

Faculty of Social Sciences
Guidelines for RPG Students Performing Teaching Assistant (TA) Duties

As part of the research training of our MPhil and PhD programme, all UGC funded RPG students are expected to take up TA duties to their affiliated Department until their normal study period end. This document provides a set of internal guidelines on the TA assignment purpose and allocation principles. These guidelines articulate appropriate expectations related to TA duties in our Faculty.

1. Purposes of TA Duties

- It provides an opportunity for RPG students to gain appropriate research, teaching and some administrative experience as part of their students' scholarly apprenticeship.
- It provides an opportunity for RPG students to be mentored in the skills of course planning and classroom teaching
- It is also a way to “give back” to the university in exchange for the monthly studentship.

2. Categories of Duties

According to the University's guidelines, *“TA Duties assigned should normally contribute to the development of PILOs and relevant Graduate Attributes. The duties should mainly be teaching and research-related, but can include certain administrative duties to diversify the portfolio as what an academic normally does.”* Aligning with these, the following three major categories of TA duties can be assigned to our RPG students:

- A. Teaching duties - to assist faculty members with instructional responsibilities, or serve as the instructor of one or more courses.
- B. Research-related duties - it varies by disciplines but generally includes data collection and analysis.
- C. Other supporting duties – to provide administrative support to the Department/Faculty

3. Assignment and Workload

Each full-time UGC-funded MPhil and PhD student is required to take up TA duties as directed by the Department Head. Self-funded and project-funded research postgraduate students may not need to take up TA duties for the Department, but subject to the consent reach between the student, the principal supervisor and the Department.

The workload for a research postgraduate student (RPG) picking up teaching duties should NOT exceed 8 hours per week. The overall workload should be within 12 hours per week. Department Heads will assign duties to RPG students which are beneficial to their learning, and according to their specialty and academic interest.

Departments are recommended to provide a task list in order to enable the student concerned to know clearly the scope of task assigned. Department Heads should keep track of the performance of the students.

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