

## **Guidance notes for the Academic Activity Survey (AAS)**

### ***Teaching for UGs and PGTs.***

Teaching data is collected by type of student (UG & PGT) and by type of teaching (lectures, tutorials etc.). Teaching and supervision of PGR students is in a separate question. This section of the form should be self-explanatory; a few notes are provided where the intention of the form may not be entirely clear. Please do not hesitate to contact the AAS team [[aas@admin.ox.ac.uk](mailto:aas@admin.ox.ac.uk)] if you need further information or support.

### ***Please include both contact hours and time spent on preparation***

#### ***Contact hours***

Contact hours are defined as time spent on teaching undergraduates and postgraduate students both within your own and other departments and colleges or other parts of the collegiate University.

#### ***Preparation***

This is the time spent on direct preparation of course content, and assessment of students' work, in so far as it can be allocated to different types of teaching. It includes preparing materials for lectures, seminars, classes, tutorials, practicals and fieldwork, and writing textbooks and other publications intended primarily for teaching. Marking of essays and other tutorial work should be included here; marking of work that cannot be allocated to a particular teaching type should be recorded under "Other teaching-related tasks and support", below.

Preparation also includes administrative work relating to types of teaching, including timetabling, preparing course prospectuses, and department and college committee work relating to teaching, and time spent keeping up to date in your field or exploring new areas with potential benefit to teaching.

#### ***Assessment, examining, admissions, student welfare and other support for teaching***

Teaching-related activities should be allocated to the different student types as far as possible. This might include, but is not limited to:

- (a) assessment and marking of students' work, where it cannot be attributed to different types of teaching;
- (b) examinations, invigilation, setting and marking of papers;
- (c) admissions, including interviews, open days, etc.;
- (d) student administration, including welfare, pastoral care and counselling;
- (e) time spent on the advancement of personal knowledge and skills related to teaching, such as training courses, professional development courses, discussions on teaching feedback.

Where an activity benefits research as well as teaching, please try to apportion the relevant time between the different activities. Where activities cannot be attributed to teaching, research or any of the "Other activities", they should be counted under "General support".

#### ***Special Courses***

These are: non credit-bearing courses; short courses/CPD activity for which fees are charged, including teaching services delivered externally; courses held overseas; any commercial teaching for external organisations (e.g. summer schools organised by other universities); and teaching of non-matriculated students in Oxford (e.g. visiting, recognised or private students, Stanford or Princeton students in Oxford). Any examinations associated with these courses should be recorded against this line.

### **Publicly-funded and non-publicly-funded research**

The University is required to account for time spent on publicly- and non-publicly-funded research, *by source of funding*. Please record (in hours) the time spent on research in each of the relevant categories listed in section B.

**Publicly-funded research** is defined for these purposes as *research which is supported from UK or EC public funds*. Activity which is funded by the University or is "own funded" is also considered publicly-funded. Note that research activity supported by charities is not publicly-funded in this context.

We need to identify separately the percentage of time spent on research, whether identifiable as a specific project or not, where there is no external sponsor. For some individuals this forms a high proportion of the total time spent on research. Research entered under this heading includes any speculative research, for example to investigate novel ideas or to assess their potential before preparing a grant or contract bid to a sponsor, whether or not it leads to an outcome. Research time spent on collaborative work with another University department or another University should be built into either this heading or as externally-sponsored work, whichever is most appropriate.

**Non-publicly-funded research** is research funded by *all other sources of funding*, including charities, businesses and colleges. Note that college-funded research should only include any research sponsored by specific college funding; academics holding joint appointments are not required to divide their "research where there is no external sponsor" between the University and their College.

Please indicate, by the type of project sponsor (whether paying in part or in full for the costs of the project), the hours spent on research.

Include time spent on management of research projects, supervision and training of recruited research staff, and production of research reports required under the terms of the grant or contract - these are classed as direct research activities, not support activities. Include time spent setting up projects for funded Postgraduate students. Also include time spent preparing relevant papers for publication in journals, conference proceedings, etc.

### **Support activities for research**

- (a) drafting proposals for bids to external bodies
- (b) negotiating contracts
- (c) scholarly work and advancement of personal knowledge and skills in relation to research
- (d) acquiring new technical skills
- (e) attendance at professional conferences
- (f) time in other institutions on research exchange scheme

- (g) advisory work for Government departments or committees if unpaid and where it enhances or potentially benefits your research work;
- (h) exceptional time spent in a given year on procurement of special research equipment, such as liaison with suppliers over specifications for custom made items, installation and commissioning of the equipment;
- (i) administrative work including departmental or University committee work, faculty tasks etc., where relevant to research.
- (h) time spent by Libraries and Museum staff in support of research by others

Note that general management or committee work not *specifically supporting research or teaching* should be included in section D of the form, “general support”.

***Other activities without an identifiable income stream***

Include here any activities that are neither teaching nor research, which are carried out in University time and *do not have an identifiable income stream*. For example:

- (a) drafting and negotiating contracts for other activities (but not for research contracts, where the time should be accounted for under Research);
- (b) unpaid technology transfer work - e.g. supporting patent applications, licence negotiations;
- (c) formation of start-up companies;
- (d) any non-remunerated support activity (include such support that cannot be linked meaningfully with either support to teaching or support to research);
- (e) activities related to ecclesiastical responsibilities.

***General support***

This section covers time spent on support activities that cannot be attributed to support for teaching or research or other activities. Examples of support activities that might be included here are time spent internal management (e.g. Safety Officer; training on new finance system; work on strategic review) or committee work (e.g. Council; College Governing Body). Also include here any advisory work for Government, which is not attributable to teaching, research, or other activities. You should also include Continuing Professional Development (CPD) and attendance at internal training courses.