Investing in Knowledge

Guide to PhD Studentships (including Graduate Teaching Assistantships)

www.keele.ac.uk
WELCOME

Thank you for seeking further information about our postgraduate research at Keele. We are committed to developing our PGR student body, and we offer a supportive, stimulating environment with access to world class research expertise – all in a leafy environment which is conducive to the rigours of doctoral study.

Please consider the information in this booklet, and I very much hope that you will choose to apply to Keele to join our vibrant and exciting scholarly community.

Best Wishes

Professor Scott McCracken
Faculty Research Director

THE UNIVERSITY

Keele was the first new United Kingdom University of the twentieth century, established with degree giving powers in 1949 as the University College of North Staffordshire. University status, as the University of Keele, followed in 1962. The University was founded to promote interdisciplinary and multi-disciplinary scholarship and makes a distinctive contribution to higher education by emphasising the strength of a broad educational programme. It is the UK’s largest integrated campus university and occupies a 617 acre estate, with Grade II registration by English Heritage, the central feature of which is 19th century Keele Hall.

Keele’s campus estate is one of the exceptional features of the University, and is integral to the quality of experience enjoyed by students, staff and visitors alike. A one hundred acre area of the estate, adjacent to Keele Hall, has designated conservation status confirmed by Newcastle Borough Council. Many architectural and landscape features dating from 19th century are of regional significance. Keele has built on its pioneering campus role by maintaining the highest proportion, around 70%, of full-time students in campus residence of any university in the country. On-campus housing is also provided for a large proportion of academic staff. It is situated in lovely countryside about two miles west of Newcastle-under-Lyme, and about six miles west of the centre of the Potteries. The M6 motorway skirts the campus. There are good rail connections from Stoke-on-Trent (fifteen minutes from the University, with non-stop connections to London Euston in 1 hour 30 minutes) and Crewe (25 minutes from the University). Manchester, Birmingham and East Midlands airports are within one hour’s drive. The Peak District is less than one hour’s drive and both Snowdonia and the Lake District are within two hours of the campus.

The University operates an Equal Opportunities Policy and provides a Day Nursery on campus.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The Faculty was created in 2004 and is made up of six schools: Keele Management School; and the Schools of Humanities; Law; Politics, International Relations and Philosophy; Public Policy & Professional Practice and Sociology & Criminology. We also house social sciences research from other Faculties, particularly Psychology, Human Geography and some health related disciplines.
Director: Professor Scott McCracken

Keele’s Research Institute for the Humanities and Social Sciences brings together over 220 academic staff and 300 postgraduate students working within six main Research Centres:

- Humanities (mainly English & Creative Writing, History, Music & Music Technology, American Studies, Media, Communication and Culture)
- Centre for Economics and Management
- Centre for Law, Ethics and Society
- Centre for the Study of Politics, International Relations and Environment
- Centre for Psychological Research
- Centre for Social Policy

The Centres provide research training and supervision, and will provide the academic focus for your research.

The most recent Research Excellence Framework results (REF2014) showed that all disciplines in the Faculty improved their performance in comparison with the Research Assessment Exercise (RAE) in 2008. The Faculty returned over 130 staff in 9 Units of Assessment. Overall, 74% of eligible staff were submitted, giving the Faculty a very high research intensity rating. 64% of research in the Faculty was judged to be in the top two categories, either world leading (4*) or of internationally excellent (3*) quality. Students have access to high quality research office space, wither in Darwin and Chancellor’s, are two main teaching buildings, or the Claus Moser, a building dedicated to research in Humanities and Social Sciences. As well as student offices, the Claus Moser provides a venue for a vibrant range of research-related events such as conferences, seminars, workshops, readings and performances. The Moser is also the home to the Faculty Research Office, a dedicated team of staff supporting all aspects of research, especially postgraduate research.

The University is well placed in research league tables, and, tellingly, is placed first for student satisfaction in the National Student Survey.

**Informal Enquiries**

Informal enquiries are welcomed and should be directed, in confidence, to the PGR Administrator:

Helen Farrell at either humanities.phd@keele.ac.uk socialsciences.phd@keele.ac.uk or call 01782 733641.
GTA INFORMATION

Employment details

A Graduate Teaching Assistantship combines PGR study with teaching, editorial and other duties. It is designed to develop you as a teacher, and encourages you to use your growing research knowledge to inspire the next generation of students. As a GTA, you will be fully integrated into both the teaching and the research culture of the School, and will receive specialist training to help you develop as an academic.

Details

The post is for a maximum of 180 hours per annum (contact hours and associated duties), to start on 1 October 2015, and can only be held in conjunction with full-time PhD study.

The salary: £2,052 per annum plus Home/ EU fee waiver (international students will be eligible, but will need to cover the difference between EU and international fees) and a stipend of £12,005. The GTA also includes tuition fees of £4,052 per year, making the total annual package worth £18,109.

Applications should comprise of a PhD application form, including a personal statement regarding suitability for the GTA position.

http://www.keele.ac.uk/pgresearch/choosingaresearchdegree/studentships/

Deadline: midnight 18 September 2015

The postholder will be eligible to join the Universities Superannuation Scheme, subject to satisfying certain eligibility criteria.

Other benefits

Other benefits of joining Keele as a staff member are many and include:

- Access to an extensive range of in-house staff development opportunities.
- Full use of the Keele libraries.
- Keele is the UK's largest campus university situated on an estate of 650 acres, with extensive woods, lakes and parkland, formerly owned by the Sneyd family. There are opportunities for staff to rent or buy properties on campus.
- Opportunities to take part in or attend events and activities throughout the year including drama and poetry, music concerts, art exhibitions, debates and public lectures.
- The main campus has subsidised cafeterias/bars and restaurants, shops, a sports centre and gym, and a travel agent.
- Keele is centrally located within the UK, in North Staffordshire, in an area known as the Potteries: famous world-wide for the manufacture of china and pottery including Wedgwood, Spode, and Royal Doulton. It is within easy reach of Manchester and Birmingham, as well as the Peak District, the Lake District and North Wales.

Post Ref: FRO GTA 2015/16
FACULTY OF HUMANITIES & SOCIAL SCIENCES
Adrian Piper Research Archive Foundation (APRA)
Scholarship in Philosophy

GRADUATE TEACHING ASSISTANT

Job Description

**School/RI/Directorate:** Faculty Research Office, Humanities & Social Sciences

**Responsible to:** Head of School

**Responsible for:** N/A

**Grade:**

| Salary: £2,052 per annum plus Home/ EU fee waiver and a stipend of £12,005 | FTE Fixed Term: 180 hrs per annum (36 months) |

**Role Summary:**

The studentship is part-sponsored by the Adrian Piper Research Archive Foundation (APRA) in Berlin, and as such, the student will be required to undertake editorial and other research duties required by Professor Adrian Piper and the Foundation. These may include, but are not limited to the area of Kantian Studies. As a GTA, the role holder may also be required to take on teaching duties. These duties will not exceed an average of 6 hours per week, 180 hours per annum.

**Main Duties and Responsibilities:**

It is expected that the postholder will be given the opportunity to practice a range of academic teaching activities and levels over the period of the award, appropriate to the postholders development and the needs of the School. Indicative duties are detailed below.

**Work Processes and results**

The main duties and responsibilities will include, but will not be limited to:

- Editorial and other research duties required by Professor Adrian Piper and the Foundation, under the direction of Professor Sorin Baiasu;
- Delivering classes as appropriate in support of the required teaching obligations including tutorial teaching, lecturing in area of research expertise and demonstrating as appropriate;
- Undertaking the necessary preparation for teaching, assessment and marking;
- Assisting in the supervision of student projects and participate in the assessment and
examination of students e.g. marking and invigilation according to procedures and set deadlines to sustain the high level of teaching quality offered by the School;

- Providing support and guidance for students in their study and to undertake any required pastoral support of students;
- Maintaining a broad knowledge of up-to-date research and scholarship in the relevant fields to ensure that teaching is of the quality expected by a leading University;
- Complying with University standards and procedures for ensuring teaching quality and to develop, support and comply with School standards and procedures.
- Collaborate in and contribute to School’s initiatives/CPD

**Administrative duties and responsibilities include:**

- Undertaking any specific task as may be reasonably requested by your line manager
- Attending all staff meetings in the Unit and to participate in other committees and working groups within the School, Faculty, or University, as appropriate;
- Engaging in continuous professional development, e.g. through participation in relevant staff development programmes; and complete an appropriate training course (normally the module ‘Supporting Student Learning’);
- Participating in relevant professional activities;

**Team Work**

- Work closely with School staff to support the development and expansion of the curriculum and provision of courses and projects.

**Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.

**Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Co-operate with Keele University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and School/Departmental health and safety arrangements are complied with.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

This post is unlikely to meet the relevant criteria to allow the University to issue a Certificate of Sponsorship. Applications for such posts from candidates who require a Certificate of Sponsorship to work in the UK may not be considered if there are other candidates from within the European Economic Area (EEA) who have the required qualifications, skills and experience.
### Person Specification

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<th>Essential</th>
<th>Evidenced by:</th>
<th>Desirable</th>
<th>Evidenced by:</th>
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| **Education / Training** | • A degree in a relevant subject area  
• A Masters qualification in a related field or equivalent industry experience | A  
A | | |
| **Experience** | • Demonstrable ability to develop new teaching materials and educational resources | A/I/R | • Experience in teaching at university level.  
• Familiar with up-to-date learning technologies (eg. audio feedback) | A/I  
A/I |
| **Skills / Aptitudes/ Competencies** | • Ability to teach undergraduate students in tutorials and seminars  
• Effective communication, presentation and interpersonal skills  
• IT literate  
• An ability to initiate work independently  
• An ability and willingness to work as part of a team on teaching programmes and other university initiatives  
• Ability to carry out administrative duties effectively  
• Strong organisational skills | A/I/R  
A/I  
A/I  
A/I/R  
A/I  
A/I | • High professional standards  
• A high degree of initiative  
• Innovative  
• High motivation and the ability to work to strict deadlines  
• Resourceful in implementing the curriculum  
• Possessing a confident manner in work related duties | I  
I  
A/I/R  
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