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**Teaching for Postgraduates at Aberystwyth University (TPAU)**

**Application Form**

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| --- | --- | --- | --- | --- |
| Name: | | | | |
| Department: | | | | |
| E-mail: | Ext. | | | |
| Please outline any teaching role that you have undertaken in the past: | | | | |
| Please outline any teaching role that you believe you will be undertaking in 2024-5: | | | | |
| **The programme is open to postgraduate research students and staff supporting students *who will be engaged in teaching*. Our recommendation is that applicants would be engaged in around 20 hours contact teaching time over the duration of the programme (this can include online teaching) - to enable peer observation of your teaching and your own reflection on, and developments to, your current teaching practice. But we will also take into account your previous teaching experience.** | | | | |
| Please write 200 words about why you want to participate in this programme: | | | | |
| Will you be primarily resident in Aberystwyth for the duration of the 2024-5 academic year? | | | Yes | No |
| Signature: | | Date: | | |

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| **First Supervisor Sign-off** (if applicant is a research student) | | | |
| Name: | Department: | | |
| E-mail: | Ext. | | |
| Are you in support of the applicant taking part in TPAU in 2024-5? | | Yes | No |
| Supervisor statement: | | | |
| Signature: | Date: | | |

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| **Section to be completed by Head of Department or equivalent** *(Required)* | | | | |
| Name: | | | | |
| E-mail: | Ext. | | | |
| Will the applicant be undertaking any teaching hours in the Department in 2024-5? | | | Yes | No |
| ***Please note: Whilst we understand that teaching schedules for the 2024-5 academic year will not be finalised until Autumn 2024, we do expect a commitment from Departments that they will be able to find sufficient teaching hours for the candidate in 2024-5, and ideally a mix of different teaching: eg. seminars, lectures, online teaching, practical sessions/demonstrations.*** | | | | |
| Please write a statement of support for the applicant to attend the programme: | | | | |
| Signature: | | Date: | | |

**Please return the completed form to the Learning & Teaching Enhancement Unit at** [**pgr-tpau@aber.ac.uk**](mailto:pgr-tpau@aber.ac.uk)**.**

***CLOSING DATE: Friday 21sth June 2024***

***Please Note:***

* **Entry to the TPAU programme is competitive** – the number of places is limited to 20 and the number of applicants usually far exceeds that, so **application doesn’t guarantee being given a place**. The programme is aimed at PhD students, and in this form approved by AdvanceHE/the HEA, so priority is given to this cohort (though AU staff engaged in supporting academic provision are welcome to apply). Authorised by the HEA, and aligned with Descriptor 1 of the PSF, TPAU is designed to be a professional teaching qualification aimed at PhD students who have, and will continue to be, actively engaged in teaching at HE level. Applicants need to detail the HE teaching they have undertaken in the past and the teaching they are expecting to deliver in the coming academic year. The Application Panel looks for evidence of previous experience of such teaching and for enthusiasm in applicants for developing their existing teaching skills, and awards places to those who demonstrate this the most in their applications.
* A requirement of registration on TPAU is that you are able to show that you will be teaching in 2024-5.
* At the point of application, we only need your statement that it is likely to be the case that you will have some teaching hours next academic year, and the support of your Head of Department or equivalent.
* We will need clarification of this (e.g. via a statement from your Head of Department or equivalent), and the amount you will be teaching (eg. 2 hours per week during Semester 2) by the 23rd August 2024.
* When returning the form to us, please copy in your departmental Director of Learning and Teaching or equivalent.
* **It is a requirement that your application is supported by your HoD, DLT or equivalent.** If you are a research student, it is not a requirement that your Supervisor supports your application, but we would advise you to inform them that you wish to take part in the programme.
* If you are expecting only to teach a couple of hours in your Department over the course of the next academic year, we advise that you try to take on some extra teaching/training from other sources. For example, you could volunteer to offer sessions for the Graduate School’s Advanced Research Methods workshops or offer Lifelong Learning sessions or teaching in another department in an allied discipline.
* After flexible regulations regarding remote teaching observations at external institutions during the Covid Pandemic period, we now require that participants are primarily resident and teaching at Aberystwyth University. If you start to study/work for another institution during the year, we would ask participants to withdraw from TPAU and join your new institution’s scheme instead – we will help to accredit any work you have already done towards TPAU.
* A panel will be convened to consider all applications in the week starting 24th June 2024. We will be in contact as soon as possible afterwards, to inform you if you have been successful in getting a place on the programme.

**Aberystwyth University will process your personal data collected through this application form in order to perform a task carried out in the public interest (GDPR Article 6(1)(e) and to perform your contractual agreement with the University (GDPR Article 6(1)(b).  The form will be used for the purpose of selection for entry to the TPAU programme and will be accessible only to the TPAU Panel.**

**For successful candidates, this information will form the basis of your student record and will be processed and retained in accordance with the University’s retention schedule.  For unsuccessful candidates, this information will be disposed of within 6 months of the programme’s start.**