

Guidelines for TA (Teaching Assistant) System
(Academic Year 2026)

The purpose of the Guidelines for the Teaching Assistant System is to outline the roles, responsibilities, and authority of Teaching Assistants (hereinafter referred to as "TAs"), instructors, and administrative offices. The guidelines also aim to facilitate the smooth operation of the TA system to enhance the educational capacity of the University.

1. Purpose of the TA System

The TA system is designed to contribute to the improvement of education at the University by employing graduate students as TAs to assist and support instructors in educational activities. For graduate students, the program serves an opportunity to develop their educational skills, and act as a valuable steppingstone for researchers, educators, and professionals in related fields.

2. Eligibility

- 1) Regular graduate students are eligible to serve as TAs.
- 2) However, the following students are ineligible.
 - (1) Students enrolled in the said class
 - (2) Students whose enrollment status is "Study Abroad."
- 3) The relationship between the TAs and the classes they may be assigned is as follows:

Classes in charge	Undergraduate classes	Master course, Professional-graduate degree program, 1st and 2nd year classes of Integrated Doctoral degree program	Doctoral course, 3rd to 5th year classes of Integrated Doctoral Degree program, 4-year Doctoral program
Students Affiliation			
Master course, Professional-graduate degree program, 1st and 2nd year of Integrated Doctoral degree program	○	×	×
Doctoral course 3rd to 5th year classes of Integrated Doctoral Course 4-year Doctoral degree program	○	○	×

3. Code of Conduct

TAs 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 TA 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 TA 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) TAs must submit a "TA Activity Report" upon completing their duties each semester.

4. Duties of TA Work

TA duties shall be performed under the supervision and responsibility of the instructor and must align with the duties defined in "1. Role of the TA System" as follows:

1) Class-Related Services

(1) Work during class hours

Assisting with experiments and practical training; advising students and supporting group work; conducting class surveys, interactive sheets, and communication papers; managing attendance, operating IT equipment, distributing materials, recording class videos; supporting off-campus field trips (during class hours); maintaining the classroom environment.

* The instructor is responsible for maintaining the classroom environment. In large classes (200 students or more as a general guideline), TA may assist in maintaining the class environment, such as organizing students when they enter and leave the room

during the class, under the direct supervision of the instructor.

(2) Work outside class hours

Providing guidance and support for class presentations, reports, and comprehension (especially for international students, working students, and students with disabilities); assisting with preparing resumes, teaching materials, and course tools or websites; supporting off-campus field trips (outside class hours); organizing reports, quizzes, class comments, and communication papers.

TAs may be tasked with responsibilities such as managing reports, quizzes, and attendance, subject to the instructor's final review and responsibility. Specific duties include simple grading of multiple-choice questions, preliminary checks of answer sheets or reports, and attendance tracking.

2) Duties Related to Colleges and Graduate Schools

Assisting in the study counseling room; supporting graduation theses; guiding and supporting independent study activities; assisting with intramural seminar competitions, seminar conferences, and the development of common undergraduate teaching materials.

5. Duties Not Assignable to TAs

The following duties shall not be assigned to TAs:

1) Grading

Grading is the sole responsibility of the instructor. Specific restrictions include:

- (1) TAs are prohibited from getting involved in final examinations.
- (2) TAs are not permitted to perform scoring/grading (e.g., assigning grades such as A+/A/B/C/F), maintaining grade records, or input grades into grading reports. The instructor is responsible for all such activities.

2) Non-Educational Duties

Secretarial duties for faculty; administrative work for academic societies; maintenance of non-class-related websites; supervising final examinations.

6. Addition and Removal of TA Duties

Any addition or removal of TA duties must be approved by the Academic Affairs Committee.

7. Role of the Instructors

Instructors shall comply with the Guidelines and fulfill the following roles:

- (1) Clearly define TA responsibilities when planning classes.
- (2) Manage TA workloads. For online classes, which often impose greater demands than face-to-face classes, instructors must ensure that TAs are not overburdened.
- (3) Provide instructions for TA duties both during and outside of class.
- (4) Collaborate with TAs to improve the classroom environment and enhance teaching quality.
- (5) Manage classes to ensure a comfortable working environment for TAs.
- (6) Hold meetings with TAs throughout the semester to discuss class plans, job descriptions, and responsibilities.
- (7) For TAs aspiring to become educators or researchers, provide opportunities to develop teaching experience within their duties.
- (8) Submit a "TA Utilization Report" after the semester ends.

8. Management of TA System Operations

The head of the college, graduate school, or academic institution shall oversee the operation of the TA system in compliance with the guidelines.

The administrative office of the respective college, graduate school or academic institution shall manage TA employment and assist in the operation of the TA system.

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 TA 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 TA.

10. Administrative Notes for Recruitment

The college, graduate school, or academic institution that appoints TA is responsible for confirming that the content of the job description presented by the instructor who wishes to have a TA does not deviate from the TA duties and recruitment rules stipulated in the guidelines.

In cases where classes are partially or fully subcontracted to external organizations, TAs cannot be utilized for the subcontracted portions. TAs may only be assigned to non-subcontracted areas.

11. Decisions regarding Employment

TA 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 TAs

TAs 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 TAs by college, graduate school or academic institution.
- 3) In principle, TAs’ total working hours should be within 15 hours per week.
- 4) TA 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.
- 5) Commuting expenses will not be reimbursed unless the TA 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.”
- 6) 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 TA in cooperation with the Center for Teaching and Learning. TA 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 TAs 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 TA has any problem with students in the class while performing a duty, the TA 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 TA.
 - (3) When TA has any issue with the instructor, the TA 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 TA operation shall be assigned.

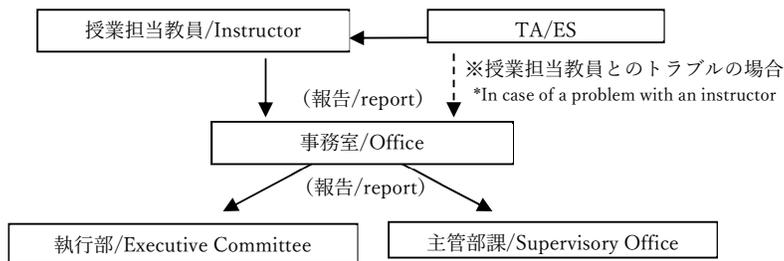
(5) The executive committee shall seek action as necessary, after consultation with the administrative office and the supervisory office. For problems caused by the relationship between TA and the instructor of the class, handle the situation with consideration to the relationship between them.

(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 TA 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 TA 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) TAs are prohibited from using personal information, such as students' grades or contact information obtained through their duties, for any purpose other than their assigned TA 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 TAs 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 TA 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 TA system.