



The University
Of
Sheffield.

Time Allocation Survey

You may find it useful to read the General Guidance Notes before completing the Time Allocation Survey - [click here](#)

Information on categorising activities can be found within the form below or in the (searchable) [frequently asked questions](#), or [contact the TAS team](#).

If you have queries regarding using the website or accessing your survey please email [Statistical Services Unit](#).

Please note that it is important that you complete this survey as accurately as possible

Please enter the date of the first day of your survey week

(You may begin the survey on any day in your allocated week, but please record data for a full week)

(DD-MM-YYYY)

[See notes](#)

Do you work full time or part time?

If Part Time, add the approximate % time (%FTE)

 %

OR your weekly contracted hours:

 hrs

Please enter any annual leave, bank holidays or sick leave taken during your survey week.

(Working from home should be counted as work time, not holiday.)

 days

Example activities for each category below will appear in roll over boxes as you move your cursor over the categories. You can view more detailed notes via the links on the right hand side of the form.

Please scroll down to enter the number of hours which you spent during your survey week on each of the following University activities:

TEACHING

T1 [Support and administration for Teaching](#)

hrs

[See note](#)

T2 to T5: activities associated with the preparation, delivery and assessment of Teaching materials.

T2 [Teaching of Undergraduate courses](#)

hrs

[See note](#)

T3 [Teaching of Taught Postgraduate courses](#)

hrs

[See note](#)

T4 [Teaching of combined UG and PGT courses](#) hrs [See note](#)

T5 [Teaching of non-credit bearing courses \(incl. short courses\)](#) hrs [See note](#)

PGR TRAINING AND SUPERVISION

P1 [Support and administration specifically for Postgraduate Research students](#) hrs [See note](#)

P2 [Training and supervision of Postgraduate Research students](#) hrs [See note](#)

RESEARCH

R1 [Support and administration for Research](#) hrs [See note](#)

R2 to R7: activities associated with research & experimental development projects

R2 [Research with no external sponsor which has a defined output \(such as an internal report, external publication or other IP\)](#) hrs [See note](#)

R3 [Research Councils funded research](#) hrs [See note](#)

R4 [Research funded by other UK Government funded departments](#) hrs [See note](#)

R5 [All EU Government bodies \(including the European Commission & Social Funds\) funded research](#) hrs [See note](#)

R6 [UK Charities funded research](#) hrs [See note](#)

R7 [UK Industry & Commerce and all overseas bodies \(except EU Government bodies\) funded research](#) hrs [See note](#)

SCHOLARSHIP

S1 [Scholarship, professional development and Research WITHOUT a defined output](#) hrs [See note](#)

CLINICAL SERVICES (Medicine and Dentistry only)

C1 [Support and administration for Clinical Services](#) hrs [See note](#)

C2 [Clinical Services provided to the NHS \(excluding "on call" time\)](#) hrs [See note](#)

OTHER ACTIVITIES

(that generate an income for the University but are not Teaching or Research)

O1 [Support and administration for other University activities](#) hrs [See note](#)

O2 [Other University activities](#) hrs [See note](#)

GENERAL

(work not specifically related to Teaching, Research or Other Income generating activities or which cannot be easily apportioned to them)

G1 [General support, administration and management](#)

hrs

[See note](#)

Please **click the Validate Form button** to check that there are no errors in the data you have entered. Once there are no errors, there is a further step before the data are loaded into our database.

Click the Reset Form button if you want to restart entering data.

THANK YOU FOR YOUR COOPERATION IN COMPLETING THE SURVEY

Sample Form