

## TA/SA Work Regulations at Keio University SFC

### 1. Purpose and Title

Provision of TAs and SAs is intended to bring faculty members and students together to guide the teaching activities at Keio University, based on Yukichi Fukuzawa's idea and a guiding principle of the university that those who are a single day ahead in their studies are the teachers.

For courses and seminars offered by the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance (hereafter referred to as "SFC"), graduate and undergraduate students who assist the faculty members in charge will be called TA (teaching assistant) and SA (student assistant) respectively. TAs and SAs are students who cooperate in an integrated manner with faculty members in order to realize SFC's concept of a digital campus.

### 2. Students who are eligible for TA/SA positions

#### 1) TA

In principle, a TA should be a student who is enrolled in the Graduate School of Media and Governance, Graduate School of Health Management, and other graduate schools in Keio University.

#### 2) SA

In principle, an SA should be a student who is enrolled in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care, with such persons required to have been enrolled for at least two semesters. SAs should have already finished the course they will be assisting with, preferably with an outstanding grade.

#### ❖ In principle, students who fall under the following conditions are not eligible for TA/SA positions

- i. Students who are enrolled in the courses in which they wish to be TA/SA for the applicable semester  
However, this does not apply to students who are not involved in all tasks that could be related to grading. Note however, that such students will not have TA/SA privileges on the Class Support System (K-LMS<sup>1</sup>).
- ii. Students who are taking a temporary leave of absence  
If a student is obliged to take a leave of absence in the middle of a semester for unavoidable reasons after registering as a TA/SA, the student will receive two months' salary.
- iii. Students who are considered as unable to engage in TA/SA tasks by the faculty member in charge, with such situation having been confirmed

### 3. TA/SA Registration and Task Description

- 1) There are three types of TA/SA registration: General courses, course groups (Language Communication, Physical Education 1~5, Fundamentals of Information Technology 1/2), and Laboratory (Kenkyu-shitsu).
- 2) During the TA/SA registration period at the beginning of each semester, students may apply and be hired upon approval by the faculty member in charge of the course.
- 3) One class slot is 90 minutes. The working hours of TA/SAs should amount to no more than four class slots (equivalent to 360 minutes per week). However, in cases including Language Communication, Physical Education and Fundamentals of Information Technology which require a particularly large number of TA/SAs, it may be permitted to register in excess of four slots up to a maximum of eight class slots, subject to the student's consent.

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<sup>1</sup> TA/SAs are authorized by the lecturers on the K-LMS to carry out the tasks specified in Article 3.5 of this work regulations.

- 4) The working hours per semester shall be 1,440 minutes (equivalent to 90 minutes per class multiplied by 14, plus 180 minutes of time outside of class) for 14 sessions, and 720 minutes for 7 sessions.
- 5) Faculty members who offer seminars, regardless of the type (Seminar A/B, Master Seminar) or the amount over which they are in charge, are allowed to request only one TA or SA. (hereinafter, "Lab (Kenkyu-Shitsu) TA/SA"). The working hours of Lab (Kenkyu-Shitsu) TA/SA are not included in the four class slots stated in 3). Note however, that no student is allowed to be in charge of more than one Lab (Kenkyu-Shitsu) TA/SA position.
- 6) TA/SAs shall assist the faculty member in charge to ensure classes run smoothly; make class information available online; assist in the preparation of teaching materials; assist in the supervision of drills, experiments, practical training, and seminars; advise students with coursework; and organize assignments, among other duties.
- 7) TA/SAs cannot participate in work related to grading and evaluation, except for grading work that does not involve any subjective interpretations (such as mathematical formulas, numerical values, multiple choice, etc., where no room for explanations are involved).  
However, for undergraduate classes only, it is possible for TAs to participate to a small degree in the grading and evaluation process under the faculty member's supervision. In addition, SAs are only allowed to be involved in pre-grading work for grading that involves interpretations (reports, etc.) for Data Science courses. In such cases, SAs of higher year-levels will be assigned to the work to the extent that this is feasible, and the final report will be graded by the faculty member. In either case, the responsibility for the final evaluation rests with the faculty member in charge of the course.
- 8) TAs may also be required to assist in the proctoring of examinations during the semester-end examination period for the courses they are in charge of. Compensation for undertaking examination supervision will be provided.

#### 4. Salary

- 1) Salaries are indicated on the chart below. However, if no students register for the course, payment amount will be reduced by half for 14-session classes. Even if no students register for the course, the full amount will be paid in the case of 7-session classes.
- 2) Lab (Kenkyu-Shitsu) TA/SA shall be paid regardless of the number of seminars held per week, with the salary indicated on the chart below.
- 3) Transportation expenses will not be paid. However, TAs who are not enrolled in the Graduate School of Media and Governance or Graduate School of Health Management will be provided transportation expenses covering up to an equivalent of 120 kilometers on the main JR lines, excluding the route covered by their student commuter pass.
- 4) Salaries will be paid at the end of each semester in Spring and Fall.

#### Appendix

	14-session classes (1440 minutes)	7-session classes (720 minutes)	Lab (Kenkyu-Shitsu) TA/SA
TA	28,800 yen	14,400 yen	28,800 yen
SA	26,880 yen	13,440 yen	26,880 yen

#### 5. Administrative office in charge

Shonan Fujisawa Campus (SFC) Office of Student Services (Academic Affairs)

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