2.30pm - 5pm</td>
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<tr>
<td></td>
<td>24 February - 14 March 2020</td>
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<tr>
<td></td>
<td>24 - 28 March 2020</td>
<td></td>
</tr>
<tr>
<td>Evolution and Ecology of Plants 3 (EEP3)</td>
<td>13 January - 4 April 2020</td>
<td>Tuesday 1.30pm - 5pm, Friday 1.30pm - 5pm</td>
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</tbody>
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Genomes and Genomics 3 (GEN3)

Dates:
20 January - 7 February 2020

Sessions Available:
Thursday
9am - 12.30 pm

Molecular Cell Biology 3 (MCB3)

Dates:
13 January - 7 March 2020

Sessions Available:
Tuesday
9am - 10am;
11am - 1pm

Friday 9am
- 10am;
11am - 1pm
MSc Courses

**MSc Biotechnology**

**Dates:**
20 January - 7 March 2020

**Sessions Available:**
Wednesday
1400 - 1700

**MSc Biochemistry**

**Dates:**
13 January - 28 March 2020

**Sessions Available:**
Friday 1400-1700
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<td>Nov 22, 2017 by Louise Hann</td>
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<td>May 15, 2019 by Louise Hann</td>
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<td>May 15, 2019 by Louise Hann</td>
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<td>Jul 11, 2019 by Louise Hann</td>
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<td>PDF File Job application.pdf</td>
<td>Aug 23, 2019 by Louise Hann</td>
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<td>PDF File BTO Demonstrators' Handbook 190821.pdf</td>
<td>Jan 13, 2020 by Louise Hann</td>
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