

Activity Codes

a. Activity Codes for Teaching

LEVEL 1 TEACHING (T)			
Level 2		Level 3	
Code	Sub Section	Code	Description
UGF	Undergraduate	01	Delivery of lectures, seminars, tutorials and workshops
		02	Delivery of laboratory practical and other laboratory teaching
		03	Delivery of/participation in field work and project work
PTF	Postgraduate Taught	04	Preparation for lectures, seminars, tutorials and workshops
		05	Preparation for laboratory practical and other laboratory teaching
		06	Preparation for fieldwork and project supervision
		07	Assessment, examining and invigilation within the University (including setting papers, marking, vivas)
		08	External examining
PRF	Postgraduate Research	09	Teaching support incl Timetabling , Exam boards, preparation of prospectuses
		10	Travel related to teaching activities
		11	New course development
		12	General reading and scholarship linked to teaching but not for a specific course
		13	Writing text books or other publishable teaching materials
NFU	Non Funded (funded wholly from non-public funds; includes: non credit-bearing courses; short courses and CPD activity for which fees are charged; courses held overseas; fully commercially funded teaching etc. Please see page 8 for more information)	14	Schools liaison, admissions, general induction, interviewing, recruitment trips and preparation for these
		15	Advising, student welfare and other student support
		16	Supervision and support (including meeting student, reading drafts etc., developmental seminars)
		17	Activities relating to Quality Enhancement of Teaching (including teaching related training, teaching conferences, etc.)

b. Activity Codes for Research

LEVEL 1 RESEARCH (R)			
Level 2		Level 3	
Code	Sub Section	Code	Description
RGA	Research Council	01	Undertaking and managing research prior to writing of publishable output
RGB	UK Charity	02	Scholarly work and advancement of personal knowledge and skills related to research but not directly linked to a specific project
RGC	UK government & health Authority	03	Writing output for dissemination
RGD	UK Industry	04	Supervision and training of research staff
RGE	EU COMMISSION	05	Attendance at conferences, seminars and society meetings
RGF	Other EU sponsors	06	Drafting grant proposals
		07	Editing and refereeing activities for journals or conferences
RGG	Other Overseas Sponsors	08	Editing and refereeing activities for funding bodies
		09	Editing books and collections of essays
RGH	Other Sources	10	Travel related to research activities
		11	Knowledge Transfer Partnership activities & Technology transfer work
RGX	NOT EXTERNALLY FUNDED	12	Internal Peer review of grant applications

c. Activity Codes for Other

LEVEL 1 OTHER (O)			
Level 2		Level 3	
Code	Sub Section	Code	Description
INS	INSTITUTIONAL	01	Preparation for and attendance at University/College/School/Discipline Committees, not specific to either teaching or research
		02	General management duties, such as Deans, Assistant Deans, Heads of Admissions and so on
		03	Staff management, such as mentoring and appraisals
		04	Administration on behalf of the University/College/School/Discipline, not specific to either teaching or research
		05	Administration on behalf of the University/College/School/Discipline, specific to teaching
		06	Administration on behalf of the University/College/School/Discipline, specific to research e.g. Research Panels
		07	Consultancy (excl private), such as advisory work or the provision of a service on behalf of the University
		08	Services provided to the NHS under knock-for-knock arrangements by departments
		10	Travel not directly related to teaching or research
		11	Holiday
		12	Maternity/paternity leave
		13	Sickness/Compassionate leave
		14	Jury service
		PRO	PROFESSIONAL
02	Staff development and training courses		

N.B. Please note: entries for non-work activities are not required