

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Guidelines for Teaching Assistants of Graduate School of Global Studies of Tokyo University of Foreign Studies

March 14, 2013

Regulation No. 1 of the Graduate School of Global Studies

Article 1 Purpose

These Guidelines shall provide for necessary matters regarding the handling of teaching assistants (hereinafter referred to as "TA") at the expenses (excluding expenses such as subsidies) of the Graduate School of Global Studies of Tokyo University of Foreign Studies (hereinafter referred to as the "University").

Article 2 Purposes

The purpose of the TA in accordance with these Guidelines is to have excellent students who are studying at the Graduate School of the University provide educational assistance services with educational consideration, improve the treatment of such students by granting allowance for such service, provide opportunities for students to train themselves to become teachers and researchers in the future, and provide them with detailed guidance in the education of the undergraduate or graduate schools of the University.

Article 3 Qualifications

The person who is qualified to be appointed as a TA shall be an excellent student who is enrolled in the Graduate School of the University.

Article 4 Description of Services

TAs shall provide class-related educational assistance services such as tutoring, experiments, practical training, and exercises to undergraduate students or students in the Master's Program under instruction of faculty members in charge of classes in the Master's Program or Doctoral Program (hereinafter referred to as "Instructor(s)"). However, the services provided by TAs who are students of the Master's Program of the Graduate School shall be limited to educational assistance services for undergraduate students.

Article 5 Application of Working Regulations

Matters not prescribed in these Guidelines and rules and regulations associated hereto shall be as prescribed in the Working Regulations for Part-Time Employees of National University Corporation Tokyo University of Foreign Studies (Regulation No. 68 of 2004).

Article 6 Employment Plan

1 If the services of TA under Article 4 are required, the Instructor shall prepare an employment plan in the

appended form that specify the class subjects, etc. and submit the same to the Dean of the Graduate School of Global Studies (hereinafter referred to as the "Dean of Graduate School").

- 2 The Dean of the Graduate School shall examine whether or not the content of the educational support services provided in the submitted document is appropriate for the education of the relevant Graduate School. If the Dean of the Graduate School finds it appropriate, he/she shall decide the class subjects, etc. for which the educational support services are to be provided and notify the applicant to that effect.

Article 7 Recruitment

- 1 When hiring TAs, the students selected by the Instructor through an interview shall be appointed as TAs by the President based on the discussion at the planning and administration meeting of the Graduate School of Global Studies.
- 2 The term of office of a TA shall be a definite term, and the end of the term of office of a TA shall not come after the end of the fiscal year in which the date of employment falls.
- 3 When hiring as a TA a graduate student who is engaged in other duties such as researchers under Japan Society for the Promotion of Science Research Fellowships for Young Scientists (DC) and teaching assistant, the instructor shall give consideration so as not to interfere with such duties or classes and research guidance which such student takes or receives and shall pay due consideration to clarifying their working styles and properly managing their working hours.
- 4 If any TA withdraws from the University, transfers to another university, studies abroad, is absent from the University, or is suspended from the University, the contract with such TA shall be deemed to be terminated and such TA shall be promptly separated from employment.

Article 8 Working Hours

The working hours of TAs shall be, in principle, less than twenty (20) hours per week.

Article 9 Salary

The salary for TAs shall be as provided in the Salary Regulations for Part-Time Employees of National University Corporation Tokyo University of Foreign Studies (Regulation No. 69 of 2004).

Article 10 Miscellaneous Provisions

Any matters not set forth in these Guidelines concerning the implementation of these Guidelines shall be prescribed separately.