***This form must be countersigned by the Course Convenor/Administrator before it can be processed.***

**To help with the processing, please ensure that your person number and appointment ID have been provided below.**

***Please complete a separate claim form for EACH COURSE.***

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| **Person (staff) No. [NOT student number]:** |  |   |   |   |
| **Appointment ID(s):** |   |   |   |   |
| Surname **[CAPITALS]** | Forename [**CAPITALS**] |  **Claimant's signature**  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Course Name / Code** |   |
| **Subject** |   |
| **Teaching** |   |
| **description** |  **Number of contact hours**  | ***Course(s): please specify i.e. Archaeology 1001***  | ***For Office use only*** |
| **Tutoring (for example, tutorials and seminars)**  |  |  |  = |
| **Lecturing** |  |  |  |
| **Other contact time (for example, office hours, field trips, demonstrating, assessment feedback and open day assistance)** |  |  |  = |
| **Invigilation** |  |  |  = |
| **Marking** |   |  |
| **description** |  **number marked**  | ***Course(s): please specify i.e. Archaeology 1001***  | ***For Office use only*** |  |  |  |
| **Non-Honours Essay up to 2000 words**  |  |  |  =/3\*1 |  |  |  |
| **Honours Essay 2000+ words** |  |  |  =/3\*1.3 |  |  |  |
| **Exam scripts** |  |  |  =/3\*1 |  |  |  |
|  |   |   |   |   |   |   |
| **Authorised signature [Course Administrator/Convener]** |   | **Date:** |
|   |   |   |