

**CONFERENCE OF COLLEGES
SENIOR TUTORS' COMMITTEE**

REGISTER OF APPROVED PAYMENTS

MICHAELMAS TERM 2016

FINAL VERSION

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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 Caroline Pack (caroline.pack@admin.ox.ac.uk) in the Conference Secretariat.

ANNUAL PROCEDURE FOR PRODUCTION OF THE REGISTER

The Register of 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. A meeting is held early in September between the Chair and Deputy Chair of the STC, and representatives of the Estates Bursars' Committee, Personnel Services and the Conference Secretariat, to discuss 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 (as is the case for Michaelmas Term 2016).
3. Following this meeting, a provisional version of the Register of Payments 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 OxCORT and the STC website.
4. Once any national pay award is agreed later in 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 ULNTFs:*
New rates to be calculated by the Secretariat/Chair and Deputy Chair of the STC 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 and Deputy Chair of the STC 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 OxCORT and the STC website.

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 OxCORT.

CHANGES FOR MICHAELMAS TERM 2016

- **Biochemistry – Part II Project Supervision:** There is now an additional payment for local supervision of Part II Biochemistry students doing their project abroad under the Erasmus or Princeton exchanges (agreed at the meeting of the STC on 31 May 2016).
- **Economics:** Microeconomic Analysis is now included in the list of optional papers for which class teaching is credited at the Higher Rate (agreed at the meeting of the STC on 31 May 2016). This paper replaces Microeconomic Theory and Mathematical Methods, which have both been withdrawn.

REMINDERS

- **Law:** tuition for the BCL and *MJuris* now falls under Faculty and not College stint, and now rightly belongs with the Graduate Supervision System. The OxCORT Management Committee has, however, agreed that the Faculty may continue to use OxCORT to gather teaching data for these courses in the short term, while the necessary adjustments are made to GSS. **As this teaching no longer comes out of college stint, tutors should NOT use the ‘Pay my college stint’ option: they should always enter ‘I do not require payment’ (payment is arranged separately by the Faculty of Law).**
- **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 & higher tuition rates and new ULNTF tuition rates, which were used to calculate the payment rates for different group sizes, were removed from the Register in the Michaelmas 2013 edition. This was 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, 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 is 8 contact hours per week). Details of stint reform agreements are on the STC website under ‘Key Documents’.

TAXATION OF EXTERNAL TUTORS

With effect from 6 April 2006, HMRC decreed that external tutors are self-employed, and that income tax under PAYE should not be deducted from payments made to them. With effect from 6 April 2012, National Insurance Contributions are no longer payable on self-employed earnings. External Tutors are thus now treated as self-employed for both tax and NI purposes.

External tutors must register as self-employed within three months of commencing their teaching and will be expected to include their earnings on annual self-assessment returns. To register as self-employed, see: <http://www.hmrc.gov.uk/leaflets/se1.pdf>. (The benefit for external tutors is that

they may now pay tax much later, if indeed any is due, and after deducting appropriate Schedule D 'wholly and exclusively' expenses from their gross earnings.)

GRADUATE TUTORS

Graduate students who are tutors must be treated as employees subject to PAYE in all cases. HMRC will not accept that any external tutors who are still graduate students of the University can be sufficiently independent and experienced to be self-employed (overseas graduates, who are permitted to work for up to 20 hours per week during term-time, may not in any case undertake business or self-employment).

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 APPLYING FROM 26 NOVEMBER 2016

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 | 209.46 | 26.18 | 209.46 | 26.18 |
| 2 | 261.83 | 32.73 | 130.91 | 16.36 |
| 3 | 314.20 | 39.27 | 104.73 | 13.09 |
| 4 | 333.05 | 41.63 | 83.26 | 10.41 |
| 5 | 351.90 | 43.99 | 70.38 | 8.80 |
| 6 | 370.75 | 46.34 | 61.79 | 7.72 |
| 7 | 389.60 | 48.70 | 55.66 | 6.96 |
| 8 | 410.55 | 51.32 | 51.32 | 6.41 |
| 9 | 429.40 | 53.68 | 47.71 | 5.96 |
| 10 | 448.25 | 56.03 | 44.83 | 5.60 |
| 11 | 467.10 | 58.39 | 42.46 | 5.31 |
| 12 | 485.96 | 60.74 | 40.50 | 5.06 |
| 13 | 504.81 | 63.10 | 38.83 | 4.85 |
| 14 | 523.66 | 65.46 | 37.40 | 4.68 |
| 15 | 542.51 | 67.81 | 36.17 | 4.52 |

Thereafter each additional student

12.67 **1.58**

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 (£13.09). **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 (£8.73). One fee is payable, however many students sit the collection. Claims for specially devised collection papers should be processed outside the OxCORT system 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 APPLYING FROM 26 NOVEMBER 2016

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 | 209.46 | 26.18 | 209.46 | 26.18 |
| 2 | 261.83 | 32.73 | 130.91 | 16.36 |
| 3 | 314.20 | 39.27 | 104.73 | 13.09 |
| 4 | 360.28 | 45.03 | 90.07 | 11.26 |
| 5 | 408.45 | 51.06 | 81.69 | 10.21 |
| 6 | 452.44 | 56.56 | 75.41 | 9.43 |
| 7 | 498.52 | 62.32 | 71.22 | 8.90 |
| 8 | 552.98 | 69.12 | 69.12 | 8.64 |
| 9 | 603.26 | 75.41 | 67.03 | 8.38 |
| 10 | 649.34 | 81.17 | 64.93 | 8.12 |
| 11 | 695.42 | 86.93 | 63.22 | 7.90 |
| 12 | 741.50 | 92.69 | 61.79 | 7.72 |
| 13 | 789.68 | 98.71 | 60.74 | 7.59 |
| 14 | 835.76 | 104.47 | 59.70 | 7.46 |
| 15 | 879.75 | 109.97 | 58.65 | 7.33 |
| Thereafter each additional student | 47.59 | 5.95 | | |

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.

ULNTF TUITION RATES**1. NEW ULNTF SCHEME**

Tutors on the 'new' ULNTF 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 ULNTFs undertake any teaching for colleges, they should claim this in the usual way, indicating on each OxCORT report that the payment method is 'Pay by ULNTF (new regs)' and the payment rate is 'ULNTF (new regs)': payment is then made to their **department or division**, *not* direct to them. A list of participating ULNTFs, and the account codes to which payments for them should be credited, will be circulated to colleges each term 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 | divya.rowan@admin.ox.ac.uk |
| MPLS | gwen.booth@admin.ox.ac.uk |
| Medical Sciences | david.bryan@medsci.ox.ac.uk |
| Humanities | catherine.mckiernan@humanities.ox.ac.uk |

NEW ULNTF TUITION RATES

| Group of | Total per term | Total per hour | Each student per term | Each student per hour |
|------------------------------------|----------------|----------------|-----------------------|-----------------------|
| 1 | 508.05 | 63.51 | 508.05 | 63.51 |
| 2 | 635.06 | 79.38 | 317.53 | 39.69 |
| 3 | 762.07 | 95.26 | 254.02 | 31.75 |
| 4 | 807.80 | 100.97 | 201.95 | 25.24 |
| 5 | 853.52 | 106.69 | 170.70 | 21.34 |
| 6 | 899.25 | 112.41 | 149.87 | 18.73 |
| 7 | 944.97 | 118.12 | 135.00 | 16.87 |
| 8 | 995.78 | 124.47 | 124.47 | 15.56 |
| 9 | 1041.50 | 130.19 | 115.72 | 14.47 |
| 10 | 1087.22 | 135.90 | 108.72 | 13.59 |
| 11 | 1132.95 | 141.62 | 103.00 | 12.87 |
| 12 | 1178.67 | 147.33 | 98.22 | 12.28 |
| 13 | 1224.40 | 153.05 | 94.18 | 11.77 |
| 14 | 1270.12 | 158.77 | 90.72 | 11.34 |
| 15 | 1315.85 | 164.48 | 87.72 | 10.97 |
| Thereafter each additional student | 30.74 | 3.84 | | |

2. OLD ULNTF SCHEME

A list of participating ULNTFs will be circulated to colleges each term 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' ULNTF rates do not apply for this teaching).*

SPECIAL ARRANGEMENTS (LISTED ALPHABETICALLY BY HONOUR SCHOOL OR SUBJECT)

Please note that HONOUR SCHOOLS OR SUBJECTS WHICH HAVE A 'COURSE DIRECTOR' ROLE AND USE THE 'PAY MY DEPARTMENT' OPTION in OxCORT are preceded with an asterisk (*): the email address of the Course Director is given in the case of each of these. In the case of the other Honour Schools or Subjects 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 – **Biophysical Chemistry**: 9 sessions in classes of 7 – 10 @ **Higher Rate**
- Year 1 – **Biological Chemistry**: 9 sessions in classes of 7 – 10 @ **Higher Rate**
- Year 1 – **Mathematics and Statistics for Biochemistry**: 15 sessions in total in classes of 7-10 @ **Higher Rate**
- Year 4 – **Part II Project Supervision** should be paid in total as 18 single tutorials per annum @ **Standard Rate**. Additional payment for local supervision of Part II Biochemistry students doing their project abroad under the Erasmus or Princeton exchanges: 4 single tutorials per annum @ **Standard Rate** (to be claimed in Hilary Term)

Course Director: Gill McLure (gill.mclure@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)

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

- Year 1 – **Mathematics and Statistics classes**: 12-14 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.

Contact: Kirstie Vreede (kirstie.vreede@medsci.ox.ac.uk)

Chemistry:

- Year 1 – **Physics** classes @ **Standard Rate**
- **Quantum Chemistry** classes @ **Higher Rate**
- **Mathematics** classes @ **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** (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

- **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 (75% of Higher Rate option on OxCORT reports).

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:

- **Project supervision** is paid as 6 tutorials per term @ **Standard Rate**

Contact: Shoshannah Holdom (shoshannah.holdom@cs.ox.ac.uk)

Earth Sciences; Geology:

- Year 1 – **Mathematics** classes @ **Higher Rate**

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

***Economics** (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

- Classes for the papers '**Econometrics**', '**Microeconomic Analysis**', and '**Game Theory**' @ **Higher Rate**.
- For the '**Philosophy & the Economics of the Environment**' option in PPE, see under 'Philosophy'

004810 (Visiting Student Programme)

005260 (Bachelor of Arts in Modern History and Economics)

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)

005690 (Master of Engineering in Engineering, Economics and Management)

005710 (Master of Engineering in Materials, Economics, and Management)

Course Director: Ian Crawford (ian.crawford@economics.ox.ac.uk)

Engineering, Economics & Management:

- **Management Studies Course:** 3 group tutorials in **Accounting and Finance** @ **Higher Rate**

Contact: Jo Valentine (faculty.office@eng.ox.ac.uk)

***Engineering and Joint Schools** (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

- 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).

Course Director: Jo Valentine (faculty.office@eng.ox.ac.uk)

005680 (Master of Engineering in Engineering and Computing Science)

005700 (Master of Engineering in Engineering Science)

English:

- **Joint post holders:** 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.

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

Experimental Psychology:

- 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: Paul Azzopardi (paul.azzopardi@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) 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: David Hyland (administrator@history.ox.ac.uk)

***History & English** (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

- **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: David Hyland (administrator@history.ox.ac.uk)

History of Art:

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

Contact: David Hyland (administrator@history.ox.ac.uk)

Human Sciences:

- 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, where teaching is due to the Faculty under an individual contract, e.g. Career Development**

Fellow (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

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

005190 (Bachelor of Arts in Jurisprudence)

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

Linguistics: (holds a 'Course Director' role in OxCORT with the 'Pay my department' option 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 (75% of Higher Rate option on OxCORT reports).**

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** (holds a 'Course Director' role in OxCORT with the 'Pay my department' option):

- 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.*

Course Director: David Barron (david.barron@sbs.ox.ac.uk)

005090 (Bachelor of Arts in Economics and Management)

Materials Science; Materials, Economics & Management:

- Year 1 – **Mathematics** for Materials Science classes @ **Higher Rate**
- Year 2 – **Partial Differential Equations and Fourier Series** classes @ **Higher Rate**

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

Materials Science:

- Year 4 – **Part II Supervision** is paid as 8 single tutorials per term @ **Standard Rate**

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

Materials Science and Materials, Economics & Management:

- **Options Classes** are paid @ **Higher Rate**

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

Materials, Economics & Management:

- **Management Studies Course:** 3 group tutorials in Accounting and Finance @ **Higher Rate**

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

Mathematics:

- **Parts B and C:** There are four 1.5-hour classes associated with each course. The cost of attendance is a flat rate of £67.03 per student. If a college tutor gives a set of classes as part of stint, then the College is credited £268.12 (4 x £67.03).
- **Mathematics Ambassador Scheme (N1 option):** Classes to be paid @ **standard rate.** (This course runs in Hilary Term only).

Contact: Director of Undergraduate Studies (director-ugrad-studies@maths.ox.ac.uk)

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.

Contact: Kirstie Vreede (kirstie.vreede@medsci.ox.ac.uk)

Modern Languages:

- **Prose** classes @ **Higher Rate**
- Intercollegiate classes in **Phonetic transcription** @ **Higher Rate**
- **Language** classes @ **Higher 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**.

Philosophy:

- **Logic** classes @ **Higher Rate**
- For the '**Philosophy & the Economics of the Environment**' option in PPE, the eight 1.5-hour classes, which have two tutors present, are each paid at 1.5 times the Higher Rate, **to be divided between the two tutors (75% of Higher Rate option on OxCORT reports)**.

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

***Physics:**

- Year 4 – Intercollegiate **Options** classes (Part C) are paid at £129.86 (2 x £64.93) 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. To produce the correct rate on OxCORT, tutors should enter each of the eight classes as a session of two hours in a group of 10 at the higher rate, irrespective of the exact length of the class or the number of students in it.

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

Politics:

- Supervised dissertation for PPE is paid as 8 tutorials or classes per term @ **Standard Rate**.

Contact: Andrew Melling (andrew.melling@politics.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.
- **Oxford University Programme in Languages (OPAL)**
Colleges may consider offering a reimbursement of up to 50% of the fee to students taking courses which are part of the Oxford University Programme in Languages (OPAL), payable on completion of the course. Similarly, students taking extra-curricular faculty-organized language classes (i.e. neither compulsory nor for course options) may be considered for a grant of 50% of the fee, payable on completion of the course.

CHINESE AND JAPANESE STUDY TOURS

Colleges no longer contribute to the costs of these tours.

FIELDWORK

The Academic Registrar has ruled that the Department of Biological Sciences may levy a payment on students for participation in the compulsory eight-day residential field course to West Wales for all first-year students; this does not represent an obligation on the part of colleges to pay some or all of that charge. "Additional fees (or bench fees) should not be charged on top of the standard course fee in cases where this is for standard or regular aspects of teaching provision. In cases such as field courses where there are clearly additional direct charges associated with a particular course or particular students, then the practice of charging the additional fee for that particular activity outside Oxford is acceptable." Mr M Sibly to Dr M D Speight, 19 April 2007.

INVIGILATION OF COLLECTIONS

The recommended rate for invigilation of collections is £10.73 per hour.

INVIGILATION OF PUBLIC EXAMINATIONS

The recommended rate for invigilation of public examinations is £11.92 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 paid at the single tutorial rate (£26.18). 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 (£13.09), i.e. £4.36 per essay. Chaperoning, note-taking, and invigilation of tests are paid at the recommended invigilation rate for collections (£10.73 an hour).

RECOMMENDED SCALE FOR STIPENDIARY LECTURERS 2016-17

The pay scale for **full-time Stipendiary Lecturers** is a five-point scale based on Grade 5 of the University's salary scale structure, starting at Point 3 of that Grade (Spine 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 Point 1 | 24 Point 2 | 25 Point 3 | 26 Point 4 | 27 Point 5 |
| 1 | £2,171 | £2,236 | £2,302 | £2,371 | £2,442 |
| 2 | £4,342 | £4,472 | £4,605 | £4,742 | £4,884 |
| 3 | £6,513 | £6,707 | £6,907 | £7,113 | £7,325 |
| 4 | £8,684 | £8,943 | £9,210 | £9,484 | £9,767 |
| 5 | £10,855 | £11,179 | £11,512 | £11,855 | £12,209 |
| 6 | £13,026 | £13,415 | £13,815 | £14,226 | £14,651 |
| 7 | £15,197 | £15,650 | £16,117 | £16,597 | £17,092 |
| 8 | £17,368 | £17,886 | £18,419 | £18,968 | £19,534 |
| 9 | £19,539 | £20,122 | £20,722 | £21,339 | £21,976 |
| 10 | £21,710 | £22,358 | £23,024 | £23,710 | £24,418 |
| 11 | £23,881 | £24,593 | £25,327 | £26,081 | £26,859 |
| 12 | £26,052 | £26,829 | £27,629 | £28,452 | £29,301 |

Notes:

National pay spine points Aug-16 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 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), 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 2016-17

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 | £2,371 | £2,442 | £2,515 | £2,590 | £2,667 | £2,747 | £2,829 |
| 2 | £4,742 | £4,884 | £5,029 | £5,179 | £5,334 | £5,493 | £5,657 |
| 3 | £7,113 | £7,325 | £7,544 | £7,769 | £8,001 | £8,240 | £8,486 |
| 4 | £9,484 | £9,767 | £10,058 | £10,359 | £10,668 | £10,986 | £11,314 |
| 5 | £11,855 | £12,209 | £12,573 | £12,948 | £13,335 | £13,733 | £14,143 |
| 6 | £14,226 | £14,651 | £15,088 | £15,538 | £16,002 | £16,479 | £16,972 |
| 7 | £16,597 | £17,092 | £17,602 | £18,128 | £18,669 | £19,226 | £19,800 |
| 8 | £18,968 | £19,534 | £20,117 | £20,717 | £21,336 | £21,972 | £22,629 |
| 9 | £21,339 | £21,976 | £22,631 | £23,307 | £24,003 | £24,719 | £25,457 |
| 10 | £23,710 | £24,418 | £25,146 | £25,897 | £26,670 | £27,465 | £28,286 |
| 11 | £26,081 | £26,859 | £27,660 | £28,486 | £29,337 | £30,212 | £31,114 |
| 12 | £28,452 | £29,301 | £29,847 | £31,076 | £32,004 | £32,958 | £33,943 |

Notes:

National pay spine points Aug-16 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 2016-17

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 large 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:

£2,581 pro rata (50% of this for a 50% Stipendiary Lecturer) in 2016-17.

Academic Allowance:

£516 pro rata (50% of this for a 50% Stipendiary Lecturer) in 2016-17: 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 2016-17 rate for 100% use of a room by one Lecturer is £6,193.

Phasing in of costs:

It has been agreed that the new higher costs applying in the case of Stipendiary Lecturers (salary, on-costs, meal allowance, academic allowance, and, if applicable, room cost) will be phased in (this will apply also to room costs in the case of Retained Lecturers). The phasing in will be achieved by a straight-line taper using an annually rising multiplier to be applied each year to the full Rate C, as follows:

Scheme for tapering in Rate C

| Year | Multiplier |
|---------|------------|
| 2015-16 | 0.78 |
| 2016-17 | 0.85 |
| 2017-18 | 0.925 |
| 2018-19 | 1.0 |

Each year, the multiplier for the year will be applied to all Rate C buy-outs in process, 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 2016-17 (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 2016-17 is £762 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 2016-17 is £2,291 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 2016-17 rates are as follows:

| | |
|--|----------|
| 'Whole job' equivalent at the Higher Rate | £ 27,492 |
| Higher Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint | £ 2,291 |
| 'Whole job' equivalent at the Lower Rate | £ 9,144 |
| Lower Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint | £ 762 |

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 | 2,749 | 914 |
| 9 | 3,055 | 1,016 |
| 8 | 3,437 | 1,143 |

2. UL appointments: In the case of a buy-out of the college teaching of a **UL**, assuming the 'whole job' figure to be £13,746³ (or £2,291 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 | £6,873 (3 x 3/3 x £2,291) |
| A six-hour buy-out for one term | £4,582 (6 x 1/3 x £2,291) |
| A two-hour buy-out for two terms | £3,055 (2 x 2/3 x £2,291) |

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 2016-17 is approximately four times the internal lower rate (£3,089) 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 2016-17 is approximately double the lower rate, i.e. £6,174 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.