

## Guidelines for Duties of Full-time Research Postgraduate Students

### Hours

- Postgraduate Studentship (PGS) holders are required to carry out assignments related to teaching and research as part of the training. Duties are assigned by the Department Chairman.
- An academic year is running from 1 August to 31 July of the following year.
- According to the PGS award letter, PGS holders are required to work 12 hours per week and entitled to have annual leave of 14 working days every academic year.
- On the basis of 49 weeks per year, the total working time of PGS holders is 588 hours. By way of integer calculation, PGS holders are only required to work 550 hours.
- To reduce the workload for final-year students, they are only required to work 520 hours.

### Duties

Assignments are mainly divided into 3 categories – Teaching-related, Research-related and Other duties.

#### A. Teaching-related Duties

- i. Serving as Teaching Assistant (TA) for undergraduate (UG) courses and providing administrative support to courses:
  - To answer academic enquiries from students (*for UG courses only*),
  - To conduct tutorials and assist in tutorial assessments (*for UG courses only*),
  - To provide administrative support to courses:
    - To attend lectures,
    - To assist in preparation of lecture materials,
    - To upload and modify the web content for courses,
    - To arrange classroom for tutorials and make up classes,
    - To assist students in course registration and add / drop applications,
    - To assist in administrative arrangement of Course and Teaching Evaluation,
    - To assist in examination arrangement,
  - To perform other duties assigned by course teachers.
- ii. Other teaching-related duties:
  - To perform invigilation duties,
  - To assist in training programmes commissioned to the Department,
  - To assist in summer internship,
  - To perform other duties assigned by the Department.
- iii. Course teacher can decide how to make use of allocated manpower to ensure that the assigned TA(s) are not overloaded.

#### B. Research-related Duties

- i. Providing research support to Professor(s)
  - A maximum of 200 hours can be earned in each term
  - Duties including but not limited to the following:
    - To conduct interview and prepare transcription,
    - To collect information and make photocopies,
    - To conduct data collection, analysis and storage,
    - To print and proofread research papers or other research outputs,
    - To perform other duties assigned by teachers.
- ii. Serving as assistants in academic seminars and conferences organised by the Department
  - A maximum of 50 hours can be earned in each seminar or conference.

- iii. Attendance of academic seminars or conferences
  - 6 hours are earned for attending academic seminars or conference organized by the Department or other parties by submission of a summary report with the endorsement of the supervisor to the Division Office.
  - Submission of report is not required for compulsory attendance, for which working hours will be counted automatically.
- iv. Publication
  - 110 hours are earned for publishing a research paper and 400 hours for a book published.
  - Publication should be registered at “Academic Information Management System (AIMS)”. (Website: <http://info.aims.cuhk.edu.hk/>)
  - The following supporting documents should be submitted together with the “Declaration Form of Workload”:
    - Copy of research paper / Copy of book cover, and
    - AIMS registration.
- v. Presentation at academic seminars or conferences
  - 50 hours are earned for presenting a research paper at an academic seminar or a conference.
  - Conference or seminar programmes should be submitted to the Division Office with the “Declaration Form of Workload”.

### C. Other Duties

- i. Providing administrative support to the Department of History
- ii. Serving as “RPg Student Representative”
  - 15 hours are earned per academic year.
  - Duties including but not limited to the following:
    - To act as moderator at RPg workshops,
    - To attend Departmental meetings,
    - To perform other duties assigned by the Department.

### Reporting Working Hours

- Students are required to report working hours to the Division Office at the end of May, July and December each year.
- Students are required to complete “Declaration Form of Workload” and seek endorsement from relevant authorities (e.g. supervisors, etc) before submission to the Division Office. Working hours reported by other means are generally not accepted.
- Working hours without endorsements by the authority concerned (where applicable) are not counted.

### General Guidelines

- Prior approval from the General Office/Division Office must be sought if expenses will be incurred when carry out prescribed official duties (food and beverage expenses are usually not reimbursable). Original receipt should be submitted for reimbursement within 2 weeks from the date of expense/event.
- PGS holders should calculate and keep record of their own working hours.

- Working hours are accumulated for the whole study period (2 years for MPhil, 3 years for PhD students). Students who could not meet the working hour requirement by the end of one academic year should make up in the following year.
- Handling of unsatisfactory performance
  - i. Except for class clash or annual leave, students should fulfil duties assigned by the Department. No show, rejection of duties without justification, and complaint from teacher will be regarded as unsatisfactory performance. Warning will be given to the student and forwarded to the party concerned as follows:
    - 1st warning: The Student, Supervisor and Division Head
    - 2nd warning: The Student and Department Chairman
    - 3rd warning: The Student and the Graduate Panel members
  - ii. Termination, suspension or curtailment of PGS awards will be considered to be carried out according to the regulations of the Graduate School for the following circumstances:
    - Receipt of the 3rd warning, or
    - Committing any misconduct or any act that against the “Code of Conduct for Postgraduate Studentship Holders” and conditions listed in the PGS award letter, or
    - The total number of working hours reported is less than half of the required hours without reason by the end of May of the academic year.
  - iii. The consideration will be discussed at the Department Board Meeting before a final decision is made.
- Fairness is the principle for job assignment. Personal interest of individual student may not be the primary consideration. As the Department encourages interdisciplinary approach, students could get benefit from assisting an unfamiliar subject/course. The TA should seek help from the teacher before the commencement of the term if s/he is not familiar with the assigned course.
- The Department offers courses in Cantonese, Putonghua and English. Students are expected to acquire the ability to conduct tutorials in Cantonese, Putonghua and English.

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