

# 教務處主政教學助理申請須知

115/04/30 製

## Q1 哪些課程可向教務處申請教學助理？申請時程及作業？

### A1 申請教務處教學助理之課程分為以下兩大類：

- 一、全校性共同課程，如大一英文、進階英語、大學國文、微積分、普通化學(含實驗)、普通物理(含實驗)、普通生物(含實驗)等，但不包含通識課程，如為通識課程請洽[共同教育中心](#)申請。
- 二、具服務一定比例(50%以上)外系學生修習之課程，如東南亞語言或歐洲語言課程、普通心理學、總體經濟學、個體經濟學、會計學、機器人學習等。

教務處於每年學期結束前函發下一學期教學助理申請通知(6月及12月)，並開放「[教務處教學助理申請系統](#)」，由申請單位以公務帳號登入，於系統開放期間內完成教學助理員額申請之建置。

## Q2 教務處教學助理配置原則？

### A2 依據本校[教務處教學助理制度獎勵金施行細則第三條](#)規定辦理：

- 一、討論課教學助理(A類教學助理)：修課人數達四十人之課程，以每二十名至二十五名修課學生配置一名教學助理為原則。
- 二、實驗(實習)課教學助理(B1類及B2類教學助理)：依各學科分組實驗或實習之慣例，原則上每八至五十名修課學生配置一名教學助理，配置名額經審核單位個別審查後決定。
- 三、一般性教學助理(C類教學助理)：修課人數達八十人之課程，以每八十名修課學生配置一名教學助理為原則。
- 四、語文類教學助理(D類教學助理)：修課人數達三十人之課程，以每三十名修課學生配置一名教學助理為原則。
- 五、體育類教學助理(E類教學助理)：修課人數達四十人之課程，得配置一名教學助理。

教務處得依授課教師教學需要(包含非語文類之英語授課課程)及過去教學成效，酌予增減教學助理人數。

## Q3 教學助理獎勵金(中授課程vs.英授課程)發放標準？

### A3 中授課程之教學助理：依據本校[教務處教學助理制度獎勵金實施辦法第四條](#)規定，本校教務處教學助理每月獎勵金，博士級新臺幣(下同)8,000元-10,000元、碩士級6,000元-7,500元、學士級4,000元-6,000元。

英授課程之教學助理：依據本校雙語教育中心「[全英語授課教學助理獎勵金實施計畫](#)」，每月獎勵金發放標準上限為博士級12,000元、碩士級9,500元及學士級7,000元。

**Q4 教學助理獎勵金發放原則？**

**A4** 獎勵金按月發放，每學期原則發放 4 個月（配合 16 週學制）。若因教學安排需要，可專案申請至多發放 5 個月。

**Q5 申請通過後如何得知？**

**A5** 教務處於開學前函知申請單位當學期教學助理核定結果，並開放「[教務處教學助理管理系統](#)」，由申請單位承辦人以計中帳號登錄，於系統開放期間內完成教學助理聘僱資料之建置。

**Q6 開學後是否可以追加教學助理？**

**A6** 若不影響原核定獎勵金總額，經教務長簽核同意後可增聘；若涉及追加員額或補足獎勵金差額，須經專案簽文至教務長核准後始可辦理。

**Q7 教學助理差勤管控及薪資報帳注意事項？**

**A7** 請詳見[教務處主政教學助理制度 FAQ](#)。

**Q8 如教學助理在學期中提出離職，流程為何？剩餘經費可否繼續運用或需繳回？**

**A8**

- 一、如教學助理因個人生涯規劃申請休學或提前離職者，請填妥[教學助理辦理離職手續單](#)，如為基礎專業課程教學助理，請送教務處秘書室審核；如為通識課程教學助理，請送共同教育中心審核，完成用印後送人事室辦理退保作業，即完成離職流程。
- 二、剩餘之教學助理獎勵金由教務處於學期末統一收回，並作為下一學期教學助理獎勵金統籌分配。

## Office of Academic Affairs: Guidelines for Teaching Assistant (TA) Applications

Revised: April 30, 2026

**Q1: Which courses are eligible to apply for TAs from the Office of Academic Affairs? What are the application timelines and procedures?**

**A1:** Courses eligible for TAs are categorized into two main types:

1. **University-wide Common Courses:** Including Freshman English, Advanced English, University Chinese, Calculus, General Chemistry (with Lab), General Physics (with Lab), General Biology (with Lab), etc.. *Note: General Education courses are excluded; please apply through the Center for General Education.*
2. **Courses with a significant proportion (over 50%) of students from other departments:** Such as Southeast Asian or European languages, General Psychology, Macroeconomics, Microeconomics, Accounting, Machine Learning, etc.

**Application Timeline:** The Office of Academic Affairs issues notifications before the end of each semester (June and December). Applications must be submitted through the "TA Application System" by the teaching unit using an official account during the open period.

**Q2: What are the principles for TA allocation?**

**A2:** Allocations are based on the "Implementation Rules for Teaching Assistant Incentives":

- **Type A (Discussion):** Courses with 40+ students; 1 TA per 20–25 students.
- **Type B1/B2 (Lab/Practicum):** 1 TA per 8–50 students, subject to individual review.
- **Type C (General):** Courses with 80+ students; 1 TA per 80 students.
- **Type D (Language):** Courses with 30+ students; 1 TA per 30 students.
- **Type E (PE):** Courses with 40+ students may be allocated 1 TA.

**Q3: What are the incentive payment standards for Chinese-taught vs. English-taught courses?**

**A3:**

- **Chinese-taught Courses:** Monthly incentives are NT\$8,000–10,000 for Doctoral, NT\$6,000–7,500 for Master's, and NT\$4,000–6,000 for Undergraduate TAs.
- **English-taught Courses (EMI):** According to the CBE plan, the maximum monthly incentives are NT\$12,000 for Doctoral, NT\$9,500 for Master's, and NT\$7,000 for Undergraduate TAs.

**Q4: How are incentives disbursed?**

**A4:** Incentives are paid monthly, typically for 4 months per semester (corresponding to the 16-week term). Under special pedagogical needs, this may be extended to 5 months upon application.

**Q5: How will I be notified of the application results?**

**A5:** The Office of Academic Affairs will notify units before the semester begins. Administrative staff must then log into the "TA Management System" to complete employment data entry.

**Q6: Can additional TAs be requested after the semester starts?**

**A6:** If the total incentive budget remains unchanged, increases require approval from the Dean of Academic Affairs. If additional budget is required, a formal proposal must be submitted for the Dean's approval.

**Q7: Attendance and payroll precautions?**

**A7:** Please refer to the "Office of Academic Affairs TA System FAQ."

**Q8: What is the procedure if a TA resigns mid-semester? What happens to remaining funds?**

**A8:** 1. **Resignation:** TAs must complete a resignation form. Forms for professional courses go to the Secretariat of Academic Affairs; General Education courses go to the Center for General Education. 2. **Funds:** Remaining funds are recovered by the Office of Academic Affairs at the end of the semester for future redistribution.