

Understudy Teaching Assistant (TA) Scheme

1. This scheme is implemented to help improve the quality of graduate students' contact teaching and to facilitate the recruitment of graduate students for contact teaching duties.
2. It is optional and open only to **international students** who have yet to teach any modules, starting from the **August 2016 intake**.
3. This scheme starts from Semester 1 of AY2017/2018.
4. Understudy TAs can claim 50% of the contact teaching hours and the total claimable hours is capped at a maximum of 20 hours.
5. Graduate students should apply to the full-time TAs or Module coordinators during the TA recruitment period.

Other conditions:

- i. Subjected to Module Coordinator/full-time TAs' approval
- ii. Limited to **2** understudy TAs per module, unless otherwise stated
- iii. Understudy TAs are NOT automatically granted/assured contact teaching positions in subsequent semesters of their candidature.
- iv. Understudy TAs need to be present for ALL preparatory activities of the module, e.g. TA briefings, field trip recces, laboratory trial run, etc., failing which, the understudy TA will receive NO claimable hours for the understudy period
- v. A graduate student can only be an understudy TA ONCE during his/her candidature
- vi. The understudy TA scheme cannot be undertaken concurrently while teaching other modules