

Academic Time Allocation Schedule – Teaching Codes

Level 1	Level 2		Level 3	
	Code	Description	Code	Description
Teaching (T)	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
			04	Preparation for lectures, seminars, tutorials and workshops
	PTF	Postgraduate – Taught	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
			09	Teaching support including Timetabling , Exam boards, preparation of prospectuses
	PRF	Postgraduate Research	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	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 & conferences, etc.)

Academic Time Allocation Schedule – Research Codes

Level 1	Level 2		Level 3	
	Code	Description	Code	Description
Research (R)	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 Government	05	Attendance at conferences, seminars and society meetings
	RGF	EU – Other	06	Drafting grant proposals
	RGG	Other Overseas	07	Editing and refereeing activities for journals or conferences
	RGH	Other Sources	08	Editing and refereeing activities for funding bodies
	RGX	Not Externally Funded	09	Editing books and collections of essays
				10
			11	Knowledge Transfer Partnership activities & Technology transfer work
			12	Internal Peer review of grant applications

Appendix B

Academic Time Allocation Schedule – Research Codes

Level 1	Level 2		Level 3	
	Code	Description	Code	Description
Other (OT)	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 Head of School and Deans etc
			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
			09	NOT IN USE
			10	Travel not directly related to teaching or research
			11	Holiday
			12	Maternity/paternity leave
			13	Sickness/Compassionate leave
			14	Jury service
				PRO
02	Staff development and training courses			

Technicians Time Allocation Schedule Codes

Codes for Teaching Activities			
Code	Description	Code	Description
T	Teaching	01	Undergraduate & Postgraduate Taught
		02	Setting up and running experiments
		03	Health & Safety activities
		04	Lifting & Shifting
		05	Lab or Workshop maintenance
		06	Administrative tasks
		07	Travel to conferences/training etc
		08	Training (Provision of/Receipt of)

Codes for Research Activities			
Code	Description	Code	Description
R	Research	01	EU
		02	Supporting Postgraduate research students
		03	Setting up and running experiments
		04	Health & Safety activities
		05	Lifting & Shifting
		06	Lab or Workshop maintenance
		07	Administrative tasks
		08	Other project support
		09	Travel to conferences/training etc
		10	Training (Provision of/Receipt of)

Codes for Other Activities			
Code	Description	Code	Description
O	Other	01	Setting up and running experiments
		02	Health & Safety activities
		03	Lifting & Shifting
		04	Lab or Workshop maintenance
		05	Administrative tasks
		06	Authorised absence including annual leave
		07	Consultancy
		08	Routine testing and non-research clinical trials
		09	Commercial companies - excluding teaching or research
		10	Technology transfer
		11	Travel to conferences/training etc
		12	Training (Provision of/Receipt of)

Additional Guidance

Time spent on scholarship, conferences, travel, and sabbaticals can be difficult to classify. Additional guidance is given below:

SCHOLARSHIP

This is defined for TRAC purposes as any activity which updates or maintains the skills and experience of the individual but is separate from Research, as it is acquisition of knowledge that exists elsewhere, not original research or work that moves the subject forward.

Personal study or training which fulfils this definition should be included under the code O (for level 1 Other), PRO (for level 2 professional) and then either activity level 3 code 01 for Maintenance and advancement of own professional knowledge and skills or 02 Staff development and training courses as appropriate = **code O PRO 01 or O PRO 02.**

CONFERENCE ATTENDANCE

This should be allocated according to the main reason for attending the conference. If you are presenting a research paper at a conference then it is classified as Research. See also guidelines for Travel.

TRAVEL

Travel time should preferably be allocated in line with the purpose of the trip. If the trip is for work being carried out for a specific project or programme. For simplicity we have used the code 10 for the level 3 code in all cases, but please attribute to Teaching, Research or Other as appropriate.

SABBATICAL LEAVE

Leave carried out under research fellowship should generally be attributed to Research (unless the individual is still undertaking Teaching or Other activities) where there is no external funding body this will be generally coded to R (for level 1 research), RGX (for level 2 not externally funded) 01 (for level 3 Undertaking and managing research prior to writing publishable output) = **code R RGX 01**

E-MAIL

E-mails should be allocated accordingly to the nature of their content i.e. if e-mail correspondence predominately relates to research, please code to research related category.

ADMINISTRATION DUTIES

Where the administrative activity is in support of the whole University, rather than your School, then it should be classed as Other (O) Institutional. This includes sitting on University committees, or work to promote the University as a whole.