

University Guidelines on Duties Assigned to Research Postgraduate Students by Faculties/Departments

The following are the guidelines governing the assignment of duties for RPg studentship holders. Faculties/Schools (Faculties) should develop their internal guidelines to meet the unique needs of their respective disciplines and make the guidelines accessible to relevant stakeholders.

- a) Duties assigned by Faculties or Departments should normally contribute to the development of Programme Intended Learning Outcomes (PILOs) and relevant Graduate Attributes.
- b) The duties should mainly be teaching and research-related but can include certain administrative duties to diversify the portfolio as an academic normally does.
- c) Provision of teaching opportunities is encouraged to develop students' teaching skills.
- d) RPg students should not be involved in grading assignments that involve substantive academic judgment. Fundamental decisions should be taken by academics.
- e) There should be parity for duties among RPg students and duties should be assigned according to students' specialty and academic interest.
- f) The notional duty hours for RPg students during their normal study period shall not be more than an average of 12 hours per week throughout the year. Faculties should provide teaching opportunities to students and specify the duration for such duties.
- g) Students in the final semester of their studies could be exempted from the duties to better prepare for their thesis.

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**Faculty-wide General Guidelines on
Teaching Assistantship (TA) for Research Postgraduate (RPg) Students**

1. Full-time RPg students who are studentship recipients are required to take up TA duties within their normal study period.
2. Departments should specify the scope and duration of TA duties.
3. There should be parity for TA duties among RPg students and the duties should be assigned according to students' academic background, specialty and interest.
4. TA duties will contribute to the overall development of a student's understanding of his/her chosen field of study.
5. TA duties should mainly be teaching related, such as collection/analysis/production of teaching materials, course-related tutorials, assignment/report marking, laboratory preparation and demonstration, students' learning activity support, invigilation duties, and any other duties relevant to designated courses as assigned by the respective departments, etc.
6. TAs should not be involved in grading mid-term and final examinations that involve substantive academic judgment. If TAs are involved in marking assignments and/or reports, the fundamental criteria and decisions shall rest with the responsible academics.
7. TA duties may include certain administrative duties to diversify the portfolio as what an academic normally does.
8. Provision of suitable teaching opportunities is encouraged to develop students' teaching skills.
9. TA duties assigned should normally contribute to the development of programme intended learning outcomes (PILOs) and the Graduate Attributes (GAs) for RPg students.
10. TAs should keep confidential on any information which is not allowed to be released to designated parties, and compliance with the University's privacy policy and practices at <http://www.hkbu.edu.hk/eng/about/privacy.jsp>.

Department of Mathematics

Guidelines on Teaching Assistantship (TA) for Research Postgraduate (RPg) Students

(A) Scope of TA duty

TA1: To assist the teaching of the department

TA2: To train the graduate students' teaching ability

TA3: To have more teaching-research interaction via the communication with students

(B) Duration (No. of hours per week)

3 hours per week

(C) Assignment (Duty assigned by whom and assignment procedure/method)

Programme director assigns each RPg student to be a teaching assistant of particular course(s). Normally, the course(s) is/are most related to his/her research area. The duty is assigned by the instructor of the course(s).

(D) Training (Whether duty related training is provided. If yes, please specify.)

Not Applicable.

(E) Evaluation (Whether evaluation for TA performance is conducted. If yes, please specify.)

Not Applicable.

(F) Incentive/Reward (Whether incentive/reward is provided to students with outstanding TA performance. If yes, please specify)

Not Applicable.

(G) TAs-PILOs and TAs-GAs Matrices (Please provide matrices to indicate how TA duties contribute to development of programme intended learning outcomes (PILOs) and Graduate Attributes (GAs), respectively.)

TAs-PILOs Matrix

TA duties [as in section (A)]	Programme Intended Learning Outcome (PILO)			
	PILO 1	PILO 2	PILO 3	PILO 4
TA 1	*	*		*
TA 2	*	*		
TA 3	*		*	*

Note: The PILOs are given below:

PILO 1: explain the concept of advanced mathematics

PILO 2: develop a specialized expertise in some specific areas of mathematics

PILO 3: conduct original research independently in their fields of specialization.

PILO 4: apply teaching skills in the related areas of their research specialization

TAs-GAs Matrix

TA duties [as in section (A)]	Graduate Attributes (GAs)					
	GA 1	GA 2	GA 3	GA 4	GA 5	GA 6
TA 1	*	*		*	*	
TA 2	*		*	*	*	*
TA 3	*	*	*	*	*	*

Note: The GAs for RPg graduates are given below:

GA 1: KNOWLEDGE Mastery and creation of knowledge at the forefront of their field of specialization, together with advanced knowledge in other related areas.

GA 2: CREATIVITY The ability to evaluate existing regimes and develop original research insights and methodology for advanced academic inquiry.

GA 3: SKILLS The ability to apply appropriate theories, research methodologies and techniques to make informed judgement and solve problems in general and of different complex contexts in their fields.

GA 4: LEARNING A sustainable interest and autonomous initiative in the acquisition of advanced knowledge and in the exploration of new areas of research and professional environments.

GA 5: COMMUNICATION The ability to communicate and exchange knowledge and ideas in their fields clearly and effectively with specialist and non-specialist audiences.

GA 6: CITIZENSHIP A sense of upholding professional ethics and social responsibility consistent with their roles as local and global citizens.

(H) Other TA related issue, if any

Not Applicable.

(6 February 2024)