

## NU-EMI Teaching Assistant (TA) job conditions

The NU-EMI TA job will be to support multiple Japanese students (in the regular program) who take G30 English-taught courses. NU-EMI TA will be assigned by the course instructor.

### Total hours per semester

If there is only one Japanese student, the TA will do a 1-2 hours weekly tutoring for each lesson. The total hours will be 30 hours per semester.

If there are 2 or more Japanese students, the TA runs a study group, or do tutoring, weekly for each lesson. The total hours will be 60 hours per semester.

If the TA needs to teach multiple study groups per week, please consult us.

### Working hours

1) Days: Weekdays (Monday to Friday) /It is not permitted for a TA to work on Saturdays, Sundays and Holidays.

2) Hours: Within 7 hours 45 minutes/ day and 19 hours/ week

Hours that are not permitted to work: 12noon-1pm (lunch time) and during 11pm to 5am

If you constantly work for more than 6 hours, you need to take a 1hour break.

Example 1. Working from 20:00 to 23:30 is not accepted.

Example 2. Working from 8:00 to 15:00 is not accepted. This case, you should put, working 8:00-12:00, and 13:00-15:00.

3) Total working hours of the month: The total number must become a whole number.

Example 1. Working 0.5 hours is OK, as long as the total becomes a whole number at the end of the month.

Example 2. When the Total hours become 20.5 hours at the end of the month, you will need to fix it.

Example 3. You cannot put minutes, like 15 minutes or 45 minutes. Only 30 minutes are OK.

4) Time management:

The course instructor will be responsible for the TA's time management, and seal or sign the Attendance Report every month.

### Pay

Masters course students 1300 yen per hour, Doctor course students 1500 yen per hour

Paid by the hours, monthly. Transferred to the bank account which you registered.

### Documents

1)First time of being a NU-EMI TA

Copy of Student ID card (both sides)

Copy of Residence card (both sides) -make sure you have a work permit stamp

Copy if bank book (Cover and first two pages)

\*When your information changes, please submit a copy when any of the documents you submitted changes or are renewed.

2)Monthly

Attendance report signed/sealed: submit around the 20<sup>th</sup> of each month

Overlap check list: If you have other jobs at the university you will need to show that the working hours don't overlap.

If you have questions, please contact the NU-EMI coordinator. Mail to: horie.jun@bio.nagoya-u.ac.jp