**Faculty of Natural Science – LTDP Exemption Form**

**Updated November 2023**

Academic or teaching-related role holders within the Faculty of Natural Sciences (FoNS) are expected to have demonstrable competence to teach, plus familiarity with College and Faculty practices and facilities for teaching and learning. The FoNS Learning and Teaching Development Programme (LTDP) is the programme that enables this: <http://www.imperial.ac.uk/natural-sciences/staff/fons-learning-and-teaching-development-programme/>

This form is to be completed at the initial meeting between the DUGS and/or DPS (as appropriate) and the new member of staff, which forms Workshop 1 (Departmental Teaching Practices) of the LTDP.

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| **Name of staff member:** |  | | |
| **CID Number** |  | | |
| **Role:** |  | | |
| **Department:** |  | | |
| **Start Date:** |  | **Probation Date** *(where known & if applicable):* |  |

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| **FULL EXEMPTION:** If the member of staff is to be exempt from the *entire* LTDP, please confirm below and provide details of the staff member’s prior experience and qualifications. Any supporting evidence should be submitted to the FoNS LTDP Administrator with this form.  **FULL EXEMPTION AGREED:** Yes / No |
| **Details of prior experience and/ or qualifications:** |

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| **LTDP ELEMENTS TO BE COMPLETED:** | | |
| **STAGE** | **ELEMENTS** | **REQUIRED or EXEMPT:** |
| **Stage 1- EDU Courses** | STAR Introductory Workshop |  |
| Introduction to Teaching for Learning |  |
| Fundamentals of Supervising PhD students  *Note: From April 2022, new doctoral supervisors at Imperial are required to complete this course, therefore this cannot be exempted unless already completed or in cases where no doctoral supervision would be expected (for which confirmation would need to be provided).* |  |
| Introduction to Personal Tutoring at Imperial |  |
| **Stage 2- FoNS Workshops** | 1. Departmental Teaching Practices |  |
| 1. Lecturing Skills |  |
| 1. Learning Technologies for Lecturing |  |
| 1. Designing for Learning |  |
| **Stage 2- EDU Elective Workshops** *(only those courses that relate directly to a participants own teaching practice are acceptable here)* | 3 x Workshops offered by the EDU |  |
| **Stage 2- Teaching Observations** | 3 x Observed Teaching Sessions |  |
| **Stage 3- Advance HE Fellowship Application (at the level of Fellow)** | For those who commenced the LTDP prior to 01 September 2023, you will need to send a copy of the application and the submission confirmation email from STAR to [fonsltdp@imperial.ac.uk](mailto:fonsltdp@imperial.ac.uk) for your LTDP records.  For those who commenced the LTDP after 01 September 2023, you will need to send a copy of the application plus confirmation of the award of fellowship to fonsltdp@imperial.ac.uk for your LTDP records. |  |

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| **Name of Mentor:** |  |
| **Name of Teaching Buddy:** (not required if exempt from Stage 2- Teaching Observations) |  |

**Agreed by Director of Undergraduate or Postgraduate Studies and Head of Department:**

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| --- | --- | --- | --- |
| DUGS or DPS Name |  | HoD Name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |

**Agreed by new staff member:**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

This form must be returned to the FoNS LTDP Administrator at: fonsltdp@imperial.ac.uk