



جامعة الكويت
KUWAIT UNIVERSITY

Deanship of Admission & Registration

**According to the recommendation of the Faculty and Staff Affairs Committee held on
07/07/2013**

Job Description of the Scientific Assistant

A- Teaching Load:

The full teaching load for the teaching assistant shall be four courses or study sections or their equivalent in the credit hour system, including (a maximum of) 9 actual contact hours of study under the supervision of a faculty member specialized in the subject.

B- Teaching Duties:

Teaching duties include any of the following:

1. Teaching or assisting in teaching laboratory sessions.
2. Teaching preparatory courses (**Remedial**).
3. Teaching problem-solving and exercise sessions (Tutorials).
4. Teaching application sessions (**Applications**) and discussing and solving practical cases (Case Studies).

It is worth noting that the above teaching duties include all accompanying tasks such as administering exams, grading them, grading assignments and quizzes, and holding office hours. These activities shall not be considered additional workload. All tasks listed from (1) to (4) must be officially scheduled in the academic timetable and shall be considered actual contact hours.

5. Assistance in Teaching:

Preparing and grading practical and short exams, grading weekly assignments and lab reports, grading objective tests, assisting in supervising student projects, discussion groups, and internship.



جامعة الكويت
KUWAIT UNIVERSITY

Deanship of Admission & Registration

**According to the recommendation of the Faculty and Staff Affairs Committee held on
07/07/2013**

Job Description of the Scientific Assistant

C- The teaching assistant may be assigned other tasks as follows:

1. Participating in the supervision of exams for other courses (in addition to those they are teaching, if applicable).
2. Participating in internal and external field visits (practical training for students) and field trips.
3. Providing supporting assistance for the work of departmental, faculty committees, conferences, and workshops organized by the department or faculty.
4. Performing any similar tasks assigned by the direct supervisor.

D- Procedures:

A committee shall be formed, headed by the Vice President of the University for Academic Affairs, with members including the Dean of the relevant faculty and the Dean of Admissions and Registration. The committee has the authority to determine the number of hours allocated to a teaching assistant for a particular course, based on the nature of the course, the number of enrolled students, and the types of tasks required for the course to be taught effectively and efficiently.