

Guidelines for ES (Educational Supporters) System

(Revised for AY2025)

The primary objective of these guidelines is to establish the roles, responsibilities, and authority of Educational Supporters (hereinafter referred to as "ES"), as well as the responsibilities of faculty members and administrative offices involved in the ES system. These guidelines aim to ensure the efficient operation of the ES system, thereby contributing to the enhancement of the educational capacity of the Ritsumeikan University.

1. Purpose and Functions of the ES System

The Educational Supporter (ES) system is a system designed to foster peer learning among students under the educational guidance of faculty and staff. The role of the ES includes providing assistance in class and supporting learning activities outside of class. Through these activities, the system also aims to contribute to the personal and professional growth of the ES participants themselves. The ES system serves the following three primary functions:

- 1) "Classroom Support Function" for Student Learning During Classes.
 - Leveraging students with course experience or specialized skills, such as IT literacy, to enable instructors to provide more detailed and effective instruction.
 - Provide support from a student's perspective to enhance educational effectiveness.
 - Provide support in active learning environments, ensuring that students are actively engaged in their learning process.
- 2) "Learning Facilitation Function" to Support Interactive Class Management and Related Activities.
 - ES act as intermediaries between instructors and students to facilitate effective mutual communication
 - Leverage students with specialized skills, such as presentation and facilitation, to enable instructors to provide more detailed and effective guidance
- 3) "Learning Support Function" to Support a Variety of Learning Activities Outside the Classroom"
 - To provide more detailed and personalized support to students.
 - To enhance educational effectiveness by offering support from the students' perspective.

2. Eligibility to Serve as an ES

Eligibility to serve as an ES is restricted to individuals enrolled in the regular undergraduate course of the Ritsumeikan University.

However, the following students are ineligible.

- 1) Students currently enrolled in the specified class (including other classes in the same subject)
- 2) Students with an enrollment status of whose enrollment status is "Study Abroad"
- 3) Students whose enrollment status is classified as "Leave of Absence." However, this does not apply if approval is granted by the instructor in charge of the course and the relevant faculty council or academic institution committee overseeing the course.

3. The Duties of ES

Under the guidance and supervision of instructor and staff members, ES is responsible for the three functions outlined in Section 1: 1) Classroom Support, 2) Learning Facilitation, and 3) Learning Support. The specific duties associated with each function are detailed in Table 1 below.

Table 1 ES Duties

Function	Coverage	Duties	Example in online classes
Classroom Support	In Class	Support Q&A before and after classes	-Respond to questions on the manaba+R bulletin board or Zoom chat
		Show examples of basic operation of experiments/practices	
		Organize tools or apparatus used in experiments/practices	-Guide for the usage in the server used for experiments online
		Advise on instructor's class operation or teaching material creation	-Assist class operation for the online classes
		Other activities in classes	-Host zoom meetings by creating a breakout session -Process entry permission in Zoom or help students who cannot join the Zoom meetings
Learning Facilitation	In Class	Advise on group work or experiments in classes	-Advise in group discussions in the breakout rooms
		Lead students in interactive classes	-Lead group work in the breakout rooms
		Show examples for presentations	
Study Support	Out of Class	Support Q&A out of class hours	-Respond to questions from students or consult with students using an online communication tool.
		Assist study outside of classes such as report writing or preparation/review	
		Assist study outside of classes such as preparation for presentations	
		Other activities relating to assistance for study outside of classes	-Exchange meeting in classes using Zoom -Input comments on the submissions from students
		Other activities relating to class preparation assistance Ex: Prepare an agenda based on the guidance from the instructors, prepare digital teaching materials based on the guidance from the instructors *Note that ESs are not allowed to print by themselves in the Teacher's Printing Room.	-Ensure proper uploading of the (digital) materials for the class uploaded by instructors -Confirm whether the materials or movies uploaded by the instructors can be correctly downloaded or viewed. -Create an answer sheet for a questionnaire used in classes. -Establish appropriate WEB environment for smooth correction/editing work on the submission

4. Tasks that ESs are not permitted to perform

The following duties shall not be assigned to ES

- 1) Tasks involving academic records that can identify individuals.
- 2) The following tasks shall not be independently assigned:
 - Assisting in-class activities such as distributing or collecting materials.
 - Organizing submitted materials.
 - Creating or compiling in-class deliverables, such as presentation summaries.

Note: The above tasks may be assigned when combined with duties listed under “3. ES Duties”, provided that such tasks are deemed educational activities that promote the growth and learning of the ES (approved by the Academic Policy Conference, March 15, 2004).

5. Addition and Reduction of ES Duties

In the case of adding or reducing duties for ES, the decision shall be confirmed by the Academic Affairs Committee.

6. ES Reporting Obligations

ES members are required to submit the “ES Final Work Report” upon the completion of their duties, typically at the end of each semester.

7. Provisions Related to Employment Conditions

- 1) ES wages for both in-class and out-of-class duties shall comply with the 'Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff.' For classroom assistance tasks, wages for one class hour shall be calculated as two hours, including preparation and follow-up time.
- 2) Approximate working hours for duties outside of classes shall be specified in the job description.
- 3) ES Employment shall comply with “Ritsumeikan Trust Work Regulations for Hourly Non-Teaching Staff”.
- 4) Transportation expenses shall not be reimbursed. However, in cases where a ES is required to work at a campus other than their affiliated campus, reimbursement will be made in accordance with the “Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff”.
- 5) For official travel outside the university, travel expenses shall be reimbursed in accordance with the “Ritsumeikan Trust Regulations concerning Travel”.

8. Roles of Instructors and Staff Members

Instructors responsible for supervising ES tasks shall comply with this guideline and fulfill the following formal roles. Staff members must provide appropriate guidance and support based on a thorough understanding of the purpose, functions, and operations of the ES System:

- 1) Clearly define the scope, responsibilities, and tasks of ES duties at the course planning phase. Class responsibility always lies with the instructor.
- 2) Provide instructions to ES regarding their duties both during and outside of class sessions.
- 3) Collaborate with ES to create an optimal learning environment in the classroom and strive to enhance the overall quality of the course.
- 4) Manage classes to ensure a supportive and comfortable working environment for the ES.
- 5) Hold meetings with the ES throughout the semester to discuss class plans, job descriptions, and responsibilities.
- 6) In classes where ES is assigned, the role of ES and their interactions with students should be clearly communicated to the students.
- 7) Manage the workload of the ES effectively to prevent overburdening. Particular attention must be given to media-based courses, where the ES tends to face a heavier workload compared to face-to-face classes, to ensure they are not overburdened.
- 8) Submit the required “ES Utilization Report” promptly upon the completion of ES duties as prescribed

9. Administration of the ES System

Based on the provisions set forth in this guideline, the heads of College, Graduate Schools, and Academic Institutions which introduce ES in classes or study support activities shall be responsible for the proper administration and operation of the ES system after understanding these guidelines.

The Colleges/Academic Institutions shall systematically engage in the establishment of the ES Utilization Policy and the recruitment guidelines, conduct an analysis of the achievements of their activities (and drawing up the academic summary and the program outline for the subsequent year), and compiling the “ES Final Work Report” and “ES Utilization Report”.

ES employment shall be operated by the office of the responsible college/academic institution of the course or learning activity.

10. Decision on Introducing ES

The decision to introduce ES for specific classes or study support activities must be reviewed and approved by the Faculty Council or the Academic Institution's plenary meetings.

11. Recruitment of ES

ES recruitment must be based on the “10. Decision on Introducing ES”. The College, Graduate Schools, and Academic Institutions responsible for appointing ES shall ensure that the details of the recruitment proposed by instructor comply with the ES duties specified in this guideline and adhere to the established recruitment policies and regulations.

In cases where some or all components of a class are subcontracted to external organizations, employees of the subcontracted company are not authorized to provide direct instructions to the ES. Consequently, the ES cannot be utilized for fully subcontracted classes. However, for partially subcontracted classes, the ES may be assigned to the non-subcontracted portions.

12. Employment Arrangements

- 1) The College, Graduate School, or Academic Institution shall establish a recruitment outline for the ES by course (or course groups). The outline, prepared by the instructor, must comply with the ES duties defined in this guideline and utilize a standardized format.
- 2) Job descriptions shall clearly specify:
 - (1) Course Details, Number of Positions, Name of Instructor in charge.
 - (2) Job Description (Specific tasks and duties).
 - (3) Qualifications, Required Skills.
 - (4) Details and Hours for out-of-class duties, if applicable.
 - (5) Employment Terms and Conditions *1.
 - (6) Application methods and deadlines.
 - (7) Selection procedures and Notification methods for result.
 - (8) Administrative Contact Information.

*1 State that the employment rules and salary rules for “Ritsumeikan University Educational Corporation Hourly Employees
- 3) Colleges/academic institutions shall retain recruitment notices for one year.

13. Notification of Employment Conditions

- 1) To employ ES, an employment contract must be executed between Ritsumeikan Trust and the ES.
- 2) Colleges/academic institutions must prepare and issue a “Notice of Employment” to the ES.

14. Attendance Management

Work attendance records must be confirmed and agreed upon by both the instructor and the ES. Attendance sheets shall be submitted monthly to the relevant administrative office by the designated date.

Attendance records are typically submitted as printed forms with official seals by both the instructor and the ES. If submitted electronically, both parties must confirm and agree upon the records before submission.

15. Employment Decisions

Employment decisions for ES must be deliberated by the Faculty Council or Academic Institution's plenary meetings before employment begins. Retroactive approval may be granted if necessary. Employment cancellations must also undergo similar deliberations.

16. Provision on Training

The administrative office responsible for the ES, along with the relevant supervisory department, shall conduct appropriate training for the ES. The ES is required to attend and complete the prescribed training.

17. Risk Management

1) Risk Management System:

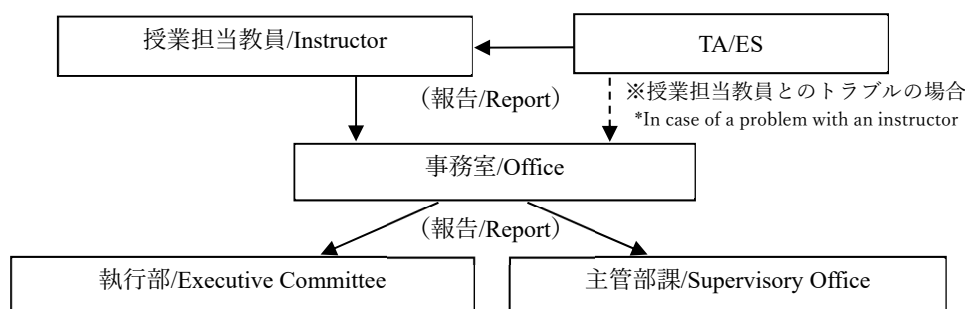
- (1) The course instructor shall take all reasonable steps to resolve problems or incidents promptly and bears the responsibility for ensuring appropriate and timely reporting of such matters.
- (2) When an ES experiences a conflict or issue with a student while performing their duties, the ES shall seek advice from and report the matter to the course instructor. The course instructor shall then report the matter promptly to the administrative office of the College, Graduate School or Academic Institution responsible for the course¹.
- (3) When an ES experiences a conflict or issue with the course instructor while performing their duties, the ES shall consult with and report the matter to the administrative office or relevant division.
- (4) The Administrative Office or relevant division shall promptly report the details of the incident to the executive committee² and the supervisory department. The administrative office shall establish a support desk and assign at least one designated staff member to manage such issues. Additionally, the supervisory department shall assign a staff member responsible for overseeing ES-related matters comprehensively.
- (5) The executive office, in consultation with the supervisory department and the administrative office, shall implement appropriate measures as necessary. In cases involving conflicts between an ES and a course instructor, the executive office shall address the matter with due consideration for maintaining the professional relationship between the parties involved.
- (6) The provisions outlined in items (2) to (5) above shall not apply in cases involving harassment stated below.
- (7) In the event of an urgent situation, such as an accident or incident requiring immediate attention, the course instructor shall provide the ES with appropriate instructions and immediately notify the nearest administrative office³. The administrative office receiving the report shall promptly contact the administrative office of the College, Graduate School, or Academic Institution employing the ES, as well as the General Affairs Department. If necessary, the Ritsumeikan Medical Center shall also be informed. Furthermore, Instructor or staff members must proceed to the site in teams of at least two individuals to collect emergency contact information for affected students and take any necessary measures.

¹ Administrative office means the office the college, graduate school, or academic institution that is responsible for offering the class and employs the ES.

² Executive committee means the executive committee of the college, graduate school, or academic institution that is responsible for offering the class and that employs the ES.

³ In the event of an emergency problem, regardless of the responsibility for offering the class, the office physically close to the class will be contacted and that office will take appropriate action.

(Trouble Reporting Procedure)



2) Handling of Harassment Cases

- (1) Course instructors and ESs must thoroughly understand the "Ritsumeikan University Harassment Prevention Guidelines" and exercise caution in their words and actions to ensure they do not engage in behavior that could lead to harassment of students, ESs, or others.
- (2) If course instructors or ESs experience or witness acts that constitute harassment, they shall promptly report and consult with the appropriate office of the Ritsumeikan University Harassment Prevention Committee.

3) Supporting Students with Disabilities

Should support be required for students with disabilities, the College, Graduate School, or Academic Institution, in collaboration with the Disability Resource Center, shall take the necessary actions in accordance with the 'Examples of Support for Students with Disabilities' provided by the Center.

4) Protection of Personal Information

- (1) ESs shall not utilize personal information obtained in the course of their duties, such as students' grades or contact details, for any purposes unrelated to their official ES responsibilities.
- (2) As a condition of employment, ESs are required to submit a confidentiality agreement concerning the protection of personal information, as stipulated in a separate provision.
- (3) ES is permitted to handle personal information only within designated on-campus facilities, including classrooms, administrative offices, or the private research offices of course instructors. The handling of such information on personally owned computers is strictly prohibited, even within campus facilities. Furthermore, personal information or materials containing such information must not be removed from the campus under any circumstances, regardless of the medium or method. When handling personal information, ES must act under the explicit authorization and guidance of the course instructor, and all storage locations for such information must remain under the direct supervision of the instructor.

18. Information Sharing on the ES System

The supervisory office will conduct a survey of instructors and ES once per semester. Additionally, feedback from undergraduate students will be collected as appropriate. The results of these surveys will be analyzed and used to improve the ES system in the following academic year.