



Spring 2025 (113-2) Semester Instructions for Applying for Teaching Assistants (TA) of University-level GE Courses

According to the regulations:

L5-04 [NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants](#) (October 9th, 2019)

L6-17 [NCHU General Education Teaching Assistant Subsidy Guideline](#) (April 26th, 2023)

Application Method:

1. Application Period: Applications are accepted from now until **Jan. 8th, 2025 (Wed.)**. Please refer to the [General Education Center](#) website for application instructions.
2. Filling Instructions: Instructors for University-level General Education Courses (Offered Dept.: General Education Center) may select and apply for one of the types A, B, or C for TA assistance based on the course nature and plan. Fill in the TA assisting teaching plan and TA selection. The assisting tasks (work contents recorded on the attendance record with TA monthly submission) should comply with the selected type content.
3. Other Notes:
 - (1) Only one type of Learning-based TAs is allowed for each course each semester. Course instructors are not allowed to make request for two (or more) types of TAs.
 - (2) Priority for teaching assistants is given to doctoral and master's students, followed by outstanding students in the third year (inclusive) of undergraduate studies. Mainland Chinese students, working students, or full-time workers are not allowed to serve as TAs. During the term of appointment in the semester, students must complete their registration, and they are not allowed to take a leave of absence, drop out, or graduate early.
 - (3) Each student may not serve as a teaching assistant for a course with the same name as the course they are taking that semester, and they are limited to serving in two GE courses per semester.

Review and Funding:

1. The number of teaching assistant scholarships and the monthly payment amount for university-level general education courses are allocated based on the decision of the "The University and College level Curriculum Labor-based Teaching Assistant Review Committee" for the current semester.
2. The allocated quota of teaching assistants shall be based on the number of students enrolled after the add-drop period in the current semester, with the principle of assigning one TA for every 50 students enrolled. College Chinese, activity-oriented, Information Literacy, and Cross-fields practicum courses are exempt from the above Restriction.

We remind course instructors to clearly explain the relevant benefits to TA applicants. Please refrain from committing to assistance before confirmation of funding for the course.

Other:

1. Non-Taiwanese overseas student TAs: Please remember to provide a copy of the valid residence permit and work permit before hiring.
2. TAs must have a labor safety certificate of 6 hours (mandatory elective [Occupational Safety and Health Regulations] + 3 hours elective) before they can be appointed through the system and receive the scholarship.
 - (1) **It is recommended that those who are willing to serve as TAs obtain the certificate during the winter and summer vacation periods before the start of the school year ([GO: registration](#)).**
 - (2) **Labor safety and health education training certificate: Valid for 3 years, Environmental Safety Center website ([DOWNLOAD: workshop certificate](#))**
 - (3) Please see the [Center for Env. Protection and Occup. Safety and Health](#) website or contact: Ms. Pei-Jin Tsai 04-2284-0589#19 / sctsai@nchu.edu.tw; Ms. Jill Cheng 04-2284-0589#16 / jill@nchu.edu.tw
3. Courses receiving subsidies must cooperate with the service opinion survey conducted by the Center of Teaching and Learning Development (including enrolled students, teaching instructors, and course TAs).