



Tutoring Staff Appointment Policy

It is the School of Geography & Environmental Science's (SGES) policy to appoint, where appropriate, its own higher-degree research students (HDR) to casual and short-term positions that fall vacant. We welcome applications from as many HDRs as possible; however, we advise that although obtaining tutorial experience is a reasonable expectation, it is by no means a right as not all units will require a tutor and your supervisor is required to support your application.

Guidelines

SGES endeavours to provide teaching experience for all HDR students within the constraints of available units. Final tutoring appointments depend on enrolment numbers in any given unit. Tutors will take a minimum of 2 tutorials.

Full-time candidates are permitted, with the approval of their main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work per week on average. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am to 5 pm, Mondays to Fridays). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

The candidate's supervisor(s) must be satisfied that any part-time work undertaken does not interfere with the candidate's study program and progress.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

These conditions also apply to full-time and part-time APA/MGS awardees.¹

Sessional tutoring positions for HDR students will be advertised to students, via email approximately four weeks before the position is to start. However, it is acknowledged that student enrolments can increase substantially at semester commencement, and sessional staff appointments may need to be made at short notice.

Preference will be given to enrolled HDR students in SGES. Where appropriate, other applicants will also be considered.

HDR students will not normally be employed in the first or last six months of their candidature.

Unit co-ordinators will endeavour to have a mixture of experienced and new tutors if the unit numbers warrant several tutors.

In making appointments, the School is guided by the University's [Workplace Policies and Procedures](#).

Selection Criteria

- Potential as a teacher: in particular, an ability to communicate effectively with undergraduates and to be responsive to the University's administrative needs
- Previous experience with the relevant unit-matter
- Academic standing
- Economic hardship

Applicants should be able to demonstrate that tutoring will not affect the timely completion of their thesis.

¹ <http://www.mrgs.monash.edu.au/research/doctoral/chapter3d.html>

Tutoring Staff Application

Section A: To be completed by applicant

Family Name:..... **Given Names:**.....

Address:.....
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Student No:								
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Email address:.....

Candidature Start date:

Please demonstrate that tutoring will not interfere with the timely completion of your thesis and provide a timeline.

Please indicate which unit/s you are interested in tutoring.

Unit Code/s & Titles:.....

Unit Leader/s:.....

Number of Tutorials/Practicals:.....

.....
Student signature **Date**

Section B: To be completed by main supervisor

Please comment on the applicant's progress:

Supervisor endorsement:

I support the student's application for tutoring Yes No

If No, please comment:

Main Supervisor's Name:

Main Supervisor's signature:.....**Date:**.....