CONFERENCE OF COLLEGES
SENIOR TUTORS’ COMMITTEE

REGISTER OF APPROVED PAYMENTS

HILARY TERM 2013

FINAL VERSION

Approved by the Senior Tutors’ Committee on 18 February 2013
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Annual Procedure for Production of the Register</td>
<td>3</td>
</tr>
<tr>
<td>Changes for Michaelmas Term 2012</td>
<td>5</td>
</tr>
<tr>
<td>Reminders</td>
<td>5</td>
</tr>
<tr>
<td>Taxation of External Tutors</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Tutors</td>
<td>5</td>
</tr>
<tr>
<td>Standard Tuition Rates</td>
<td>6</td>
</tr>
<tr>
<td>Marking of Collection Papers</td>
<td>6</td>
</tr>
<tr>
<td>Higher Tuition Rates</td>
<td>7</td>
</tr>
<tr>
<td>ULNTF Tuition Rates</td>
<td>8</td>
</tr>
<tr>
<td>Special arrangements (listed alphabetically by Honour School or Subject)</td>
<td>9</td>
</tr>
<tr>
<td>Other items</td>
<td></td>
</tr>
<tr>
<td>Language Tuition</td>
<td>14</td>
</tr>
<tr>
<td>Chinese and Japanese Study Tours</td>
<td>14</td>
</tr>
<tr>
<td>Fieldwork</td>
<td>14</td>
</tr>
<tr>
<td>Invigilation of Collections</td>
<td>14</td>
</tr>
<tr>
<td>Invigilation of Public Examinations</td>
<td>14</td>
</tr>
<tr>
<td>Vacation Study Grants to Undergraduates</td>
<td>14</td>
</tr>
<tr>
<td>Undergraduate Admissions Interviewing</td>
<td>14</td>
</tr>
<tr>
<td>Recommended scale for Stipendiary Lecturers</td>
<td>16</td>
</tr>
<tr>
<td>Recommended scale for Fixed-Term Fellows</td>
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<td>Buy-out Arrangements</td>
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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 Chairman and Deputy Chairman 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 was the case for Michaelmas Term 2012).

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/Chairman and Deputy Chairman 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/Chairman and Deputy Chairman 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 2012

- **Mathematics**: Part B and Part C payment rates now increased to £61.12 per student (Part B) and £71.28 per student (Part C) (agreed at the meeting of the STC on 28 May 2012).
- **Medical and Physiological Sciences FHS**: Research project supervision to be paid as 8 (rather than 6) single tutorial hours (agreed at the meeting of the STC on 28 May 2012).
- **Management**: There are no changes to the payments, but Management now holds a ‘Course Director’ role in OxCORT with the ‘Pay my department’ option. This was agreed by the OMC by correspondence in July 2012 in response to a request from the Said Business School to make full use of OxCORT as a means of achieving better management of payments (and a reduction in the amount of manual work required in both SBS and colleges), and to provide prompt reports on students’ work. The SBS confirmed that it would make arrangements to inform colleges of this change, and provide training and support to tutors, faculty and administrative staff to enable them to implement the proposed changes efficiently and effectively.

REMINDEERS

- **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.

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](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).
STANDARD TUITION RATES

These rates apply to the majority of teaching. The weight factor used to calculate the rates is shown in the right-hand column. All calculations are based on the single tutorial rate.

STANDARD RATES

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Thereafter each additional student 12.05 1.51

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 (£12.44).

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 (£8.29). 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

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.).

HIGHER RATES

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Thereafter each additional student 45.24 5.66

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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 Chairman 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 Chairman 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 David Dongworth in Personnel Services (david.dongworth@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  maryann.robertson@mpps.ox.ac.uk
Medical Sciences  david.bryan@medsci.ox.ac.uk
Humanities  catherine.mckiernan@humanities.ox.ac.uk

NEW ULNTF TUITION RATES

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Thereafter each additional student  29.22  3.65

2. OLD ULNTF SCHEME

A list of participating ULNTFs will be circulated to colleges each term by David Dongworth in Personnel Services (david.dongworth@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: Peter Meredith (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 – **Statistics** classes for Biochemists: 3 sessions in classes of 7-10 @ Higher Rate
- Year 1 – **Elementary Mathematics** classes: 12 sessions 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

  
  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)

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: Peter Meredith (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@comlab.ox.ac.uk)

*Economics* (holds a ‘Course Director’ role in OxCORT with the ‘Pay my department’ option):
- Classes for the papers *Economic Decisions within the Firm*, *Microeconomic Theory*, *Game Theory*, *Mathematical Methods* @ Higher Rate.

**Course Director: Margaret Stevens** (margaret.stevens@economics.ox.ac.uk)

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)

**Engineering, Economics & Management:**
- *Management Studies Course*: 3 group tutorials in *Accounting and Finance* @ Higher Rate
  
  Contact: Jane Frew (jane.frew@admin.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* 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).
- 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: Sharon Collister** (sharon.collister@eng.ox.ac.uk)

005680 (Master of Engineering in Engineering and Computing Science)
005700 (Master of Engineering in Engineering Science)

**English:**
- *Non-post holders*: class teaching for *Paper 7, Special Authors*, and for syndicated options for *Paper 8, Special Topics*, is paid @ Higher Rate for four students multiplied by the number of students and by the number of classes (see History & English below).
- *Joint post holders*: class teaching for (i) *Paper 7, Special Authors* is counted as 50% against college stint, 50% against University stint; (ii) *Paper 8, Special Topics* is counted as 100% against University stint (see also History & English below).

  Contact: Lindsay Rudge (lindsay.rudge@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
Register of Payments 2012-13: Hilary Term 2013 Final Version

- **Russian** for Historians @ **Higher Rate**
- **Greek and Latin Language classes** (non-examined options) @ **Higher Rate**

*Contact: Richard Sykes (richard.sykes@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 in the term indicated above. 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 Sue Henderson, in the History Faculty.

**Course Director: Richard Sykes (richard.sykes@history.ox.ac.uk)**

**History (for tutors with a Faculty stint)**
- 004810 (Visiting Student Programme)
- 005000 (Bachelor of Arts in Ancient and Modern History)
- 005040 (Bachelor of Arts in Classics and English)
- 005200 and 005790 (Bachelor of Arts in Literae Humaniores)
- 005251 (Bachelor of Arts in History)
- 005271 (Bachelor of Arts in History and English)
- 005291 (Bachelor of Arts in History and Politics)

**History of Art:**
- Classes to be paid @ **Standard Rate**

*Contact: Richard Sykes (richard.sykes@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):

*Contact: Morag McCormick-Power (morag.mccormick-power@law.ox.ac.uk)*
- 005180 (Bachelor of Arts in Jurisprudence (English Law with Law Studies in Europe))
- 005190 (Bachelor of Arts in Jurisprudence)

**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*

**Literae Humaniores:**
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: Peter Meredith ([administrator@classics.ox.ac.uk](mailto:administrator@classics.ox.ac.uk))*

**Management** (holds a ‘Course Director’ role in OxCORT with the ‘Pay my department’ option)

• Year 1 – **Classes** @ **Higher Rate**

• FHS classes in **Accounting, Finance, Mathematics and Statistics** @ **Higher Rate**

• **Management Studies Course**: 3 group tutorials in **Accounting and Finance** @ **Higher Rate** (Centralized payments are made by the Department of Economics. **Tutors should not invoice colleges separately.**)

*Course Director: Janet Smart ([janet.smart@sbs.ox.ac.uk](mailto:janet.smart@sbs.ox.ac.uk))*

005090 (Bachelor of Arts in Economics and Management)

**Materials Science: Materials, Economics & Management; and Earth Sciences:**

• Year 1 – **Mathematics** for Materials and Earth Sciences classes @ **Higher Rate**

• Year 2 – **Partial Differential Equations and Fourier Series** classes @ **Higher Rate**

*Contact: Philippa Moss ([philippa.moss@materials.ox.ac.uk](mailto: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](mailto: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](mailto: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](mailto:philippa.moss@materials.ox.ac.uk))*

**Mathematics:**

• **Part B**: there are four 1.5 hour classes associated with each course. The cost of attendance is a flat rate of £61.12 per student. If a college tutor gives a set of classes as part of stint, then the College is credited £244.48 (4 x £61.12).

• **Part C**: There are seven one-hour classes associated with each 16-lecture course. The cost of attendance is a flat rate of £71.28 per student. If a college tutor gives a set of classes as part of stint, then the College is credited £285.12 (4 x £71.28).

• The **N1 option** (**Mathematics Ambassador Scheme**), separate from the classes noted above, was split in 2010-11 into **N1a** and **N1b**. **N1a (Mathematics Education)** runs in Michaelmas Term, **N1b** in Hilary Term: classes to be paid @ **Standard Rate**. It is anticipated that the 6 classes for N1a will contain 10 or 11 students.

*Contact: Director of Undergraduate Studies ([director-ugrad-studies@maths.ox.ac.uk](mailto:director-ugrad-studies@maths.ox.ac.uk))*
Mathematics & Philosophy:
- Mods Logic classes are paid as for intercollegiate classes in Mathematics except where the tutor’s services count against University teaching obligation, in which case the classes are free to colleges.

Contact: Tom Moore (tom.moore@philosophy.ox.ac.uk)

Medicine (FHS Medical Sciences):
- FHS Research Project Supervision is paid as 8 single tutorials in total @ Standard Rate.

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

Contact: Tom Moore (tom.moore@philosophy.ox.ac.uk)

Philosophy & Physics:
- Mods Logic classes are paid as for intercollegiate classes in Mathematics, except where the tutor’s services count against University teaching obligation, in which case the classes are free to colleges.

Contact: Tom Moore (tom.moore@philosophy.ox.ac.uk)

Physics:
- Year 4 – Intercollegiate Options classes are paid at £60.40 per student for each option of four-1.5 hour classes in each term (normally two options for three terms).

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

Physiological Sciences:
- FHS Research Project Supervision is paid as 8 single tutorials in total @ Standard Rate.

Contact: Kirstie Fieldhouse (kirstie.fieldhouse@medsci.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

- **German as a Supplementary Subject**
  For those undergraduates in Biochemistry and Chemistry taking German 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, which at present take place in the Trinity Term of the Second Year for students reading Chinese, and the Trinity Term of the First Year for those reading Japanese (previously payment was split between the Faculty and the College).

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 per hour.

INVIGILATION OF PUBLIC EXAMINATIONS

The rates for these are set by Education Committee and are expected to be as follows:

- **By non-examiners:** For each three-hour examination session £35
- **By non-examiners:** For each two-hour examination session £27
- **By non-examiners designated as senior invigilators:** For each three-hour examination session £40

VACATION STUDY GRANTS TO UNDERGRADUATES

Students sitting Public Examinations during the vacation are eligible for vacation grants from Colleges to cover 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 (£24.89). 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 (£12.44), i.e. £4.15 per essay. Chaperoning, note-taking, and invigilation of tests are paid at the recommended invigilation rate for collections (£10 an hour).
RECOMMENDED SCALE FOR STIPENDIARY LECTURERS 2012-13

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**

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>National Pay Spine Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23</td>
</tr>
<tr>
<td>1</td>
<td>2,064</td>
</tr>
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<td>2</td>
<td>4,128</td>
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<tr>
<td>3</td>
<td>6,192</td>
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<tr>
<td>4</td>
<td>8,255</td>
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<tr>
<td>5</td>
<td>10,319</td>
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<tr>
<td>6</td>
<td>12,383</td>
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<tr>
<td>7</td>
<td>14,447</td>
</tr>
<tr>
<td>8</td>
<td>16,511</td>
</tr>
<tr>
<td>9</td>
<td>18,575</td>
</tr>
<tr>
<td>10</td>
<td>20,638</td>
</tr>
<tr>
<td>11</td>
<td>22,702</td>
</tr>
<tr>
<td>12</td>
<td>24,766</td>
</tr>
</tbody>
</table>

**Notes:**
- National pay spine points Aug-12 rates
- Rates in table calculated as twelfths of the national pay spine point, rounded to zero decimal places

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

**Duties** should include:
1. Preparation for tutorials and marking and returning of written work;
2. Setting and marking of termly collections;
3. Participation in the undergraduate admissions exercise, including reading of UCAS forms, marking of written work, conducting interviews.

**Benefits** – it is recommended that:
1. USS be offered;
2. No housing benefits be offered, although colleges may of course wish to provide housing at the expense of the individual lecturer;
3. Dining rights and an entertainment allowance be provided;
4. 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 on the Conference of College website at [http://beta.weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll](http://beta.weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll).
RECOMMENDED SCALE FOR FIXED-TERM FELLOWS 2012-13

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

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
<th>31</th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,254</td>
<td>2,321</td>
<td>2,390</td>
<td>2,462</td>
<td>2,535</td>
<td>2,611</td>
<td>2,689</td>
</tr>
<tr>
<td>2</td>
<td>4,508</td>
<td>4,642</td>
<td>4,781</td>
<td>4,924</td>
<td>5,071</td>
<td>5,222</td>
<td>5,378</td>
</tr>
<tr>
<td>3</td>
<td>6,762</td>
<td>6,964</td>
<td>7,171</td>
<td>7,385</td>
<td>7,606</td>
<td>7,833</td>
<td>8,067</td>
</tr>
<tr>
<td>4</td>
<td>9,016</td>
<td>9,285</td>
<td>9,562</td>
<td>9,847</td>
<td>10,141</td>
<td>10,444</td>
<td>10,756</td>
</tr>
<tr>
<td>5</td>
<td>11,270</td>
<td>11,606</td>
<td>11,952</td>
<td>12,309</td>
<td>12,677</td>
<td>13,055</td>
<td>13,445</td>
</tr>
<tr>
<td>6</td>
<td>13,524</td>
<td>13,927</td>
<td>14,343</td>
<td>14,771</td>
<td>15,212</td>
<td>15,666</td>
<td>16,134</td>
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<tr>
<td>7</td>
<td>15,777</td>
<td>16,248</td>
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<td>17,232</td>
<td>17,747</td>
<td>18,276</td>
<td>18,822</td>
</tr>
<tr>
<td>8</td>
<td>18,031</td>
<td>18,569</td>
<td>19,123</td>
<td>19,694</td>
<td>20,283</td>
<td>20,887</td>
<td>21,511</td>
</tr>
<tr>
<td>9</td>
<td>20,285</td>
<td>20,891</td>
<td>21,514</td>
<td>22,156</td>
<td>22,818</td>
<td>23,498</td>
<td>24,200</td>
</tr>
<tr>
<td>10</td>
<td>22,539</td>
<td>23,212</td>
<td>23,904</td>
<td>24,618</td>
<td>25,353</td>
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<td>26,889</td>
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<td>11</td>
<td>24,793</td>
<td>25,533</td>
<td>26,295</td>
<td>27,079</td>
<td>27,889</td>
<td>28,720</td>
<td>29,578</td>
</tr>
<tr>
<td>12</td>
<td>27,047</td>
<td>27,854</td>
<td>28,685</td>
<td>29,541</td>
<td>30,424</td>
<td>31,331</td>
<td>32,267</td>
</tr>
</tbody>
</table>

Notes:
National pay spine points Aug-12 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.
BUY-OUT ARRANGEMENTS BETWEEN THE UNIVERSITY AND THE COLLEGES 2012-13

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 2012-13 is £725 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 2012-13 is £2,178 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 2012-13 rates are as follows:

- **‘Whole job’ equivalent at the Higher Rate**: £26,136
- **Higher Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint**: £2,178
- **Whole job’ equivalent at the Lower Rate**: £8,700
- **Lower Buy-Out Rate per annualised hour for a Standard 12-hour CUF Stint**: £725

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:

<table>
<thead>
<tr>
<th>Reformed Stint</th>
<th>Higher Rate per annualised hour</th>
<th>Lower Rate per annualised hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2,614</td>
<td>870</td>
</tr>
<tr>
<td>9</td>
<td>2,904</td>
<td>967</td>
</tr>
<tr>
<td>8</td>
<td>3,267</td>
<td>1,088</td>
</tr>
</tbody>
</table>

2. **UL appointments**: In the case of a buy-out of the college teaching of a UL, assuming the ‘whole job’ figure to be £13,068\(^3\) (or £2,178 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: £6,534 \((3 \times 3/3 \times £2,178)\)
- A six-hour buy-out for one term: £4,356 \((6 \times 1/3 \times £2,178)\)
- A two-hour buy-out for two terms: £2,904 \((2 \times 2/3 \times £2,178)\)

**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 2012-13 is approximately four times the internal lower rate (£2,937) 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 2012-13 is approximately double the lower rate, i.e. £5,869 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.

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\(^3\) Half the CUF Higher Rate.