

Activity	Points	Activity	Points
<b>Conference</b>		<b>Journals</b>	
Attendance	1	Peer reviewing a paper for a journal	2
Writing a meeting abstract	2	Writing a paper ( <i>depending on contribution</i> )	1, 3 or 6 <sup>a</sup>
Poster preparation	2	<b>HR/External training sessions</b>	
Preparation of oral presentation	2	½ day workshops	1
Poster presentation	2	Full day workshops	2
Oral presentation	2		
<b>College Seminars</b>		<b>Postgraduate Seminar series</b>	
Attendance/academic year (a minimum of 6 and 6 other talks on topics relating to a student's field of study)	2	Attendance/academic year (at least 50%)	2
		Presentation (each)	1
<b>Journal Club</b>		<b>External talks</b>	
Regular attendance during the year	2	Attendance (each, up to a maximum of 5 a year)	0.25
Presentation	2	Presentation (each)	1
<b>Postgraduate representative</b>		<b>Teaching/session**</b>	
Attendance at meetings (each)	0.5	Demonstrating**	1
<b>Contribute to organising or organising a scientific meeting or other event</b>		<i>Teaching and Learning in Higher Education course (TLiHE)</i>	10 or 12†
Main organiser of half or one day local meeting or event	2	Tutorials or small group** teaching ( <i>including preparation time</i> )	2
Member of organising committee of a national or international conference	3	<b>Postgraduate Research Day</b> ( <i>presentation of poster or talk</i> )	2

\*\* Up to a maximum of 6 points/academic year

<sup>a</sup>6 points: Entirely responsible for writing the submitted version of a paper, incorporating comments from supervisors and other co-authors

3 points: Writing the first draft of a paper (*and revising after receiving feedback*)

1 point: Writing a section or a sub-section for the first draft of a paper

0 points: Simply read through & commented on the final draft of a co-authored paper

#### **TLiHE**

† 12 points Completion of course plus assessment

10 points Completion of course only (no assessment)