

115 學年度第 1 學期

校級通識課程及院級 (含跨院) 學士班基礎學科教學助理 (TA) 申請說明

- 依「國立中興大學教學助理制度實施要點」辦理(附件一)。
- 開課單位應於聘期開始前完成教學助理聘任流程，系統相關操作說明請見教務處教學資源暨發展中心-學生專區-[教學助理\(TA\)](#)網頁。
- **審核及經費補助**：校級通識課程及院級(含跨院)學士班基礎學科之 TA 申請案審核及經費補助由 TA 審查委員會依當學期經費核定，各開課單位應訂定 TA 補助標準，包含工作時數及薪資，並執行及報支經費。
- **申請時程**：即日起受理學院、學系或授課教師申請至 **115 年 6 月 30 日(二)止**。
- **申請方式**：
 1. 院級 (含跨院) 學士班基礎學科可申請 A、B、C 其中一類 TA，並填寫 TA 協助教學計畫及 TA 人選，其協助事項應符合所選類別內容。申請表如 [附件二](#)，申請資料請送教學資源暨發展中心 (行政大樓 2 樓)。
 2. 校級英語溝通與表達課程 (開課單位：語言中心) 授課教師可依課程屬性及其規畫，勾選申請 A、B 其中一類 TA，並填寫 TA 協助教學計畫及 TA 人選，其協助事項應符合所選類別內容。申請表如 [附件三](#)，申請資料請於期限內送語言中心 (萬年樓 5 樓 508 室)。
 3. 校級通識課程 (開課單位：通識教育中心) 授課教師可依課程屬性及其規畫，勾選申請 A、B、C 其中一類 TA，並填寫 TA 協助教學計畫及 TA 人選，其協助事項應符合所選類別內容。申請表及相關說明請至 [通識中心網頁](#) 下載，申請資料請於期限內送通識教育中心 (綜合教學大樓 6 樓 [602 室賴小姐收](#))。
- **受補助課程須配合**：
 1. 請修課學生於學期第 12-16 週期間登入教務系統填寫 TA 服務意見調查。
 2. 授課教師於學期第 16-17 週期間登入教務系統填寫 TA 服務意見調查。
 3. 課程 TA 於學期第 16-17 週期間登入教務系統填寫自評表。
 4. 鼓勵 TA 參加教發中心所舉辦之 TA 研習活動，其結果將作為評量 TA 表現及選拔優良 TA 參考。遴選優良 TA 初審標準之一：須符合學期間至少參與 2 場教發中心所認可之研習活動。
- **注意事項**：課程申請 TA 通過與否及助學金核發標準 (由各開課單位訂定) 須待「校院級課程教學助理審查委員會」審核後始得確定，提醒授課教師務必針對申請該科目之 TA 說明相關權益，在課程未確認是否補助前，勿提前承諾給予補助。

Academic Year 2026, 1st Semester

Application Instructions for University Level General Education Courses and College Level (including inter-college) Core Courses Teaching Assistants

- Implemented in accordance with the NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants (*Attachment 1*).
- Course-offering units must complete the TA appointment process before the start of the appointment period. Instructions in how to use the system can be found under [TAs](#) in the student section of Center of Teaching and Learning Development webpage.
- **Review and financing:** The review and financing of TA applications for university level general education courses and college level (including inter-college) core courses will be administered by the Teaching Assistant Review Committee using the allocated funds for the semester. Each course-offering unit should formulate a set of TA funding criteria, including working hours and salaries, and implement and disburse the funds accordingly.
- **Application Period:** Applications from colleges, departments, and course instructors will be accepted from today **until June 30, 2026**.
- **Application process:**
 1. Instructors of college level(including inter-college) core courses can apply for TAs under any of the three categories (A, B, or C). Fill out the TA Teaching Assistance Plan and TA candidate information (see *Attachment 2*). Select the category that most closely matches the work that will be assigned to the assistant. Submit the application materials to the Center of Teaching and Learning Development (2nd floor of the Administration Building).
 2. Instructors of university level English Communication and Expression courses (course offering unit: Language Center) can choose to apply for TAs under either category A or B depending on their needs. Fill out the TA Teaching Assistance Plan and TA candidate information (see *Attachment 3*), choosing the category that most closely matches the work that will be assigned to the assistant. Submit the application materials to the Language Center (Room 508, 5th floor, Wan-Nien Building) by the deadline.
 3. Instructors of university level general education courses (course offering unit: General Education Center) can choose to apply for TAs under any of the three categories depending on their needs. Fill out the TA Teaching Assistance Plan and TA candidate information, choosing the category that most closely matches the work that will be assigned to the assistant. The application form and relevant instructions can be downloaded from the [General Education Center website](#). Submit the application materials to the General Education Center (**Ms. Lai, Room 602**, 6th floor, Teaching Complex Building) by the deadline.



- **Courses that receive funding for TAs must comply with the following requirements:**
 1. Please have enrolled students log in to the academic information system during week 12 to 16 to complete the TA Service Survey.
 2. During week 16 to 17, course instructors should log in to the academic system to fill out the TA Service Survey.
 3. Course TAs should log in to the academic system to complete the self-evaluation form during week 16 to 17.
 4. TAs are encouraged to participate in TA workshops and seminars organized by the Center of Teaching and Learning Development. The results will be considered when assessing TA performance and selecting excellent TAs. One of the criteria for selecting excellent TAs is participation in a minimum of two verified workshops and seminars offered by the Center of Teaching and Learning Development during the semester.
- **Note:** The application results and standards for stipends (determined by each course offering unit) will be confirmed upon review by the Teaching Assistant Review Committee. Instructors must clearly inform TA applicants of their rights and interests. Please do not make any commitments regarding stipends before they are confirmed.