

## School of Mathematics and Physics

### Teaching Assistant Practice for Full Scholarship PhD Students

#### Related Policy for Reference:

As outlined in the [XJTLU PhD Student Handbook for the academic year 2024-2025](#), holders of XJTLU PGR full scholarship are required to serve as Teaching Assistants (TAs) or Research Assistants (RAs) as part of the conditions of their scholarship for 300 to 500 hours per academic year. There will be no pay for these TA or RA assignments during the scholarship period.

Additionally, the [Postgraduate Research Scholarship Policy](#) (updated in September 2024) stipulates that full scholarship holders who refuse to perform teaching assistantship (or research assistantship or other form of graduate assistantship) assigned by the schools may lead to suspension or termination of the scholarship.

#### School TA Work Implementation for Full Scholarship Holders:

While the University stipulates that scholarship holders must contribute 300 to 500 hours per academic year, School of Mathematics and Physics (SMP) recognizes that the actual demand for TA hours may not always meet this benchmark. However, PhD students with full scholarships in SMP are expected to fulfill as many TA hours as possible toward the required threshold.

#### **Suggested TA Workload**

- Full Scholarship holders are required to complete 150-200 hours of TA work per semester, totaling at least 300 hours per academic year.
- If a single module cannot provide sufficient TA hours, students are advised to take on two modules (e.g., one module above Year 1 and another Year 1 module for marking purposes).

#### **Priority for Scholarship Holders**

- Module Leaders will be informed that priority must be given to full-scholarship holders for TA assignments. This ensures that scholarship holders have sufficient opportunities to meet their required hours.

#### **Advance Notification on Invigilation Requests**

- At the start of each semester, the school admin team will download the programme calendar from e-Bridge. Based on this calendar, PhD students holding full scholarships will be informed (with their supervisors copied) of potential invigilation requests during specific weeks (e.g., Week 5 to Week 8).
- This allows students to plan their research schedules accordingly and avoid conflicts with invigilation duties.

#### **Invigilation Assignments**

- Once specific invigilation requests are received from module leaders, the school will notify all full-scholarship PhD students and their supervisors about these assignments.

- Students will receive 1-2 weeks' notice via email regarding their invigilation duties.
- Students must confirm their availability by replying to the email notice.

#### TA Monitoring and Follow-Up for Full Scholarship Holders:

##### **TA Working Hour Records and Performance Tracking**

- Actual TA working hours will be monitored by the School throughout each semester. If, during a given semester, the actual TA working hours are found to be less than the assigned hours at the beginning of the semester, adjustments will be made, such as assigning additional tasks like invigilation duties.
- The Graduate School will send a warning letter regarding TA working hour record to each school at the end of each semester regarding TA arrangements for full scholarship students.
- At the end of each semester, the lowest TA hour records (e.g., the bottom five records) will be reviewed, and the relevant students and their supervisors will be notified.
- Supervisors will be asked to remind these students to take on additional TA work in the subsequent semester to meet their required workload.
- At the end of each semester, the admin team will collect feedback from module leaders/co-lecturers regarding the performance of the assigned TAs. TAs with excellent performance may be recommended by the School to the University for the Teaching Assistant Award in the second semester of each academic year; However, if a teaching assistantship of a full scholarship holder is withdrawn due to unsatisfactory performance, as outlined in the [XJTLU Teaching Assistant Policy](#), their PGR scholarship (monthly stipend) will be suspended.

##### **Emergency and Absence Handling**

- If a student is unable to attend an assigned TA task/invigilation due to an emergency, they must inform the school admin team in advance and recommend a backup to take their place. The recommended back-up must be PhD students.
- If a student fails to confirm their availability of attending the invigilation via email after receiving two notices from the school (with the supervisor copied), this may potentially impact the student's scholarship status and might also be taken into account in the review process of the supervisor's future PGRS applications.

##### **APPROVAL AND REVISION LOG**

Date	Approval	Description
March 18, 2025	SSMT	Approved