

Terms of Employment Teaching Assistants¹

I. Preamble

1. A teaching assistantship is conceived as training destined to enable PhD candidates to acquire the knowledge and experience useful for a future professional career. This training includes participation in skills workshops, particularly for pedagogical skills, and practical experience in student guidance and teaching.
2. The teaching assistant works under the supervision of the head of the relevant study programme. This person along with the head of human resources are the point of reference in case of disagreements about workload and/or the employment contract.

II. Conditions, duties and activity rates

1. Teaching assistantships are open to all students enrolled in a PhD programme at the Institute. Recruitment or renewal is precluded in case of a study extension or if the student receives a full scholarship or a scholarship outside the Institute.
2. Taken together, the tasks enumerated in section III of this document must not exceed 15 hours per week over a period of 11 months (44 weeks at 15 hours per week, totaling 660 hours per year). The remaining time should be dedicated to the PhD thesis.
3. Pursuant to article 15 of the Teaching and Research Personnel Regulations (« Règlement du personnel de l'enseignement et de la recherche »), an assistantship is based in principle on a fixed term contract of one year, renewable for a maximum of 4 years (8 semesters). The yearly renewal is decided by the study programme concerned, on the basis of the assistant's academic record and quality of work.
4. The assistant is expected to be available during the duration of his contract. He must inform the study programme academic manager of vacation dates and seek an authorisation if he wishes to travel during the academic calendar.
5. In case a teaching assistant's doctoral research requires a stay abroad for longer than a few weeks, the contract can be renewed once the student returns to the Institute. The assistant must inform the head of the relevant study programme in good time to schedule the contract renewal for the following year.

¹ The masculine form refers to both genders.

III. Activities related to teaching

Activities related to teaching include

- Preparing teaching materials and making them available to students during the course ;
- Participating in the course and familiarisation with course material ;
- Student reception ;
- Participating in exams (marking evaluations/assignments).

The head of the study programme will provide an indication of the number of hours for each task mentioned above and for each course with which the assistant will be associated. The total shall not exceed the equivalent of four courses per year.

IV. Activities related to training

1. Skills workshops

- a) Each assistant must follow three compulsory workshops (Induction Workshop, Teaching Skills, Research Skills) during the first year of their contract.
- b) Before the end of the second year, the assistant must also take at least two workshops of his choice among the proposed CUSO workshops.

2. Student guidance and teaching practice

The teaching assistant's training must include direct practical experience in the following forms:

- a) Teaching one course module selected according to the assistant's thesis subject, under the responsibility and in the presence of a professor;
- b) Responsibility for a review session or part of a review session;
- c) Practicing interviews (ex. MOCK Interview).

V. Teaching assistant evaluation

The teaching assistant will be evaluated by the professor in charge of the course before the end of his contract,

In case of dissatisfaction at the end of a semester, the head of the study programme will discuss this with the teaching assistant concerned.

Contract renewal will be recommended on the basis of a collective discussion within the study programme, taking into account the evaluation undertaken by the professor in charge of the course.

The French-version of this document is the authentic text.