

The Guidelines for Teaching Assistants to Assist in Course Implementation at National Taipei University of Education

97.9.24 Approved by the 38th Administrative Meeting
97.10.29 Amendment approved by the 39th Administrative Meeting
100.1.26 Amendment approved by the 66th Administrative Meeting
101.2.8 Amendment approved by the 78th Administrative Meeting
102.1.23 Amendment approved by the 90th Administrative Meeting
102.4.24 Amendment approved by the 93rd Administrative Meeting
104.5.27 Amendment approved by the 117th Administrative Meeting
104.8.26 Amendment approved by the 120th Administrative Meeting
106.8.30 Amendment approved by the 144th Administrative Meeting
107.11.28 Amendment approved by the 157th Administrative Meeting
110.12.29 Amendment approved by the 194th Administrative Meeting

- 一、 The National Taipei University of Education (referred to as "the University" hereinafter) has established the Guidelines for Teaching Assistants to Assist in Course Implementation in order to enhance teaching quality, promote students' learning outcomes, and provide students with valuable teaching practicum opportunities.
- 二、 The term "teaching assistant" in these guidelines refers to students enrolled in the University's day division who participate in teaching-related activities under the guidance of instructors. They assist in learning support, group discussions, experiments, or other instructional assistance activities. Teaching assistants are not allowed to independently undertake teaching duties. The selection, funding subsidies, and reimbursement related to teaching assistants are governed by these guidelines.
- 三、 Full-time faculty members in the day division of the University may apply for teaching assistants for their courses. The instructor should submit a teaching assistant application form to the department or unit responsible for the course before the application deadline. Each faculty member is eligible to select one semester per academic year to receive funding for one teaching assistant.
- 四、 Teaching assistants are selected by the respective course instructors, with a preference for graduate students. However, in cases where the nature of the course requires it, undergraduate students who have reached at least the third year may be hired as teaching assistants. It should be noted that students currently enrolled in the course cannot serve as teaching assistants for that particular course.
- 五、 If a teaching assistant funded by the university is unable to fulfill their duties for the semester due to reasons such as suspension, withdrawal, expulsion, or other special circumstances, the teaching assistant should immediately terminate their insurance coverage. The instructor may then use the remaining funds to find a replacement candidate and proceed with the necessary insurance arrangements according to the regulations.
- 六、 The salary and payment terms for teaching assistants are as follows:
 - (一) Approved teaching assistants for the course: For master's and doctoral students, the monthly salary is set at NT\$3,000 per person (after deducting labor insurance and retirement contributions). For bachelor's students, the monthly salary is set at NT\$2,000 per person (after deducting labor insurance and retirement contributions).
 - (二) The salary is paid on a monthly basis, and the allocation period is 4 months per semester. The first semester of each academic year is typically from October to January, and the second semester is typically from March to June. The daily working hours should not exceed 8 hours, and the minimum monthly working hours are set at 8 hours per day. The hourly wage should not be lower than the basic wage announced by the Ministry of Labor, Executive Yuan.

(三) Each student is limited to one subject per semester as a teaching assistant.

(四) The funding for teaching assistant salaries is provided by the university's graduate student scholarships or related funding sources.

- 七、 Teaching assistants are required to participate in one teaching-related course or activity approved by the Teaching Development Center during their term of appointment. The hours spent participating in these activities are considered part of their working hours. Failure to fulfill this requirement may result in the temporary suspension of their teaching assistant qualification for one semester.
- 八、 Each month, teaching assistants are required to submit their work log and course selection list to their respective departments and teaching units for verification and reimbursement. This process ensures the accuracy and integrity of their teaching support activities.
- 九、 This policy is implemented after being reviewed and approved by the administrative meeting.