

香港中文大學歷史系
全日制在讀研究生職責及工作指引

工作時數

- 全日制在讀研究生（研究生）須進行教學和科研之工作，作為訓練之一部份，有關工作將由系主任分配。
- 按合約規定，研究生每周須工作十二小時，每學年享有 14 天年假。
- 以每年 49 周計算，研究生須工作 588 小時，為方便計算，取其整數為550 小時。
- 為減輕準畢業生的工作量，最後一年之在讀研究生只須工作520 小時。

職責

研究生之工作主要分為三大類別：教學、研究及其他。

A. 教學工作

i. 擔任助教

- 出席講堂課
- 主持導修課
- 影印及製作教材
- 解答學生一般課業問題
- 處理科目網頁
- 安排課室
- 協助考試安排、監考、協助改卷、計算積分等
- 執行科目老師指派之其他教學工作

ii. 其他

- 協助學生選課及增選/退選課
- 進行教學評估，分發及回收有關問卷
- 協助學系受委託的培訓工作
- 協助暑期實習計劃工作
- 執行由學系指派之有關教學工作

B. 研究工作

i. 擔任研究助理

- 進行訪問及記錄
- 搜集及影印資料
- 整理、分析資料及存檔
- 打印、校對論文及其他研究成果
- 執行由老師指派之其他研究工作
- 每學期最高所得工作時數以200 小時為限

- ##### ii. 協助學系籌辦各種學術會議及學術活動，每人每次活動以50 小時為限。

iii. 出席學術會議及學術活動

為鼓勵研究生多參與學術活動，出席學術會議者可提交附導師審核及簽署之聽講心得報告（非學系籌辦的演講亦可）予學部辦公室存檔，每份可獲6工時。如由學系指定必須出席的學術會議或學術活動，出席同學不須提交報告，其工時將自動累計。

iv. 出版刊物

- 於有份量之學術刊物發表論文或其他學術著作，每篇文章可獲110工時。如出版整本學術著作，每本可獲400工時。
- 著作必須於研究事務處(RAO)之“Online Publication Input System (OPIS)”登記。網址為 <http://www.cuhk.edu.hk/rao/>，進入後可選取Research Projects & Publication” 下之OPIS進入登記程序。
- 完成登記後，填妥工作時數申報表及列印該份著作登記表，連同論文副本及有關出版資料提交學部辦公室存檔及登記工時。如出版整本學術著作，上述文件須連同封面副本一併提交。

v. 於學術會議/研討會發表文章

- 於學術會議/研討會發表文章，每次可獲50工時。
- 會議後，填妥工作時數申報表，連同會議流程提交學部辦公室存檔及登記工時。

C. 其他工作

i. 擔任行政助理，協助處理歷史系一般行政事務。

ii. 擔任研究生代表 (RPg Student Representative) 可獲15工時：

- 主持研究生工作坊
- 出席學系會議
- 執行其他由學系指派之工作

工作指引

- 助教之「工作時數申報表」上的工作時數將由負責老師填寫及核實。當課堂名單確定後，老師須提交每位助教預期的工作時數予學部辦公室，以確保助教工作量不超額。
- 每位助教每一科目最高申請工時如下:

<u>每位助教須指導之學生數目</u>	<u>工時</u>
少於 15	220
16-30	240
31-45	260
46-60	280
61-75	300
76-90	320
91-105 或以上	340

- 老師可自由決定及分配助教之工作。任何額外之人手要求，須獲得系主任之批准（只適用於人數超過 45 人之科目）。
- 研究生須於每月一號至五號，填妥工作時數申報表，並獲有關老師或負責同事簽署作實後，連同有關證明文件交予學部辦公室登記工時。
- 如因工作需要而有合理支出（如食品及飲料支出一般不被接納），研究生必須事前向學部辦公室提出撥款申請，並須於工作完成後 2 星期內提交正式收據。逾期申報者一概不被接納。
- 研究生應自行計算紀錄每月／每學期之工作時數。為使每位研究生清楚其工作時數，學部辦公室於每學期完結後 2 星期內公佈資料。
- 研究生指定之工作時數以整個學習期計算（哲學碩士：2 年；哲學博士：3 年），並根據多除少補原則釐訂。學年結束時，如研究生之工作時數少於指定工作時數，研究生須於下一學年或畢業前補回。
- 工作表現欠佳之處理方案
 - 除上課或已申請年假外，研究生必須完成指派之工作。如無故缺席、推卸工作或就其工作表現接獲投訴，均被視為工作表現欠佳。
 - 工作表現欠佳之研究生將被警告，有關警告副本將交予以下人士：
 - ◆ 第一次警告：該學生、指導老師及學部主任
 - ◆ 第二次警告：該學生及系主任
 - ◆ 第三次警告：該學生及研究生委員會（Graduate Panel）
 - 如研究生屢勸不改，例如接獲第三次警告或其累計工時在沒有合理原因下未能達到一半之指定工時（以每年第二學期終結後十個工作天計算），學部可按研究生院規定考慮終止、暫停或削減其研究生助學金（PGS Awards），有關考慮將交系務會討論後作出決定。
- 工作分派原則以勞逸平均為主，個人興趣為次。本系強調跨學科及研究範疇之溝通與理解，並希望研究生能以兩文三語從事學術研究及交流，故此個人研究範疇或語文能力在工作分派上僅供參考之用。本系每年開設不少新科目，如被安排負責未曾修讀之科目之助教工作，則必須上課並在教師指導下準備有關導修工作。

The Chinese University of Hong Kong
Department of History
Guidelines for Duties of Full-time 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.
- According to the contract, PGS holders are required to work 12 hours per week and entitled to have 14 days annual leave 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 duties

- i. Serving as Teaching Assistant
 - To attend lectures
 - To Conduct tutorials
 - To prepare teaching materials
 - To answer academic enquiries from students
 - To help course web production
 - To arrange classroom
 - To arrange examination, serve as invigilator, help grading, etc.
 - To perform other duties assigned by teachers
- ii. Other teaching related duties
 - To assist in course registration and add / drop applications
 - To conduct course evaluation survey
 - To assist in training programmes commissioned to the Department
 - To assist in summer internship
 - To perform other duties assigned by the Department

B. Research-related duties

- i. Serving as Research Assistant (entitled to earn maximum 200 hours in each term)
 - 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 (entitled to earn maximum 50 hours in each seminar or conference).
- iii. Attendance of academic seminars or conferences
Summary reports with the endorsement of the supervisor could be submitted to the Division Office after attending academic seminars or conferences (organised by the Department or other parties). 6 hours are earned for each report. Report is NOT required for compulsory attendance, for which workload 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 Research Administration Office's "Online Publication Input System (OPIS)" under "Research Projects & Publication" tap. (<http://www.cuhk.edu.hk/rao/>)
 - Copy of registration and information of publication should be attached to the copy of the paper and the "Declaration Form of Workload" during submission. Copy of cover page should be submitted if a book is published.
- 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. Serving as administrative assistant for the Department to provide administrative support.
- ii. Serving as "RPg Student Representative" (earning 15 hours per academic year)
- To act as moderator at RPg workshops
 - To attend Departmental meetings
 - To perform other duties assigned by the Department

General Guidelines

- The teaching assistance workload report should be completed by the teacher. After the confirmation of final class list, the teacher should inform the Division Office the expected working hours of each tutor. Teacher should ensure that the assigned tutor(s) are not overloaded.
- Maximum teaching hours per teaching assistant per course are as below:

No of Students taught by teaching assistant	Hours
Below 15	220
16-30	240
31-45	260
46-60	280
61-75	300
76-90	320
91-105 or above	340

- The teacher can decide how to make use of allocated manpower. Request for additional assistants should be approved by the Department Chairman (applicable for classes with an enrollment of 45 or above).
- Duties and working hours endorsed by the Supervisor, Professor or colleague-in-charge should be reported during the 1st – 5th of each month by submitting the “Declaration Form of Workload” with supporting documents.
- Approval from the General Office/ Division Office should be sought in advance if expense is incurred (food and beverage expenses are usually not reimbursed). Official receipt should be submitted for reimbursement within 2 weeks.
- PGS holders should calculate and keep record of their own working hours. Official balance of working hours will be announced 2 weeks after term end.
- Working hours are accumulated for the whole study period (2 years for MPhil, 3 years for PhD students). By the year’s end if a student could not meet the working hour requirement, s/he should make up in the following year.
- Handling of unsatisfactory performance
 - 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 whose performance is unsatisfactory and forwarded to the concerned persons 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
- Termination, suspension or curtailment of PGS awards will be considered to be carried out according to the regulation of the Graduate School for the following circumstances:
 - ◆ Receipt of the 3rd warning; or
 - ◆ Having a negative balance of half of the required hours without reason on the 10th working days after the last day of term 2 of the academic year.
 - ◆ The consideration will be discussed at the Department Board Meeting before a final decision is made.
- Fairness is the principle for job assignment. Individual student's personal interest may not be the primary consideration. As the Department encourages interdisciplinary approach, students could benefit from assisting an unfamiliar subject/ course. The Department also encourages student to acquire the ability to conduct tutorial in Mandarin/ Cantonese/ English. The teaching assistant should seek help from the teacher before the term commences and attend the class afterwards if s/he is not familiar with the assigned course.

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