



Sharif University of Technology
International Campus (SUTIC), Kish Island

**Rules and Regulations for
Teaching Assistant Appointment
of PhD Students in SUTIC
2017**

Vice Chancellor of Academics & Research
10.05.2017

Rules and Regulations for Teaching Assistant Appointment of PhD Students in SUTIC

Teaching Assistant (TA) Qualification

A Teaching Assistant is a PhD student of Sharif University of Technology (SUT) or Sharif University of Technology - International Campus (SUTIC), who is selected to cooperate with SUTIC in instructing and tutoring undergraduate courses for a semester.

The objective of these rules and regulations is to establish a basis for benefiting from the potential of PhD Students in teaching the courses conducted by the faculty members.

The TA must meet the following primary requirements:

- The CGPA of the PhD student must be over 17,
- The TA must have passed the PhD Qualifying Exam successfully and must be qualified for the academic position prior to signing the contract.
- The TA cannot be appointed simultaneously for instructing both the “Basic Courses” and “Specialized courses” in one semester.

Responsibilities of Teaching Assistant

1. The TA must attend the academic activities provided by SUTIC under the supervision of a faculty member and the Vice Chancellor of Academics and Research.
2. The TA of ‘Basic courses’ must teach the two courses; “Pre-mathematics” and “Pre-physics” as well as assisting the faculty member of SUTIC in

instructing the two courses of 'General Mathematics 1' and 'Physics 1' by conducting the tutorials according to item 4 of the 'Responsibilities of TA'.

3. The TA of 'specialized courses' is required to cooperate with the faculty member in instructing four 'basic' and/or 'specialized' courses (with 3 credits) according to item 4 of the 'Responsibilities of TA'.
4. The TA duties include holding the compensation and makeup classes and tutorials, review sessions, discussion and practice sessions under the supervision of the faculty member of SUTIC as well as assisting the faculty member in evaluating and grading the home-works of students, holding quizzes and submitting their results to the faculty member.

Note 1. The TA of 'Basic courses' is required to teach the courses of "Pre-mathematics" and "Pre-physics".

Note 2. According to the Rules and Regulations of SUTIC, grading the midterm and final exams are the responsibilities of the faculty member.

5. The TA is responsible for preparing and dealing with SUTIC Laboratories under the supervision of the Head of academic group.

Contract of Teaching Assistant

1. The contract of teaching assistant is held for one semester according to the Academic Calendar.
2. The TA must be available 25 hours a week during the semester for the academic duties of SUTIC.
3. The airfare is provided for two flights of Tehran-Kish-Tehran by SUTIC in one semester based on SUTIC Regulations.
4. The SUTIC provides student accommodation for the TA during the semester.
5. The payment of teaching assistant is based on the contract signed by the Vice Chancellor of Administrative Affairs, which is equal to 60% of the payment of a non-faculty-member with a PhD degree for the TA of 'Basic

courses' and 50% for the TA of 'Specialized Courses'. (This payment is estimated to be 40,000,000 Rials for 'Basic Courses' and 30,000,000 Rials for 'Specialized Courses' for the fall and spring semesters of 2016-2017).

Terms and Conditions of the Contract

1. The TA is appointed with the request of faculty member and affirmation of the Vice Chancellor of Academics and Research.
2. The faculty member and the Vice Chancellor of Academics and Research are responsible for supervising the TA activities as well as the confirmation and evaluation of the TA duties.
3. The TA should be involved only in academic association of SUTIC students during the semester.
4. The TA must keep the provided facilities in good conditions.
5. The TA contract is a temporary cooperation with SUTIC for one semester and by no means can be regarded as the basis of permanent recruitment.
6. If the TA fails to complete the academic activities and/or meet the commitments with no well-founded reasons, SUTIC may terminate the contact prior to the expiration date of the contract and request compensation for the damage caused.
7. The TA is not allowed to conduct any other tutorial activities including private teaching during the TA contract. If the TA fails to fulfill this commitment SUTIC may terminate the contact prior to the expiration date of the contract and request compensation for the damage caused.