**Tutoring In SPS: Quick Guide: 2025-26**

Contents

[1. Teaching 2](#_Toc1477901806)

[1.1 Attendance monitoring 2](#_Toc729017149)

[Note for new tutors 2](#_Toc1005497869)

[1.2 Adjustment schedules. 2](#_Toc2022522018)

[1.3 Marking and Feedback Studio (Turnitin) 2](#_Toc1095133654)

[1.4 Extensions and Student Support 3](#_Toc1454880272)

[2. HR and Payment 3](#_Toc275770653)

[2.1 Payment 3](#_Toc1739427154)

[Note for Senior Tutors (Tutorial Coordinator) 3](#_Toc707010849)

[2.2 Notice period 4](#_Toc1148759729)

[2.3 Sick pay 4](#_Toc1811641922)

# 1. Teaching

## 1.1 Attendance monitoring

Tutors must take attendance in all of their tutorial/seminar groups (in-person and online live) from Week 3 onwards. This is done using the online EUCLID system. Guidance on how to access this system, and take attendance as well as video demonstrations can be found in the recording student attendance section of our webpages at [Guidance for Tutors](https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance)

### Note for new tutors

If you are a new tutor and have not tutored for SPS before, it may take us a few weeks to get your UUN into the system that allows you to access the online attendance monitoring system. Please use the paper template for taking attendance as an interim measure, making sure to input this information into the online system as soon as you are able. You can access the paper register on our webpages at [Guidance for Tutors](https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance)

Please keep checking regularly to see if you have access to the online system. If you do not have access by week 3, please contact [sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk)

## 1.2 Adjustment schedules.

There may be students with disabilities in your classes who have a Learning Profile agreed by the Disability and Learning Support Service. You can find details of this service on their webpages: [Disability and Learning Support Service](https://www.ed.ac.uk/student-disability-service/students).

Your Course Organiser will identify to you any students with adjustments relevant to your role as tutor/marker. In most cases, you will only need to be aware of the schedule and no action will need to be taken by you.

Please note, for students with an adjustment that states they should not be penalized for absence due to illness/disability, they must contact you to let you know each time they are unable to attend. If they have a prolonged period of absence, and participation is an assessment component of the course, students are advised their mark will be low as a result.

Note that all students are permitted to record tutorial sessions for personal use, but teaching staff have the right to insist that recording stops if sensitive or confidential information is discussed. In such cases, the reasons should be made clear to students.

If you have any questions about adjustment schedules for your course, please contact your course organiser.

## 1.3 Marking and Feedback Studio (Turnitin)

Assessment on a course can take many forms including essays, blogs, examinations\* and multiple choice quizzes. Make sure you know the type and dates of assessments on your course. If tutorial participation is assessed, be sure you keep your own records for this and fully understand the marking criteria (it must not be based on attendance alone and no student should receive a mark of 100% for tutorial participation).

**\*Tutors on courses with examinations are expected to be available to collect and mark exams immediately following the exam (typically mid-December and during May each year)**

For most courses, coursework submitted on-time will be marked and returned to students within 3 weeks of submission. Coursework submitted after the deadline should be marked as soon as reasonably possible so that feedback can be provided ahead of any further assessments on the course. The 3-week timeline allows around 10 days for marking, 3 days for moderation and 2 days for the course administrator to make cross checks and process the work for returning to students.

For almost all coursework submissions, the School uses the Feedback Studio (Turnitin). Guidance and training will be made available in September.

## 1.4 Extensions and Student Support

Extension requests are managed and approved by the Extensions and Exceptional Circumstances Service. You cannot give a student an extension, nor can your course organiser. Students must be directed to apply at the [Exceptional Circumstances Service](https://www.ed.ac.uk/student-administration/extensions-special-circumstances) website.

Note that standard extensions are granted for 4 calendar days (not 7 calendar days as in previous years).

Students can contact their Student Adviser if they have any questions about the process, or other support. If they are a student on a degree programme with SPS, they can find details of their Student Advisor at [Student Advice and Support in SPS](https://www.sps.ed.ac.uk/students/support/team)

# 2. HR and Payment

## 2.1 Payment

Your hours will be entered by Professional Services staff into the People and Money system. You will need to review and confirm these hours. See our guide on Payment for tutoring within SPS for full details on this. You will find this in the ‘How to claim payment for tutoring and marking’ section of our [Guidance for Tutors](https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance) webpages.

* Payment is one month in arrears (i.e. hours worked in October will be paid in November, and so on).
* Payments are made on the 28th of the month unless this falls on the weekend or Bank Holiday when payment is normally made on the last working day before the 28th.
  + [Pay dates and Payroll deadline](https://uoe-finance.ed.ac.uk/about/sections/payroll/pay-dates) webpage

Tutors can view payslips online via People and Money. For guidance on how to view these, please see the People and Money user guidance at [People and Money user guides.](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) Details will be in the Payroll section of their webpages.

### Note for Senior Tutors *(Tutorial Coordinator)*

The size of your course determines the number of senior tutor hours you are entitled to. These hours will be entered for you and in most cases, will be divided across the 10 teaching weeks of the course. For example, if you are due 36 hours in total, a claim for 3.6 hours will be entered for you each week from weeks 1 to 10 of teaching. Please see the links above to the Payment for tutoring within SPS for more details.

## 2.2 Notice period

If for any reason you need to withdraw from tutoring on a course, please inform your course organiser(s) and sps.tutoring@ed.ac.uk as soon as possible. Tutors are required to give notice when withdrawing or terminating their employment. This is usually 3 months' notice when you have been on contract for 6 months or more. Further guidance and information can be found in the Conditions of Service/Employment at [Conditions of Service and other Policies](https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service)

## 2.3 Sick pay

Information about sick pay and what to do if you are unwell during teaching can be found in the HR Guidance for tutors document in the ‘How to claim for payment for tutoring and marking’ section of our webpages at: [Guidance for Tutors](https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance)

You can review the University HR Policies and Guidance at [HR Policies and Guidance](https://www.ed.ac.uk/human-resources/policies-guidance)

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