WEEKLY CLASS PROGRAMME
TUTOR FEES 2018–19

Fees for Teaching

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Part-time tutors, per hour</td>
<td>£35.00</td>
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<tr>
<td>Preparation of new course syllabus</td>
<td>£70.00</td>
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<tr>
<td>Marking assessed work (per student, per term)</td>
<td>£14.00 (+ £4.00 for formative assignments)</td>
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Expenses

Travel
Second-class public transport, or car at 33p per mile for first 40 miles per round trip, 16p per mile thereafter. Please note that the maximum mileage covered by the department’s expenses policy for Weekly Class tutors is a 150-mile round trip.

Field trips
Normal class fee, plus travel, where visit is included in total contracted number of class meetings. (Travel on field trips is not taxed.)

Photocopying
Allowance of £34.00 per term for classes up to 16 students, and £2.05 per student thereafter. Receipts should be submitted if done out-of-house.

Other
Any other expenditure must have prior agreement of the Director of Studies for your subject area.

Tutors are not employees of the University but receive a contract for services from the Department before their course begins. Please note that the University is obliged by the Inland Revenue to deduct tax from fees and travel expenses for all tutors. The University is required by the DWP to deduct National Insurance in all cases unless a Certificate of Exemption is provided (those over 65 need not submit Certification). Tutors are paid their teaching fees in 3 or 6 instalment (depending on the length of the course), and their travel and other agreed expenses on submission of a claim form. Marking is paid after submission of the Class Register.