

Osaka University
Teaching Assistant/Teaching Fellow
Handbook

March 2020

*This Handbook provides general information about the TA/TF System of Osaka University. For specific details about the tasks of a TA/TF, you are required to participate in a training session held by the schools/faculty or graduate schools offering the course for which you will serve as a TA/TF and follow their instructions.

Preface

The Teaching Assistant (TA)/Teaching Fellow (TF) System aims to (i) offer opportunities for graduate students to develop teaching and instructional skills; (ii) enhance education in the undergraduate and master's degree programs of Osaka University; and (iii) provide graduate students with financial assistance to help them concentrate on their studies, by allowing graduate students to engage in teaching support tasks. To improve the TA System, we published "Osaka University Teaching Assistant Handbook" in February 2012, which has been revised as necessary.

TAs and TFs are part of the educational staff of Osaka University, which means they are bound by various obligations while on duty. Accordingly, we expect you to read through and fully understand this Handbook upon assuming the position of TA/TF.

As mentioned above, being a TA/TF means you are trained as an educator and leader. You will find the experience of working as a TA/TF highly helpful when you play a leadership role in the future, whether as a teacher at a university, a leader at a workplace, or otherwise. As a TA/TF, you are privileged to look at what teaching is from the perspectives of both a teacher and learner. By working as a TA/TF with awareness that this is a valuable opportunity for self-improvement, you can enhance your own educational and instructional skills.

We hope that as a TA/TF, you will make the most of this Handbook to provide higher-quality education and enhance the educational level at Osaka University.

TANAKA Toshihiro
Executive Vice President

Contents

I. Osaka University's education and TA/TF System.....	1
I-1. Osaka University's education.....	1
(1) Osaka University's educational goals	1
(2) Educational objectives of each school/faculty and graduate school	1
I-2. Roles of TA/TF	1
(1) Definition and roles of TA/TF	1
(2) Osaka University's TA/TF System	3
II. Matters you need to know as a TA/TF.....	5
II-1. Scope of responsibilities of TAs/TFs	5
(1) What TAs/TFs can do	5
(2) What TAs/TFs cannot do	7
(3) Matters to note while on duty as a TA/TF	7
(4) Enrolling in Liability Insurance for Students Pursuing Education and Research (LSR)	8
II-2. Matters to know in advance.....	8
(1) Understand the content of the course.....	9
(2) Check the timetable and term periods.....	9
(3) Check facilities/equipment.....	12
II-3. Contact information and other procedures	16
II-4. What TAs/TFs should do after completing the tasks.....	17

III. Things that TAs/TFs should always keep in mind	19
III-1. Maintain a balance with your own studies	19
III-2. Maintain awareness as an educator	19
III-3. Act with a correct understanding of your responsibilities and authority	19
III-4. Dress appropriately and keep the right attitude	20
III-5. Establish good relationships with students	20
III-6. Respect your confidentiality obligation.....	20
III-7. Try to prevent harassment	20
III-8. Manage risks appropriately	22
 IV. Q&A on the tasks of TAs/TFs	 24
 V. References	 28

I. Osaka University's education and TA/TF System

I-1. Osaka University's education

Before starting to work as a TA/TF, you are expected to review the educational goals of Osaka University as well as the educational objectives of the school/faculty or graduate school for which you will be working. This is because each course is established based on these goals and objectives.

(1) Osaka University's educational goals

Osaka University upholds the principle that providing scholarship and training that enables one to perceive the true essence of things is the mission of a university, and that universities can contribute to society by fulfilling this mission. Based on this principle, Osaka University, with its motto of “Live Locally, Grow Globally,” will commit itself to cultivating able and talented persons, capable of helping humanity realize its ideals and supporting society for future generations.

In order to achieve its goals, the schools, graduate schools, and other education and research organizations at the University strive to nurture leaders of a knowledge-based society with:

- (1) A high degree of professionalism and deep academic expertise; and
- (2) A wide range of knowledge, design prowess and transcultural communicability.

Osaka University's educational goals:

http://www.osaka-u.ac.jp/en/guide/announcement/main_old



(2) Educational objectives of each school/faculty and graduate school

The list of educational objectives of each school/faculty and graduate school is available at Osaka University's website. For specific details, refer to the website of each school/faculty and graduate school, etc.

- Objectives of schools/faculty:

http://www.osaka-u.ac.jp/en/academics/faculty/faculty_purpose



- Objectives of graduate schools:

http://www.osaka-u.ac.jp/en/academics/graduate/gradschool_purpose



I-2. Roles of TA/TF

(1) Definition and roles of TA/TF

Osaka University has introduced a new TA/TF System in AY2017, under which TAs take over the conventional role of JTAs while TFs serve as STAs with wider responsibilities that will help them foster

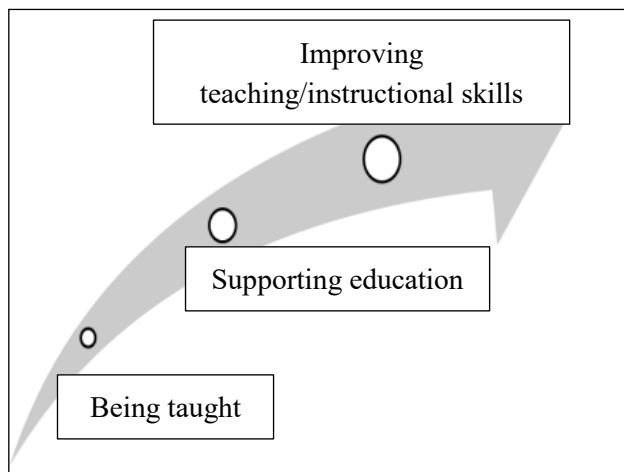
educational development skills. The responsibilities assigned to TAs/TFs are clearly separated from each other. Osaka University's regulations define TA/TF as follows: "With educational considerations, to enable outstanding undergraduate or graduate students of the University to engage in teaching support tasks to give detailed instruction in the general education and undergraduate education subjects, present these students with opportunities to develop their teaching/instructional skills through training as an educator, and to provide them with financial support as part of the effort to improve their status." (For details on the regulations, please see the reference material at the end of this Handbook.)

In other words, TAs/TFs should keep in mind that this is an opportunity for them to learn as educators by supporting education and the academic staff in their teaching roles. For students going on to graduate school with the intention of someday becoming a university teacher or teacher at a junior/high school, this is the perfect opportunity to experience teaching first-hand. It is also useful for students planning to find work in a corporation after finishing a degree at graduate school, since they will probably find themselves in various teaching roles in their future career. Their experience as a TA/TF at Osaka University will surely prove valuable in the future.

Until now, you have been in the position of being taught. Even if you think you know a lot about what learning is, there are many things you will discover and realize when you are in the position of teaching. While carrying out your tasks, please think about how you would handle things if you were teaching, and how to interact with students. Looking back on your long years of student life on campus or at school, this new perspective should also bring some new insights.

Another thing to keep in mind is that TAs/TFs are compensated by the University for their work. Instead of viewing this as mere financial support, please remember the responsibilities that go with this compensation and retain your awareness that you are an educator while working as a TA/TF.

The definition and significance of a TA/TF are also provided in the report titled "Graduate School Education in a Globalized Society" (January 2011) by the Central Education Council. They are cited below for reference.



Definition of a TA*

TA (Teaching Assistant)

With educational considerations, to enable outstanding graduate students to engage in tutoring (advising) undergraduate and other students as well as teaching support tasks such as experiments, practical trainings, seminars, etc., to present students with opportunities to

develop their teaching/instructional skills, and to provide them with financial support as part of the effort to improve their status. (“Graduate School Education in a Globalized Society” page 50)

The position of a TA*

Organized introduction of the TA System and enhancement of teaching/instructional skills of students

For students, the position of a TA is not just another method of financial support; it firmly fixes the knowledge acquired up to this point through teaching experience, and plays an important role in nurturing the University’s academic staff, who are required to have sophisticated expertise as well as the ability to teach knowledge and abilities from a wide perspective. Outstanding TAs improve the quality of university education, and for this reason it is important to strengthen and promote the TA System as part of the educational activities of a master’s degree program.

The government needs to create joint-use facilities and promote efforts to train outstanding university teachers at graduate school (pre-FD) in order to improve the teaching skills of university teachers. (“Graduate School Education in a Globalized Society” page 8)

* The term “TA” used in the above report of the Central Education Council should be read to mean “TA/TF” in the context of Osaka University.

(2) Osaka University’s TA/TF System

Under this system, Teaching Assistants (TAs) engage mainly in teaching support tasks under guidance of the instructor, and Teaching Fellows (TFs) are responsible for developing a plan for teaching support tasks and implementing the plan while monitoring the progress of the coursework in charge under guidance of the instructor. In addition, there are Student Assistants (SAs) who are in charge of educational tasks, but not directly involved in teaching.

The following table explains the tasks assigned to each position.

	TA	TF
Skills to be developed/aims	Teaching/instructional skills	Educational planning and development skills besides teaching/instructional skills
Main task	Engage in teaching support tasks under guidance of the instructor	Develop a plan for teaching support tasks and implement the plan while monitoring the progress of the coursework in charge under guidance of the instructor
Eligible students*	Students in the fifth or subsequent year at schools/faculty requiring six years of study and graduate students, with outstanding academic performance	Graduate students in doctoral degree programs; students in the third and subsequent years of the five-year doctoral degree program of the Graduate School of Frontier Biosciences; and doctoral students of the Graduate School of Medicine, Graduate School of Dentistry and Graduate School of Pharmaceutical Sciences; with outstanding academic performance
Requirements*	None	<ul style="list-style-type: none"> • Experience of working as a TA for more than 18 hours • Completion of a TF training session (including an STA training session)
Compensation/hour	Undergraduate and master's students: ¥1,200/hour Doctoral students: ¥1,300/hour	Doctoral students: ¥1,600/hour

*For more details, refer to the Regulations and Requirements for eligibility provided at the end of this Handbook.

■ Teaching/instructional skills: The ability to offer educational instructions to students using an established method.

■ Educational planning and development skills: The ability to set detailed educational goals (e.g. goals for each session of a course) and an evaluation method, improve such goals and method from time to time and take action to achieve the goals while monitoring the progress of the coursework.

II. Matters you need to know as a TA/TF

II-1. Scope of responsibilities of TAs/TFs

(1) What TAs/TFs can do

The scope of responsibilities differs from course to course, but the following tasks generally form part of the responsibilities of TAs/TFs.

(i) Preparations before class: What to do before the first session of the course

	Tasks	TA	TF
Before the first class	Discuss details with the instructor (Confirm the responsibilities assigned to a TA/TF, etc.)	<input type="radio"/>	<input type="radio"/>
	Confirm the location of the classroom	<input type="radio"/>	<input type="radio"/>
	Confirm availability of equipment to be used, and check that the equipment is in working order (Note that if you leave this until the first session of the course, the course may be delayed.)	<input type="radio"/>	<input type="radio"/>
	Read through and understand the syllabus	<input type="radio"/>	<input type="radio"/>

(ii) Tasks during class: What to do during each session of the course

	Tasks	TA	TF
Before class	Prepare and print resumes, teaching materials, lecture materials, etc.	<input type="radio"/>	<input type="radio"/>
	Prepare and install equipment to be used in the class	<input type="radio"/>	<input type="radio"/>
	Prepare the room and equipment to be used in laboratory work, practical training, etc.	<input type="radio"/>	<input type="radio"/>
	Make resumes, teaching materials, exercises, lecture materials, etc.	×	<input type="radio"/> *1
	Make term-end exams	×	×
	Develop a syllabus	×	×
	Mentor and supervise TAs	×	<input type="radio"/>

	Tasks	TA	TF
During class	Operate equipment	○	○
	Distribute and collect handouts	○	○
	Check and manage student attendance (including late arrival and early departure)	○	○
	Explain laboratory procedures and how to use equipment	○	○
	Give individual instructions to students and answer their questions	○	○
	Facilitate group discussions	○	○
	Implement laboratory work, practical training, exercises, seminars, and fieldwork	△	○
	Give lectures	×	△ ^{*2}
	Supervise term-end exams ^{*3}	△	△
After class	Organize student attendance information	○	○
	Organize and check submitted reports	○	○
	Give advice on self-study, write answers to questions	△	○
	Correct submitted reports	△	○
	Rate reports and quizzes	×	○
	Provide make-up classes	×	○
	Score term-end exams	×	△ ^{*4}

○ = Task TAs/TFs can perform on their own

△ = Task TAs/TFs are allowed to perform only under guidance of the instructor

×

*1: TFs can make these materials on their own (without guidance of the instructor) when they conduct laboratory work, practical training, exercises, seminars, lectures, etc.

*2: In principle, TFs are not allowed to give a lecture. However, they may teach up to around 20% of the course in a lecture-based subject (e.g. 20% of all the sessions of the course or 20% of the time allotted to each session of the course) if approved by the educational affairs committee of the school/faculty or graduate school that offers the course in the subject.

*3: TAs/TFs should follow the prescribed procedures under guidance of the instructor in charge.

*4: TFs are allowed to score exams on a preliminary basis only when model answers are available.

For specific details about these tasks, follow the directions given by the instructor in charge.

(2) What TAs/TFs cannot do

TAs/TFs should not perform the following tasks. If you are requested by the instructor to do any of the following, consult the section in charge of TAs/TFs of the relevant school/faculty or graduate school.

Section in charge of TAs/TFs in the school/

faculty or graduate school: _____

Contact information: _____

(i) Develop a syllabus, make term-end exams, and evaluate students' grades

The responsibility to develop a syllabus, make term-end exams, and evaluate students' grades lies with the instructor in charge; TAs/TFs are not allowed to engage in any tasks directly affecting final grade evaluation.

(ii) Work during non-teaching periods and in the absence of the instructor

TAs/TFs cannot work during non-teaching periods or when a class has been cancelled or the instructor is absent due to a business trip.

(iii) Engage in tasks not related to the course in charge

It is not the responsibility of TAs/TFs to work for purposes not related to the course in charge, undertake tasks for an academic conference, and provide research assistance.

(iv) Work beyond contracted working hours

The time required for tasks done outside of class hours, such as preparing for class and rating reports, should be counted as working hours. If you feel you have been working for far longer hours than the contracted working hours, discuss with the instructor the appropriateness of the volume and nature of the tasks assigned to you. If the situation does not improve, consult the section in charge of TAs/TFs in the relevant school/faculty or graduate school.

(3) Matters to note while on duty as a TA/TF

As a fundamental principle, please limit your TA/TF activities to an extent that does not interfere with your studies. You should not work as a TA/TF for a course that coincides with any of your own registered courses, or work for two courses at the same time whether as a TA, TF or RA. Please arrange things so that they do not overlap.

When you are taking leave of absence, your TA/TF position will end the day before your leave of absence begins. The same applies to leave of absence for studying abroad. If you are going to take leave of absence, please notify the people involved promptly.

The total working hours for each individual should be 30 hours or less per week for all your work at Osaka University (including TA, TF, RA, part-time work within the University, etc.). Each individual is encouraged to calculate the number of hours per week allocated to work, studies, etc.

	Hours per week		Subtotal
Study hours	For class attendance		
	For your study		
	For your research		
Working hours	TA/TF (Course name:)		
	TA/TF (Course name:)		
	TA/TF (Course name:)		
	RA		
	Part-time work		
	Other		
Total			

Some schools/faculty and graduate schools may limit the number of working hours for TAs/TFs, so please ensure that you stay within these limits.

(4) Enrolling in Liability Insurance for Students Pursuing Education and Research (LSR) (Gakkenbai)

During the activities at TA · TF, you accidentally may let others be injured or you may destroy laboratory instruments etc. Providing for the unlikely cases we recommend that you enroll in Liability Insurance for Students Pursuing Education and Research (LSR) (Gakkenbai).

This insurance insures you against personal liability claims in the case of injury to someone or damage to another person's property during the activities at TAs/TFs. For details, please contact each Osaka University Coop Office.

- Insurance Section, General Affairs Division, Toyonaka COOP Office:
4th floor of Welfare Center, Toyonaka Campus, Tel: 06-6850-6114
- Campus Support Center Insurance Section, General Affairs Division, Suita COOP Office :
2nd floor of the Welfare Building of the School of Engineering, Famille, Suita Campus
Tel: 06-6877-6509
- Insurance Section, General Affairs Division, Minoh COOP Office:
1st floor of Welfare Center, Minoh Campus, Tel: 072-730-2743

II-2. Matters to know in advance

As already mentioned briefly in II-1, the tasks that a TA/TF may be involved in require careful

preparation. Here are some things that TAs/TFs should be clear about beforehand.

(1) Understand the content of the course

TAs/TFs are part of the educational staff. Therefore, TAs/TFs are naturally supposed to understand the content of the course in charge. You may lose the confidence of the students if you are unable to answer their questions, and if your reply differs from what the instructor says, it will confuse the students. At the very least, read through the syllabus and discuss the details with the instructor to ensure you understand the course content.

(i) Check the syllabus

Before the course begins, always read through the syllabus and ensure you understand it. The objectives and contents of courses are all listed in the syllabus. You can also check textbooks and reference books used in the course as they are listed in the syllabus. Read through the syllabus before discussion with the instructor to ensure that discussions go smoothly.

(ii) Discuss with the instructor

Before the first session of the course, make sure to discuss details with the instructor. What is expected of a TA/TF differs according to the style and content of the course and the policy of the instructor. Therefore, make sure you understand your tasks to avoid confusion in the first session. It is recommended that you confirm the content of the syllabus, ask questions on any unclear matters, confirm how the course will progress (this may differ from instructor to instructor), and ask the instructor what their focuses and key points are. You may have taken the course or been a TA/TF for the same course in the past, but the content of the course and equipment used in the course may have changed. Always check the current content and situation carefully.

From time to time, graduate students become unavoidably involved in academic activities such as giving a presentation at an academic conference. If you are aware of this possibility, notify the instructor beforehand, and contact the instructor again when the date is confirmed so that task contents can be arranged.

(2) Check the timetable and term periods

(i) Timetable

Osaka University's timetable is as shown below. Make sure you give yourself enough leeway to avoid being late.

- 1st period: 8:50–10:20 (90 min)
- 2nd period 10:30–12:00 (90 min)

[Lunch break: 12:00–13:00]

- 3rd period 13:00–14:30 (90 min)
- 4th period 14:40–16:10 (90 min)
- 5th period 16:20–17:50 (90 min)
- 6th period 18:00–19:30 (90 min)
- 7th period 19:40–21:10 (90 min)

* Some sessions may be conducted outside of the above hours. Please confirm with the instructor beforehand.

(ii) Annual schedule

The academic calendar (annual schedule for teaching periods, etc.) may differ slightly by school/faculty and graduate school. Confirm the academic calendar of the school/faculty and graduate school where you are taking the TA/TF position, especially the date on which each course starts.

Spring term starts on: __(mm)/__(dd) () (Day)

Summer term starts on: __(mm)/__(dd) () (Day)

Fall term starts on: __(mm)/__(dd) () (Day)

Winter term starts on: __(mm)/__(dd) () (Day)

(iii) Cancellation of Classes Due to Special Circumstances (severe weather/earthquake etc)

(a) Weather warning -- "Storm Warning" [*boufuu-keihou*]/"Emergency Warning" [*tokubetsu-keihou*]

If in the case of a "storm warning" [*boufuu-keihou*] or "emergency warning" [*tokubetsu-keihou*] (*) being issued for Toyonaka, Suita, Ibaraki, and/or Minoh, classes will be canceled.

If a storm warning is issued while classes are in session, all classes coming after the one in which the warning was issued will also be canceled.

*This schedule also applies for any "Emergency Warning" [*tokubetsu-keihou*] (Emergency Warnings are special warnings that generally signify weather that is much more dangerous than a typical "Storm Warning.")

(b) Cancellation of Classes due to Transportation Interruptions

If public transportation systems are stopped or suspended (here in after "Suspended")

(include in case of only portion of line is suspended) due to uncontrollable circumstances by disasters the following procedures will be in effect.

① For Toyonaka Campus students:

Hankyu Takarazuka Line (Umeda-Takadazuka), or Osaka Monorail (all lines)

② For Suita Campus students:

Hankyu Senri Line (Umeda/Tenjimbashisuji 6chome-Kitasenri), or Osaka Monorail (all lines)

③ For Minoh Campus students

Hankyu Senri Line (Umeda/Tenjimbashisuji 6chome-Kitasenri), Hankyu Bus (Senri-chuo-Osaka University School of Foreign Studies), or Osaka Monorail (all lines)

However, please be aware that the procedures for cancellation of classes do not apply when the suspension is caused by accidents or trouble.

(c) Resumption of Classes after Cancellation for Weather Warning or Suspension of Public Transport Services

Classes will proceed based on the following schedule in case of cancellation for weather warning or suspension of Public Transport Services

If the weather warning has been canceled or suspension of public transportation has been resolved before 6 a.m. → All classes will be held as usual.

If the weather warning has been canceled or suspension of public transportation has been resolved before 9 a.m. → Afternoon classes will be held.

If the weather warning or suspension of public transportation service is still continuing at 9 a.m. → Classes will be canceled all day.

Note 1: Students in the United Graduate School of Child Development will be contacted by email regarding classes.

Note 2: Severe weather warning/suspension of public transportation are broadcast on the radio, TV, and internet.

(d) Cancellation of Classes Due to Earthquake

In the case of an earthquake with seismic intensity of greater than 5 occurred in Toyonaka, Suita, Ibaraki, and/or Minoh, classes will be canceled. Also, if the earthquake occurred after 5:15 p.m., next day's classes will be canceled all day.

And, in the case of an earthquake occurred out the area stated above, or the case of its seismic intensity of lower than 5, all classes will be adjusted as the "(b) Cancellation of Class Due to Transportation Interruption".

(e) Evacuation Advisory or Evacuation Instruction due to Disaster

In the case of an "evacuation advisory" or "evacuation instruction" (herein after "Evacuation Advisories") due to disaster being issued for Toyonaka, Suita, Ibaraki, and/or Minoh, Department and Division located at the area where Evacuation Advisories issued may cancel classes. Please follow instructions from Department and Division.

(f) Others

If a class is not cancelled but TAs/TFs cannot work due to unavoidable circumstances stated below happened in your residential area or while commuting, he or she needs to contact the Students Affairs Division and follow the instruction.

*In case of a weather warning same as (a) above is issued

*In case of an earthquake same as (d) above is occurred

*In case of public transportation note stated at (b) is suspended

In the case that issuance of weather alert and evacuation advisories, suspension of public transportation can be predicted well beforehand, or there is necessity of emergently cancel classes, university may announce class cancellation by official web page or KOAN.

(3) Check facilities/equipment

Please check the facilities/equipment in the school/faculty and graduate school where you work as a TA/TF to ensure that the class proceeds smoothly as well as to prepare for any emergency. Four key points to check are as follows.

(i) Classroom equipment (microphone, educational equipment for the lecture, AV and other equipment, wireless LAN, etc.)

☐ Confirmed

Before the class begins, check the equipment available in each classroom, the list of rental equipment, etc. available at the Educational Affairs Section or other offices, the procedure for renting equipment,

operating manuals for the equipment installed in the classroom, where chalk and other supplies are kept, etc. Always give yourself ample time for checks and inquiries.

(ii) ICT (Information & Communication Technology) environment ☐ **Confirmed**

As part of your tasks as a TA/TF, you may be required to set up ICT (Information & Communication Technology) environment. Please ensure you understand the following two basic systems. Confirm how to use them with the instructor beforehand.

(a) Student information system (KOAN)

Osaka University uses KOAN (Knowledge of Osaka University Academic Nucleus), a student information system. Logging onto the KOAN website allows students to register for courses, view their registration status, read the syllabus, view their grades, check class cancellations and make-up classes, etc. while teachers can report grades, list the syllabus, notify students of class cancellations, etc. online. Questionnaire surveys designed to improve the courses will also be conducted via KOAN.

To access KOAN, log into “My Handai,” Osaka University’s portal site, and click on the “KOAN” icon.

“My Handai,” Osaka University’s portal site:

<https://my.osaka-u.ac.jp/> (linked to KOAN)(Available only in Japanese)



(b) Course management system (Osaka University CLE)

To ensure the use of the latest advances in IT for education, Osaka University CLE (Collaboration and Learning Environment), a course management system, is available for all the courses. Osaka University CLE is an online course support tool, with various functions including discussion boards to promote communication between students and academic staff as well as among students, easy uploading of teaching materials onto the page of the relevant course, submission of reports by students, and online testing.

Osaka University CLE URL:

https://my.osaka-u.ac.jp/webservice_t/CLE (Available only in Japanese)

You can see the manual and FAQ in the CLE Support Center within Osaka University CLE.



(iii) Other facilities ☐ **Confirmed**

To encourage students to study outside of class hours, it is a good idea to confirm what facilities are available for them to use or study in. This allows you to give useful advice when asked. For example,



Learning Commons is available in the Suita, Toyonaka and Minoh Campuses, and Global Commons, Science Commons and Student Commons are available in the Toyonaka Campus.

http://www.osaka-u.ac.jp/en/oumode/education_env/communication_space

(a) Learning Commons

Learning Commons was established in the library at each Campus in or after 2009 in order to provide a common space where students can discuss, seek knowledge, and work together. Unlike conventional libraries, Learning Commons allows active discussion. Movable tables and chairs enable discussion in large or small groups. Access to paper-based materials as well as electronic materials is very easy, and in addition, library staff and TAs are stationed there at all times to answer questions or for consultation.

(b) Global Commons

Global Commons is a common learning space for facilitating the acquisition of multiple languages and different cultures. It was opened in November 2012 at the Toyonaka Campus in order to support “transcultural communicability,” one of the three main pillars of Osaka University’s principles on education, and simultaneously to realize multiple ways of learning to cope with learning both in and outside class.

There are more movable tables than in Learning Commons so that the space can be used for a variety of learning purposes. Touch panels to view newspapers from various countries, whiteboards on walls and pillars, facilities for presentations and discussions, electronic blackboards, and other equipment are available to create a supportive environment for globally-oriented communications and active learning by students.

(c) Student Commons

Student Commons was opened in the Toyonaka Campus in November 2009 as a place for students to engage in active learning and enjoy intellectual interactions freely, as well as for facilitating exchanges among students and between students and academic staff. Student Commons comprises: a space called Quartier with a café zone, information zone and self-study zone; Quartier Multilingue, a space for learning various languages; and seminar rooms of various sizes. Here, tables and chairs can be moved and arranged freely so that various educational and extracurricular activities can take place.

For procedures to use these facilities, inquire at the Staff Room in the Seminar Room A on the second floor of the Faculty Offices and Seminar Rooms (Building 1), Center for Education in Liberal Arts and Sciences.

Location:

1st and 2nd floors of the Faculty Offices and Seminar Rooms (Building 1), Center for Education in

Liberal Arts and Sciences

Open hours:

From 8:30 to 20:00

(Quartier is open from 8:00 on weekdays only.)

Contact information: Staff Room 06-6850-6148 (ext. 6148)

(d) Science Commons

Science Commons was opened in November 2016 in the Laboratory Building 1 and 2, Center for Education in Liberal Arts and Science in the Toyonaka Campus as a venue to enjoy science. Various scientific events are held here, such as research presentations by students, seminars, and hands-on opportunities to operate experimental equipment. Scientific movies will also be shown in the future. Science Commons can be used for discussions, talks, and self-studies when no events are held. The first floor accommodates Science Studios A & B which are used for scientific events and self-studies, and Science Labs A & B furnished with cutting-edge experimental equipment for a variety of scientific experiments, as well as Multi-Lab and Multi-Lab Mini on the third floor, which are for open experiments.

(iv) Emergency contact and health and safety facilities

☐ **Confirmed**

You should make sure in advance how to contact the Educational Affairs Section from the classroom in case of emergency, and make a note of the necessary information below. Some schools/faculty and graduate schools have extension-only phones for emergencies, so please use them. Regarding health and safety, confirm the location of the nearest AED* beforehand.

* AED (automatic external defibrillator): Electrical life-saving equipment for cardiac arrest patients. It is said that use within three minutes of a cardiac arrest saves 50% of lives.

<input type="checkbox"/>	Location of the Educational Affairs Section	
<input type="checkbox"/>	Phone number of the Educational Affairs Section	
<input type="checkbox"/>	Location of the closest extension-only phone	
<input type="checkbox"/>	Location of the nearest AED	

* Check confirmed items.

II-3. Contact information and other procedures

(1) Contact information

If you experience problems as a TA/TF, please consult the section in charge of TAs/TFs in the school/faculty or graduate school.

Section in charge of TAs/TFs in the school/faculty or graduate school:

Contact information: _____

Also, make sure where to contact for inquiries about subjects and other relevant issues for each school/faculty or graduate school (e.g. Educational Affairs Section, Graduate School Section, etc.) and write down the contact information in the space below.

--

(2) Other procedures

Below are examples of various procedures you may need to do after you have been accepted as a TA/TF. Please confirm the contact information for schools/faculty or graduate schools as well as the procedures as necessary.

Address changes

If your address changes because you move, etc., you must notify the office. With the address change, you will need to re-submit the Declaration of Dependents' Exemption for Salary Earners.

Leave of absence

You must notify the office if you plan to take leave of absence from the University. This also applies to leave of absence to study abroad.

Issuing certificates

Please contact the office in charge (General Affairs Section, etc.) for each school/faculty or graduate school if you need a certificate such as a Certificate of Compensation (expected) or Certificate of Employment. The number of days required for issuance depends on the content of the certificate. Please request the certificate well in advance.

Notification of Acceptance

A copy of the Notification of Acceptance for the TA position may be necessary if you apply to the Japan Student Services Organization (JASSO) for exemption from student loan payment. Confirmation of your history as a TA/TF may be necessary if you are employed in another Osaka University job, so please keep your Notification of Acceptance even after your employment period is over.

II-4. What TAs/TFs should do after completing the tasks

After finishing all your work, including all administrative paperwork, you have no further obligations as a TA/TF. However, to improve your teaching/instructional skills as much as you can for the sake of your own future, it is a good idea to look back and review your work. To do this, you are recommended to summarize the following items in a notebook so that you can look over it if you take up another TA/TF position in the future.

- What you think you did well as a TA/TF
- What you think you did not do well as a TA/TF
- Why you could not do the above well

- What you learned
- What you had difficulty deciding
- What you realized while interacting with students
- What you learned from watching the instructor teach students

Please participate actively in sessions to review the course you were involved in. At these sessions, it would be good to tell the instructor what you felt, ask questions, or ask for advice on how to teach. Also, if you have the opportunity, please tell the less experienced TAs/TFs what you experienced and how you felt.

III. Things that TAs/TFs should always keep in mind

III-1. Maintain a balance with your own studies

The most important thing for students is to focus on their studies. Therefore, the regulations clearly state that “The number of hours spent on TA/TF tasks should be within a limit that does not interfere with the student’s studies, research activities, etc. (including time involved in getting guidance on research and attending the classes),” and as mentioned above, total hours per week for all your TA/TF activities at Osaka University must be 30 hours or less for each individual (some schools/faculty or graduate schools may also impose limits, which may result in an even stricter limit when combined with your non-TA/TF work). It goes without saying that students cannot engage in TA/TF work when the course for which they have registered is in session. Please be aware that one of the preconditions to being a TA/TF is to be an “outstanding student,” so make sure that you do not neglect your own studies.

III-2. Maintain awareness as an educator

TAs/TFs are students, but they also become teachers during the class. You and the instructor are aware of these two aspects, but to the students you teach, you are merely one of the academic staff. Please be aware that you are seen as an educator.

Also, the regulations state that TAs/TFs must be aware of the mission of a national university and the public nature of the tasks and perform their tasks sincerely and fairly, remaining committed to these tasks during working hours. During working hours, please avoid actions unrelated to teaching, such as talking on your cell phone or writing e-mails.

In addition, please beware that TAs/TFs are prohibited from engaging in activities that are not to the benefit of the University, that defame the University’s reputation or reduce its credibility, cause disorder, or disrupt morals or discipline at the University.

III-3. Act with a correct understanding of your responsibilities and authority

Regarding coursework, please follow all directions given by the instructor. TAs/TFs do take on partial responsibility and authority during the class, but the final responsibility for the class belongs to the instructor, not the TA/TF. TAs/TFs must always report to, keep in contact with, and discuss things with the instructor. Always discuss how the coursework should progress as well as the course content with the instructor, try to understand how the instructor is thinking and what he or she is trying to achieve, and give detailed instructions to students as a TA/TF to achieve the educational objectives.

Please refrain from doing or saying things you cannot take responsibility for. In particular, students may ask you about their grades, credits, registration, etc. It is a good thing for TAs/TFs to actively help these students, but do not answer things you cannot be responsible for; tell the students to ask the instructor, or consult the Guidance Office, Educational Affairs Section, or other appropriate

offices/persons.

III-4. Dress appropriately and keep the right attitude

As with the advice already given to remain aware that you are an educator, please ensure that your dress and attitude are appropriate. There is no need to dress formally, but clothing that is distasteful or eccentric is not a good idea. Please dress as appropriate for an educator.

Your attitude should also be in line with common sense, but in addition, you are expected to act reasonably as an educator. Remember that you are on the academic staff when you are on duty as a TA/TF. You are expected to be respectful to both the instructor and students, and also be fair to all students. It goes without saying that since as a TA/TF you will tell your students to be punctual, you should also be punctual at all times.

III-5. Establish good relationships with students

A good relationship with students for the duration of the course is one of the most important elements in fulfilling the TA/TF role in the classroom. It is probably fairly easy for you to establish a friendly relationship with the students. However, you should know that there is a difference between a friendly relationship and a relationship between academic staff and students. If friendly relationships lead to overly cozy relationships, it will make it difficult for you to be involved in the coursework as a TA/TF. “Good relationships” are not cozy relationships, but a relationship where students and teachers are both aware of their own position.

III-6. Respect your confidentiality obligation

The TA/TF experience is extraordinary, and you may want to share your experience or work content with your friends or with the general public through conversations, on your blog, via Twitter, etc. If you do, please make sure you protect the privacy of your students. Also, never share information that could identify an individual. You will need to be extremely careful with any information that could be detrimental to students.

The regulations stipulate that TAs/TFs are not allowed to disclose confidential information they may learn through their work. This applies to you even after your TA/TF job is finished. Please be careful not to breach your obligation of confidentiality. Please confirm beforehand the rules and policies regarding the handling of personal information in each school/faculty and department.

III-7. Try to prevent harassment

Harassment has become a major social issue and we must always be careful. We endeavor to maintain an amicable educational, research and work environment, protect the interests of academic staff and students, and improve the work efficiency of academic staff by establishing the Regulations

for the Prevention of Harassment at Osaka University.

According to these Regulations, “harassment” refers to sexual harassment, power harassment, harassment for reasons of pregnancy, childbirth, and childcare leave, and academic harassment. “Academic harassment” is defined as “Any inappropriate and unfair comment or behavior about research, education, or study by faculty, staff, or students unfairly taking advantage of their official position or authority with relation to, or de facto hierarchical relationship with, another faculty, staff, student, or relevant person.” Therefore, you should be careful about your comments and behavior while on duty as a TA/TF and keep the following in mind at all times.

- (1) Respect the personalities of others and understand that the basic principle for the protection of human rights is to hold respect for the individual.
- (2) Keep in mind that all members of the University are mutually important partners.
- (3) A person who is in a position of power, either academically or officially, must be aware of the impact of his or her behavior and must always be considerate of others.
- (4) A person who is in a position to give instructions must be aware that harassment is an act of violating human rights, such as the right to study, the right to receive an education and the right to work in a good environment, and must always give due consideration so as not to lose sight of the true purpose of research and education.
- (5) Be mindful of always maintaining good communication and trusting relationships with others to ensure that one’s words and actions are not misunderstood.

Also, if you become a victim of harassment or see someone being harassed, don’t try to cope alone. Instead, discuss the problem with someone close to you, or contact the “Harassment Counseling Office” on each campus.

Sexual Harassment Counseling Office:

Toyonaka Campus: 2nd floor, East Staircase, Health and Counseling Center, Tel: 06-6850-5029

Suita Campus: 4th floor of U1E Building,
Graduate School of Engineering, Tel: 06-6879-7169

Minoh Campus: 3rd floor of Administration Building, Tel: 072-730-5112

Academic and Power Harassment Counseling Office:

Toyonaka Campus: 2nd floor, East Staircase, Health and Counseling Center, Tel: 06-6850-6006

Suita Campus: 4th floor of U1E Building,
Graduate School of Engineering, Tel: 06-6879-7169

Minoh Campus: 3rd floor of Administration Building, Tel: 072-730-5112

For details of anti-harassment measures taken at Osaka University, or information on the Harassment Counseling Office such as open hours, visit the following website.

http://www.osaka-u.ac.jp/en/guide/student/prevention_sh



III-8. Manage risks appropriately

If accidents or problems occur, immediately contact the instructor. If the situation is an emergency and there is no time to ask the instructor for guidance, you must contact the nearest administration office (also see II-2. (3)-(iv)), or you may have to depend on your own judgment. Make the safety of the students and yourself the priority.

Particularly if you are in charge of an experiment-based subject as a TA/TF, please re-read in advance the “Safety Manual” distributed when you enrolled in the University. If you do not have this manual, borrow it from the instructor or other person so that you can read it through.

The Health Care Center of the Health and Counseling Center is available to deal with illnesses and injuries. For details on Center hours for medical services, student counseling, etc., visit the website of the Health Care Center. When the Health Care Center is closed, you may need to consider visiting nearby medical facilities.

Health Care Center:

Toyonaka Headquarters: Back of the post office building, Tel: 06-6850-6038
(Office hours: 9:00–12:00, 13:00–17:00)

Suita Branch: North-north-east of the Handai-honbu-mae Bus Stop,
in front of the pond,
Tel: 06-6879-8970

(Office hours: 9:00–12:00, 13:00–17:00)

Minoh Branch:

2nd floor of Administration Building, Tel: 072-730-5151

(Office hours: 9:00–12:00, 13:00–17:00)

Health And Counseling Center:

<https://hacc.osaka-u.ac.jp/ja/english/>



Osaka Medical Facilities Information System (Available only in Japanese):

<http://www.mfis.pref.osaka.jp/apqq/qq/men/pwtpmenult01.aspx>



IV. Q&A on the tasks of TAs/TFs

For matters relating exclusively to TFs, refer to Osaka University Teaching Fellow Handbook.

Q1. What are the merits of becoming a TA/TF?

A1. Other than the compensation, being involved in education as a TA/TF can provide you with teaching and instructional skills. It is more effective if you are aware of this point. Also, you can list your TA/TF position on your CV as an educational achievement.

Q2. How can I become a TF?

A2. Graduate schools, centers, etc. will solicit TF candidates, so please submit your application. (For details on how to apply, inquire at the office of the relevant graduate school or center.) You must have at least 18 hours experience as a TA in order to apply. You must also attend a TF training session (mandatory) targeting students who want to become a TF. The TF training session is generally held before the start of the spring term, but a training session is also planned before the start of the fall term.

If you participate in a TF training session, including an STA training session held until AY2016, you are qualified to be a TF for four years.

You may be exempt from attending the TF Training. Please check its requirement for KOAN. Note that this training only gives a qualification to work as a TF. Whether you are hired as a TF or not depends on the policies and tasks of the graduate schools/centers that seek TFs.

Q3. What is the most important thing that I should keep in mind as a TA/TF?

A3. The most important thing is to build a relationship of trust with the instructor. Understanding that it can cause the instructor a good deal of trouble to have to change his or her lecture plan, you should maintain good communication with him or her to ensure that your ideas will be heard. When offering your ideas concerning coursework, you are encouraged to adopt the viewpoint of students and speak on their behalf.

Q4. I am a Research Fellow (“特別研究員”) of the Japan Society for the Promotion of Science (JSPS). Can I be a TA/TF?

A4. A4. In principle JSPS Research Fellows are prohibited to receive compensation during their fellowship period. Because obstacles might be in progress of performing the research assignment. However, only if you meet all the conditions JSPS demands, you will be allowed to receive compensation exceptionally.

For details, confirm "FY2019 Program Guidelines (Strategic Program / Short-term / Standard) (i.e., fellows whose Fellowship ID starts with "GR19 / PE19 / P19") "

(Japan Society for the Promotion of Science website) <https://www.jsps.go.jp/english/e-pd/index.html>

Q5. I am a Japanese Government Scholarship Student. Can I become a TA/TF?

A5. Japanese Government Scholarship Students may become a TA, TF or RA after receiving the approval of their supervisors. If you want to get more information, please contact your instructor and inquire at the section of the graduate school, center, etc.

Q6. The instructor asked me to teach the class in his place. Is this OK?

A6. You are not allowed to teach the class if the instructor is absent on a business trip or for a similar reason. When the instructor is present, however, it is okay for you to give some explanation to students. TFs are allowed to undertake some teaching under guidance of the instructor.

Q7. I was asked by the instructor to help with work related to an academic conference. Is this a part of the responsibilities of a TA/TF?

A7. No. Academic conferences are voluntary events for researchers and thus are not part of their University work. Therefore, they are not a part of the responsibilities of a TA/TF.

Q8. Preparations for work as a TA/TF take a lot of time and I cannot prepare for my own coursework. What should I do?

A8. The most important thing is to not let the TA/TF job affect your studies. If the hours necessary for preparing for the TA/TF job exceed the normal level on a daily basis, please consult the instructor about it, and if this is difficult or if the situation remains unaddressed, contact the section in charge of TAs/TFs in the relevant school/faculty or graduate school. Also, please consider whether you can balance your work and studies before accepting a TA/TF position, and especially if you are offered several TA/TF positions at one time.

Q9. I am being asked to be a TA/TF by two different schools/faculty or graduate schools for third and fourth periods of Wednesday. The TA/TF preparation for Wednesday fourth period is set at the time of Wednesday third period, but in fact, there is almost nothing to prepare for the Wednesday fourth period class. So I have no problem in working as a TA/TF for both third and fourth periods though there is an overlap of duties on paper. Is this OK?

A9. No. No overlaps are allowed. Please change your preparation time, or turn down one of the TA/TF positions.

Q10. Engaging in my planned TA/TF tasks is sometimes difficult due to illnesses or unforeseen events.

Is it possible to ask a friend to take my place?

- A10. As a general rule, TAs/TFs cannot be replaced just for one day. Also, students cannot arrange a replacement on their own. Notify the instructor as soon as you know that you cannot engage in certain coursework. You should never be absent without notice. If you cannot engage in your TA/TF tasks for an extended period, explain the situation to the instructor, and follow his or her instructions. Make sure you know the emergency contact procedure beforehand.
- Q11. I have been accepted to study abroad in the middle of the term, and I cannot continue being a TA/TF anymore. What should I do?
- A11. Notify the instructor beforehand that you have applied (or are planning to apply) to study abroad. Once you have been accepted, notify the instructor immediately. The most important thing for a student is their study, and so the period of study abroad will take priority. However, make sure you explain the situation to the instructor properly.
- Q12. Some students play around after they have finished their work during the seminar. Should I say something to them?
- A12. You should warn the students in such a case. However, be very careful about what and how you say things, and it would be a good idea to give them clear instructions on what to do next. Also, you should report the situation to the instructor afterwards, and ask what you should do in similar situations in the future.
- Q13. A student left the practical training room without saying anything. What should I do when this happens?
- A13. TAs/TFs have their tasks to do, so there is no need to go looking for the student. Report the situation to the instructor, and ask them to warn the student.
- Q14. Some TAs/TFs do not understand the experiment description clearly enough and give students wrong instructions, causing confusion among the students. What should I do?
- A14. This is not a good teaching situation. All the TAs/TFs and the instructor should discuss and reach a common understanding before teaching students.
- Q15. The experiment description was not explained to me beforehand, and I had trouble answering questions from students. I do not think it is a good idea to answer questions when I am not sure how to answer.
- A15. It is not good to give tentative answers. If you are unsure about something, you should immediately ask the instructor or a TA/TF who has more experience before answering. It is

advisable to ask for the experiment description before the class from next time.

Q16. What should I do with students who try to take multiple attendance cards, or students who ask for attendance cards even if they come to the class very late?

A16. It could cause problems if the situation is handled differently each time or by different TAs/TFs, so ask the instructor beforehand how attendance cards should be handled. If you still encounter situations where you do not know what to do, tell the student to contact the instructor for guidance after the class.

V. References

English described below is a translation from the original and shall not be regarded as official documentation. The English text has been provided merely as a reference. Please note that any official rules are based solely on the Japanese text.

Regulations on Accepting Teaching Assistants and Teaching Fellows at National University Corporation Osaka University

(Purpose)

Article 1: These regulations stipulate matters concerning the acceptance of Teaching Assistants (hereinafter referred to as “TAs”) and Teaching Fellows (hereinafter referred to as “TFs”) (TAs/TFs shall be collectively referred to as “TAs/TFs” hereinafter) at National University Corporation Osaka University (hereinafter referred to as “University”) with educational considerations, to enable outstanding undergraduate or graduate students of the University to engage in teaching support tasks to give detailed instruction in the general education and undergraduate education subjects, present these students with opportunities to develop their teaching/instructional skills through training as an educator, and to provide them with financial support as part of the effort to improve their status.

(Task Content)

Article 2: The tasks of a TA/TF are to provide assistance with teaching activities (excluding administrative and management work) as deemed necessary by the relevant schools/faculty and graduate schools running undergraduate programs, master’s degree programs, the first and second year of the five-year doctoral degree program at the Graduate School of Frontier Biosciences, or the professional degree program at the Osaka University Law School.

- 2 The main task of a TA is to provide assistance with teaching support tasks stipulated in the preceding paragraph under guidance of the instructor.
- 3 The main task of a TF is to develop a plan for teaching support tasks stipulated in Paragraph 1 and to implement the plan while monitoring the progress of the coursework in charge under guidance of the instructor.

(Qualifications)

Article 3: Students eligible to become TAs are outstanding students in the fifth or subsequent year at schools/faculty requiring six years of study; master’s degree programs; the professional degree program at the Osaka University Law School; doctoral degree programs; and the five-year doctoral degree program at the Graduate School of Frontier Biosciences; as well as in the doctoral degree

program in medicine at the Graduate School of Medicine, the doctoral degree program at the Graduate School of Dentistry, and the doctoral degree program in medical pharmacy at the Graduate School of Pharmaceutical Sciences (hereinafter collectively referred to as “Doctoral Degree Programs in Medicine, Dentistry and Pharmaceutical Sciences”).

- 2 Students eligible to become TFs are outstanding students in doctoral degree programs, the third and subsequent years of the five-year doctoral degree program at the Graduate School of Frontier Biosciences, and the Doctoral Degree Programs in Medicine, Dentistry and Pharmaceutical Sciences who meet the separately stipulated requirements.

(Selection Standards and Methods)

Article 4: TA/TF selection shall be made based on the standards and methods of the school/faculty or graduate school accepting the TA/TF, after careful coordination with the school/faculty or graduate school to which the candidate student belongs.

(Acceptance Period)

Article 5: The acceptance period for TAs/TFs shall be within one year, and the duration shall be determined for each TA/TF individually.

(Issuance of Notification of Acceptance)

Article 6: When the University decides to accept a student as a TA/TF, a Notification of Acceptance specifying the following shall be issued to the student.

- (1) Compensation
- (2) Details on the position including work location, hours, etc.
- (3) The acceptance period
- (4) The end of the acceptance period

(Documents to Submit)

Article 7: Students who become TAs/TFs must submit to the University the documents required by the University.

- 2 If the student fails to submit the documents stipulated in the preceding paragraph, or if there are false declarations on the submitted documents, the University may choose to withdraw acceptance.
- 3 The student must promptly notify the University of any changes to details in the documents stipulated in Paragraph 1.

(End of the Acceptance Period)

Article 8: In any of the situations listed below, the Acceptance Period as a TA/TF shall be deemed to end on the day specified in the relevant item.

- (1) When the Acceptance Period is over: *The last day*
- (2) If the TA/TF passes away: *The day of death*
- (3) When the TA/TF is no longer enrolled in the undergraduate or graduate program at Osaka University: *The day of withdrawal*
- (4) When the TA/TF applies for leave of absence for their undergraduate or graduate program: *The day before their leave of absence commences*
- (5) For a TA/TF of foreign nationality, when the period of permission to engage in activities other than that permitted under the status of residence previously granted under the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951) expires: *The day of expiration*
- (6) When the University or the TA/TF submits to terminate the acceptance due to unavoidable circumstances: *The day determined to be the last by the University*

(Compensation)

Article 9: TA compensation shall be as follows.

- (1) Students in the fifth or subsequent year of undergraduate programs, the master's degree programs, the first or second year of the five-year doctoral degree program at the Graduate School of Frontier Biosciences, and the professional degree program at the Osaka University Law School: *1,200 yen per hour*
- (2) Students in the doctoral degree programs, the third and subsequent years of the five-year doctoral degree program at the Graduate School of Frontier Biosciences, and the Doctoral Degree Programs in Medicine, Dentistry and Pharmaceutical Sciences: *1,300 yen per hour*
- 2 Compensation for TFs shall be *1,600 yen per hour*.
- 3 The compensation stated in the previous two paragraphs may be revised to reflect the financial status of the University, etc.

(Working Hours)

Article 10: The number of hours spent on TA/TF tasks should be within a limit that does not interfere with the student's studies, research activities, etc. (including time involved in getting guidance on research and attending the classes), and should be determined individually for each TA/TF.

(Obligation to Work)

Article 11: TAs/TFs must be aware of the national university mission and the public nature of its tasks

as stipulated in the Act of National University Corporations (Act No. 112 of 2003), and perform their tasks sincerely and fairly, and at the same time, must devote themselves to their tasks during the designated hours.

- 2 TAs/TFs are prohibited from engaging in activities that conflict with the aims and purposes of the University.

(Ban on Activities that Damage the University's Credibility)

Article 12: TAs/TFs must not engage in any of the following activities.

- (1) Activities that defame the University or affect its credibility
- (2) Activities that disrupt the order, morals or discipline of the University

(Confidentiality Obligation)

Article 13: TAs/TFs must not disclose confidential information they may come across through their work. However, this does not apply if the TA/TF has to testify as a legal witness or expert witness with the permission of the University.

- 2 The preceding paragraph applies even after the acceptance period as a TA/TF has ended.

(Distribution/Display of Documents, Assembly, Etc.)

Article 14: When TAs/TFs wish to distribute documents or drawings within the premises or facilities of the University (hereinafter referred to as "on Campus"), they must do so by a method and in a manner that does not interfere with the normal operation of the University.

- 2 It is prohibited to distribute the documents or drawings stipulated in the preceding paragraph when it falls under any of the following conditions.
 - (1) Documents that will disturb the normal operation of the University
 - (2) When one or more of the items in Article 12 applies
 - (3) When the documents are offensive to public order and morals
 - (4) When the documents otherwise interfere with University operation
- 3 TAs/TFs who wish to display documents or drawings on Campus must obtain the permission of the University and display them only at the designated locations.
- 4 The stipulations in Paragraph 2 also apply to the case in the preceding paragraph.
- 5 TAs/TFs may not engage in assemblies, public speaking, broadcasting, or similar activities on Campus without the permission of the University.

(Prevention of Harassment, etc.)

Article 15: TAs/TFs must avoid becoming the perpetrator of harassment stipulated in Article 2 of the Regulations for the Prevention of Harassment at Osaka University.

- 2 The University shall take measures to prevent harassment stipulated in the preceding paragraph in order to ensure a good working environment for TAs/TFs.

(Compensation for Damages)

Article 16: The University may hold the TA/TF liable, in part or in whole, for any damage to the University caused intentionally or due to negligence on the part of the TA/TF.

- 2 This liability does not prevent the University from terminating the acceptance of the TA/TF in question based on Item 6 of Article 8.

(Measures to Ensure Health and Safety)

Article 17: The University is required under the stipulations of the Safety and Health Management Regulations of Osaka University to ensure the safety, hygiene and health of the TAs/TFs.

(Compliance with Safety and Hygiene)

Article 18: TAs/TFs must comply with the following items to ensure the safety and hygiene of the University.

- (1) Follow instructions, orders, etc. from the head of the accepting school/faculty or graduate school regarding securement of safety and hygiene.
- (2) Take action to prevent accidents and improve hygiene.
- (3) Refrain from moving safety and hygiene equipment, fire extinguishing equipment, and other crisis prevention equipment, or from entering these areas without the permission of the University.
- (4) Take special care in handling or operating machinery/equipment.
- (5) Smoke only in designated locations with ash trays, and completely extinguish cigarette ends, etc.
- (6) Wear all the stipulated protective garments and gear, and avoid behavior that could reduce their efficacy.

(Measures in Emergencies)

Article 19: On discovering a burning fire or the threat of fire or other emergency situations, TAs/TFs must implement emergency measures, and at the same time, contact personnel in related departments and follow their instructions in order to minimize the damage.

(Ban on Working)

Article 20: TAs/TFs may be banned from working in the following cases.

- (1) When the TA/TF, persons living with the TA/TF, or their neighbors have contracted, or may contract an infectious disease.
 - (2) When continuing to work may exacerbate the illness.
 - (3) When situations similar to the preceding two items exist.
- 2 When Item 1 or 2 of the preceding paragraph applies, the TA/TF must immediately notify the head of the accepting school/faculty or graduate school, and follow his or her instructions.
 - 3 Aside from the preceding two paragraphs, details regarding bans on working shall be stipulated separately.

(Business Trips)

Article 21: When deemed necessary for work, the University may require a TA/TF to go on a business trip.

- 2 Travel expenses for business trips shall be stipulated separately.

(Orientation)

Article 22: When the head of the accepting school/faculty or graduate school allows a TA/TF to engage in teaching support tasks, they shall give appropriate orientation to the TA/TF to allow smooth implementation of the tasks and prevent accidents.

(Performance Report)

Article 23: The head of the accepting school/faculty or graduate school must submit an annual TA/TF performance report to the President at the end of each academic year.

(Acceptance Details)

Article 24: Items necessary for the acceptance of a TA/TF not stipulated in these regulations shall be determined by the head of the accepting school/faculty or graduate school.

Supplementary Provision

These Regulations shall come into effect on April 1, 2004.

Supplementary Provision

These Regulations as amended shall come into effect on April 1, 2007.

Supplementary Provision

These Regulations as amended shall come into effect on June 20, 2007.

Supplementary Provision

These Regulations as amended shall come into effect on April 26, 2010.

Supplementary Provision

These Regulations as amended shall come into effect on October 24, 2011 and shall be applied from April 1, 2012.

Supplementary Provision

These Regulations shall come into effect on April 1, 2012.

Supplementary Provision

These Regulations shall come into effect on January 1, 2017.

Supplementary Provision

These Regulations shall come into effect on April 1, 2017.

Requirements for eligibility to serve as a Teaching Fellow stipulated separately pursuant to Article 3.2 of the Regulations on Accepting Teaching Assistants and Teaching Fellows at National University Corporation Osaka University

Requirements for eligibility to serve as a Teaching Fellow (“TF”) shall be stipulated as follows pursuant to Article 3.2 of the Regulations on Accepting Teaching Assistants and Teaching Fellows at National University Corporation Osaka University.

Article 1: To be eligible to serve as a TF, students shall meet both of the following requirements:

- (1) Students who have at least a total of 18 hours experience of serving as a TA at Osaka University or who are deemed to have equivalent teaching experience at universities or other educational and research institutions.
- (2) Students who have attended a TF training session offered by the Executive Vice President of Education within four years preceding the scheduled date of acceptance as a TF, or who are scheduled to attend a TF training session at the time of submitting an application for the position of a TF.

Article 2: Should any question arise in connection with these eligibility requirements, the Executive Vice President of Education shall have the discretion to decide how to handle the question.

Supplementary Provision

These Requirements shall come into effect on October 24, 2011 and shall be applied from April 1, 2012.

Supplementary Provision

These Requirements as amended shall come into effect on April 1, 2012.

Supplementary Provisions

(Date of enforcement)

1. These Requirements as amended shall come into effect on April 1, 2017.

(Transitional measures concerning TF training session)

2. Notwithstanding the provision of Item 2 of Article 1, a “TF training session” stipulated therein shall be read to include an “STA training session.”

Afterword (Published in February 2017)

This Handbook was created by revising and adding to the “Liberal Arts and General Electives TA Handbook” created by the former Center for Education Practice (the current Center for Education in Liberal Arts and Sciences). We would like to thank the related personnel of the former Center for Education Practice for allowing this. There also was cooperation from many academic staff members during this revision. We are extremely grateful for everyone’s help.

Setsuko Tajima
Chair, Osaka University Working Group on Teaching Assistant System

Osamu Imura
Kazunari Hori
Members, Osaka University Working Group on Teaching Assistant System

Osaka University Teaching Assistant/Teaching Fellow Handbook

Created by:

Osaka University Working Group on Teaching Assistant System

Inquiries:

Education Planning Division,

Department of Education and Student Affairs, Osaka University

1-1 Yamadaoka, Suita, Osaka 565-0871

E-mail: gakusei-gakumu-gakumu@office.osaka-u.ac.jp