

Guidelines for ES (Educational Supporters) System
(Academic Year 2026)

The purpose of the Guidelines for the Educational Supporters System is to outline the roles, responsibilities, and authority of Educational Supporters (hereinafter referred to as “ES”), instructors, and administrative offices. The guidelines also aim to facilitate the smooth operation of the ES system to enhance the educational capacity of the University.

1. Purpose of the ES System

The ES System facilitates peer-to-peer learning among students, supported by instructors and staff members. ES members are tasked with assisting both during and outside of classes. Additionally, the system aims to foster the personal and professional growth of ES members through their activities. The ES System encompasses the following three primary functions:

- 1) “Class Support Function” to support student learning primarily during classes
 - (1) Assist instructors in delivering more personalized guidance by leveraging students who have previously taken the same course or possess specific skills, such as IT literacy.
 - (2) Provide support from a student-centric perspective to enhance educational outcomes.
 - (3) Assist instructors in encouraging students’ participation where active learning methodologies are employed.
- 2) “Learning Facilitation Function” to assist in the effective and interactive operation of classes
 - (1) Act as a bridge between instructors and students, facilitating mutual communication.
 - (2) To enable instructors to provide more detailed instruction, utilizing students who have specific skills such as presentation or facilitation.
- 3) “Study Support Function” to assist students in various learning activities outside of classes
 - (1) Provide individualized support under the guidance of instructors.
 - (2) Help from a student’s perspective to improve overall educational effectiveness.

2. Eligibility

- 1) Regular undergraduate students at Ritsumeikan University are eligible to become ES members.
- 2) However, the following students are ineligible:
 - (1) Students currently enrolled in the said class or other classes of the same subject
 - (2) Students whose enrollment status is listed as “Study Abroad.”
 - (3) Students on a “Leave of Absence” except in cases where approval is granted by the instructor and the college or academic institution responsible for the course.

3. Code of Conduct

ESs are expected to carry out their duties sincerely under the guidance and instructions of the supervising instructor. Please make sure to follow the rules below:

- (1) Comply with this guideline and all university rules and regulations.
- (2) Complete the training programs designated by the university.
- (3) Do not miss, arrive late to, or leave early from your assigned duties without prior approval. If you are unable to attend due to unavoidable circumstances, you must notify the supervising instructor in advance.
- (4) Always follow the instructions of the supervising instructor during your ES activities.
- (5) Refrain from any behavior that may damage the university’s reputation or interfere with its operations. Maintain order and respect within the university community.
- (6) Do not disclose any internal or confidential information obtained during your ES activities to third parties, even after your assignment ends.
- (7) If you cause damage to the university or its members due to intentional actions or serious negligence, you may be held responsible for compensating for the loss.
- (8) ESs must submit a “ES Activity Report.” upon completing their duties each semester.

4. Duties of ES Work

Under the guidance and supervision of instructors and staff members, ESs are responsible for performing duties aligned with the three functions outlined in “1: Purpose of the ES System.” These duties include: 1) Class Support, 2) Learning Facilitation and 3) Study Support. Details of specific tasks for each function are outlined in Table 1.

Table 1 Duties of ES Work

Function	Coverage	Duties	Example in online classes
Class support	In class	Support Q&A before and after classes	-Respond to questions on the moodle+R bulletin board or Zoom chat
		Show examples of basic procedures for 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 and manage a breakout session -Process entry permission in Zoom or help students who cannot join the Zoom meetings
Learning facilitation	In class	Advice on group work or experiments in classes	-Advice 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	
		Support out-of-class activities 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 *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 an appropriate WEB environment for smooth correction/editing work on the submission

5. Duties Not Assignable to ESs

The following duties shall not be assigned to ESs:

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

*The above tasks may be assigned when combined with duties listed under "4. Duties of ES Work, 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).

6. Addition and Deletion of ES Duties

Any addition or deletion of the ES duties outlined above must be confirmed by the Academic Affairs Committee

7. Roles of Instructors

Instructors must observe the guidelines and fulfill the following roles:

- (1) Clearly define and specify ES duties during class planning. Class responsibility always lies with the instructor.
- (2) Monitor ES attendance and performance. For online classes, where workloads may be higher than face-to-face classes, instructors must take steps to prevent excessive burdens on ES.
- (3) Provide job instructions to ES during and outside class hours.
- (4) Collaborate with ES to create a positive classroom environment and improve class quality.
- (5) Manage classes to ensure ES can perform their duties comfortably.
- (6) Hold meetings with ES as necessary to discuss class schedules, lessons, duties, and out-of-class work.
- (7) Inform students about the roles and responsibilities of ES in assigned classes.
- (8) Submit an "ES Utilization Report" at the end of the semester.

8. Management of ES System Operation

The head of colleges/academic institutions which introduce ES in classes or study support activities shall manage the operation of the ES System after understanding these guidelines.

The colleges/academic institutions shall systematically work on establishing the ES Utilization Policy and the job description, analyzing the goals of the activity (and drawing up the academic summary and the program outline for the subsequent year), and compiling "ES Activity Report" and "ES Utilization Report."

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

9. Provisions regarding the application guidelines

- 1) The college, graduate school or academic institution must prepare job descriptions for each subject.

- (1) The instructor must prepare job descriptions using a standard template.
- (2) The descriptions must align with the "Duties of ES Work" in the guidelines.
- 2) Job descriptions must include the following:
 - (1) Course details, instructor's name, and number of openings
 - (2) Specific work details with examples
 - (3) Required qualifications and skills
 - (4) Expected duties outside class hours and estimated working hours
 - (5) Employment conditions and compensation
 - *State the employment rules and salary rules for Ritsumeikan University Educational Corporation Hourly Employees.
 - (6) Application process and deadlines
 - (7) Selection process and notification methods
 - (8) Administrative office, contact information
- 3) Application guidelines must be retained for one year by the administrative office.
- 4) Employment contracts shall be signed by Ritsumeikan Trust and the ES.

10. Administrative Notes for Recruitment

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.

ES recruitment must be based on the decision mentioned above, following the "9. Provisions regarding the application guidelines." The college/academic institution is responsible for confirming that the content of the job description does not deviate from the ES duties and recruitment rules stipulated in the guidelines.

If classes are subcontracted to external organizations, ES cannot be employed or tasked with responsibilities for those classes. However, ES may be utilized for parts of the classes not subcontracted.

11. Decisions regarding Employment

ES Employment must be deliberated and approved by the Faculty Council or plenary meetings of academic institutions before employment begins. In exceptional cases, retroactive approval may be granted. Employment cancellations must also undergo similar deliberations.

12. Affiliation of ESs

ESs shall be affiliated with the college, graduate school, or academic institution to which they are employed.

13. Provisions Related to Employment Conditions

- 1) Employment shall comply with "Ritsumeikan Trust Work Regulations for Hourly Non-Teaching Staff."
- 2) A Notification of Employment Conditions shall be issued to ESs by college, graduate school or academic institution.
- 3) ES wages shall adhere to the "Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff."
 - (1) Work during class hours: Wages shall be calculated as two hours per class hour, including preparation and follow-up time.
 - (2) Work outside class hours: Wages shall be calculated based on the actual working hours.
- 4) Commuting expenses will not be reimbursed unless the ES works on a campus different from their affiliated campus, in which case reimbursement will follow "Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff."
- 5) Off-campus travel expenses incurred at the instructor's request will be reimbursed based on the "Ritsumeikan Trust Regulations concerning Travel."

14. Training Programs

The administrative office and the supervisory office will provide appropriate training programs regarding ES in cooperation with the Center for Teaching and Learning. ES shall take the appropriate training programs.

15. Management of Work Records

The attendance status shall be managed using a digital time-management tool (kinmuu), and both ESs and the instructors must complete the registration and approval of working hours and work details by the designated date each month.

16. Risk Management

- 1) Risk Management System:
 - (1) When any problem occurs, the instructor shall be responsible for making efforts toward speedy resolution as well as adequate reporting.
 - (2) When ES has any problem with students in the class while performing a duty, the ES shall report it to

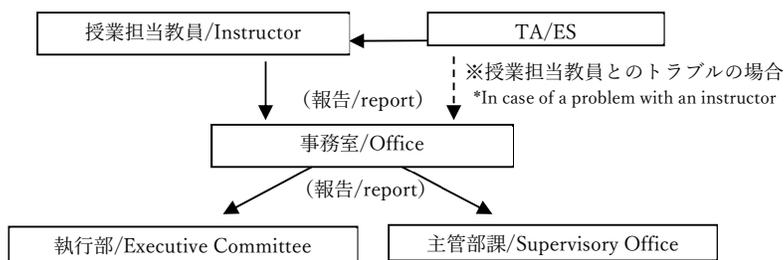
the instructor. The instructor shall immediately report the situation to the administrative office of the college, graduate school or academic institution responsible for the course.

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

- (3) When ES has any issue with the instructor, the ES shall consult with and report to the administrative office of the college, graduate school or academic institution responsible for the course.
- (4) The administrative office shall report the situation to the executive committee of the college, graduate school or academic institution and the supervisory office. The college, graduate school or academic institution responsible for the course, shall establish a support desk where at least one contact person shall be located. Also, at the supervisory office, the contact person to manage the entire ES operation shall be assigned.
- (5) The executive committee shall seek action as necessary, after consultation with the administrative office and the supervisory office. For problems caused by the relationship between ES and the instructor of the class, handle the situation with consideration to the relationship between them.
- (6) The above (2) to (5) shall not be applied to the harassment case stated below.
- (7) Regardless of the above, when incidents, accidents, or any emergency arise, the instructor of the class shall give proper directions to the ES and notify the nearest office immediately. The office shall immediately inform the administrative office of the course and the supervisory office of the situation and contact Ritsumeikan Medical Center as necessary. Faculty and staff members (more than two people) should go to the location where it occurred as quickly as possible and collect critical information such as the emergency contacts of the students who have been affected.

*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) Harassment Response

- (1) Instructors must thoroughly understand the “Ritsumeikan University Harassment Prevention Guidelines” and take care to ensure their words and actions do not lead to harassment. They must exercise utmost caution to avoid any acts of harassment through their speech or behavior.
- (2) If an instructor or ES witnesses or is involved in an act of harassment, they must promptly report or consult with the appropriate office of the Ritsumeikan University Harassment Prevention Committee.

3) Supporting Students with Disabilities

When support is required for students with disabilities, the college, graduate school, or academic institution, in collaboration with the Disability Resource Center, shall take necessary measures with reference to the “Examples of Support for Students with Disabilities”, provided by the Disability Resource Center.

4) Personal Information Protection

- (1) ESs are prohibited from using personal information, such as students' grades or contact information obtained through their duties, for any purpose other than their assigned ES duties.
- (2) Personal information may only be used in designated locations, such as classrooms, administrative offices, private laboratories of class instructors, or other approved on-campus facilities.

17. Verification System

The supervisory office will conduct a survey of instructors and ESs 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.

18. Supervisory Office

The Office of Academic Affairs at Kinugasa Campus (Kinugasa Manabi Station) oversees the management and operation of the ES system.