

**CONFERENCE OF COLLEGES
SENIOR TUTORS' COMMITTEE**

REGISTER OF APPROVED PAYMENTS

ACADEMIC YEAR 2022-23

FINAL VERSION

Approved by the Standing Committee of the Senior Tutors' Committee on 27 September 2022

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INTRODUCTION

This Register gives details of the payments Oxford Colleges make for teaching, and for a number of related items, as agreed by the Senior Tutors' Committee of the Conference of Colleges each year. It is designed for the use of College Tutorial and Accounts Offices, Organising Tutors, Teaching Tutors, and those Faculty, Departmental, Divisional, and Central University Offices which are involved in one way or another with College teaching arrangements. If you encounter a problem with the information provided in the Register, please report it to Bernard Gowers (bernard.gowers@admin.ox.ac.uk) in the Conference Secretariat.

ANNUAL PROCEDURE FOR PRODUCTION OF THE REGISTER

The Register of Approved Payments is updated annually in September, and, if necessary, again later in the year, to incorporate changes:

- (a) to tuition rates and salary scales arising from the national pay settlements;
- (b) to the special arrangements listed in the Register as approved by the Senior Tutors' Committee.

The procedure for updating the Register each year is as follows:

1. The Conference Secretariat contacts Departments and Faculties at the start of Trinity Term to enquire about any proposals for change to the Special Arrangements listed in the Register. These proposals are considered by the Senior Tutors' Committee (STC) at its meeting in 6th Week of Trinity Term.
2. Early in September there is correspondence between the Chair of the STC, the member of the STC responsible for the upkeep and production of the Register, and representatives of the Estates Bursars' Committee, Personnel Services, and the Conference Secretariat, to determine what uplift, if any, should be applied to the rates listed in the September edition of the Register in light of any actual or pending national pay settlements. If a national pay settlement has not been reached by this stage in the year, it is likely that the rates will be left unchanged in the provisional version of the Register.
3. Following this correspondence, a provisional version of the Register is prepared, and then approved at the first meeting of the Standing Committee of the STC in -1st Week of Michaelmas Term. This version will incorporate changes to special payment arrangements agreed by the STC in the previous Trinity Term, as well as changes to salary scales and rates as considered under point 2 above. The provisional Register is then distributed to colleges, departments, and faculties, and uploaded to the TMS (Teaching Management System) and STC websites.
4. Once any national pay award is agreed (whether before the start of the academic year or during the academic year), the group listed in point 2 above will revise the Register as follows:
 - a. Standard and Higher tuition rates, and rates for new APNTFs:*
New rates to be calculated by the Secretariat/Chair of the STC and the member of the STC responsible for the upkeep and production of the Register, and checked by a representative of the Estates Bursars' Committee.
 - b. Salary scales for Stipendiary Lecturers and Fixed-term Fellows, and the buy-out rates:*

To be updated by Personnel Services (to ensure consistency with information on the University website on pay scales, and with information sent to departments/faculties on the buy-out rate) and checked by a representative of the Estates Bursars' Committee.

c. Rates for the Invigilation of Public Examinations:

The Secretariat/Chair of the STC and the member of the STC responsible for the upkeep and production of the Register will update the details of these rates, which are set each year by Education Committee.

Pay increases of Stipendiary Lecturers and Fixed-Term Fellows are backdated by the colleges employing them to the agreed starting point. The group listed in point 2 above will consider what to advise colleges in respect of the date from which the increased tuition rates should take effect, and will make clear its advice in the updated Register.

5. An updated version of the Register is then distributed to colleges and departments/faculties and uploaded to the TMS and STC websites.

6. Any changes to the rates listed in the Register, either in the provisional or updated version, are then also made to the rates used on TMS.

CHANGES FOR MICHAELMAS TERM 2022

The following changes were agreed at the meeting of the STC on 30 May 2022:

- **Biochemistry:** Inclusion of Year 1 class in Physical Biochemistry and in Molecular Biochemistry (class of 7-10 paid at the Standard Rate and marking for one collection in each case)
- **Biomedical Sciences:** Change to the number of Year 1 Mathematics and Statistics classes from 12-14 sessions in total to 12-15 sessions in total
- **Chemistry:** Inclusion of tutorial sessions in the Supplementary Subject in Chemical Crystallography, paid at the Higher Rate
- **Engineering:** Inclusion of a trial of a new scheme to offer C tutorials rather than classes (in 2022-23 it will apply to Civil Engineering and Information Engineering only)
- **Experimental Psychology and PPL:** Inclusion of Year 1 classes in *Introduction to Probability Theory and Statistics* (15 classes (90 minutes each) in groups of 8-12 paid at the Higher Rate)
- **Human Sciences:** Inclusion of Year 1 classes in *Quantitative Methods for the Human Sciences* (15 classes (60 minutes each) in groups of 8-12 paid at the Higher Rate)
- **Law:** Inclusion of supervision of FHS Dissertation (paid as 4 single tutorials at the Standard Rate)
- **Language Tuition:** Removal of the reference to Fast Track courses

REMINDERS

- **Music:** grants for performance lessons have been incorporated into faculty teaching and are no longer made by colleges.
- **Oriental Studies – Chinese and Japanese Study Tours:** colleges no longer contribute to the costs of these.
- The '**Weight factor**' columns in the tables of Standard and Higher tuition rates and new APNTF tuition rates, which were used to calculate the payment rates for different group sizes, were removed from the Register in the Michaelmas 2013 edition (in accordance with minute 9(b) of the meeting of the Senior Tutors' Committee on 27 May 2013), since these columns appeared to have been misinterpreted as a recommendation of the Senior Tutors' Committee about the weighting of hours of stint. The '**Weight factor**' columns remain available to colleges for consultation in earlier versions of the Register on the STC website. Colleges are reminded that the STC's recommendation at its meeting on 15 May 2001 for weighted hours of stint, except where a college already made more generous provision, was as follows:
 - Singleton tutorial – weighting of 1.00
 - Paired tutorial – weighting of 1.25
 - Tutorial of three or more students – weighting of 1.50

The subsequent agreement of the STC to support stint reform in certain subjects was on the basis that the new CUF Lecturer stints in those subjects were specified in contact hours rather than weighted hours (thus a usual stint for a CUF Lecturer (now an 'APTF-C') is 8 contact hours per week). Details of stint reform agreements are on the STC website under 'Key Documents'.

PAYMENT INFORMATION FOR TUTORS

Payments to individuals: Payment for external tuition made to an individual who is not in the employment of the College concerned can, under certain circumstances, be paid without the deduction of income tax and National Insurance Contributions.

Even though you may be employed by the University or another College, HM Revenue and Customs have confirmed that they will classify you as self-employed for external tuition payment purposes should **all** of the following conditions apply:

- You can determine and have the right to control when and where the teaching takes place.
- The College does **not** have a large influence over the content of the tutorials, including how and where they are carried out.
- You have complete discretion over the content of each tutorial (within the framework of the syllabus).

If any of these conditions are not met, you should inform the College and the correct position should be ascertained and agreed by using HMRC's Check Employment Status for Tax service:

<https://www.gov.uk/guidance/check-employment-status-for-tax>

If the correct treatment is for you to be self-employed, you must register for self-assessment with HMRC:

<https://www.gov.uk/register-for-self-assessment/self-employed>

External tutors (i.e. tutors engaged by a College to provide tutorial services for which they receive direct payment to themselves who are not Lecturers or Graduate Students employed by the College and are engaged from a different College or who are not members of a College at all) are categorised as self-employed for employment law purposes in accordance with the associated Terms of Engagement which are available on pp.24-7 of this Register of Approved Payments. The fee rates set out in this Register are intended to provide a guide for colleges when agreeing fees with individual External Tutors.

Payments to non-stipendiary retained lecturers: If you have a current retaining fee or non-stipendiary contract with the College you will be regarded as being a casual employee of the College. As such, PAYE and NI will be deducted in the normal way.

Payments to graduate students of the University of Oxford: If you are a graduate student of the University, you will be regarded as being a casual employee of the College concerned. As such, PAYE and NI contributions will be deducted in the normal way. For this purpose you will need to complete a New Starter Checklist tax form, a copy of which may be obtained from the College for whom you are teaching. If you do not have a National Insurance number, you will need to apply on line via the Government website at – Apply for a National Insurance number – GOV.UK (www.gov.uk):

<https://www.gov.uk/apply-national-insurance-number>

or contact 0800 141 2079 for help to apply for an NI number.

Deadline for submitting reports: Tutors – please ensure that all reports are submitted by **Friday of 7th week** (see University term dates). Payments are made termly, and late claims will be processed at the end of next term.

HOLIDAY PAY

Given the large number of arrangements that exist between colleges and their staff, it is not practicable in the Register of Approved Payments to address individual entitlement to holiday pay.

This should be dealt with by each college on a case-by-case basis. All employed as distinct from self-employed staff will be entitled to statutory paid holiday. Colleges must set out the individual contractual entitlement to holiday and holiday pay for all of their employed staff.

CONVENTION FOR STANDARD AND HIGHER TUITION RATES

Tutors are asked to note the convention whereby payment for a tutorial is at the rate for one hour even if the tutorial runs longer than an hour (this is reflected in the rate 'per term', which is set at eight times the rate 'per hour'). However, there will be circumstances in which payment for more than an hour is appropriate, in particular where there has been a prior agreement with the college concerned for payment for more than one hour (e.g. a pre-arranged double-length tutorial or class, or a revision class of an agreed length). Payment for only a fraction of an hour (e.g. a half-hour tutorial) should be at the appropriate fraction of the hourly rate. If in doubt about the payment rate, you should consult the Senior Tutor of the college in question.

STANDARD TUITION RATES

These rates apply to the majority of teaching. The weight factor used to calculate the rates is obtainable from the Secretariat if needed. All calculations are based on the single tutorial rate.

STANDARD RATES

Group of	Total per term	Total per hour	Each student per term	Each student per hour
1	231.28	28.91	231.28	28.91
2	289.12	36.14	144.56	18.07
3	346.80	43.35	115.60	14.45
4	367.68	45.96	91.92	11.49
5	388.40	48.55	77.68	9.71
6	409.44	51.18	68.24	8.53
7	430.08	53.76	61.44	7.68
8	453.12	56.64	56.64	7.08
9	473.76	59.22	52.64	6.58
10	495.20	61.90	49.52	6.19
11	515.68	64.46	46.88	5.86
12	536.64	67.08	44.72	5.59
13	557.44	69.68	42.88	5.36
14	577.92	72.24	41.28	5.16
15	598.80	74.85	39.92	4.99
Thereafter each additional student	14.00	1.75		

MARKING OF COLLECTION PAPERS

The tuition rate **includes** payment for preparation for the tutorial and for marking tutorial work. An additional payment is made for the marking of collection papers (i.e. college examinations): this is paid at half the single hourly rate per script (£14.46). **Please note that if it is only one component of a full collection which has been marked, the payment claimed should be the appropriate fraction of the full collection rate (e.g. 0.25 for one essay when a three-hour paper consists of four questions, or 0.33 for one essay when a three-hour paper consists of three questions).**

Where it has been agreed in advance that the collection paper should be specially devised, a fee of one third of the single tutorial rate may be paid (£9.64). One fee is payable, however many students sit the collection. Claims for specially devised collection papers should be processed outside TMS by direct application to the college concerned.

For Tutors with a teaching stint, the marking of **external** collections should not count towards stint, but be subject to a separate payment.¹

¹ Minute 6.4(a) of the STC meeting of 16 May 2006.

HIGHER TUITION RATES

These rates are payable in the following cases:

- 1 Class teaching organized by colleges, ***but only if substantial marking is involved*** (i.e. at least one script per student per session).
- 2 Class teaching organized by departments and faculties ***but only for classes specifically included in this Register of Approved Payments*** (see SPECIAL ARRANGEMENTS, pp.9ff.).²

HIGHER RATES

Group of	Total per term	Total per hour	Each student per term	Each student per hour
1	231.28	28.91	231.28	28.91
2	289.12	36.14	144.56	18.07
3	346.80	43.35	115.60	14.45
4	397.76	49.72	99.44	12.43
5	450.80	56.35	90.16	11.27
6	499.68	62.46	83.28	10.41
7	550.48	68.81	78.64	9.83
8	610.56	76.32	76.32	9.54
9	666.00	83.25	74.00	9.25
10	716.80	89.60	71.68	8.96
11	767.36	95.92	69.76	8.72
12	818.88	102.36	68.24	8.53
13	871.52	108.94	67.04	8.38
14	922.88	115.36	65.92	8.24
15	970.80	121.35	64.72	8.09
Thereafter each additional student	52.56	6.57		

² APPLICATION BY DEPARTMENTS AND FACULTIES FOR CLASSES TO QUALIFY FOR PAYMENT AT THE HIGHER RATE:

Formal application for inclusion should be made to the Deputy Chair of the Senior Tutors' Committee, by the beginning of the previous Trinity Term. Applications by departments and faculties for payment at the Higher Rate *must meet the following criteria*:

- 1 Classes should involve **substantial marking** (i.e. at least one script per student per session).
- 2 Departments and faculties should have an internal procedure for the organisation of such classes which has the following features:
 - (a) **Course co-ordinators** or the like with departmental responsibility for the selection, monitoring and (if needed) training of teachers for such classes (especially where teachers are not established University post-holders);
 - (b) **Attendance registers** should be kept and any absence reported immediately to the College concerned;
 - (c) A full system of sending **reports** on both academic work and attendance for individual students (several sentences rather than one word) and invoices to Colleges, including key facts about the classes (name of teacher, hours given, number in group). Reports should arrive by the beginning of Week 8 of each term so that they can be discussed by students and college tutors before the end of term.
 - (d) **Invoices must show** class size, and the number of hours, and give a contact name and number in case of queries.

Claims for payments at the Higher Rate which are not included in this Register should be referred to the Deputy Chair of the STC.

APNTF TUITION RATES**1. NEW APNTF SCHEME**

Tutors on the 'new' APNTF scheme receive the full combined university and college salary (grade 36S in the new salary structure) direct from the University in the normal monthly payroll. If APNTFs undertake any teaching for colleges, they should claim this in the usual way: the payment method in TMS is 'Pay by APNTF New' and the payment rate is 'APNTF New': payment is then made to their **department or division**, *not* direct to them. A list of participating APNTFs will be entered on TMS each term, and checked by Ruth Kinahan in Personnel Services (ruth.kinahan@admin.ox.ac.uk). Specific queries may be addressed to the following contacts in Divisional Offices:

Social Sciences	Divisional HR Team: academic-hr@socsci.ox.ac.uk
MPLS	gwen.booth@mpls.ox.ac.uk
Medical Sciences	ingunn.haugen@medsci.ox.ac.uk (or gillian.morris@medsci.ox.ac.uk)
Humanities	catherine.mckiernan@humanities.ox.ac.uk

NEW APNTF TUITION RATES

Group of	Total per term	Total per hour	Each student per term	Each student per hour
1	560.88	70.11	560.88	70.11
2	701.12	87.64	350.56	43.82
3	841.44	105.18	280.48	35.06
4	891.84	111.48	222.96	27.87
5	942.40	117.80	188.48	23.56
6	992.64	124.08	165.44	20.68
7	1043.28	130.41	149.04	18.63
8	1099.52	137.44	137.44	17.18
9	1149.84	143.73	127.76	15.97
10	1200.00	150.00	120.00	15.00
11	1250.48	156.31	113.68	14.21
12	1300.80	162.60	108.40	13.55
13	1352.00	169.00	104.00	13.00
14	1402.24	175.28	100.16	12.52
15	1453.20	181.65	96.88	12.11
Thereafter each additional student	33.92	4.24		

2. OLD APNTF SCHEME

A list of participating APNTFs will be entered on TMS each term, and checked by Ruth Kinahan in Personnel Services (ruth.kinahan@admin.ox.ac.uk).

For enquiries, contact ruth.kinahan@admin.ox.ac.uk. *Payment arrangements for the old scheme remain unchanged (the 'new' APNTF rates do not apply for this teaching).*

SPECIAL ARRANGEMENTS, LISTED ALPHABETICALLY BY HONOUR SCHOOL OR SUBJECT (for each Honour School or Subject listed here, the email address of a Faculty or Departmental contact is given)

Ancient and Modern History:

- **Greek and Latin Language** classes (examined options) @ **Higher Rate**

Contact: Head of Administration and Finance (administrator@classics.ox.ac.uk)

Biochemistry:

- Year 1 – **Cellular Biochemistry**: 2 sessions in classes of 7 – 10 @ **Higher Rate**
- Year 1 – **Physical Biochemistry**: 8 sessions in classes of 7 – 10 @ **Higher Rate**, plus 1 session in classes of 7-10 @ **Standard Rate**, plus marking for one collection
- Year 1 – **Mechanistic Biochemistry**: 6 sessions in classes of 7 – 10 @ **Higher Rate**
- Year 1 – **Molecular Biochemistry**: 2 sessions in classes of 7 – 10 @ **Higher Rate**, plus 1 session in classes of 7-10 @ **Standard Rate**, plus marking for one collection
- Year 1 – **Quantitative Biochemistry**: 14 sessions in total in classes of 7-10 @ **Higher Rate**
- Year 4 – **Part II Project Supervision** should be paid in total as 23 single tutorials per annum @ **Standard Rate**. Additional payment for local supervision of Part II Biochemistry students doing their project abroad or at other institutions in the UK: 4 single tutorials per annum @ **Standard Rate** (to be claimed in Hilary Term)

Contact: Nia Roderick (teachingoffice@bioch.ox.ac.uk)

004810 (Visiting Student Programme)

005630 (Master of Biochemistry in Molecular and Cellular Biochemistry)

Biological Sciences:

- Year 2 – Tutorial classes in **Evolution & Systematics** @ **Standard Rate**
- Year 2 – Tutorial classes: blocks of four classes are paid @ **Standard Rate**
- Year 3 – Classes in **Environmental Biology** @ **Standard Rate**
- Year 3 – **Supervision of required course assignment**: paid as 1.5 single tutorials in total @ **Standard Rate**
- **Project Supervision** is paid as 12 single tutorials in total @ **Standard Rate**.

Contact: Peter Darrah (peter.darrah@plants.ox.ac.uk)

For **Biomedical Sciences (FHS Cell and Systems Biology and FHS Neuroscience)**, see **MEDICINE AND BIOMEDICAL SCIENCES**.

Chemistry:

- Year 1 – **Physics** classes @ **Standard Rate**
- **Quantum Chemistry** classes @ **Higher Rate**
- **Mathematics** classes @ **Higher Rate**
- **Supplementary Subject in Chemical Crystallography** tutorial sessions @ **Higher Rate**
- Year 4 – **Part II Supervision** is paid as 8 single tutorials per term @ **Standard Rate**

Contact: Nick Green (nicholas.green@chem.ox.ac.uk)

Classical Archaeology and Ancient History:

- **Greek and Latin Language** classes for CAAH (examined options) @ **Higher Rate**
- **Classes with two tutors** present are each paid at **1.5 times the Higher Rate**, to be divided between the two tutors. Each of the two tutors should choose the following rate on TMS: 'CAAH/LH Core/S&G w/ 2 Tutors' (this is the equivalent of '75% of Higher Rate' on OxCORT).

Contact: Head of Administration and Finance (administrator@classics.ox.ac.uk)

005030 (Bachelor of Arts in Classical Archaeology and Ancient History)

Classics:

See *Literae Humaniores*.

Computer Science:

- Years 3 and 4 – *Project Supervision* is paid as 6 tutorials per term @ **Standard Rate**

Contact: Rachel Breward (rachel.breward@cs.ox.ac.uk)

Earth Sciences; Geology:

- Year 1 – *Mathematics* classes @ **Higher Rate**
- Year 3 – *Vector Calculus* ‘tutorials’ (classes of four or more) @ **Higher Rate**

Contact: Emma Brown (emmab@earth.ox.ac.uk)

Economics:

- Classes for the papers ‘*Econometrics*’, ‘*Microeconomic Analysis*’, and ‘*Game Theory*’ @ **Higher Rate**.

004810 (Visiting Student Programme)

005261 (Bachelor of Arts in History and Economics)

005530 (Bachelor of Arts in Philosophy, Politics, and Economics)

005090 (Bachelor of Arts in Economics and Management)

Course Director: Chris Bowdler (christopher.bowdler@oriel.ox.ac.uk)

Engineering Science:

- Year 3 – *Project Supervision* is paid per student as 8 hours @ **Higher Rate** for a class of six in each of Michaelmas Term and Hilary Term (16 in the year).
- Year 3 – *B Classes* (4 per paper) are paid @ **Higher Rate** for a group of four. Revision classes for *B papers* are paid @ **Standard Rate**, and collections at 0.5 of the collection marking rate.
- Year 4 – *Project Supervision* is paid per student as 8 single tutorials @ **Standard Rate** in each of Michaelmas Term and Hilary Term (16 in the year).
- Year 4 – *C Classes* are paid per student per class at the rate of 1 hour @ **Standard Rate** in a class of 10 (irrespective of the exact group size). In 2022-23 there will be a trial of a new scheme to offer C tutorials rather than classes (it will apply in this year to Civil Engineering and Information Engineering only): reports on these tutorials should be made via TMS, and tutors should select the ‘I do not require payment option’ (payment will be made by the Department).

005700 (Master of Engineering in Engineering Science)

Course Director: Jo Valentine (student.administration@eng.ox.ac.uk)

English:

- *Joint post holders (APTF-C)*: class teaching for *Paper 6, Special Options* is counted as 2 hours of college stint for one term, paid at the **Standard Rate**, plus 5 hours of Faculty stint.
- Colleges will be invoiced for *Paper 6, Special Options Classes* per student at the **Higher Rate**, at the termly rate for a class of 12.
- *College classes at the Ashmolean* are highly recommended, where possible. The College should pay the Museum for the teaching at the **Higher Rate**.

Contact: Sadie Slater (sadie.slater@ell.ox.ac.uk)

Experimental Psychology:

- (MSci in Experimental Psychology and in PPL) Year 1 *Introduction to Probability Theory and Statistics*: 15 classes (90 minutes each) in groups of 8-12 paid @ **Higher Rate**
- Supervision of *Library Dissertations* to be paid as 4 single tutorials @ **Standard Rate**

- Supervision of **Research Projects** to be paid as 8 single tutorials @ **Standard Rate**
Contact: Interim Director of Undergraduate Studies (gaia.scerif@psy.ox.ac.uk)

History:

- FHS **General History** Paper XVII @ **Higher Rate**
- **Russian** for Historians @ **Higher Rate**
- **Greek and Latin Language classes** (non-examined options) @ **Higher Rate**
- FHS **Special Subject** classes are not usually paid for by colleges: the sole exception (STC Minute 3a of 6 June 2011) is in the case of CUF Lecturers (now the APTF equivalent of CUF Lecturers – ‘APTF-C’) who have chosen (with the agreement of their College and Faculty) to count the classes against their College stint. No **Further Subject** classes are to be charged to colleges.

Contact: Zoe Townsend (administrator@history.ox.ac.uk)

History & English:

- **Bridge papers** are taught by 2 tutors per class in 8 1.5-hour classes. The **classes** should be treated as 8 hour-long tutorials @ **Standard Rate**. Tutors will indicate that a given student has taken a Bridge Paper, and will note the size of the class involved. The College will pay the normal tutorial fee for participation in a tutorial of that size to Jane Smith, in the History Faculty.

Course Director: Zoe Townsend (administrator@history.ox.ac.uk)

History of Art:

- Classes to be paid @ **Standard Rate**

Contact: Zoe Townsend (administrator@history.ox.ac.uk)

Human Sciences:

- Year 1 – **Quantitative Methods for the Human Sciences**: 15 classes (60 minutes each) in groups of 8-12 paid @ **Higher Rate**
- Year 2 – Demography and Population Quantitative Classes @ **Higher Rate**. Colleges will be invoiced by the Institute of Human Sciences for these classes, and tutors should not claim payment for them directly from colleges. Tutors will, however, claim for Year 2 essay-based Demography tutorials @ **Standard Rate** through TMS.
- Year 3 – Paper 10 **Health and Disease** classes @ **Higher Rate**
- Year 3 – Supervision of the required **dissertation** to be paid at no more than 4 single tutorials @ **Standard Rate** where there is one supervisor and at no more than 6 single tutorials @ **Standard Rate** where there are two supervisors.

Contact: Sarah-Jane White (sarah-jane.white@ihs.ox.ac.uk)

Law:

- Supervision of FHS **Dissertation** to be paid as 4 single tutorials @ **Standard Rate**

Where teaching is due to the Faculty under an individual contract, e.g. Departmental Lecturer:

005180 (Bachelor of Arts in Jurisprudence (English Law with Law Studies in Europe))

005190 (Bachelor of Arts in Jurisprudence)

Course Director: Paul Burns (paul.burns@law.ox.ac.uk)

Linguistics (for centrally organised classes in Phonetics, Grammar and General Linguistics for the Preliminary Examination in Linguistics in Modern Languages):

- Year 1 – **Grammar** classes and **Phonetics** classes @ **Higher Rate**

Contact: administrator@ling-phil.ox.ac.uk

Course Director: Daniel Holloway (daniel.holloway@ling-phil.ox.ac.uk)

Literae Humaniores:

- **Sex and Gender** FHS option classes with two tutors present are each paid at 1.5 times the Higher Rate, *to be divided between the two tutors*. Each of the two tutors should choose the following rate on TMS: 'CAAH/LH Core/S&G w/ 2 Tutors' (this is the equivalent of '75% of Higher Rate' on OxCORT).

Colleges will receive an invoice for the following:

- **Classics Mods Elementary Language** classes for Mods IB, IC, IIA and IIB are paid per student as 40 hours per term @ **Standard Rate** for a class of 15. Marking for Elementary Language collections: a full (3-hour) collection in each of Hilary and Trinity Terms is paid at the standard collection marking rate per script.
- **Classics Mods Intercollegiate Language Classes (MILC): Syntax** classes are paid per student as 8 hours per term @ **Standard Rate** for a class of 10. MILC collections: these short (1.5-hour) collections in Trinity Term are paid at *half of the standard collection rate* per script.
- **Classics Mods Texts and Contexts:** classes (taught in weeks 1-6 of either Michaelmas or Trinity Terms) should be paid per student as 6 hours @ **Standard Rate** for a class of 6.

Contact: Head of Administration and Finance (administrator@classics.ox.ac.uk)

Management:

- Year 1 – **Financial Management Classes @ Higher Rate**
- FHS classes and tutorials in **Accounting and Finance @ Higher Rate**
- Centralized payments are made by the Saïd Business School. *Tutors should not invoice colleges separately.*

005090 (Bachelor of Arts in Economics and Management)

Course Director: Abigail O'Regan (undergraduate.administrator@sbs.ox.ac.uk)

Materials Science:

- Year 1 – **Mathematics** for Materials Science classes @ **Higher Rate**
- Year 2 – **Partial Differential Equations and Fourier Series** classes @ **Higher Rate**
- Year 4 – **Part II Supervision** is paid as 8 single tutorials per term @ **Standard Rate**
- **Options Classes** are paid @ **Higher Rate**

Contact: Philippa Moss (philippa.moss@materials.ox.ac.uk)

Mathematics and Statistics:

- Payment for Mathematical Institute and Statistics Department contributions to the Intercollegiate Class Scheme, **Parts B and C:** there are four 1.5-hour classes associated with each course. The cost of attendance is a flat rate of £242.75 per student. This covers the associated set of consultation sessions also. If a college tutor gives a set of classes as part of stint, then the college is credited £1,092.39. If a college tutor gives a set of consultation sessions as part of stint, then the college is credited £546.20. For calculations made through TMS, the cost per student per hour of attendance at intercollegiate classes is £40.46 (£242.75/6).
- **Mathematics Ambassador Scheme (BN1.2 option):** Classes to be paid @ **Standard Rate**. (This course runs in Hilary Term only).

Contact: Associate Head of Department (Education) (director-ugrad-studies@maths.ox.ac.uk)

MEDICINE AND BIOMEDICAL SCIENCES

Contact for all courses below: Kirstie Vreede (kirstie.vreede@medsci.ox.ac.uk)

Biomedical Sciences (FHS Cell and Systems Biology and FHS Neuroscience):

- Year 1 – **Mathematics and Statistics classes**: 12-15 sessions in total in classes of c. 8 students @ **Higher Rate**.
- **FHS Part II Research Project Supervision** is paid as 8 single tutorials in total @ **Standard Rate**. Supervisors will normally claim for 4 single tutorials in Trinity Term of the student's second year, and 4 single tutorials in Michaelmas Term of the student's third year.
- **FHS Part II Specialist Review Supervision** is paid as 2 single tutorials in total @ **Standard Rate**.

Pre-clinical Medicine (FHS Medical Sciences):

- **FHS Research Project Supervision** is paid as 8 single tutorials in total @ **Standard Rate**. Supervisors will normally claim for 4 single tutorials in Trinity Term of the student's second year, and 4 single tutorials in Michaelmas Term of the student's third year.
- **FHS Submitted Essay Supervision** is paid as 2 single tutorials in total @ **Standard Rate**.

Graduate-entry Medicine Year 1:

- **Literature Review** (in area of special academic interest). Supervision is paid as 2 single tutorials in total @ **Standard Rate**.

Graduate-entry Medicine Year 2:

- **Special Academic Interest Project**. Supervision is paid as 4 single tutorials in total @ **Standard Rate**.

Modern Languages:

- **Prose** classes @ **Higher Rate**
- Intercollegiate classes in **Phonetic transcription** @ **Higher Rate**
- **Language** classes @ **Higher Rate**
- Teaching for **centrally organised 'sole language papers'** in **Modern Languages Prelims** (French, German, Spanish, and Russian sole papers XI, XII, and XIII), consisting of 4 1.5-hour classes, is paid @ **Higher Rate** (the 2-hour revision class is paid @ **Standard Rate**).
- Supervision of extended essays is paid at a rate equivalent to 4 tutorial hours @ **Standard Rate**.

Contact: Hayley Morris, Faculty Administrator (administrator@mod-lang.ox.ac.uk)

Molecular and Cellular Biochemistry:

See **Biochemistry**.

Oriental Studies:

- Honour School of Oriental Studies
- Honour School of Classics and Oriental Studies

Course Director: Head of Administration and Finance, Thomas Hall (thomas.hall@orinst.ox.ac.uk)

Philosophy:

- **Logic** classes @ **Higher Rate**

Contact: Rachael Sanders (haf@philosophy.ox.ac.uk)

Physics:

- Year 4 – Intercollegiate **Options** classes (Part C) are paid at £143.36 (2 x £71.68) per student for each option of eight 1.5-hour classes (normally these are spread over the three terms of the year). Each student takes two options. Tutors should enter the actual hours and class sizes on TMS and select 'Physics C Class' as the payment rate (which is a flat rate per student per hour of £11.95).

- Year 4 – **MMathPhys Options** classes are paid at £143.36 (2 x £71.68) per undergraduate student for each option of eight 1.5-hour classes (normally these are spread over the three terms of the year). These classes are shared with Physics Year 4 – Intercollegiate **Options** classes (Part C). Tutors should enter the actual hours and class sizes on TMS and select 'Physics C Class' as the payment rate (which is a flat rate per student per hour of £11.95).

Contact: Carrie Leonard-McIntyre (c.leonard-mcintyre1@physics.ox.ac.uk)

Politics:

- Years 2 and 3 – Quantitative classes for Politics Paper 225: Comparative Demographic Systems per student @ **Higher Rate** (colleges will be invoiced by the Institute of Human Sciences for these classes, and tutors should not claim payment for them separately from colleges; tutors will, however, claim for essay-based tutorials @ **Standard Rate** through TMS).
- Supervised dissertation for PPE is paid as 8 tutorials or classes per term @ **Standard Rate**.

Contact: for supervised dissertations Andrew Melling (andrew.melling@politics.ox.ac.uk), and for Years 2 and 3 Quantitative classes Sarah-Jane White (sarah-jane.white@ihs.ox.ac.uk)

OTHER ITEMS

LANGUAGE TUITION

- **A Modern Language as a Supplementary Subject**
For those undergraduates in **Biochemistry** and **Chemistry** taking a Modern Language as a Supplementary Subject, colleges pay 50% of the tuition fee.

CHINESE AND JAPANESE STUDY TOURS

Colleges no longer contribute to the costs of these tours.

INVIGILATION OF COLLECTIONS

The recommended rate for invigilation of collections is £11.85 per hour.

INVIGILATION OF PUBLIC EXAMINATIONS

The recommended rate for invigilation of public examinations is £13.15 per hour.

VACATION STUDY GRANTS TO UNDERGRADUATES

Students sitting **Public Examinations during the vacation** are eligible for vacation grants from Colleges towards the cost of accommodation.

UNDERGRADUATE ADMISSIONS INTERVIEWING

The recommended rate for undergraduate admissions interviewing carried out by non-post-holders is the single tutorial rate (£28.91). The interviewing time is taken to include reading of UCAS forms, marking submitted work, and preparation, just as a tutorial would.

Marking of written work by those not involved in interviewing may be paid at one-third of the Collection marking rate (£14.46), i.e. £4.82 per essay. Chaperoning, note-taking, and invigilation of tests are paid at the recommended invigilation rate for collections (£11.85 an hour).

RECOMMENDED SCALE FOR STIPENDIARY LECTURERS 2022-23

The pay scale for **full-time Stipendiary Lecturers** is a five-stage scale based on Grade 5 of the University's salary scale structure, with Stage 1 of the Stipendiary Lecturer scale equating to Point 3 of Grade 5 (National Spine Point 23), as follows (the final line gives the **full-time** scale):

Recommended scale for full-time Stipendiary Lecturers

No. of Hours	National Pay Spine Points				
	23 Stage 1	24 Stage 2	25 Stage 3	26 Stage 4	27 Stage 5
1	2,397	2,468	2,542	2,618	2,696
2	4,794	4,937	5,084	5,235	5,391
3	7,191	7,405	7,626	7,853	8,087
4	9,587	9,873	10,167	10,470	10,783
5	11,984	12,341	12,709	13,088	13,478
6	14,381	14,810	15,251	15,706	16,174
7	16,778	17,278	17,793	18,323	18,870
8	19,175	19,746	20,335	20,941	21,565
9	21,572	22,214	22,877	23,558	24,261
10	23,968	24,683	25,418	26,176	26,957
11	26,365	27,151	27,960	28,793	29,652
12	28,762	29,619	30,502	31,411	32,348

Notes:

National pay spine points Aug-22 rates

Rates in table calculated as twelfths of the national pay spine point, rounded to zero decimal places

The division of the scale into 12 hours reflects the original 12-hour stint of a CUF Lecturer (before the advent of stint reform); thus the '6-hour' line (the line for a '50%' Stipendiary Lecturer) applies to the full 6-hour stint of a ULTF. The standard full-time CUF Lecturer ('APTF-C') stint is now 8 contact hours. It may therefore be more helpful to use the percentage of a full-time stint required of a Stipendiary Lecturer to determine which line of this scale to employ (e.g. the 6-hour line would represent 50% of a full-time stint for a CUF Lecturer ('APTF-C')), though this is a matter for individual college discretion.

Guide-lines:

- i. An increase of one scale point may be made on account of added responsibility, especially where organization of teaching is involved.
- ii. A further scale point should be available to take account of the experience of the person appointed.
- iii. One or two scale points should be available as increments for a second or third year.

Duties should include:

- i. Preparation for tutorials and marking and returning of written work;
- ii. Setting and marking of termly collections;
- iii. Participation in the undergraduate admissions exercise, including reading of UCAS forms, marking of written work, conducting interviews.

Benefits – it is recommended that:

- i. USS be offered;
- ii. No housing benefits be offered, although colleges may of course wish to provide housing at the expense of the individual lecturer;
- iii. Dining rights and an entertainment allowance be provided;
- iv. Stipendiary lecturers be given access where possible to college research/travel grants, at a lower level than that offered to Tutorial Fellows.

A template for Terms and Conditions of Employment is available in the “[Key documents](#)” folder of the STC section of the Conference of College website at www.confcoll.ox.ac.uk.

RECOMMENDED SCALE FOR FIXED-TERM FELLOWS 2022-23

The pay scale for **full-time Fixed-Term Fellows** is a seven-point scale based on Grade 6 of the University’s salary scale structure, starting at Point 2 of that Grade (Spine 26), as follows (the final line gives the **full-time** scale):

Recommended scale for Fixed-Term Fellows

No. of Hours	National Pay Spine Points						
	26 Point 1	27 Point 2	28 Point 3	29 Point 4	30 Point 5	31 Point 6	32 Point 7
1	2,618	2,696	2,776	2,859	2,944	3,032	3,123
2	5,235	5,391	5,552	5,718	5,889	6,064	6,246
3	7,853	8,087	8,329	8,577	8,833	9,097	9,369
4	10,470	10,783	11,105	11,436	11,778	12,129	12,491
5	13,088	13,478	13,881	14,295	14,722	15,161	15,614
6	15,706	16,174	16,657	17,154	17,667	18,193	18,737
7	18,323	18,870	19,433	20,013	20,611	21,225	21,860
8	20,941	21,565	22,209	22,872	23,555	24,257	24,983
9	23,558	24,261	24,986	25,731	26,500	27,290	28,106
10	26,176	26,957	27,762	28,590	29,444	30,322	31,228
11	28,793	29,652	30,538	31,449	32,389	33,354	34,351
12	31,411	32,348	33,314	34,308	35,333	36,386	37,474

Notes:

National pay spine points Aug-22 rates

Rates in table calculated as twelfths of the national pay spine point, rounded to zero decimal places

However, for those who were already in post on 1 August 2006 (when the new pay and grading structure was introduced), their vested interests mean that in their case Point 1 is paid at Spine 26, Point 2 at Spine 27, Point 3 at Spine 29, Point 4 at Spine 30, Point 5 at Spine 32, Point 6 at Spine 33, and Point 7 at Spine 34.

Benefits – it is recommended that USS and housing benefits or allowances be offered.

VARIATION OF DUTIES AND OTHER BUY-OUT ARRANGEMENTS 2022-23

A scheme for Variation of Duties was introduced by the University and colleges from the academic year 2015-16 onwards. This scheme involves buy-out arrangements for holders of joint appointments (APTFs) between University departments and individual colleges. Details of the scheme can be found on the following page of the University website:

<http://www.admin.ox.ac.uk/personnel/staffinfo/academic/vod/>.

Many, but not all, new buy-outs will fall under the Variation of Duties scheme: the information given on the University website explains which do and which do not.

A number of buy-out arrangements for 2015-16 and subsequent years will have been agreed during or prior to the academic year 2014-15 on the basis of the old buy-out system and associated rates. For a transitional period, this Register of Payments will continue to publish details of the 'Old System', together with annually updated 'Old System' buy-out rates, in order that these existing agreements may be appropriately honoured. PLEASE NOTE, HOWEVER, THAT NEW BUY-OUTS AGREED DURING THE 2015-16 ACADEMIC YEAR OR THEREAFTER WILL USE THE NEW BUY-OUT RATES EVEN IF THEY DO NOT FALL WITHIN THE VARIATION OF DUTIES SCHEME (IN PARTICULAR, CASES WHERE THE PERCENTAGE AND DURATION OF THE BUY-OUT INVOLVED FALL BELOW THE THRESHOLD FOR INCLUSION IN THE VARIATION OF DUTIES SCHEME (MINOR VARIATIONS NOT EXCEEDING 25% OF DUTIES AND NOT EXTENDING BEYOND TWO TERMS) OR EXCEED THE UPPER LIMITS OF THE SCHEME (I.E. CONSTITUTE MORE THAN 50% OF DUTIES OR EXCEED THREE YEARS IN DURATION)).

By contrast with the 'Old System', there are three 'New System' buy-out rates for the replacement of College duties, the choice between which depends on the type of replacement cover decided upon.

New buy-out arrangements in respect of College duties:

RATE A – Teaching at Tutorial capitation rates:

For simplicity, one rate is used, that for teaching paired tutorials, and the amount should be set to cover the number of contact hours needed.

RATE B – Use of a Retained Lecturer:

For simplicity, this rate is the capitation rate, Rate A, multiplied by 1.5. This is intended to address the wide variety of practices in respect of Retained Lecturers across the colleges, and to take account of retainer and meal costs. In certain specific circumstances, a room cost may be involved – see under 'Rate C'.

RATE C – Use of a Stipendiary Lecturer:

Rate C applies only where a Stipendiary Lecturer is used. It comprises:

- i. a salary component (based on the Stipendiary Lecturer scale (Grade 5.3 – 5.5)) with on-costs;
- ii. a pro-rata meal allowance;
- iii. a pro-rata academic allowance (as an upper limit for reimbursement against expenditure);
- iv. if unavoidable, a contribution towards the cost of a teaching room.

Meal Allowance:

£3,388 pro rata (50% of this for a 50% Stipendiary Lecturer) in 2022-23.

Academic Allowance:

£677 pro rata (50% of this for a 50% Stipendiary Lecturer) in 2022-23: this is an upper limit for reimbursement against expenditure.

Cost of a College teaching room:

In the case of either a Retained or a Stipendiary Lecturer, if a cost-free solution cannot be arranged to provide suitable teaching space in a college, there will be an additional room cost to be agreed based on the opportunity cost after taking full account of how that room might be shared by a number of lecturers. The 2022-23 rate for 100% use of a room by one Lecturer is £8,127.

At the start of the academic year 2018-19, the original scheme for tapering in Rate C ceased, and the full Stipendiary Lecturer rate applies to all Rate C buy-outs, whether or not they are part of the Variation of Duties scheme.

New buy-out arrangements in respect of University duties:

For the replacement of Lecturing and Demonstrating, the rate will be based on Rate A (the capitation rate for Tutorial teaching) with the following equivalencies:

Lectures, seminars, or classes without marking:

1 lecture or seminar = 4 tutorials.

A higher rate for classes may be negotiated to take account of any marking load.

Demonstrating in a practical class without responsibility for organising the class:

1 hour = 1 tutorial.

Demonstrating in a practical class with organisational responsibility:

1 hour = 2 tutorials.

Where the buy-out of University duties is (or approaches) 50%, it may be necessary to replace more than just teaching (e.g. research support and organisational/administrative duties). If this requires the use of a part-time fixed-term DL-type appointment, then it will be necessary to cover the related costs, and these should be agreed in each specific case. A guide to the levels of cost involved can be found via the above page on the University website, at the end of the explanation of 'Provision of Cover and Associated Costs'.

'OLD SYSTEM' BUY-OUT ARRANGEMENTS BETWEEN THE UNIVERSITY AND THE COLLEGES 2022-23 (these arrangements, which use the terminology of 'CUF' Lecturer and 'UL', will have been agreed during or prior to the academic year 2014-15; buy-outs agreed during the 2015-16 academic year or afterwards should use the buy-out rates given on the previous two pages).

General principles:

1. Where a buy-out is requested, a clear case must be made for the need
2. A buy-out should be regarded as a last resort after the party (i.e. University, College or individual) requesting it has made every attempt to find the time required within its own resources.
3. No buy-out can take place without the prior agreement of all concerned.
4. Proposals should be made by the end of second week of the term preceding the beginning of the buy-out period.
5. An annualised hour refers to one hour of tutorial teaching stint for each of the twenty-four weeks comprising the academic year.
6. The method of calculating the buy-out of stint is based on fractions of the job.

Buy-out rates between colleges and faculties or departments:

1. CUF appointments: the **Lower Rate** for CUFs for the academic year 2022-23 is £842 per annualised hour. It is applicable under the following circumstances:

- Where the buy-out is for less than **three hours (or under one-quarter of the stint)**
- Where the purpose of the buy-out is to provide an equivalent amount of time for graduate teaching, undergraduate teaching, or administration on behalf of the **University Body**
- Where the buy-out by a **University Body** is not prearranged to exceed three consecutive terms (although a buy-out for three terms does not preclude a further buy-out)
- Where the purpose of the buy-out is to enable the person concerned to fill a **College Office** (although, in exceptional circumstances, teaching beyond contractual limits may be included)
- Where a **College** buys out time from a university body, the period may be for up to five years.
- For the purposes of a **College** buy-out of the time of a University Body, an eight-lecture course is equivalent to one annualised hour; supervision of one graduate student is equivalent to one annualised hour.

The **Higher Rate** for CUFs for the academic year 2022-23 is £2,530 per annualised hour. It is applicable when the conditions for applying the lower rate are not met because:

- The buy-out is from **College Stint** and is for more than 3 hours
- The buy-out is from **College Stint** and is for more than 3 terms
- The buy-out is from **College Stint** and is not covered by the purposes defined for the Lower Rate.

Either the College or the University body may have a number of reasons for not agreeing to the lower rate in a particular case, amongst which may be the existence of a large number of similar arrangements, or the impossibility of finding satisfactory replacement teaching without incurring financial loss. It is not acceptable to refuse the lower rate simply for the purpose of making a profit on the teaching arrangements.

Insistence on the Higher Rate carries an obligation to show how the money has been spent. It would not normally be regarded as acceptable for more than 25% of an individual's time to be bought out in this way, or for any such arrangement to exceed 5 years. There is an obligation to show how the money has been spent.

The **method of calculating the buy-out of stint** is based on fractions of the job. Where the college stint for a CUF has been reduced by stint reform from 12 to, for example, 'H' (where 'H' is the reformed stint), the payment for each annualised hour bought out may be calculated as:

$$\text{'buy-out rate'} \times \text{'annualised hours bought out'} \times 12 \div H.$$

The basic data at 2022-23 rates are as follows:

'Whole job' equivalent at the Higher Rate	£ 30,360
Higher Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint	£ 2,530
'Whole job' equivalent at the Lower Rate	£ 10,104
Lower Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint	£ 842

An alternative method is to calculate a new rate based on the 'whole job' cost, divided by the reformed stint. For those on different stints it may be easiest to use the equivalent hourly rate for the reformed stint, as follows:

Reformed Stint	Higher Rate per annualised hour	Lower Rate per annualised hour
10	3,036	1,010
9	3,373	1,123
8	3,795	1,263

2. UL appointments: In the case of a buy-out of the college teaching of a **UL**, assuming the 'whole job' figure to be £15,180³ (or £2,530 per annualised hour), the fractions, whether of hours or terms, need to be derived from that figure. For instance:

A three-hour buy-out for three terms	£7,590 (3 x 3/3 x £2,530)
A six-hour buy-out for one term	£5,060 (6 x 1/3 x £2,530)
A two-hour buy-out for two terms	£3,373 (2 x 2/3 x £2,530)

Buy-out arrangements with an outside body: where an individual wishes to reduce his or her commitments to the University and/or College, there are two types of case with corresponding buy-out rates. The **Lower Rate** for the academic year 2022-23 is approximately four times the internal lower rate (£3,411) per annualised hour. It is applicable when a respected research body wishes to buy out the lecturing or tutorial time of an individual to undertake a specific academic project. The **Higher Rate** for the academic year 2022-23 is approximately double the lower rate, i.e. £6,817 per annualised hour. It is the default rate and should be used when individuals wish to buy out their own time or when companies wish to buy out time. It is not considered acceptable for more than 25% of an individual's time to be bought out in this way.

³ Half the CUF Higher Rate.

TERMS OF ENGAGEMENT OF SELF-EMPLOYED EXTERNAL TUTORS

This document sets out the standard terms of engagement applicable where a College engages an External Tutor (as defined below) to provide tutorial services. It is acknowledged that each College has the discretion to agree its own individual arrangements with each External Tutor. The following terms reflect, however, the standard terms that shall apply to appointments of this nature.

1 INTERPRETATION

The following definitions and rules of interpretation shall apply to these Terms of Engagement (unless the context requires otherwise).

Definitions:

“College” means a College of the University (as defined below);

“Confidential Information” means information in whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the University, the College, its students, staff, or officers, or regarding the affairs and finances of the University or the College for the time being confidential to the University or the College, whether or not such information (if in anything other than oral form) is marked confidential;

“External Tutors” means tutors engaged by a College to provide the Services for which they receive direct payment to themselves who are not Lecturers or Graduate Students employed by the College and are engaged from a different College or are not members of a College at all;

“Services” means the tutorial services provided by the External Tutors to the College’s students (details of the specific tutorial services shall be agreed between the College and each External Tutor on a case-by-case basis);

“Substitute” means a substitute engaged by an External Tutor under the terms of paragraph 4;

“Term” means one of the University’s three terms per academic year (the ‘Dates of Term’ are available on the University’s website);

“University” means the University of Oxford; and

“University/College Property” means all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the affairs of the University and/or the College or its students, business contacts, and any equipment, keys, hardware or software provided by the University or the College for use by the External Tutors, and any data or documents.

2. SERVICES

2.1 Where a College engages an External Tutor to provide the Services, the following standard Terms of Engagement will apply.

3 EXTERNAL TUTOR’S OBLIGATIONS

3.1 External Tutors shall:

3.1.1 provide the Services with due care, skill and ability;

- 3.1.2 be entirely responsible for the format and content of the tutorials and methods of teaching (within the framework of the relevant syllabus);
 - 3.1.3 be entirely responsible for arranging and timetabling tutorials directly in consultation with their students (including determining the location at which tutorials will take place);
 - 3.1.4 maintain their own personal library from which books can be used during tutorials and provide students with any other materials required (such as handouts);
 - 3.1.5 make all efforts to rearrange any tutorials which they are unable to attend, through illness or other circumstances;
 - 3.1.6 advise the College as soon as reasonably practicable if they are unable to provide the Services due to illness or injury. For the avoidance of doubt, no fee shall be payable in accordance with paragraph 5 in respect of any period during which the Services are not provided;
 - 3.1.7 observe such reasonable and lawful policies and procedures as shall be notified to them by the College from time to time, including (without limitation) those relating to safeguarding, health and safety, access to and use of the College's information and communication technology and confidentiality;
 - 3.1.8 at the end of each Term, provide the College with a combined report on the progress and participation of students in a format agreed with the College;
 - 3.1.9 immediately report any material complaint received in relation to the provision of the Services in line with the College's Complaints Policy (a copy of which may be obtained from [insert name/location]);
 - 3.1.10 comply with all applicable laws, regulations and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
 - 3.1.11 comply with their legal obligations under the General Data Protection Regulation, as amended and applied by the Data Protection Act 2018.
- 3.2 Unless specifically authorised to do so by the College in writing, External Tutors shall not:
- 3.2.1 have any authority to incur any expenditure in the name of or for the account of the College; or
 - 3.2.2 hold themselves out as having authority to bind the College.

4 SUBSTITUTION

- 4.1 External Tutors may, with the prior written approval of the College, appoint a suitably qualified and skilled Substitute to perform the Services on their behalf.
- 4.2 External Tutors shall undertake to take steps to ensure that any person nominated in accordance with this paragraph 4 is aware of and will comply with the obligations under these Terms of Engagement, and shall provide, in advance, any information regarding the Substitute as reasonably requested by the College. Any Substitute may be required to enter into direct undertakings with the College, including with regard to confidentiality.

- 4.3 If the College accepts the Substitute, the External Tutor shall continue to report tuition hours to the College in accordance with paragraph 5 and shall be responsible for the remuneration of the Substitute, subject to agreement between the parties about the administrative efficiency of the arrangement. For the avoidance of doubt, the External Tutors will continue to be subject to all duties and obligations within these Terms of Engagement for the duration of the appointment of the Substitute.

5 FEES AND EXPENSES

- 5.1 In consideration for the Services, the College shall pay the External Tutors an agreed fee. The Colleges' recommended guideline fee rates for the provision of the Services are set out in its Register of Approved Payments (which is reviewed each academic year) (the "Register"). An External Tutor shall agree their fee with the College having regard to the guideline fee rates set out in the Register.
- 5.2 By Friday of 7th Week of each Term, External Tutors shall submit to the College a report which gives details of the hours they (or any Substitute) have worked during that Term.
- 5.3 The College shall pay an External Tutor for the hours worked within [insert period, e.g. 'one month'] of the deadline specified in 5.2 where an accurate report has been submitted on time. Payment may be delayed where a submitted report is inaccurate or late.
- 5.4 The College shall be entitled to deduct from the fees (and any other sums) due to an External Tutor any sums that he/she may owe to the College at any time.
- 5.5 External Tutors shall bear their own expenses incurred in the course of providing the Services.

6 OTHER ACTIVITIES

Nothing in these Terms of Engagement shall prevent the External Tutors from being engaged, concerned, or having any financial interest in any capacity (including as agent, consultant, director, employee, owner, partner, shareholder or in any other capacity) in any other business, trade, profession or occupation whilst providing the Services provided that such activity does not cause a breach of any of their obligations within these Terms of Engagement.

7 CONFIDENTIAL INFORMATION

- 7.1 External Tutors acknowledge that in the course of providing the Services they will have access to Confidential Information and agree as follows:
- 7.1.1 They shall not (except in the proper course of providing the Services), at any time, use or disclose to any third party (and shall use their best endeavours to prevent the publication or disclosure of) any Confidential Information. This restriction does not apply to:
- 7.1.1.1 any use or disclosure authorised by the College, the University or required by law; or
- 7.1.1.2 any information which is already in, or comes into, the public domain otherwise than through the External Tutors' unauthorised disclosure.

7.1.2 At any stage during the engagement, External Tutors will promptly on request return all and any University/College Property in their possession to the College.

8 STATUS

- 8.1 The relationship between the External Tutor and the College will be that of independent contractor and nothing in these Terms of Engagement shall render them an employee, worker, agent or partner of the College and an External Tutor shall not hold themselves out as such.
- 8.2 These Terms of Engagement shall not constitute a contract of employment and accordingly the External Tutors will be fully responsible for any income tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment, or claim arising from or made in connection with the performance of the Services, where the recovery is not prohibited by law.