Academic Workload Planning (AWP) Framework Quick Reference Guide 2024-25

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A – TEACHING AND LEARNING	
Framework Activity/Task	**Allocation**
Modular Delivery activities e.g., lectures, seminars, labs, etc	• 1 delivery/FST hour for first or repeat delivery. • 1 prep/TRA hour for every hour of first delivery (i.e., repeat delivery does not generate prep)
Multiple Module Delivery activities e.g., lectures, seminars, labs, etc	• Student allowance plus calculation of the base allocation for multiple delivery per session. • Student allowance plus calculation of the proportional base allocation for cross sessional modules.
Assessment and Feedback	The allocation will be on a per student basis and scale by the credit value of the module as follows: • 15 credits or less: 30 minutes per student • 30 credits: 1 hour per student • 45 credits: 1.5 hours per student • 60 credits: 2 hours per student
Internal Moderation	• 10 minutes per script • Allocation based on number of scripts moderated.
Dissertations (UG and PG)	<table><tr><td></td><td>**<15 Credits (x0.5)**</td><td>**30 Credits (x1)**</td><td>**45 Credits (x1.5)**</td><td>**60 Credits (x2)**</td></tr><tr><td>**UG**</td><td>5</td><td>10</td><td>15</td><td>20</td></tr><tr><td>**PG**</td><td>5</td><td>10</td><td>15</td><td>20</td></tr></table> • Allocation based on number of students
External Moderation	• 10 minutes per script • Allocation based on number of scripts moderated
Field Trip	• Actual time in days (or decimal/fractions of) which is then converted into hours
Module Leadership	**35 hours per base module plus** • ≤15 credits: 10 mins per student • 20 credits: 15 mins per student • 30 credits: 15 mins per student • 40 credits: 20 mins per student • 45 credits: 20 mins per student • 60 credits: 25 mins per student

Personal Tutoring	• New students (L3 and L4) – 5 hours per student • Continuing students (L5 and L6) – 3 hours per student • Masters students (L7) – 5 hours per student • Allocation based on number of students in categories

Academic Tutoring	• Up to 10 students per group
	• Academic tutors to be responsible for between 20 – 50 tutees (2 – 5 groups)
	
	   o New students – 13 hrs per tutor group
	   o Continuing students – 8.5 hours per tutor group

Placement Support (modular)	• Based on number of students using a per student rate as determined by AWP Line Manager and Academic.
	
	• There is also an uplift of 4.5 hrs for each apprenticeship student.
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	   o Type A – Extra Small (XS) – 0.5 hrs per student
	   o Type B – Small (S) – 2 hrs per student
	   o Type C – Medium (M) –5 hrs per student
	   o Type D – Large (L) – 8 hrs per student
	   o Type E – Extra Large (XL) – 15 hrs per student

Placement Support (non-modular)	Personal Tutoring will be based on a per student allocation. • New students (L3 and L4) – 5 hours per student • Continuing students (L5 and L6) – 3 hours per student • Masters students (L7) – 5 hours per student
Module Development and Review	(see table below)

	≤15 Credits (x0.5)	30 Credits (x1)	45 Credits (x1.5)	60 Credits (x2)
Module Review	25	40	55	70
New Module Development	50	75	100	125

Programme Development / Major Accreditation	• New programme development / major accreditation – 150 hours • Review of existing programme – 100 hours • Allocation is based on % of share
Research Student Supervision	• 100 hours per full-time student to share • 60 hours per part-time student to share (or 0.6 of the allowance) • Allocation is based on % of share
Atypical Staff	• A generic place holder to include allocation of external, and non-academic delivery module hours. Atypical staff should not hold responsibility for leadership or personal tutoring.

Other Teaching and Learning	• Actual hours as agreed with Line Manager
Travel Time	• Actual hours as agreed with Line Manager

B – RESEARCH AND KNOWLEDGE EXCHANGE	
Framework Activity/Task	**Allocation**
Research and Scholarly Activity (RSA) Allowance	175 hours (pro-rata for p/t staff)
Bid preparation	• Actual hours as agreed with Line Manager or determined by scope of the RKE award. This category should only be used for new bidding opportunities that arise during the year.
Research – External	• Actual hours as agreed with Line Manager or determined by scope of the RKE award.
Research – Internal	Actual hours as agreed at Faculty level. Access to RKE-Internal is a faculty led process.
Enterprise and Knowledge Exchange (KE) activities	• Actual hours as agreed with Line Manager or determined by scope of the RKE award
RKE Leadership Roles	• Institute Director – 0.5 FTE • Centre Leader – 0.2 FTE • Group Leader – 50 hours • Allocation based on % share of the role
Undertaking a PhD	• 100 hours (pro-rata for p/t staff)
Short Course and CPD delivery	• Actual delivery and prep hours as agreed with Line Manager or determined by scope of the RKE award
Other RKE activity	• Actual hours as agreed with Line Manager
Travel Time	• Actual hours as agreed with Line Manager

C – LEADERSHIP AND MANAGEMENT	
Framework Activity/Task	**Allocation**
Programme Leadership	- Core tariff of 40 hours plus 40 mins per student. - An optional tick box can add an additional 20 hours for complex programmes. - Allocation based on % share of the role.
Link Tutors	(see table below)

No of Progs	Base Hrs		Validation (1)	Franchise (1.5)
1-3	15	**Dom. (1)**	15	22.5
		Intl. (1.5)	22.5	33.75
4-5	30	**Dom. (1)**	30	45
		Intl. (1.5)	45	67.5
6 or more	45	**Dom. (1)**	45	67.5
		Intl. (1.5)	67.5	101.25

- Dom=Domestic; Intl=International
- Allocation based on Base Hrs x Int/Dom (1 or 1.5) and then the result x Validation/Franchise (1 or 1.5)
- Allocation based on % of the activity the Academic is responsible for.
- Mandatory comments required.

For 2024/25: manual override available

Framework Activity/Task	Allocation
Associate Heads of School	750 hours - Allocation based on %share of the role
Academic Conduct Officer	50 hours - Allocation based on % share of the role
Deputy Head of School	1129 hours - Allocation based on % share of the role
Extenuating Circumstances Officer	75 hours - Allocation based on % share of the role
Timetabling Lead	70 hours - Allocation based on % share of the role
Academic Portfolio Leads	300 hours (FTE 0.2) fixed element
Year/Level/Cohort or Co-ordinator	150 (FTE 0.1) hours fixed element
Other Leadership and Management	Actual hours as agreed with Line Manager
Travel Time	Actual hours as agreed with Line Manager

D – ADMINISTRATION AND ACADEMIC CITIZENSHIP	
Framework Activity/Task	**Allocation**
Administration (contracted TRA)	• 70 hours (pro-rata)
Early Career Development Allowance	• 100 hours (pro-rata) applicable to first two years of contract in HE (not just contract at UoG). Only applicable for one career pathway.
HEA Fellowship Submission	• 25 hours
Level 7 Apprenticeship in HE	• 300 hours (0.2) in year 1 • 150 hours (0.1) in year 2
Undertaking a PG Cert	• 120 hours
Accreditation Relationship Management	• Small – 10 hours • Medium – 30 hours • Large – 50 hours
Interviewing Student Applicants	• 15 minutes/0.25 hours per anticipated applicant. • Use the 'Other' category for the entire instance if the assessment requires additional time.
Recruitment and Outreach Sessions	• Option 1: number of days where 1 day = 7 hours • Option 2: number of sessions where 1 session = 2 hours
Mentoring of Staff	• 5 hours per member of staff to be mentored (or 'mentee')
Long-term Absence	• Number of weeks where 1 week = 35 hours
Union Responsibilities	• Actual hours as agreed by the University and the Union
Other Admin and Academic Citizenship	• Actual hours as agreed with Line Manager
Travel Time	• Actual hours as agreed with Line Manager