

## Guidelines for PhD Teaching Assistants (TAs) at SCGC

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### **Introduction meeting**

Group introductions with Anne Lene Odegaard (EDCH) and Séverine Roque.

### **Requirements**

All PhD students at EPFL are required to teach besides their research. All PhD students registered with SCGC (Section of Chemistry and Chemical engineering) are required to teach a total of 580h within the section during their studies. This amount should be reached by the thesis defense and every TA is expected to have at least one teaching duty per semester (excl. supervision of project students) until this is reached, starting latest at the beginning of their second semester. Teaching hours are then converted to “teaching credits” (not to be mistaken with ECTS credits) and updated in IS- Academia at the end of every semester by the Section.

Teaching releases for candidacy exams or similar have to be discussed with the Section. TAs are not expected to teach during their last semester, unless they are lacking an excessive amount of teaching hours.

### **Procedure**

Will be initiated by an email of the section – 3 phases

#### Phase 1 - about 3 months before semester start

Teachers are asked to indicate their needs in TAs. They can indicate the names of TAs they have already selected and informed. PhD students particularly interested in a specific course should contact the teachers early enough and inform the Section about any arrangement already made.

#### Phase 2 - about 2 months before semester start

PhD students are asked to select three still free options for their teaching, respecting the required competences. If they cannot teach, they should inform the Section with their reasons.

#### Phase 3 - about 1 month before semester start

The section makes the final teaching assignment, based on the teaching needs, the competences of the student and their choices. This assignment is final and mandatory (some mandatory assignments will be made for courses with a lack of TAs). Please note that our Section offers a wide range of courses for non-chemists to the other EPFL students as well as to the students of medicine, pharmacy and biology at of the UNIL (Université de Lausanne). Your active cooperation is therefore precious as needs in TAs for those

courses are very important. A rotation of TAs on a yearly basis is in place. However, this only works if all of you are fairly involved!

### **Replacement**

Sessions of teaching must not be missed and the semester of teaching should be planned carefully by PhD students (no leave during term time). However, in rare case, an assigned PhD student is allowed to miss a session of teaching, provided he/she finds a replacement who needs to be accepted by the teacher of the course. The section will not look for replacement. TP classes cannot be missed!

### **Attribution of assistants to courses**

In theory, assistants are allowed only for TP and courses including exercise sessions (not for courses only) of more than 25 students. Exceptions need to be validated by the section during phase 1 of the teaching assistant attribution.

### **Attribution of teaching hours at SCGC**

Usually, the hours giving at SCGC are effective working hours. Here are a few guidelines:

- Exercise session: 1 h exercise = 2 h teaching
- TP (laboratories): h presence time + about 25% for preparation/corrections
- Attendance of lectures: effective hours
- Master projects supervision: 56 h per student supervised  
Please note: teaching credits will only be granted for the supervision of students from the Section of chemistry and chemical engineering
- Special work (lecture preparation, new exercise sessions, translation work, etc.): effective working hours with justification. For duties over 50 h, pre-validation by the section is required.
- Outreach/promotional events: to be announced to the Section beforehand  
→ hours worked during the weekend are doubled

ATTENTION: when supervising an exchange/external student; teaching credits will only be attributed to the TA if the exchange student receives ECTS credits from his home university for his exchange.

### **Travel compensation**

TAs travelling from EPFL antennas will receive an extra 3h teaching credits per day spent teaching in Lausanne. Train tickets are to be arranged directly with the lab's secretary. Please note that the rules for TA duties are the same for all PhD students, wherever they are based.

### **Language issues**

All TA positions are open to English-speaking TAs as well.