Graduate Teaching Assistants (GTAs)
2017/18
Information for PhD Students

Dear Student

If you wish to gain experience of teaching (paid), then please consult our GTA Administrator Dr Siti Shamsuddin (s.shamsuddin07@imperial.ac.uk).

In order to comply with UK law, which is enforced by the College, it is ESSENTIAL that all those who wish to be paid HAVE A NATIONAL INSURANCE NUMBER.

Home students should have already been issued automatically with a NI number.

European and Overseas students who wish to undertake graduate teaching assistance must have a National Insurance number as well. To obtain a National Insurance number you will need proof of employment (Letter of Understanding), therefore, the PhD Research Administrator will be able to provide you with a letter for the Department of Work and Pensions Office. To find out how to apply for a NI number and the nearest Jobcentre Plus Office, according to where you live, please access the Department of Work and Pensions website http://dwp.gov.uk or by phoning 0345 6000 643. Once an appointment has been made, you must take this letter with you together with appropriate ID.

NO STUDENT WITHOUT A NATIONAL INSURANCE NUMBER WILL BE ALLOWED TO DEMONSTRATE. SO PLEASE, IF YOU HOPE TO DEMONSTRATE THIS YEAR MAKE SURE THAT YOU HAVE, OR HAVE APPLIED FOR, A NATIONAL INSURANCE NUMBER AT THE START OF THE SESSION

For PhD students who may be involved in helping with teaching and in assessing coursework you are required to attend the GTA Faculty of Engineering Training workshop and required to attend Blackboard Training if in any way involved with marking.

- **Departmental PhD Briefing** on Mon 2 Oct and Mon 9 October 2017 (see timetable)
- **Faculty of Engineering GTA Training Workshops**
  https://www.imperial.ac.uk/engineering/staff/teaching-training-and-support/gta-training
- **Blackboard Learn Training Session** (required for coursework markers)
  Date: Wednesday 11th October 2017
  Time: 14:00 to 15:00
  Location: SKEM 208 (Munroe Computer Room), Skempton Building

To register – please sign up at:
https://bb.imperial.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=1064091_1&course_id=11334_1&mode=reset ensuring you provide all of the requested information. The registration link will be available after the 27th of September 2017 and only 45 places are available.

Blackboard Learn website for further information: http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/blackboard/