

國立中興大學教學助理制度實施要點

96.4.25第327次行政會議訂定通過（除第四條至第八條外）
 96.6.27第329次行政會議修正通過
 96.9.19第330次行政會議修正通過
 97.2.27第334次行政會議修正通過
 98.11.25第348次行政會議修正通過
 100.6.22第363次行政會議修正通過
 101.1.4第367次行政會議修正通過
 102.11.27第381次擴大行政會議修正通過
 103.11.26第388次擴大行政會議修正通過(第6點)
 104.9.16第394次擴大行政會議修正通過(第2~9點)
 106.9.6第409次行政會議修正通過(名稱及全部條文)
 107.1.10第412次行政會議修正通過(名稱及全部條文)
 107.12.26第421次行政會議修正通過(名稱及全部條文)
 108.10.9第427次擴大行政會議修正通過(第6點)

- 一、國立中興大學（以下簡稱本校）為提昇教師教學品質及學生學習成效，並培養高等教育教學人才，特訂定本要點。
- 二、本要點適用對象為教學助理，指協助課程教學相關實務之學生，擔任雙方存有提供勞務獲取報酬之工作事實，且具有對價之僱傭關係。
- 三、聘用教學助理應遵循規範如下：
 - (一) 依據勞動部「專科以上學校兼任助理勞動權益保障指導原則」辦理。
 - (二) 支援課程教學之教學助理所領取之報酬與協助本校課程教學工作有勞務對價性，其提供勞務所生之成果歸屬於本校。
 - (三) 工作酬勞由聘用單位訂定，惟每小時平均薪資不得低於中央主管機關公告之基本工資。
 - (四) 助學金按月發放，核撥月數每學期至多五個月，每學年第一學期以每年九月至翌年一月為原則；第二學期以每年二月至六月為原則。聘用單位得視其需求，於前述期間內調整核撥月數。
- 四、各教學單位及教務處得依本要點，推薦博、碩士班研究生及優秀大學部學生擔任教學助理，藉由教學知能培訓、教學實務參與及期末成果考核等過程，以培養高等教育教學人才。
- 五、校、院級課程申請之審查由校院級課程教學助理審查委員會（以下簡稱審查委員會）掌理之。
 審查委員會置委員9人，由教務長、學務長、通識教育中心主任及教學資源暨發展中心主任為當然委員，教務長為召集人，其餘由校長遴選校內專任教師擔任之，遴選委員任期一年。
- 六、教學助理依所協助課程之教學實務內容不同，分成以下三類：
 - (一) 討論課（A類）：
 1. 配合課程分組討論之需要，透過授課老師指導內容，帶領修課學生進行小組討論。
 2. 授課教師可依需求規劃協助內容包括：定期與授課教師討論課程相關事宜、隨班跟

課參與及聆聽上課內容、準備討論課議題、負責帶領分組討論、回報授課教師討論課進行情形及其他促進學生學習之教學輔助。

3. 原則上每週須於教師授課時段外另安排固定時段進行討論(學期第一週與學期考試週可不排)，每次以1小時為原則，且應先行與授課教師研商討論課內容，藉由帶領小組討論，使修課學生學習以理性態度對討論主題進行平等對話，培養同學批判思考、理性分析能力與溝通表達能力。

(二) 演練課 (B類)：

1. 配合課程習題演練與課業輔導需求，透過授課老師指導內容，帶領修課學生進行課後習題演練與課業輔導。
2. 授課教師可依需求規劃協助內容包括：定期與授課教師討論課程相關事宜、安排演練課、課後提供課業諮詢服務及其他促進學生學習之教學輔助。
3. 原則上每週須於教師授課時段外另安排時段帶領學生進行習題演練或課業解答(學期第一週與學期考試週可不排)，每次以1個小時為原則，強化基礎學科核心能力之養成。

(三) 實驗課 (C類)：

1. 配合實驗課之需要，透過授課老師指導內容，帶領修課學生進行分組實驗。
2. 授課教師可依需求規劃協助內容包括：協助教師準備實驗課上課資料及實驗材料試劑等、預作實驗、協助學生操作實驗、協助維持實驗室安全衛生、課後整理實驗室、進行實驗相關討論、協助批改實驗報告，以及其他促進學生學習之教學輔助。

每一課程每學期僅能申請1類教學助理，不得同時申請2類以上。

七、校、院級課程之教學助學金與獎勵優良教學助理經費由學生公費及獎助學金支應；系級課程教學助學金由各系所研究生獎助學金支應。

- (一) 由上述經費聘任之教學助理所需負擔之勞保費、健保費及勞退費之總額，由人事室依「教育部補助大專校院辦理教學助理納保作業要點」向教育部申請補助，毋須由配額內支應。惟如有其他衍生費用或不符合教育部補助條件者須由聘任單位自行負擔。
- (二) 由計畫補助聘任之教學助理所需負擔之勞保費、健保費及勞退費應由計畫經費內編列支應。

八、申請方式

- (一) 校級課程由授課教師依教學需求向開課單位提出教學助理申請。
- (二) 院級(含跨院)學士班基礎學科之認定，單一學院中或跨院支援有三系以上，於學士班畢業條件明細表中列為院(或系)專業必修課程，即視為該學院之基礎學科，由授課教師依教學需求提出規劃後，經學院、學系向教學資源暨發展中心提出申請。
- (三) 系級課程之教學助理申請，由各系所訂定。

九、校、院級課程之教學助理申請案審核及經費補助由審查委員會依當學期經費核定。其餘系級課程之教學助理申請由各系所依其研究生獎助學金審核辦法辦理。

十、教學助理原則上以博碩士班研究生擔任為優先，學士班三年級(含)以上優秀學生次之，每名學生不得擔任與該學期所修課程同名稱科目之教學助理。

十一、本校教學資源暨發展中心於每學期辦理教學助理研習，以強化其教學知能；授課教師得視其參與結果作為評量表現參考，並得列為選拔傑出教學助理依據。

- 十二、本校得辦理教學助理實地訪視、修課學生意見調查及相關檔案抽查等考評工作，並得獎勵表現優良之學生。
- 十三、獲補助教學助理之教師或單位須提供相關成果資料，且該整體績效及考核結果為次學期審核之參考。
- 十四、本要點未盡事宜應依勞動部「專科以上學校兼任助理勞動權益保障指導原則」及本校相關規定辦理。
- 十五、本要點經行政會議通過後實施，修正時亦同。

NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants

Enacted in the 327th Administrative Meeting on Apr. 25th & the 329th Administrative Meeting on Jun. 27th, 2007
Amended (Articles 3-14) in the 330th Administrative Meeting on Sep. 19th, 2007
Amended (Articles 1-10) in the 334th Administrative Meeting on Feb. 27th, 2008
Amended (Articles 2 & 3, added Article 4) in the 348th Administrative Meeting on Nov. 25th, 2009
Amended (Articles 4-5, 7, 8, 9, & 11, add Articles 2 & 6) in the 363rd Administrative Meeting on Jun. 22nd, 2011
Amended (Articles 1-7) in the 367th Administrative Meeting on Jan. 4th, 2012
Amended (Articles 5-7) in the 381st Administrative Meeting on Nov. 27th, 2013
Amended (Articles 2-9) in the 394th Administrative Meeting on Sep. 16th, 2015
Amended (Articles 1-15) in the 409th Administrative Meeting on Sep. 6th, 2017
Amended (Articles 1-15) in the 412th Administrative Meeting on Jan. 10th, 2018
Amended (Articles 1-15) in the 421st Administrative Meeting on Dec. 26th, 2018
Amended (Article 6) in the 427th Administrative Meeting on Oct. 9th, 2019

Article 1 These guidelines are established to enhance teaching quality, improve learning outcome, and train higher education teaching talents.

Article 2 These guidelines apply to Labor-based Teaching Assistants, who receive payments for their labor service with a quid pro quo management-labor relationship.

Article 3 When hiring Labor-based teaching assistants, they shall engage in activities within the following scope:

1. In accordance with: The Principles for Ensuring the Work Rights of Students as Assistants at Institutions of Higher Education promulgated by the Ministry of Labor
2. Labor-based teaching assistants receive payments for their labor service with a quid pro quo management-labor relationship, all achievements made by Labor-based teaching assistants shall be owned by NCHU.
3. The wage will be decided by the hiring academic unit and such wages shall not fall below the basic wage announced by central competent authorities.
4. The bursaries are issued on a monthly basis. In every semester, the wage is issued up to five months. The first semester of an academic year is from September to January; The second semester is from February to June. The hiring unit may make adjustment of allocation during the aforesaid period depending on its needs.

Article 4 Each academic unit and the Office of Academic Affairs should follow these guidelines when nominating PhD, master, or outstanding bachelor program students for the position of Labor-based teaching assistant. NCHU trains talents for teaching in advanced education system by providing training of pedagogical knowledge, involvement of teaching practice and performance evaluation at the end of the term.

Article 5 The University and College level Curriculum Labor-based Teaching Assistant Review Committee (hereinafter as the Committee) is in charge of the review of TA training applications in university and college level. The committee is composed of 9 members, including the Dean of academic affairs, the Dean of student affairs, the

Director of the Center of General-Knowledge Education, and the Director of the Center for Development of Teaching and Learning as ex officio member. The Dean of academic affairs is the convener of the committee. The President of NCHU selects full-time faculty members to be committee members for a term of one year.

Article 6 The Guidelines cover the following three types of Labor-based teaching assistants according to curriculums and teaching practice.

1. Discussions (Type A):

- i .Instructed and supervised by teachers, Type A TAs help students review and lead students in group discussions.
- ii .Teachers can ask TAs to do the following: discussing course-related issues with teachers regularly, participating and auditing in classes, preparing topics for discussion, leading group discussions, reporting discussion progress to teachers, and providing other supports to promote student learning.
- iii .Type A TAs are required to arrange regular discussions every weak and leads students to work on drills (except the first week of each semester, [and the week of final exam](#)), and each drill takes 1 hour and discuss his/her instruction content with the course instructor in advance so as to encourage students to engage in dialogues and develop critical thinking, rational analysis and communication abilities by leading group discussion.

2. Drills (Type B):

- i .Leading students to complete drills in class when necessary and assist any curriculum needs, instructed and supervised by teachers, Type B TAs help students review and assist students with assignments.
- ii .Teachers can ask TAs to do the following: discussing curriculum-related issues with teachers regularly, arranging drill lessons and providing tutoring services for at least 2 hours every weak, and providing other supports to promote student learning.
- iii .Type B TAs are required to arrange regular recitations every week and lead students in drills or assist with problems in assignments (except the first week of each semester, [and the week of final exam](#)), and each drill takes 1 hour, so as to develop their competence in core modules.

3. Teaching assistants for experiments (Type C):

- i .Instructed and supervised by the course instructor, Type C TAs help students review and lead students to conduct experiment in groups.
- ii .Teachers can ask TAs to do the following: assisting teachers to prepare handouts, experiment materials and reagents for experiment lessons, conducting experiments in advance of classes, assisting students to conduct experiments, maintaining the safety and hygiene of laboratories, cleaning up

laboratories after classes, initiating experiment-related discussions, assisting in marking experiment reports, and providing other supports to promote school learning.

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.

Article 7 Grant for Labor-based Teaching Assistants and reward for excellent TAs in university-level college-level courses are subsidized by student fellowship fund and scholarship/financial aid. Grant of TAs for department-level courses is subsidized the graduate student fellowship of each department.

- 1.The total amount of labor insurance, health insurance premium and labor reimbursement expenses for the teaching assistants subsidized by the above-mentioned funds shall be applied by the Personnel Department to the Ministry of Education in accordance with the Ministry of Education's Directions for the Insurance for Teaching Assistants In Colleges And Universities. However, if there are other derivative fees or those who do not meet the requirements of the Direction, they must be borne by the hiring unit.
- 2.Labor insurance premiums, health insurance premiums and labor reimbursement expenses for the teaching assistants hired for projects shall be paid according to the planned budget of the project.

Article 8 Application for Request of TAs

- 1.Instructors of university-level general-knowledge education should submit application for request of Labor-based Teaching Assistants to the unit responsible for the course.
- 2.College-level (including inter-college programs) core module is defined as compulsory courses for graduation for at least three departments in one college or inter-college program. To request teaching assistants for college-level BA basic courses (including inter-college programs), one should submit the application to the Center of Development for Teaching and Learning via each college and department.
- 3.Each department may establish its specific regulations for requesting Labor-based Teaching Assistants for department-level courses.

Article 9 For university-level general education courses, college-level basic BA courses (including inter-college programs) and student club service learning courses, the approval of Labor-based Teaching Assistant employment and subsidy are determined by the Teaching Assistant Review Committee based on the budget of the academic year. For department-level courses, the approval of employment and remuneration of Labor-based Teaching Assistant is determined by each department based on their regulations for graduate student fellowship.

- Article 10 In principle, PhD and postgraduate students have priority over junior and senior undergraduate students in Labor-based Teaching Assistant selection. In principle, any student can be a teaching assistant but he or she should not take the course in the same term as he is Labor-based Teaching Assistant.
- Article 11 The school's Teaching-Learning Resources Center holds Labor-based TA seminar every semester to strengthen their teaching abilities. TAs' performances in the seminar will be submitted to their teachers for the reference of final assessment of TA learning performance and competition for excellent Labor-based Teaching Assistants.
- Article 12 NCHU may organize activities to assess the performance of Labor-based TAs, for example, class visits, student opinion survey, and related TA data inspection. TA with outstanding performance will be rewarded.
- Article 13 Course instructors and academic units whose employment of Labor-based teaching assistants is subsidized must submit a TA assessment data which could be served as a reference for recruitment in the next semester.
- Article 14 In the event of any ambiguity or incompleteness in this regulation, students shall refer to The Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education promulgated by the Ministry of Education and The Principles for Ensuring the Work Rights of Students as Assistants at Institutions of Higher Education promulgated by the Ministry of Labor, and other applicable regulations set forth by National Chung Hsing University.
- Article 15 This regulation and any amendments hereto shall take effect after being approved at the NCHU Administrative Meeting.