



The
University
Of
Sheffield.

Time Allocation Survey.

Time Allocation Survey – Categories for allocating time.

Teaching:

- T1** Support and administration for teaching
- T2** Teaching of Undergraduate courses
- T3** Teaching of Taught Postgraduate courses
- T4** Teaching of combined UG and PG courses
- T5** Teaching of non-credit bearing courses

PGR Training and Supervision:

- P1** Support and administration specifically for PGR students
- P2** Training and supervision of PGR students

Research:

- R1** Support and administration for Research
- R2** Research with no external sponsor
- R3** Research Councils funded
- R4** Research funded by other UK Government depts
- R5** All EU Government bodies (including the European Commission & Social funds) Funded research
- R6** UK Charities Funded
- R7** UK Industry & Other sponsors including overseas bodies

Scholarship:

- S1** Scholarship

Clinical Services:

- C1** Support and administration for Clinical Services
- C2** Clinical Services

Other Activities:

- O1** Support and administration for Other University activities
- O2** Other University activities

General:

- G1** General support, administration and management

Further information about time categories

(These are just some examples of activities – more activities are contained in the searchable database)

T1: Support and administration for Teaching includes work related to:

- Admissions, schools liaison, interviewing prospective students
- Teaching related committees and administration
- Timetabling, examination boards, course prospectuses, widening participation
- Pastoral support
- Operation and maintenance of equipment/systems related to teaching
- Writing books and other publications for teaching purposes

T2 to T5: Teaching Activities Include:

- Preparing course material and delivery, including clinical skills teaching
- Organising fieldwork or external placements for students
- Supervising and training taught students in classes or projects
- Non pastoral contact time with taught students
- Setting, supervising and marking examinations and student assessments

P1 Support & administration specifically for PGR students includes work related to:

- Admissions and progress monitoring specific to PGR students
- Publicity for PGR courses
- Interaction with external bodies which benefits PGR recruitment

P2: Training & supervision of PGR students includes:

- Training in research methodology
- Review of drafts and preparation of thesis
- Supervision or assistance of PGR students in lab/clinical based research
- External examining

R1 Support & administration for Research includes work related to:

- Preparing proposals and negotiating resulting contracts
- Research related committees and administration
- Refereeing papers
- Quality assurance e.g. related to the REF
- Unpaid external advisory work where it benefits your research work
- Operation and maintenance of equipment/systems related to research which is not project specific
- Conference attendance - travel time & formal sessions except those directly relevant to active research projects

R2 Research with no external sponsor which has a defined output:

- Other research not funded by an external sponsor

R3 to R7: Externally sponsored Research Activities includes:

- Fieldwork, laboratory, studio, desk/library work, Phase I & II Clinical Trials
- Management of projects, informal discussions, progress reports
- Conference attendance, seminars & society meetings directly connected with specific research projects
- Production of research reports, papers, books

S1: Scholarship, professional development & research without an output includes:

- Reading literature, attending professional conferences not specific to research
- Maintaining professional or clinical skills, acquiring new skills
- "Thinking time" - intellectual input

C1 Support and administration for Clinical Services includes work relating to:

- Support specifically for services provided to the NHS

C2 Clinical services includes:

- Examination, diagnosis & treatment of patients with or without student observers
- Referring & reviewing patients

O1 Support & administration for other University activities includes:

- Administration relating to consultancy & other services rendered
- Drafting bids & negotiating contracts for "other" activities
- Supporting patent applications, licence negotiations, formation of start-up company

O2 Other University activities includes:

- Consultancy, routine testing, Phase III Clinical Trials
- Technology transfer work, directorships of start-up companies, and/or consultancy contracts for the companies
- Journal editing contracted to the University
- Advisory work for government departments or committees that does not benefit your research work

G1: General support, administration & management includes work related to:

- Safety, estates management, finance tasks
- Systems operation and maintenance not specifically related to teaching or research
- General staff management
- Faculty & departmental committees & administration not specifically related to teaching or research
- One University or equality, diversity & inclusion (EDI) not specifically related to teaching or research