Please send this form back electronically, labelled with your surname in the form name (replace ‘surname’ with your own surname) to: **graduate.education@ch.cam.ac.uk**

**NAME………………………………………………………E-mail address……………………………………………………….**

**Please indicate which year you will be in during academic year 2018-19 (if you started mid-year, please indicate which year of PhD you will be in in October 2018) or if you are a post-doc. Delete as applicable:**

 1st Year PhD / 2nd Year PhD / 3rd Year PhD / 4th Year PhD / post-doc

**Which group do you work in?…………………………………………………….…………………………………………………**

**Daytime contact number………………………………………………………………………………………………………………**

This is to confirm that my usual availability for demonstrating will be as shown below:\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Preferred Days** | Monday | Tuesday | Wednesday | Thursday | Friday |

\*Please use the ‘~~line through~~’ function in ‘Word’ to show which days *you CANNOT* do. If you have a preference order for the days you are available, please number 1 as your top preference through to 5 (if applicable) as your lowest preference.

**The lab(s) I would like to demonstrate in is/are**:\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| Organic Part IB: 10am-1pm\*\*\* |  | Theoretical Part IB |  |
| Organic Part IB: 1-6pm‡ |  | Organic Part II‡‡ |  |
| Inorganic Part IB: 10am-1pm \*\*\* |  | Inorganic Part II‡‡ |  |
| Inorganic Part IB: 1-6pm‡ |  | Theoretical Part II |  |
| Physical Part IB: 1.30-6pm |  |  |  |

\*\*If there is more than one lab in which you would be happy to demonstrate, please tick all boxes that apply. If you have a preference for one over the other, please put the preference in brackets (1 being top preference, 2 second etc: it is OK to have two number 1 (equal preference) and one number 2 etc). Please note: you will usually be allocated *only* one lab to demonstrate in, to ensure that the work is spread as fairly as possible throughout the Department.

\*\*\* If you choose the 10am-1pm slot (3 hours), you will be allocated two of these per week for one term. There is no marking associated with these slots.

‡ The Organic Part IB Lab runs for every week in Michaelmas and the Inorganic Part IB Lab runs during every week in Lent. Usually, you will take a 1-6pm slot in *either* Michaelmas (Organic) *or* Lent (Inorganic). If you indicate that you would like to do both, you will need permission to do so from your Supervisor.

‡‡The organic and inorganic Part II labs run 11am-6pm in Michaelmas *and* Lent Terms. If you pick one of these options, it will be expected that you have the same weekly 3.5 hour slot in both Terms.

**Further information on demonstrating in the Department: www.ch.cam.ac.uk/gradstudents/demonstrating**