

Procedures for Hiring TAs and RAs

1. Notice of Employment

Teaching Assistants (TAs) and Research Assistants (RAs) must receive a Notice of Employment as they are considered to be employed by Tokyo Tech. Please ensure that the administrative office gives the Notice in person to students who will become TAs and RAs by their first day of work. The administrative office needs to retain a copy of the Notice as it may be required later for various purposes such as student-related applications, inspections of expense records, etc.

2. Duty of Confidentiality

Student assistants must observe confidentiality in performing their duties. Please ensure that student assistants do not disclose or leak any information obtained in the course of their duties (research findings, other students' evaluations, etc.).

3. Use of Research Funds

In line with the Plan for the Prevention of Misuse of Education and Research Funds (March 2015, Tokyo Institute of Technology), the administrative office must give the Handbook on the Use of Research Funds to student assistants when they are hired.

- Handbook on the Use of Research Funds
https://www.titech.ac.jp/english/about/policies/efforts/pdf/handbook_201912.pdf
- Important Notice for All Student Assistants
http://www.jinjika.jim.titech.ac.jp/syoku/fuseiboushi_202004.pdf

4. Reporting Working Hours

To ensure that student assistants follow the procedures for monthly reporting of working hours, etc., the administrative office must provide all necessary explanations before their first day of work by using the “Important Information for All Student Assistants” and obtain their signatures to confirm that they have been informed of the procedures.

- Important Information for All Student Assistants
<http://www.jinjika.jim.titech.ac.jp/syoku/ryuujikou.E.pdf>

5. Industrial Accident Compensation Insurance Premiums

TAs and RAs must be covered by Industrial Accident Compensation Insurance during the period of their employment. Please be reminded that insurance premiums need to be included in employment costs when they are hired (for FY 2019, 0.216% of the total salary Tokyo Tech has paid to employees).