



My TAS

The Time Allocation Schedule Survey (TAS) is accessed via the DMUhub using the My TAS tile and is used as the basis for calculating a number of returns to HEFCE around the institutional costs of teaching, research and other activities.

- You will receive an initial email to say that they have been selected to participate in the forthcoming survey which will be conducted within your Faculty during the forthcoming academic year. You will be asked to complete four quarterly survey forms during that period.



NOTE: You will not be able to access the survey from the TAS tile at this point

- When applicable you will receive an email to advise you that the TAS survey form is open and ready for your completion for the current quarter.
- You should now access the TAS tile via the DMUhub by clicking on it once.
- You will be taken to the main survey screen

- The active quarter will have a status of **Open** (as above). You can only add data into an open quarter.
- At top of the main screen it will detail the deadline that the survey should be completed by and the last time you submitted any data.



Note: There is a further information section in the bottom left of the screen which will take you to the University Governance pages on the DMU internet pages which gives additional information.

Title	Version	Date	Review Date	Owner
My TAS	1.0	04/07/17	04/01/18	Jonathan Speck

- As you can only submit your data when it totals 100% there is an indicator at the top and bottom of the form which tells you the % of completion.

The form is split into 4 main areas. These are:

1. **Teaching**
2. **Research**
3. **Other Services**
4. **General Support, management & administration.**

- Each section contains a number of fields to complete. There is also an activity description which details what you need to consider when allocating your time.

- When you have completed a section it can be collapsed if desired.

- Once all the information has been entered you should select Submit at the bottom of the screen.

- If you select submit and the total is not 100% you will get the following message.



Note: If you do not meet the deadline for the quarter you will receive an email reminding you that you need to complete the survey as soon as possible.

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