

Frequently Asked Questions

This list of Frequently Asked Questions will continually be updated in the course of the exercise. If you cannot find the answer to your question, please email your query to TAS.Administration@admin.cam.ac.uk.

General Questions

Q: My PIN doesn't work?

A: If you receive the message "PIN not valid yet" this means that you are trying to complete the survey before the start of your survey week. Please try again after the start of your allocated survey week. If you receive any other error message relating to your PIN please email tas.administration@admin.cam.ac.uk.

Q: How do I allocate time spent on leave?

A: If you were on leave for all or part of the week please tick the relevant leave box at the top of the form.

This helps us identify non-respondents by omitting individuals who were on leave during the whole week.

If you were on leave for part of the week please tick the appropriate leave box and enter the hours worked during the rest of the week. Once the form is submitted percentages are made up of time spent working only.

If you were on paid leave of absence, e.g. research leave, such time should be recorded on the TAS by allocating it according to the type of activity being carried out, e.g. RC-funded Research. Time spent on other leave (e.g. annual leave, sick leave, maternity leave, and unpaid leave of absence) should not be recorded on the TAS.

Q: Definition of a week / What is 100%?

A: All time spent on university or college activities during the week, including weekend and evening work.

This excludes any private work. Please note there is provision to identify College Time separately on the form, and to record time spent on College-funded Research as Direct Research.

Q: What is the assumed total number of working hours per week, which presumably serves as the basis of percentages?

A: There is no assumed total number of working hours per week. The objective of the TAS exercise is to collect information on how individuals spend their time using percentage of time spent on teaching, Research, and other activities.

Q: It is not a typical working week for me. Can my week be changed?

A: It is not possible to change your survey week as the selection is random. We do understand that some weeks of the year will not be typical weeks (e.g. bank holidays, start or end of term time, fieldwork periods, conferences, etc.). Every week, however atypical, is still part of the

University's activities and we'd like to know about it. The process used, sampling across the year, means that when the data for all weeks are aggregated it will produce average percentages in order to get the overall activity pattern for each department.

Q: I have more than one role/contract with the University, what working hours should I include?

A: If you have more than one role or work across departments but only one current employment contract then include all of your University working hours.

If you have more than one role and more than one current employment contract, please contact us by email tas.administration@admin.cam.ac.uk before you complete the TAS survey form to clarify which of your roles has been selected.

Q: How do I allocate travel time?

A: Time spent travelling to and from your usual place of work must not be allocated. Time spent travelling on University work should be allocated according to the purpose of the trip (e.g. to/from lectures or committees). If a sponsor is funding the time, it should be allocated to teaching, Research or other activities as appropriate. Time spent working while travelling should be allocated to that activity. If neither of these apply, allocate the time to support.

Q: Where should I record Public Engagement work?

Public engagement work should be recorded under Support for Teaching or Research according to the main purpose of the activity. For example, if it mainly relates to widening participation including admissions outreach, it should go under Support for Teaching. If it's part of a research project, then it should be recorded under the relevant Research sponsor as a directly funded activity. If it does not relate to a specific sponsor then this can be recorded under Support for Research.

If the public engagement is "service to society" and not related with Teaching or Research it should be recorded as General Support.

Q: How do I allocate work that contributes equally to both Teaching and Research (e.g. writing books reporting Research but also used for teaching)?

A: Divide it 50-50 between the relevant categories.

Q: Colleagues at other Universities have completed more detailed TAS schedules, why is Cambridge's approach different?

A: The University has taken a light touch approach to the TAS exercise as opposed to some other universities who have imposed a complex time recording process. It is hoped that the University's approach provides a balance in producing a good indication of time allocation without introducing a cumbersome process, which would prove to be an additional burden for staff. The University's TAS method has been verified by an independent statistician.

Teaching Activities

Q: Which postgraduate courses are classified as Research and which courses are classified as Taught?

A: To find out if a course is postgraduate taught (PGT) or postgraduate research (PGR), please find your course in the list below:

Degree	Course name	PG Research or PG Taught
Doctorate		
	Doctor of Business (BusD)	PGR
	Doctor of Education (EdD)	PGR
	Doctor of Engineering (EngD)	PGR
	Doctor of Veterinary Medicine (VetMD)	PGR
	Doctor of Medicine (MD)	PGR
	Ph.D (all disciplines)	PGR
Integrated Doctorate (1+3)		
	MSc+PhD in Agri-Food Robotics	PGR
	MRes+PhD in Application of Artificial Intelligence to the Study of Environmental Risks	PGR
	MPhil+PhD in Computational Methods for Materials Science	PGR
	MPhil+PhD in Epidemiology (Cardiovascular research)	PGR
	MRes+PhD in Biological Science (Stem cell biology)	PGR
	MRes+PhD in Cancer Biology	PGR
	MRes+PhD in Cancer Biology for Clinician Scientists	PGR
	MRes+PhD in Connected Electronic and Photonic Systems	PGR
	MRes+PhD in Future Infrastructure and Built Environment	PGR
	MRes+PhD in Future Propulsion and Power	PGR
	MRes+PhD in Graphene Technology	PGR
	MRes+PhD in Management Studies	PGR
	MRes+PhD in Mathematical Genomics and Medicine	PGR
	MRes+PhD in Medical Science (Cardiovascular research)	PGR
	MRes+PhD in Medical Science (CIMR programme)	PGR
	MRes+PhD in Medical Science (Infection, immunity and inflammation)	PGR
	MRes+PhD in Medical Science (Metabolic and cardiovascular disease)	PGR
	MRes+PhD in Medical Science (Obesity and related metabolic disease)	PGR
	MRes+PhD in Nanoscience and Nanotechnology	PGR
	MRes+PhD in Sensor Technologies and Applications	PGR
	MRes+PhD in Ultra Precision Engineering	PGR
Master's		
	Executive Master of Business Administration (EMBA)	PGT
	Executive Master of Accounting (MAcc)	PGT
	MASt in Applied Mathematics	PGT
	MASt in Astrophysics	PGT
	MASt in Earth Sciences	PGT
	MASt in Materials Science	PGT

MASt in Mathematical Statistics	PGT
MASt in Physics	PGT
MASt in Pure Mathematics	PGT
MASt in Theoretical Physics	PGT
Master of Architecture (MArch)	PGT
Master of Business Administration (MBA)	PGT
Master of Corporate Law (MCL)	PGT
Master of Education (MEd)	PGT
Master of Finance (MFin)	PGT
Master of Law (LLM)	PGT
Master of Music (MMus)	PGT
Master of Surgery (MChir)	PGR
Master in Conservation of Easel Paintings (MCEP)	PGT
MPhil in Advanced Chemical Engineering	PGT
MPhil in Advanced Computer Science	PGT
MPhil in African Studies	PGT
MPhil in American History	PGT
MPhil in American Literature	PGT
MPhil in Anglo-Saxon, Norse and Celtic	PGT
MPhil in Anthropocene Studies	PGT
MPhil in Applied Biological Anthropology	PGT
MPhil in Archaeological Research	PGT
MPhil in Archaeological Science	PGT
MPhil in Archaeology	PGT
MPhil in Architecture	PGR
MPhil in Architecture and Urban Design	PGT
MPhil in Architecture and Urban Studies	PGT
MPhil in Asian and Middle Eastern Studies	PGT
MPhil in Asian and Middle Eastern Studies Research	PGR
MPhil in Assyriology	PGT
MPhil in Astronomy	PGR
MPhil in Basic and Translational Neuroscience	PGT
MPhil in Biological Anthropological Science	PGR
MPhil in Biological Science	PGR
MPhil in Biological Science (Stem cell biology)	PGR
MPhil in Biological Sciences	PGT
MPhil in Bioscience Enterprise	PGT
MPhil in Biotechnology	PGT
MPhil in Chemical Engineering and Biotechnology	PGR
MPhil in Chemistry	PGR
MPhil in Classics	PGT
MPhil in Computational Biology	PGT
MPhil in Conservation Leadership	PGT
MPhil in Criminological Research	PGT
MPhil in Criminology	PGT
MPhil in Data Intensive Science	PGT
MPhil in Development Studies	PGT
MPhil in Developmental Biology	PGT
MPhil in Digital Humanities	PGT

MPhil in Early Modern History	PGT
MPhil in Earth Sciences	PGR
MPhil in Economic and Social History	PGT
MPhil in Economic Research	PGT
MPhil in Economics	PGT
MPhil in Education	PGT
MPhil in Egyptology	PGT
MPhil in Energy Technologies	PGT
MPhil in Engineering	PGR
MPhil in Engineering for Sustainable Development	PGT
MPhil in English Studies	PGT
MPhil in Environmental Policy	PGT
MPhil in Ethics of AI, Data and Algorithms	PGT
MPhil in European, Latin American, and Comparative Literatures and Cultures	PGT
MPhil in European, Latin American, and Comparative Literatures and Cultures (by thesis)	PGR
MPhil in Film and Scen Studies	PGT
MPhil in Film and Scen Studies (by thesis)	PGR
MPhil in Finance	PGT
MPhil in Finance and Economics	PGT
MPhil in Genomic Medicine	PGT
MPhil in Geographical Research	PGT
MPhil in Geography (Arts)	PGR
MPhil in Geography (Science)	PGR
MPhil in Health, Medicine and Society	PGT
MPhil in Heritage	PGT
MPhil in History and Philosophy of Science and Medicine	PGT
MPhil in History of Art and Architecture	PGT
MPhil in Holocene Climates	PGT
MPhil in Human Evolutionary Studies	PGT
MPhil in Industrial Systems, Manufacture and Management	PGT
MPhil in Innovation, Strategy and Organisation	PGT
MPhil in Land Economy	PGR
MPhil in Land Economy Research	PGT
MPhil in Latin American Studies	PGT
MPhil in Latin American Studies (by thesis)	PGR
MPhil in Machine Learning and Machine Intelligence	PGT
MPhil in Management	PGT
MPhil in Materials Science and Metallurgy	PGR
MPhil in Mathematics	PGT
MPhil in Medical Science	PGR
MPhil in Medieval and Renaissance Literature	PGT
MPhil in Medieval History	PGT
MPhil in Micro- and Nanotechnology Enterprise	PGT
MPhil in Modern British History	PGT
MPhil in Modern European History	PGT
MPhil in Modern South Asian Studies	PGT
MPhil in Multi-Disciplinary Gender Studies	PGT
MPhil in Music	PGT

MPhil in Nuclear Energy	PGT
MPhil in Philosophy	PGT
MPhil in Physics	PGR
MPhil in Planning, Growth and Regeneration	PGT
MPhil in Polar Studies	PGT
MPhil in Political Thought and Intellectual History	PGT
MPhil in Politics and International Studies	PGT
MPhil in Population Health Sciences	PGT
MPhil in Public Policy	PGT
MPhil in Real Estate Finance	PGT
MPhil in Scientific Computing	PGT
MPhil in Social Anthropological Research	PGT
MPhil in Social Anthropology	PGT
MPhil in Sociology	PGT
MPhil in Strategy, Marketing, and Operations	PGT
MPhil in Technology Policy	PGT
MPhil in Theology, Religion and Philosophy of Religion	PGT
MPhil in Theoretical and Applied Linguistics	PGT
MPhil in Theoretical and Applied Linguistics (by thesis)	PGR
MPhil in Therapeutic Sciences	PGT
MPhil in Translational Biomedical Research	PGT
MPhil in Veterinary Science	PGR
MPhil in World History	PGT
MRes in Connected Electronic and Photonic Systems	PGR
MRes in Social Anthropology	PGR
MSt in Advanced Subject Teaching	PGT
MSt in AI Ethics and Society	PGT
MSt in Applied Criminology and Police Management	PGT
MSt in Applied Criminology, Penology and Management	PGT
MSt in Architecture: Degree Apprenticeship	PGT
MSt in Building History	PGT
MSt in Clinical Medicine	PGT
MSt in Coaching	PGT
MSt in Construction Engineering	PGT
MSt in Creative Writing	PGT
MSt in Crime and Thriller Writing	PGT
MSt in English Language Assessment	PGT
MSt in Entrepreneurship	PGT
MSt in Genomic Medicine	PGT
MSt in Healthcare Data: Informatics, Innovation and Commercialization	PGT
MSt in History	PGT
MSt in History of Art and Visual Culture	PGT
MSt in Interdisciplinary Design for the Built Environment	PGT
MSt in International Relations	PGT
MSt in Medical Education	PGT
MSt in Population Health Sciences	PGT
MSt in Real Estate	PGT
MSt in Social Innovation	PGT
MSt in Sustainability Leadership	PGT

	MSt in Writing for Performance	PGT
Master's Apprenticeship		
	MSt Apprenticeship in Applied Criminology and Police Management: Senior Leaders' Master's Degree Apprenticeship	PGT
Diploma's and Advanced Diploma's		
	Advanced Diploma in Economics	PGT
	Advanced Diploma in Hebrew Studies	PGT
	Advanced Diploma in Research Theory and Practice in English (Business Management)	PGT
	Advanced Diploma in Research Theory and Practice in English (Engineering)	PGT
	Advanced Diploma in Theology, Religion, and Philosophy of Religion	PGT
	PGDip in Conservation of Easel Paintings	PGT
	PGDip in International Law	PGR
	PGDip in Legal Studies	PGR
PGCE		
	Postgraduate Certificate of Education (PGCE)	PGT

Q: How do I allocate time spent on work (e.g. preparing reading lists) for both lectures and college supervisions?

A: If the work is primarily for lectures, record it under University duties; if it is primarily for College-paid teaching, record it under College duties; if it serves both equally, record it as 50:50.

Q: How do I allocate time spent on examining?

A: To Preparation/Assessment under Direct Teaching.

Q: How should I allocate time spent preparing material for teaching?

A: Preparing material specifically for existing or agreed new courses counts as Preparation/Assessment in Direct Teaching. Initial preparatory work to develop possible new courses is Support for teaching. Preparing non-research papers and books for general use in teaching is Support for teaching.

Q: How do I allocate time spent talking to students after lectures?

A: To Direct Teaching (if specifically related to the lecture).

Q: How should I allocate Veterinary School clinical work?

A: If the main purpose of the work is treatment record this in Other Activities as 'Clinical Services'. If the main purpose of the activity is teaching record this in 'Direct Teaching'.

Q: How do I allocate time spent external examining (or similar) students at other Universities?

A: If the students being examined are undergraduate students or taught postgraduates, this time should be entered under Preparation/Assessment in Direct Teaching.

If the students are research postgraduates, this time should be allocated under PGR supervision/training.

Research Activities

Q: How do I allocate time spent on Research that is partly University-funded and partly externally funded?

A: Research that is even partly externally funded counts as externally funded Research. To count as University-funded, Research must be wholly funded by the University.

Q: How do I know which category is the right one for my sponsor?

A: For the academic year 2024-25 onwards the Direct Research categories have changed. If you are recording your time for a week in August 2024 or beyond, first establish the region of the source of the sponsor funds. either UK, EU or Non-EU. Then allocate to one of the categories available within the region e.g. Charity or Industry.

Q: How do I allocate time spent if my sponsor funding comes from a multinational organisation?

A: If you are recording your time for a week in August 2024 or beyond, for a multinational organisation choose the location of the office making the award e.g. a multinational with a US subsidiary making the award should be allocated to a Non-EU category.

Q: How do I allocate time spent on research projects jointly funded by sponsors of different types (e.g. partly by a research council and partly by industry)?

A: Allocate time pro rata to the funding from sponsors of each type.

Q: How do I allocate time spent on University-funded work that may be sold commercially at a later date?

A: If the original purpose of the work was Research, it is University-funded Research. If it was commissioned by a private sponsor and is Research (e.g. was returned under the RAE), it should be allocated to the appropriate sponsor type.

Q: I am doing an externally funded research fellowship, should I complete a TAS form?

A: If you are on a 100% research fellowship you do not need to complete a TAS form. Please let us know if that is the case so that we can remove you from the survey list.

If you are doing a part-time fellowship, please record your FTE (full-time equivalent) percentage for University work and only record the time you have spent working for the University during your allocated week on your form.

Q: How should I allocate time spent preparing for Research?

A: The preparation of research reports, papers and books is Direct Research. Research involved in designing and planning postgraduate research programmes, and drafting project proposals (for potential funders, etc.) is Support for Research.

Q: What is the difference between scholarly activity and Research?

A: Scholarship is time spent updating or maintaining your existing knowledge or skills. The knowledge base already exists elsewhere. Therefore scholarship is different from Research, in particular from institution-funded Research, however if the advancement of knowledge can be specifically related to an activity, e.g. research project, then it can be classified as direct Research.

Q: How do I allocate time spent at research conferences?

A: Time spent preparing and giving a research paper, or in sessions directly relevant to your own research, should be allocated to Research. Time spent in other sessions should be allocated to Support for Research.

Q: How do I allocate time spent external examining (or similar) PhD students at other Universities?

A: Time spent reading PhD theses and attending other universities for viva examinations should be entered under PGR supervision/training.

Q: How do I allocate time spent training PGR students when I am not the supervisor?

A: This time should still be allocated under PGR training/supervision.

Q: Where should I record the hours spent on my College duties?

A: If you have spent time on Research funded by a Cambridge College, then record this time under Direct Research then "College funded Research". Any other time spent on College duties is excluded from the survey and the TRAC statutory return, so you don't need to record it.