

## Detailed Task List for 9 FEC Activities

### 1. Teaching (undergraduate)

**Definition:** Time that can be identified with a specific module, unit, degree programme or other programme delivered on a taught basis, including preparation of materials, delivery, assessment, and provision of pastoral support and academic advice. The teaching is defined as being provided to all categories of undergraduate student.

This category includes teaching on all university owned programmes; both publicly-funded programmes and non-publicly funded programmes (i.e. programmes provided on a purely commercial basis).

#### 1. A. Teaching provided to undergraduate students

##### Activities include:

- Preparing material for lectures, seminars and tutorials
- Preparing material for laboratories and workshops
- Holding lectures, seminars and tutorials
- Supervising laboratory and workshop sessions
- Supervising and training of tutors, demonstrators and teaching assistants
- Reading and marking assignments, dissertations and other submitted work
- Supervising projects and dissertations and providing related support
- Preparing examination papers, solutions and marking schemes
- Marking examination papers (including external examining), including repeat papers
- Conducting oral examinations
- Invigilating examinations
- Organising and visiting externally-placed students
- Conducting fieldwork
- Editing and updating material for a programme
- Preparing material for a new programme
- Conducting activities related to outreach programmes
- Spending time on other student contact related to teaching (e.g. answering queries after lectures or by e-mail, organising remedial classes).
- Any other relevant activities

#### 1. B. Administration and other activities in support of teaching (undergraduate students)

##### Activities include:

- Preparing material for prospectuses and related publications
- Office hours for students
- Participating in student recruitment activities (e.g. schools liaison, open days, graduate fairs)

- Interviewing applicants, making decisions about admissions and participating in new student orientation
- Writing references and interacting with employers
- Mentoring and meeting personal tutees
- Chairing and/or participating in School, Faculty and university committees related to teaching
- Timetabling
- Module review & development
- Acting as Chair of a Programme Board or Teaching Convenor or in another capacity involving liaison with students
- Chairing and/or participating in Progression and Awards Boards and other meetings to review student marks and performance
- Acting as an external examiner in another institution
- Any other relevant activities

## 2. Teaching (postgraduate taught)

**Definition:** Time that can be identified with a specific module, unit, degree programme or other programme delivered on a taught basis, including preparation of materials, delivery, assessment, and provision of pastoral support and academic advice. The teaching is defined as being provided to groups which are predominantly “Taught Postgraduate Students”.

This category includes teaching on both publicly-funded programmes and non publicly-funded programmes (i.e. programmes provided on a purely commercial basis).

### 2. C. Teaching provided to taught postgraduate students

#### Activities include:

- Preparing material for lectures, seminars and tutorials
- Preparing material for laboratories and workshops
- Holding lectures, seminars and tutorials
- Supervising laboratory and workshop sessions
- Reading and marking assignments, dissertations and other submitted work
- Supervising projects and dissertations and providing related support
- Supervising and training of tutors, demonstrators and teaching assistants
- Preparing examination papers, solutions and marking schemes
- Marking examination papers (including external examining), including repeat papers
- Conducting oral examinations
- Invigilating examinations
- Organising and visiting externally-placed students
- Conducting fieldwork
- Editing and updating material for a programme
- Preparing material for a new programme

- Conducting activities related to outreach programmes
- Spending time on other student contact related to teaching (e.g. answering queries after lectures or by e-mail, organising remedial classes).
- Any other relevant activities

## 2. D. Administration and other activities in support of teaching (postgraduate taught students)

### Activities include:

- Preparing material for prospectuses and related publications
- Participating in student recruitment activities (e.g. schools liaison, open days, graduate fairs)
- Interviewing applicants, making decisions about admissions and participating in new student orientation
- Mentoring and meeting personal tutees and writing references for students
- Chairing and/or participating in School, Faculty and university committees related to teaching
- Timetabling
- Module review & development
- Acting as Chair of a Programme Board or Teaching Convenor or in another capacity involving liaison with students
- Chairing and/or participating in Progression and Awards Boards and other meetings to review student marks and performance
- Acting as an external examiner in another institution
- Any other relevant activities

## 3. Teaching (postgraduate research)

**Definition:** This activity refers to teaching to groups which are predominantly postgraduate research students. It includes training, supervision, mentoring, preparation for examination including *viva voce* examination, and examining. It does not include formal teaching (which should be recorded under 2.C. above). The HEA's current definitions of postgraduate research students are used: these include students on research Master's programmes and professional doctoral programmes. However, work undertaken in relation to all students (not solely those funded by the HEA) should be included.

(Note: supervision of dissertations on undergraduate and taught postgraduate programmes should be included not here but under 1.A/2.C. above.)

The focus in this section is on postgraduate research as an educational enterprise. Whereas post graduate research students are often (and rightly) considered to be an integral part of the research group structure, with responsibilities to the group, they should not be so regarded for the purpose of the present exercise. Costs connected with the research carried out by a post graduate research student **should not** be charged as part of the cost of research carried out for

a research project; they **should** be regarded as part of the overall cost of training and supervision.

### **3. E. Training and supervision of postgraduate research students**

#### **Activities include:**

- Providing direct assistance with and supervision of Master's and PhD theses and all substantive assignments on professional doctoral programme.
- Providing training in research methodology (apart from such training as may be made available by means of taught modules)
- Reviewing drafts and supporting students in the writing of research papers
- Reviewing draft theses and preparing students for examination including *viva voce* examination
- Any other relevant activities

### **3. F. Administration and other activities in support of training and supervision of postgraduate research students**

#### **Activities include:**

- Completing and validating university postgraduate application forms and providing any associated supporting documentation
- Reviewing postgraduate student applications
- Completing university postgraduate progression and review forms
- Participating in postgraduate progression and award boards
- Postgraduate research student marketing and recruitment activities
- Providing supporting documents for student visa applications
- Completing financial forms for research students fees and stipends
- Completing supervisor reports for student funding agencies (esp. IRCSET and IRCHSS)
- Writing references and interacting with employers
- Administrative activities associated with student visits to national and international research laboratories, workshops, conferences, etc.
- Completion of forms for thesis submission, examination and award
- Research student examinations (internal and external)
- Any other relevant activities

## **4. Research (external sponsor with output)**

**Definition:** Consists of externally-funded research projects, awarded under an earmarked contract or grant, with a research output. A project is defined as a research project if accepted as such by a sponsor or by the university.

Most activities in this section will be peer reviewed, with the possible exception of art, design and cultural activities.

Activities in support of postgraduate research students should not be listed in this section but in Section 2.

**4. G. National exchequer-funded research**

This heading includes projects funded by SFI, IRCSET, IRCHSS, Irish Government (including local authority, HSE & Hospital Authorities, EPA, Enterprise Ireland, Teagasc, Marine Institute, Department of Health and Children, Department of Agriculture, Fisheries and Food, etc.).

**4. H. National non exchequer-funded research**

This heading includes projects funded by Irish charities, Irish industry, public corporations, non-governmental organisations.

**4. I. EU Commission and other internationally-funded research**

This heading includes projects funded by the EU commission and other internationally funded research.

**Activities include:**

- Undertaking research
- Writing research proposals and/or bids
- Negotiating research contract terms
- Developing laboratories or other facilities
- Directing projects
- Conducting fieldwork, laboratory or studio work
- Supervising post docs and research staff
- Attending consortium meetings
- Producing research reports required under the terms of research contracts
- Preparing research papers, case studies, book chapters and books
- Peer reviews
- Making conference presentations
- Participating in conferences
- Disseminating art and design from artistic and cultural activities
- Taking out patents
- Negotiating IP, licensing issues and technology transfer.
- Any other relevant activities

**4. J. Administration and other activities in support of research (external sponsor with output)**

**Activities include:**

- Managing and administering the activities listed under 4.E., 4.F. and 4.G. above, including liaising with relevant units in the university such as the Finance Office and the Human Resources Department.

**5. Research (no external sponsor but with an output)**

**5. K. Internally-funded or personal research**

The activity refers to research that receives **no** funding from external sponsors, including speculative work to investigate potential projects.

**Activities include:**

- Writing research proposals and/or bids
- Negotiating research contract terms
- Developing laboratories or other facilities
- Directing projects
- Conducting fieldwork, laboratory or studio work
- Supervising research staff
- Attending consortium meetings
- Producing research reports required under the terms of research contracts
- Preparing research papers, case studies, book chapters and books
- Making conference presentations
- Participating in conferences
- Disseminating art and design from artistic and cultural activities
- Taking out patents
- Negotiating IP, licensing issues and technology
- Any other relevant activities

**5. L. Administration and other activities in support of research (no external sponsor but with an output)**

**Activities include:**

- Managing and administering the activities listed under 5.K above, including liaising with relevant units in the university such as the Finance Office and the Human Resources Department.

**6. Other research and scholarly activity, with no sponsor or research output**

**Definition:** This heading includes contributions to one's discipline or community. It also includes continuing professional development.

Activities to support postgraduate research students should be listed not in this section but in Section 3.

Private consultancy, carried out in private time, is not to be included here (or in any other section).

#### **6. M. continuing academic and professional development**

**Activities include:**

- Refereeing or reviewing papers
- Editing journals
- Engaging in editorial board duties
- Reviewing research grant proposals
- Organising workshops, conferences and similar events
- Undertaking a PhD. etc.
- Carrying out text book reviews
- Maintaining and advancing one's own personal knowledge and skills (e.g. engaging in relevant reading, attending training courses or professional conferences, maintaining professional or clinical skills, acquiring new skills)
- Engaging in consultancy within the institution's normal working hours which is done with the agreement of the institution but not contracted to the institution (i.e. private consultancy in institutional time)
- Engaging in Outreach projects,
- public service and community engagement (e.g. representation on or providing advice and support to professional bodies e.g. Institutes, etc, heritage bodies, state and semi-state bodies, public promotion of matters to the general public,
- Engaging in contact with the media, including raising the public's awareness of issues by writing newspaper articles and taking part in interviews
- Acting as a member of a State or other board and/or a professional body
- Acting as an advisor to a State or other board and/or a professional body.
- Any other relevant activities

#### **6. N. Administration and other activities in support of research (other research and scholarly activity)**

**Activities include:**

- Managing and administering the activities listed under 6.M. above

#### **7. Other income-generating activities**

**Definition:** Other academic activities that potentially or actually generate an income for the university. This includes work on contracts that are not research based (e.g. commercial activities or consultancy carried out for the university). It also includes the costs of non-academic income-generating activity (e.g. income generated from catering, conferences, residences and trading companies).

## **7. O. Services rendered**

### **Activities include:**

- Engaging in consultancy (where the funds flow through the university)
- Providing analytical services
- Providing testing services
- Engaging in trading activities
- Drafting service project proposals
- Negotiating contract terms and conditions with external bodies
- Generating income from services and activities such as catering, conferences and residences.
- Any other relevant activities

## **7. P. Administration and other activities in support of other income- generating activities**

### **Activities include:**

- Managing and administering the activities listed under 7.O. above, including liaising with relevant units in the university such as the Finance Office and the Human Resources Department.

## **8. Clinical services**

**Definition:** Patient or client care, irrespective of whether a student is present, carried out by clinical academics or vets who hold contracts with the university.

## **8. Q. Services provided to patients or clients in the Health Service that do not include teaching or research**

### **Activities include:**

- Providing services to patients or clients in the Health Service which do not include teaching or research. This includes carrying out routine clinical trials, research clinical trials, holding meetings with patients or undertaking care of patients while students are present, and engaging in consultancy (excluding private consultancy).
- Any other relevant activities

## **8. R. Administration and other activities in support of clinical services**

### **Activities include:**

- Managing and administering the activities listed under 8.Q. above, including liaising with relevant units in the university such as the Finance Office and the Human Resources Department.



## **9. Other administration and management**

**Definition:** administrative and management work other than that listed in Sections 1-8 inclusive above.

### **9. S. Other administration and management related to School, Centre, Faculty, institution or discipline**

#### **Activities include:**

- Engaging in management and administration activities not associated with teaching or research
- Chairing and/or participating in school/centre/faculty/university committees not associated with teaching or research or as head of school or Dean.
- Engaging in quality assurance work (e.g. participating in peer review panels) both internal and external such as IQUB etc.
- Any other relevant activities

### **9. T. Any other relevant activity not covered under 9.S. above.**

**Note:** For all activities involving travel; travel time should be included as part of the activity