**Graduate Teaching Assistants (GTAs) 2021/22**

**Information for PhD Students**

Dear Student

If you wish to gain experience of teaching (paid), then please consult our GTA Administrator **Dr Daqing Yang** daqing.yang@imperial.ac.uk In order to comply with UK law, which is enforced by the College, it is ESSENTIAL that all those who wish to be paid HAVE A NATIONAL INSURANCE NUMBER.

**Home students** should have already been issued automatically with a NI number.

**European and Overseas students** who wish to undertake graduate teaching assistance must have a National Insurance number as well. To obtain a National Insurance number you will need proof of employment (Letter of Understanding), therefore, the PhD Research Administrator will be able to provide you with a letter for the Department of Work and Pensions Office. To find out how to apply for a NI number and the nearest Jobcentre Plus Office, according to where you live, please access the Department of Work and Pensions website [http://dwp.gov.uk](http://dwp.gov.uk/) or by phoning 0345 6000 643. Once an appointment has been made, you must take this letter with you together with appropriate ID.

NO STUDENT WITHOUT A NATIONAL INSURANCE NUMBER WILL BE ALLOWED TO DEMONSTRATE. SO PLEASE, IF YOU HOPE TO DEMONSTRATE THIS YEAR MAKE SURE THAT YOU HAVE, OR HAVE APPLIED FOR, A NATIONAL INSURANCE NUMBER AT THE START OF THE SESSION

For PhD students who may be involved in helping with teaching and in assessing coursework you are required to attend the GTA Faculty of Engineering Training workshop and required to attend Blackboard Training if in any way involved with marking. If you do end up taking on a GTA role, you are required to attend two mandatory Departmental GTA training. The details are as follows:

* **Departmental PhD Briefing** on Mon 4th, Mon 11th and 18th Oct (see timetable)

# Faculty of Engineering GTA Training Workshops

<https://www.imperial.ac.uk/engineering/staff/teaching-training-and-support/gta-training>

* **Blackboard Learn Training Session**

**Date:** See table below

**Time:** See table below

**Location:** See table below

# To register for the Blackboard Learn Training, – please email daqing.yang@imperial.ac.uk

**Blackboard Learn website for further information:** [https://www.imperial.ac.uk/admin-](https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/blackboard/) [services/ict/self-service/teaching-learning/blackboard/](https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/blackboard/)

* **Departmental GTA Training – Autumn** (Mandatory if you take on a GTA role in 2021/2022)

Please refer to START OF SESSION timetable

**2021-2022 FoE GTA Programme**

* This year all courses are open to students from any FoE department. Students are no longer restricted to a particular date for their department.
* **Students can register using the following link:** <https://imperial.eu.qualtrics.com/jfe/form/SV_a60SCaRxX2UHwXA>
* Students will be provided preparatory material to complete in advance of the live session. Students will **need to be** [**enrolled**](https://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/online-registration/) in order book a place on a course and access the preparatory material in Blackboard.
* All live sessions last 2 hours and will either be run online (through Microsoft Teams) or in person (SALC 5, 5th Floor, Sherfield Building).

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| **Course name** | **Date of live session** | **Start time** | **Format of live session**  | **Course start date\*** | **Deadline to book a place**  | **Places**  |
| Introduction to Learning & Teaching | Wednesday 22 September 2021 | 3.30 pm | Online - MS Teams | 15 September | 14 September | 30 |
| Monday 27 September 2021 | 10 am | Online - MS Teams | 20 September | 17 September | 30 |
| Friday 1 October 2021 | 1 pm | Online - MS Teams | 24 September | 30 September | 30 |
| Tuesday 5 October 2021 | 11 am | In Person - SALC 5 | 28 September | 27 September | 25 |
| Thursday 7 October 2021  | 1 pm | Online - MS Teams | 30 September | 29 September | 30 |
| Monday 11 October 2021 | 12.30 pm | Online - MS Teams | 4 October | 1 October | 30 |
| Wednesday 13 October 2021 | 10 am | In Person - SALC 5 | 6 October | 5 October | 25 |
| Tuesday 19 October 2021 | 3.30 pm | Online - MS Teams | 12 October | 11 October | 30 |
| Thursday 21 October 2021 | 3 pm | Online - MS Teams | 14 October | 13 October | 30 |
| Introduction to Assessment and Feedback for Learning | Thursday 23 September 2021 | 2 pm | Online - MS Teams | 16 September | 15 September | 30 |
| Wednesday 27 October 2021 | 3.30 pm | In Person - SALC 5 | 20 October | 19 October | 25 |
| Friday 29 October 2021 | 10 am | Online - MS Teams | 22 October | 21 October | 30 |
| Tuesday 2 November 2021 | 1 pm | In Person - SALC 5 | 26 October | 25 October | 25 |
| Thursday 4 November 2021 | 9 am | Online - MS Teams | 28 October | 27 October | 30 |
| Monday 8 November 2021 | 3 pm | Online - MS Teams | 1 November | 29 October | 30 |

\* The course start date indicates when students will receive their welcome email and can begin work on the preparatory tasks.