

### III. Office procedures related to TAs

#### 1. Qualifications to become a TA

According to the Treatment of Teaching Assistants at the University of Tsukuba, to qualify as a TA, a student must meet all of the following criteria:

- (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

#### 2. From application to acceptance

##### 1) Application and acceptance

The processes of recruitment and application for TAs start one to two months before employment begins. With regard to courses in a spring semester, these employment processes are conducted mainly in February and March of the previous academic year, as they need to be completed before the courses begin. As for courses that begin in a fall semester, intensive courses, and courses that begin in the middle of an academic year, recruitment is conducted on an as-needed basis. There are two methods of recruitment: recruitment using bulletin boards, etc., targeting a wide range of candidates, and recommendation by faculty members in charge of courses. TAs are essentially students, and they can serve as TAs on condition that their learning and research activities are not adversely affected. So make sure to consult with your academic supervisor, etc.

Simply applying for a TA position does not make you a TA. Selection methods differ from course to course, but as mentioned in "1. Qualifications to become a TA," candidates must have specialist qualities and abilities to take charge of classes and have qualifications to serve as TAs. In case recruitment targets a wide range of candidates, candidates may be asked to go through interviews with faculty members in charge of courses, or selection may be based on courses, etc., that they have completed.

If you are determined to be qualified, you will receive an official job offer. After you submit the necessary documents listed on the following page and complete employment procedures, you will receive an acceptance letter. Familiarize yourself with class content before the start of the course.

##### 2) Submitting documents

If you receive an official job offer as a TA, you need to promptly prepare necessary documents and submit them to

the Academic Service Office of the educational organization to which you belong, etc. Though the necessary documents are listed below, different Academic Service Offices, etc., require different types of documents. So make sure to confirm with the Academic Service Office of the educational organization to which you belong, etc.

Additionally, along with document submission, it is also necessary to register bank transfer destination information in the application system.

[Documents necessary for employment]

- Resume
- Teaching assistant application form
- Student ID card (copy)
- Application for (change in) exemption for dependents, etc.
- Certificate of attendance in the INFOSS Information Ethics e-learning course

[Documents related to the My Number system]

- Submit one of the following documents showing your My Number (copy):  
My Number notification card/My Number card (copies of both sides)/Residence certificate (showing your My Number)
- Submit one of the following identification documents (copy) (not required if submitting your My Number card):  
Driver's license/Passport/Residence card/Special permanent resident certificate
- If unable to submit any of the above identification documents, submit two (copies) of the following documents:  
Health insurance card/Pension handbook/Residence certificate/Seal registration certificate

[Documents to be submitted only by international students]

- Residence card (copies of both sides)
  - Page showing your name in katakana in the bankbook for the account for receipt of remuneration (copy)
- \*For international students, working as a TA is not regarded as an “activity other than that permitted under the status of residence previously granted.”

### 3) Participating in a university-wide TA training program

A university-wide TA training program (an on-demand program offered in manaba) is conducted every April, enabling graduate students who are becoming new TAs to understand deeply the roles of TAs and the basic attitudes expected of TAs and acquire practical skills necessary to perform TA duties. Graduate students who are to serve as TAs are required (from academic year 2023) to take the training program, and they need to complete it before starting to work as TAs. So try to complete the program ahead of time. 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.

<Notes>

- ※ 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.

### 3. Working hours

The Graduate Academic Affairs section of the Academic Service Office that has employed TAs, etc., manages their working hours using attendance books. You need to place your seal on the attendance book located in the Academic Service Office, etc., each working day before starting to work.

Meanwhile, if you do not come to the university on a working day for reasons such as that you take charge of online classes, discuss with the faculty member in charge of the course, the Academic Service Office, etc., in advance and confirm how this should be handled.

Faculty members in charge of courses have responsibility for managing TAs' working hours. Therefore, they need, for example, to always know and confirm TAs' work schedules and place their seal in the designated space of the attendance book at the end of a month. Note that if a faculty member employs several students as TAs, and the Academic Service Offices they belong to are not the same, the member needs, for example, to place his/her seal on the attendance book located in each Academic Service Office, etc., at the end of a month.

Furthermore, TAs are sometimes unable to work due to illness, injury, and other unavoidable reasons. This affects faculty members' class plans and TAs' working hours. Therefore, if it is determined or expected that a TA employed for a certain course will be unable to work, the TA, the faculty member in charge of the course, the Academic Service Office, etc., need to immediately share relevant information. In such a case, the TA concerned may be substituted by another TA who has been employed for another course and is considered by the faculty member to be appropriate to take charge of the course concerned. In this case as well, the TA, the faculty member, the Academic Service Office, etc., need to immediately share relevant information.

### 4. Implementation reporting and evaluation

After the end of a course, a TA may be asked to submit an implementation report to the faculty member in charge of the course or the educational organization to which the TA belongs. Some educational organizations do not require submission of implementation reports, and different forms of reports are used by different educational organizations. However, implementation reports are used to improve the TA system for the coming academic years, and also provide good opportunities for TAs to review their work performance and carry out self-assessment, enabling them to confirm the abilities acquired and developed through TA work and find out what additional abilities are needed to be educators. Faculty members in charge of courses also use implementation reports to evaluate TAs. Faculty members should provide appropriate evaluation and advice that contribute to "providing opportunities for teacher/instructor training," which is one of the purposes of the TA system.