



**Universitat  
Pompeu Fabra  
Barcelona**

**Unitat de Coordinació Acadèmica  
d'Economia i Empresa**

IMPORTANT: Mandatory registration requirement in the Scholarship Platform of the call:

<http://app.becas-santander.com/program/santander-scholarships-pipf-upf-santander-scholarship-program-2023>

As a teaching assistant (TA), you make an important contribution to the teaching quality in the Department. The Department makes a big effort in making sure this source of financial support is available and, in turn, you are expected to take your teaching responsibilities seriously. Your assignment as a TA consists of (1) teaching, grading, keeping records and/or general support to the professor of the courses you are assigned and (2) invigilating exams.

#### **Duties of a TA:**

##### Teaching

1. Your main duty as a TA involves teaching the seminar sections that are assigned to you **in a high quality manner**. Failure to provide high quality teaching may lead to the termination of the contract. Your teaching evaluations should at least receive an average rating of 5 by students. This should be considered an absolute minimum, not a "sufficient performance".
2. The regular channel of communication of your teaching duties is your UPF e-mail. You are supposed to check this email for coordination contacts throughout the academic year and, especially, in the three periods when the teaching assignments are being managed, even if you do not expect to teach in that particular term. It is your responsibility to learn about the assignments as soon as they are communicated and to let the TA office know about any issues that may require a modification of your assignment.
3. Your teaching load will be distributed throughout the academic year in two or three terms. You are expected to be available for teaching during the whole academic year. In order to organize your research activities, it is acceptable to concentrate teaching in two terms: if you would like to do so, please make sure that you communicate it to the TA office at the beginning of the academic year.
4. If a TA has not completed his/her full teaching load after the regular assignments for the 3<sup>rd</sup> term have been made, that person may be assigned to teach some pending seminars in order to complete the teaching obligations.
5. You are supposed to attend the coordination meetings with the theory professor(s) or course coordinator; this involves, in particular, getting in touch with the professor as soon as you get your teaching assignments, and always before the term starts, as well as keeping a timely interaction with the professor throughout the quarter.
6. You should master the material of the courses you get assigned. As a general rule, this may imply attending the corresponding theory classes if you teach a particular course for the first time. Only the theory professor can relieve you from this duty. It is up to both parties to organize a smooth information flow so that you are up to date with respect to what is being done in the theory classes.

7. If applicable: you may be required to solve the seminar session assignments that students have to solve and that are going to be reviewed in the seminar sessions. Your solutions should be discussed with the theory professor before the corresponding session.
8. You may be in charge of collecting the homework assignments from the students and grading them, as well as additional activities subject to evaluation, according to the criteria and schedule set by the theory professor. The grades should be communicated to the theory professor, who holds the ultimate responsibility for setting the procedure to then communicate said grades to the students.
9. You may be asked by the professor to offer general support for midterms or other graded activities. This may include helping with the invigilation of midterm exams during the theory sessions.
10. TAs are required to invigilate the exams of the courses they have taught. This includes regular and retake finals and, if the professor needs it, midterm exams. Thus, you should plan to be on campus during both the regular and the retake exam periods. If there is a justified reason why you cannot be on campus during the retake period, make sure that you notify the professor enough in advance.

**Your TA task does not involve:**

1. Designing the seminar session assignments or any type of exam: the theory professor remains the ultimate responsible for the design of exams and assignments. You may, however, be asked to contribute with sample questions or exercises (for midterm or final exams or for some seminars), based on your teaching of the seminars.
2. Preparing theory class materials or teaching theory classes.
3. Offering office hours to students. For questions outside the classroom, the students should address the theory professor.
4. Doing exam revisions.

The Department of Economics and Business may decide to terminate the contract of a TA who does not fulfill the assigned duties satisfactorily.