
 جامعة الإمارات العربية المتحدة United Arab Emirates University  	Teaching Assistant Affairs Policies Manual	Policy No.	TA-04
		Effective Date	12-Aug-2018
	<u>Subject:</u> Teaching Assistant Duties	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
<i>Responsible Office:</i> DVC for Academic Affairs	Page Number	1 of 1	

## 4. Teaching Assistant Duties



### Goal

This policy aims at describing the duties of the TA during his/her residency at university and his/her delegation abroad.

### Policy

TA is expected to strive his/her effort in study and research to obtain the required degree and conduct studies or applications of university work in the best manner. The TA should adhere to the following:

1. Study the major for which he/she is delegated and adhere to the authorized time and study plan agreed with his/her advisor in the host university.
2. Not leaving the place of study expect in vacation specified in the host destination or its prior approval, and approval of the Cultural Attaché and Director of the National Faculty Recruitment and Development Office at the university.
3. In case the TA is obliged to leave the place of his/her scholarship for urgent serious reasons prevent him/her from obtaining prior permission from the host university and the approval of the Director of National Faculty Recruitment and Development Office at the university, the TA should notify the Cultural Attaché with justifications and reasons for leaving, and the required time.
4. Adhere to the policies and by-laws of the university and the host university.
5. Adhere to the TA Code of Conduct specified in this policy.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-04
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## Procedures of Policy No. (4) - Teaching Assistant Duties

### 4-1 Resident TA Duties

- a) Resident TA adheres to the working hours as per his/her preparatory program and work requirement in the academic department.
- b) Resident TA strives his/her effort to obtain the admission for pursuing graduate studies by submitting and following up his/her applications to obtain the admission and attending courses to enable him/her to obtain the admission.
- c) Resident TA executes all the tasks assigned to him/her by the local Academic Advisor or any tasks assigned by the Head of the concerned academic department related to studies, applications or any other university works.

### 4-2 Scholarship TA Duties

- a) Study at the host university and conduct the required studies and research to obtain the degree delegated for.
- b) Adhere to study the specific specialization mentioned in the delegation decree.
- c) Adhere to the study period specified in the delegation decree.
- d) Adhere to the study plan approved by the Academic Advisor in the host university.
- e) Not leaving the study place except in the leaves approved in the host university or by its prior approval in addition to the approval of the Cultural Attaché and Director of the Office of National Faculty Recruitment and Development.
- f) In case of serious cases which oblige the TA to leave his/her study place and where he/she is unable to obtain a prior approval from the host university and Director of Office of National Faculty Recruitment and Development, the TA should notify the Cultural Attaché with justifications and the required time of absence.
- g) The TA should adhere to the by-laws and policies of the university and the host university.
- h) The TA should adhere to the TA Code of Conduct stated in the Teaching Assistant Affairs Policies and guide of faculty members Code of Ethics stated in the Academic staff policies and procedures. The TA should adhere also to the Code of Conduct stated in the HR policies.
- i) In case the TA beaches the Code of Conduct mentioned above may subject him/her to disciplinary actions mentioned in these policies.