

## VII. FAQs

### Question 1: Will I be asked to perform TA duties outside class hours?

You may be asked to perform duties such as printing out course materials and references and assisting in scoring of papers, preparation of online class contents, and administration of e-learning contents, such as manaba, outside class hours. However, in principle, you need to work within the range of working hours set at the time of employment; therefore, instead of making your own judgments, you should start working after discussing with the faculty member in charge of the course and confirming the details of scheduled working hours and days.

### Question 2: Are there requirements to become a TA?

To become a TA, you must meet all of the following criteria and be approved by the educational organization that will employ you:

(1) Be a high-quality graduate student at the University of Tsukuba

(If a third- or higher-year student in a five-year doctoral course seeks to engage in educational assistance for students in a master's course [or the first half of a doctoral course] or a professional degree course or for students in the first or second year of a five-year doctoral course, that student must have passed interim assessment by the graduate school or have acquired a master's degree or a professional degree.)

(2) Have specialist qualities and abilities to assist in laboratory work, practices, seminars, etc.

(3) Be expected to use experiences of engaging in TA work to learn and acquire teaching and instructing methods, etc., necessary for university education in the future

In addition, before starting to work as a TA, you need to take a university-wide TA training program. You are recommended to take the training program every year, but you are required to take the program only once during the time of your enrollment in the University of Tsukuba. Meanwhile, no remuneration is paid for participation in the training program.

#### <Notes> (Reposting)

※ If you are advancing from the first half to the second half of a doctoral course, you need to take the training program again after entering the second half of the doctoral course.

※ If you are undergraduate students who have already been accepted into graduate school and are to work as TAs after enrollment, please take the training program after entering the graduate school, not during your undergraduate enrollment.

### Question 3: Are there requirements to become a TF?

In addition to meeting the criteria mentioned in the answer to Question 2, you need to have qualifications demanded by the educational organization that will employ you. Different educational organizations use different application

methods and demand different qualifications, etc. Therefore, please refer to the website of each educational organization or contact the relevant office of each Academic Service Office.

Question 4: How much remuneration do TAs receive?

Hourly remuneration rates are shown in the right table. One class period is assumed to be 90 minutes; therefore, if a student who has earned an undergraduate degree works for one class period, he/she will receive 2,145 yen ( $1,430 \text{ yen} \times 1.5 \text{ hours [90 minutes]}$ ). (Please refer to the [Regulations Regarding Working Hours and Remuneration for University of Tsukuba Part-Time Employees](#).)

Requirement	Hourly remuneration (yen)
Student who has earned an undergraduate degree	1,430
Student who has earned a master's degree	1,610
Teaching Fellow (TF)	1,750

Question 5: The faculty member has not shown up after the class start time has passed. What should I do?

If you have tried to contact the faculty member, but with no response, contact the Academic Service Office, etc., and receive direction. Meanwhile, make sure to discuss with the faculty member before the first day of the course and determine details such as how to communicate with each other at a time of emergency and which Academic Service Office should be contacted for direction.

Question 6: I do not know how to operate educational devices. Are there manuals in classrooms?

Please contact the Academic Service Office that manages classrooms and ask for information on classrooms where manuals are not available and appropriate responses to troubles. Meanwhile, to carry out classes smoothly, please confirm in advance how to operate the educational devices that you plan to use. The page (p76) of the list of educational devices in classrooms in "[CAMPUS MAP](#)" shows which Academic Service Office should be contacted.

Question 7: What are the details of how to put away educational devices, equipment, etc., and clean up the classroom?

Please return the educational devices and equipment that you have borrowed and put the desks and chairs back in their original places. Please ensure that microphones, a projector, etc., are turned off, things are not left behind, and the blackboard is erased. Please also switch off the light and the air-conditioner before leaving the classroom. If the educational devices, equipment, etc., that you have borrowed are to be used by another TA, etc., in the next class period, please notify the Academic Service Office to that effect.

Question 8: Can I serve as a TA for classes that overlap?

In principle, you cannot serve as a TA for multiple classes with time conflicts and for classes that conflict with classes of the course that you are enrolled in. You can work as a TA even for classes with time conflicts if the schedule of working hours and days set at the time of employment does not conflict with these classes. However, you cannot serve as a TA for classes of the course that you are enrolled in.

Question 9: Can I serve as a TA while concurrently working as an RA, short-term employee, etc., even if the working hours of these jobs overlap?

It is possible for you to serve as a TA while concurrently working as an RA or short-term employee. However, you cannot do so if the working hours of those jobs overlap, even for a short time.

Question 10: Can I serve as a TA (or employ a TA) for classes without set meeting days and times (classes given on an as-needed basis or seminar-type classes with frequent schedule changes)?

You can serve as a TA (or employ a TA) for classes without set meeting days and times (classes given on an as-needed basis or seminar-type classes with frequent schedule changes). However, the TA and the faculty member should discuss and determine the TA's working hours at the time of employment, and the TA should work within the set working hours.

Question 11: Can an international student work as a TA?

An international student needs to obtain specific permission in order to engage in an "activity other than that permitted under the status of residence previously granted" (a part-time job). But this does not apply to working as a TA; therefore, an international student can work as a TA without obtaining such permission.

Question 12: Can an RA or Research Fellowship for Young Scientists work as a TA?

An RA or Research Fellowship for Young Scientists can work as a TA. Please refer to the "The JSPS Research Fellowships for Young Scientist's compliance rules and procedural guidelines" for more information about the Research Fellowship for Young Scientists.

Question 13: Are there any limitations on courses that TAs can take charge of?

As mentioned in section 2 of the Treatment of Teaching Assistants at the University of Tsukuba, there are limitations on courses that TAs can take charge of, depending on their academic status.

- (1) A student in a master's course (or the first half of a doctoral course), a professional degree course, or the first or second year of a five-year doctoral course (excluding the Doctoral Program in Medical Sciences among the Degree Programs in Comprehensive Human Sciences at the Graduate School of Comprehensive Human

Sciences) can provide educational assistance in laboratory work, practices, seminars, or lectures for undergraduate students.

- (2) A student in the second half of a doctoral course, a three-year doctoral course, the Doctoral Program in Medical Sciences, or the third or higher year of a five-year doctoral course can provide educational assistance in laboratory work, practices, seminars, or lectures for undergraduate students and students in a master's course (or the first half of a doctoral course), a professional degree course, or the first or second year of a five-year doctoral course.

For example, a student in the second half of a doctoral course can serve as a TA for classes for students in the first half of a doctoral course, but a second-year student in a master's course cannot serve as a TA for classes for first-year students in a master's course.

Question 14: What should I do if the faculty member cannot place his/her seal of confirmation on the attendance book for reasons such as that he/she has gone on a business trip?

The organization that has employed a TA and is responsible for managing working hours must manage the attendance book in a place where anyone can see it. If it is difficult for the faculty member to place his/her seal of confirmation on the attendance book at month-end for reasons such as that he/she has gone on a business trip, the head of the relevant educational organization must confirm the TA's attendance on behalf of the faculty member, or other arrangements must be made.