

Department of Mathematics and Applied Mathematics

Policy for appointing student assistants – 2015

Assistant Lecturers

Only MSc students, PhD students or post-doctoral fellows will be appointed.

Assistant Lecturers can be appointed for a maximum of 12 hours per week without the consent of their supervisor(s). If a student wants to apply to work more than 12 hours per week (up to a maximum of 18 hours per week), the student needs to obtain written permission from his or her supervisor(s).

Only students who are currently making satisfactory progress with their studies will be appointed. In general, students are appointed only during the normal duration of their studies (2 years for MSc and 3 years for PhD). Exceptions can only be made with the HOD's permission.

A student must apply for the position and must provide the department with a CV. Applicants are required to have good communication skills.

When appointing Assistant Lecturers, previous teaching experience and academic qualifications will be taken into account.

Teaching assistants for practical classes and marking

Teaching assistants will be appointed for a minimum of 6 hours to a maximum of 9 hours per week. Exceptions can only be made with the HOD's permission.

The Department will preferably appoint full time postgraduate students (Hons, MSc or PhD) studying in the department, since these students will be available to teach practical classes.

Third year students may also apply, but it must be noted that their timetables are normally such that they cannot be used to assist with practical classes.

When appointing Teaching Assistants, academic qualifications and marks of the students will be taken into consideration.

All Teaching Assistants must have good English communication skills. In some cases, a Teaching Assistant with good Afrikaans communication skills may be required for a specific group.

It is difficult to find Teaching Assistants for some of the mathematics modules. In these cases, a recommendation by the module coordinator will be considered to appoint an assistant.

Student Assistants for administrative work

The support staff and some lecturers need Student Assistants to assist with administrative tasks such as filing, making copies, etc.

Students, who are not successful in being appointed as Teaching Assistants to help with practical classes or marking may be given the option to accept a position for administrative work.

When appointing Student Assistants for administrative work, academic qualifications and marks of the students will be taken into consideration.