***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.***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  | |  |  | |  |  | |  |
| **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:** | |
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