Academic Time Survey Categories

Direct Teaching - Publicly Funded

This category should include UK award /credit bearing courses and all Teaching activities like Erasmus, ESF, and Tempus. Include all levels of teaching; sub-degree, degree, PGT (Taught Degrees, e.g. MSC), Higher or Further Education and teacher training. Many courses will inevitably include a mix of Publicly Funded (PF) and Non Publicly Funded (NPF) students. E.g. Overseas. Where this is the case, please include ALL time directly related to such courses within THIS category (PF.) Note: An adjustment to take account of overseas students, will be made centrally, so you do NOT need to try and split any course between PF and NPF.

NB: IF ACTIVITY RELATES TO PGR STUDENTS PLEASE INCLUDE TIME UNDER 'PGR STUDENTS TRAINING AND SUPERVISION'

ACTIVITIES to include in this category:

• Lectures, seminars and tutorials
• Project, workshop and or laboratory supervision if Teaching
• Preparing materials for lectures, tutorials workshops or laboratory classes
• Preparing materials for new, agreed courses (If not an agreed course, include as Support to Teaching) - Editing and updating course materials (for current courses) including course guides
• Organizing and visiting placements or fieldwork
• Supervision and assessment of projects or dissertations
• Student contact regarding educational matters, remedial classes, mentoring
• Preparing and marking examination papers
• Invigilating exams (including external examinations)
• Examinations - preparing and marking exam papers, incl. Resits
• Oral exams/Vivas
• Reading, assessing or marking student essays, dissertations or other students' work
• Outreach where Teaching is the underlying activity
Direct Teaching - Non Publicly Funded

This category should include short courses, full cost short courses; non-credit / award bearing; courses purely for overseas students and other non-publicly funded commercial teaching.

NOTE: Some courses could include a mix of Publicly Funded (PF) and Non Publicly Funded (NPF) students. Where this is the case, please allocate ALL time directly on these courses to the teaching - "PUBLICLY FUNDED" category. I.e. where courses are "mixed" you do not need to try and split between PF and NPF - this will be adjusted for centrally.

NB IF ACTIVITY RELATES TO PGR STUDENTS PLEASE INCLUDE TIME UNDER 'PGR STUDENTS TRAINING AND SUPERVISION'

ACTIVITIES to include in this category:

- Lectures, seminars and tutorials
- Project, workshop and or laboratory supervision if Teaching
- Preparing materials for lectures, tutorials workshops or laboratory classes
- Preparing materials for new, agreed courses (If not an agreed course, include as Support to Teaching) - Editing and updating course materials (for current courses) including course guides
- Organizing and visiting placements or fieldwork
- Supervision and assessment of projects or dissertations
- Student contact regarding educational matters, remedial classes, mentoring
- Preparing and marking examination papers
- Invigilating exams (including external examinations)
- Examinations - preparing and marking exam papers, incl. Resits
- Oral exams/Vivas
- Reading, assessing or marking student essays, dissertations or other students' work
- Outreach where Teaching is the underlying activity
Support to Teaching activities

This category should include those activities that support Teaching, but for which there is no specific identifiable income stream.

ACTIVITIES to include in this category:

• Timetabling

• Examination Boards

• Preparing prospectuses

• Interviewing students, admissions and inductions

• Careers Advice

• Course Committees or other committees relating to Teaching

• Schools Liaison

• Pastoral support (outside timetabled tutorials), Counselling.

• Initial course development or module reviews where the future of the course is uncertain (NB preparing materials for an agreed new course, or subsequent updating or editing of existing courses and modules should be included as a direct cost to Teaching, e.g. Teaching (PF) or (NPF)

• Editing Journals (where context is Teaching)

• Reading Literature (where context is Teaching)

• Scholarships or Professional Development as a support to Teaching, such as:
  - Writing publications for teaching purposes (where not for a specific course)
  - Advancement of skills/knowledge relating to Teaching; e.g. Postgrad Cert in Higher Education

• Secondment /Academic exchange for Teaching activities

• Publicity for Teaching Facilities or opportunities

• Writing references for current or past students (unless PGR; in which case include under PGR supervision)
**Research - University's Own Funded Projects**

This category should include the Institution/Own funded research or Funding Council work where there is no external sponsor commissioning the work. Include speculative research undertaken to investigate the potential of ideas before preparing grant or contract bids, or for publication. Include research and experimental development, per the 1993 Frascati Manual definition.

**ACTIVITIES to include in this category:**

- Fieldwork, Laboratory, studio and classroom research work
- Preparing research papers or books for publication
- Management of projects, informal discussions and progress reports
- Staff recruitment and supervision
- Attendance at conferences and seminars directly connected with specific research projects
- Collaboration with other departments or institutions
- Outreach, where Research is the underlying activity, Teaching Company Scheme
- Clinical Trials
- Learning events, e.g. a conference, if related to a SPECIFIC project

Please be aware of the 'Support to Research' category and the activities that should be included there. For example, when conducting research, this may involve reading background literature. 'Reading Literature' is usually included as 'Support' for Research (when the literature is research-related), rather than Research 'Direct'. Particularly in Arts disciplines however, reading literature could in some circumstances be classified as 'Direct' Research, rather than 'Support'.

The crucial point is to distinguish between that which is specific to a particular research project, which could legitimately be considered as 'Direct' research time, as opposed to general background reading, for example to keep professionally up to date or for personal interest, which should be classified as 'Support' to research.

Another way of defining it would be whether the time spent would be chargeable to an external funder; if so, then it should be put as 'Direct', if not then it is part of the support overhead normally associated with any research.
Research - Collaborative Projects (Where Sussex is NOT the grant holder)

This category should only be used for time spent on direct research where you are working on collaborative projects with other institutions, where Sussex is NOT the grant holder. Please use this category for all time spent on such collaborative work, irrespective of the research sponsor.

ACTIVITIES in this category could include:

- Fieldwork, Laboratory, studio and classroom research work
- Preparing research papers or books for publication
- Management of projects, informal discussions and progress reports
- Staff recruitment and supervision
- Attendance at conferences and seminars directly connected with specific research projects
- Collaboration with other departments or institutions
- Outreach, where Research is the underlying activity, Teaching Company Scheme
- Clinical Trials

Research – Externally funded by project

This category should include work where there is an external sponsor commissioning the work.

ACTIVITIES in this category could include:

- Fieldwork, Laboratory, studio and classroom research work
- Preparing research papers or books for publication
- Management of projects, informal discussions and progress reports
• Staff recruitment and supervision

• Attendance at conferences and seminars directly connected with specific research projects

• Collaboration with other departments or institutions

• Outreach, where Research is the underlying activity, Teaching Company Scheme

• Clinical Trials

Research - Other externally funded projects now ended

This category should only be used to record time spent on old/closed grants which are not shown separately as a project. If you wish to record time spent on a current project that is not listed individually on the system, please contact Kieron McGahan Ext: 8437

The full list of ACTIVITIES to include in this category would be the same as those for current externally funded research, although in practice is likely only to be time spent writing up a completed project, or preparing papers for publication.

Support to Research activities

This category should include those activities that support Research, but for which there is no identifiable income stream.

ACTIVITIES to include in this Category include:

• Drafting and re-drafting proposals for new work and supporting bids to external bodies for Research (where bids involve a significant amount of speculative research, that element can be attributed to University’s Own Funded Research)

• Refereeing papers

• Reading Literature, where context is Research (But see note below)

• Administration time where associated specifically with Research students

• Scholarship or Professional Development as a support to Research, such as:
  - Advancement of skills and knowledge relating to Research
  - Unpaid work advising Government departments, Professional bodies, Committees or Agencies in relation to Research matters
• Institution or Department Committee work supporting Research
• Secondments/Academic Exchange for Research activities
• Publicity for Research facilities and opportunities
• RAE - Preparation for RAE exercise
• Editing Journals (where context is Research)
• Learning events, e.g. Conference, if generally supporting one’s research efforts

`Reading Literature' is usually included as 'Support' for Research (when the literature is research-related), rather than Research 'Direct'. Particularly in Arts disciplines however, reading literature could in some circumstances be classified as `Direct' Research, rather than `Support'.

The crucial point is to distinguish between that which is specific to a particular research project, which could legitimately be considered as 'Direct' research time, as opposed to general background reading, for example to keep professionally up to date or for personal interest, which should be classified as 'Support' to research.

**Postgraduate Research Students’ Training & Supervision**

This category should include ALL time spent on training and supervising Postgraduate Research students, (e.g. DPhil) irrespective of sponsor type, for example RTSG/CASE awards

**ACTIVITIES** to include here would include supervision of PGR students, for example reviewing research methods, drafts and thesis preparation.

**Other - Clinical Services (Medical)**

This category should include those services provided to the NHS under reciprocal ('knock for knock') arrangements by departments of clinical medicine and dentistry.

**Other - Consultancy: Externally funded (University contracted consultancy)**

This category should include Consultancy work (Excluding private consultancy); i.e. that which is contracted to the University and carried out in the University's time, including advisory work, journal editing and feasibility studies.
Please note that you should not include private consultancy work here, or anywhere else, on the academic time survey.

**Other - All other services/activities (e.g. commercial testing, Technology Transfer)**

This category should include time spent delivering other services for which the University receives income.

**ACTIVITIES to include in this category:**

- Other services rendered, including testing and non-research clinical trials, i.e. those activities that are not covered under the 1993 Frascati Manual definition of Research.
- Work carried out through trading units or commercial companies that is not Teaching or Research.
- Technology transfer work if remunerated through the University, (e.g. Directorships of start-up companies and/or consultancy contracts for the company. If not remunerated, include time under 'Support to Other'.
- Outreach, where the activity is not teaching or Research.

**Support to all "Other" activities**

This category should include time spent on that work which supports delivery of other services rendered.

**ACTIVITIES to include in this category:**

- Drafting/re-drafting proposals for new work and supporting bids to external bodies for Consultancy or other 'services rendered' activities (Where bids involve a significant amount of Research, that element can be attributed to Research.
- Negotiating contract terms and conditions with external bodies for 'Other' work.
- Technology transfer work that is not private, nor remunerated through the institution; e.g. supporting patent applications, license negotiations, formation of start-up companies.
General Support - Management, Admin & Committee work

This category should include general administrative, management or committee work for the University or Faculty.

ACTIVITIES to include in this category:

• Management and administration, including membership or attendance at Faculty Boards, Senate or Institution Committees (If a committee is specific for Teaching or Research, time should be allocated to T or R)
• Management duties, such as Dean or Assistant Dean, Head of Admissions
• Staff management or appraisals
• Publicity, where representing the University or Department
• Careers advice
• Information returns
• Quality assurance
• Contribution to Sector (unpaid) Committees; Secondment to RAE panels
• Secondments, Exchanges or other tasks not attributable to other categories

General Professional Academic Development & Scholarship

This category should include those activities undertaken to maintain or advance one's own personal knowledge and skills. (If personal development is related to specific Teaching or Research that should be included in T or R)

ACTIVITIES to include in this category:

• Reading literature or attending conferences, not linked to T or R, professional development courses.
• Maintaining or acquiring new professional or clinical skills
• Private consultancy undertaken IN THE UNIVERSITY’S TIME, in pursuance of maintaining and developing professional skills (i.e. Consultancy carried out in agreement with, and within the University’s working hours, but not contracted to the University)

Please note that you should not include private consultancy work (performed in your own time) here, or anywhere else, on the academic time survey.