

Complementary Measures for Part-Time Student Assistants/Temporary Workers
for the Higher Education Sprout Project Administered by
Office of Academic Affairs
("Teaching Innovation Initiative (L3/L6)")

2023/04/12

No.	Types	Payment Standards	Application Documents	Notes
1	Employee-Based Part-Time Teaching Assistants	<p>The assistant shall be paid in accordance with the standards set forth in the Regulations and Enforcement Rules for Office of Academic Affairs Teaching Assistant Incentives:</p> <p>1. Ph.D. students: 8,000-10,000 TWD per month Master students: 6,000-7,500 TWD per month Undergraduate students: 4,000-6,000 TWD per month</p> <p>2. The maximum working hours per month shall be 40 hours, with an average hourly wage no less than</p>	<p>1. Teaching Assistant Application Form (The hiring unit shall sign in to the Office of Academic Affairs Teaching Assistant Management System (https://if190.aca.ntu.edu.tw/msta/login.aspx), click "Teaching Assistants (TA) for the Higher Education Sprout Project," and enter the employment information for the teaching assistant. The system is open for data entry every year in January and August.)</p> <p>2. The contract and other employment-related documents (relevant forms and appendices will be automatically printed out by the system.)</p>	<p>1. Only National Taiwan University (NTU) students are eligible for the application.</p> <p>2. To be teaching assistants, applicants who have not acquired teaching assistant certification must fully participate in the Teaching Assistant Orientation Workshop and acquire the basic qualification. The Teaching Assistant Orientation Workshop is held before each semester starts. For more information, please see the NTU academic</p>

No.	Types	Payment Standards	Application Documents	Notes
		<p>the minimum wage announced by the Ministry of Labor, Executive Yuan.</p> <p>3. During the same semester, one shall only be an assistant for up to 2 courses or 2 classes of a course, in both of which cases, one will be paid with doubled incentives.</p> <p>4. The maximum hourly wage of an employee-based student part-time assistant shall be 300 TWD; the minimum hourly wage shall be based on the minimum wage stipulated in the Labor Standards Act</p>		<p>calendar or visit the Center for Teaching and Learning Development website: https://www.dlc.ntu.edu.tw/en/home-en/.</p> <p>3. For relevant regulations of the Higher Education Sprout Project employee-based teaching assistants, please follow the NTU Regulations and Enforcement Rules for Office of Academic Affairs Teaching Assistant Incentives (https://pse.is/4sal6f ; http://ctld.ntu.edu.tw/doc/fd/TAscholarship_gui.pdf).</p>

No.	Types	Payment Standards	Application Documents	Notes
		(https://pse.is/4vvkcp).		
2	Employee-Based Part-Time Administrative Assistants	The assistant shall be paid in accordance with the Ministry of Education Plan for Subsidies and Commissions Budget Standards Table (2022.03.09): 3,000-5,000 TWD per month * The maximum hourly wage of an employee-based student part-time assistant shall be 300 TWD; the minimum hourly wage shall be based on the minimum wage stipulated in the Labor Standards Act (https://pse.is/4vvkcp).	1. Application Form for Employee-Based Part-Time Administrative Assistants (Appendix 1) 2. Application Form for Labor/National Health Insurance (Appendix 2) 3. Non-NTU students shall provide the “Letter of Consent from the Home University” (Appendix 3) and the Certificate of Enrollment or a photocopy of the student ID card. 4. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit. 5. Contract *The hiring unit may modify the following documents for use as needed: “National Taiwan University	1. Only students are eligible for the application. 2. The relevance of the employment to the project shall be clearly set forth in the “Job Description” on the application form.

No.	Types	Payment Standards	Application Documents	Notes
			Temporary/Student Worker Contract (Template)” and “National Taiwan University Graduate Student Incentive Employee-Based Part-Time Assistant Contract (Template for Reference)”	
3	Employee-Based Temporary/Student Workers	<p>The worker shall be paid in accordance with the Ministry of Education Plan for Subsidies and Commissions Budget Standards Table (2022.03.09):</p> <ol style="list-style-type: none"> 1. The wage shall be no less than the minimum wage stipulated in the Labor Standards Act but no more than 1.5 times the minimum wage. 2. Employees who are paid more than 1.5 times the statutory hourly wage are required to obtain written 	<ol style="list-style-type: none"> 1. Application Form for Temporary/Student Workers (Appendix 4) 2. Application Form for Labor/National Health Insurance (Appendix 2) 3. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit. 4. Non-NTU students shall provide the “Letter of Consent from the Home University” (Appendix 3) and the Certificate of Enrollment or a photocopy of the student ID card. 	The relevance of the employment to the project shall be clearly set forth in the “Job Description” on the application form.

No.	Types	Payment Standards	Application Documents	Notes
		approval from the Deputy Principal. 3. The daily working hours shall not exceed 8 hours, and the weekly working hours shall not exceed 40 hours.	5. The contract or agreement in other forms * The hiring unit may modify the “National Taiwan University Temporary/Student Worker Contract (Template)” for use as needed.	
<p>✂Frequently used forms for download : https://www.aca.ntu.edu.tw/w/acaEN/SecretariatService_21080315072274788 Notes for the application procedures for Labor/National Health Insurance and Labor Pension in NTU : http://www.personnel.ntu.edu.tw/english/Default.html</p>				

*** Important Notes:**

1. Requirements for Application:

(1) The hiring unit and the project director shall ascertain that applicants are qualified to apply for assistants/temporary workers and **the tasks they perform are relevant to the project.**

(2) To apply for employee-based part-time student administrative assistants or temporary/student workers, please go to **myNTU Short-Term Budget Employee Management System** for budget review. After the review, please fill out the forms specified below based on the type of the application:

Employee-Based Part-Time Administrative Assistants – the “Application Form for Employee-Based Part-Time Administrative Assistants for the Higher Education Sprout Project Administered by National Taiwan University Office of Academic Affairs” (Appendix 1).

Temporary/Student Workers - the “Application Form for Temporary/Student Workers for the Higher Education Sprout Project Administered by National Taiwan University Office of Academic Affairs” (Appendix 4).

Other relevant documents shall also be submitted in accordance to

the application procedures.

(3) According to the regulations of the project, only NTU students are eligible to be teaching assistants. For other types of part-time employees, non-NTU applicants shall prepare a photocopy of the student ID card, the “Letter of Consent from the Home University” (Appendix 3), and the application form specified, all of which shall be submitted to the Office of Academic Affairs for review. For reimbursement, the above-mentioned documents shall also be provided for reference for the Accounting Office.

(4) To protect the rights of employees, the hiring unit or the project director shall **complete all the necessary procedures for employment and insurance before employees commence their work. The employment period is not retroactive.** The National Health Insurance shall be handled in accordance with the letter “Xiao-Ren 1040076187” issued by NTU on October 6th, 2015. If an employee’s working hours per week are less than 12 hours, NTU will not take out the National Health Insurance for the employee. The application form and other relevant documents shall be submitted to the Secretariat of Academic Affairs for review at least 3 business days prior to the effective date of the employment. The

above-mentioned documents shall also be submitted to the Personnel Department for the procedures at least a business day (by 4:00 p.m.) prior to the effective date of the employment.

- (5) The Party A of the contract, i.e. the college or the funded institution (L3/L6), shall keep a copy of the contract for review. The said contract refers to an employment contract of employee-based part-time teaching/administrative assistants or temporary/student workers.
- (6) Those who have been employed for a project subsidized by the Ministry of Education (such as the Higher Education Sprout Project) and have been paid with a fixed monthly salary shall not apply for the other types of wages under the same project (namely with the same budget number).
- (7) Employees who take on multiple part-time positions during the same period of time shall require consent from each hiring unit and fill out and submit the “Letter of Consent for NTU Premium Sharing Scheme” (Appendix 5). To protect their rights, they shall carry out this procedure whenever changes in any of the positions occur.
- (8) The hiring unit or the project director may contract out some

specific tasks (such as designing and making posters, translating, and typing) to natural persons in accordance with the regulations of the entrusting institution and handle the procurement in accordance with the Government Procurement Act. There is no need to apply for temporary workers in this regard. For more information on the procurement procedures, please visit the website of the Procurement Division, Office of General Affairs (https://ga.ntu.edu.tw/main_en/index.aspx) or contact the Procurement Division, Office of General Affairs at 02-3366-2191~6 for inquiries.

2. Eligibility for Employment:

- (1) Employees who are **international students, overseas Chinese students, or students from Hong Kong or Macao shall obtain in advance a valid work permit of the R.O.C. and be employed within the duration of the permit.** The maximum working hours per week shall be 20 hours (except for during the summer/winter vacation).
- (2) In accordance with the Article 15 of Regulations for People from Mainland China Studying in the Institutions of Higher Education in Taiwan, “students from Mainland China shall not take on any full-

time or part-time work when studying in Taiwan; one who violates this paragraph shall be forced to leave Taiwan pursuant to the Article 18 of this Act.” **Therefore, students from Mainland China shall not be employee-based part-time teaching/administrative assistants or temporary/student workers for this project.**

- (3) The spouses, relatives within the third degree of kinship, or relatives by marriage of the project director (e.g. the head of a unit/a professor), co-project director and the heads of all levels shall not be employed for this project (as full-time/part-time staff or temporary workers). Those who violate this regulation shall not be reimbursed for any relevant expense.
- (4) To prevent the circumstances set forth in the Paragraph 3 of the “Directions for Reporting and Inquiring Contract Employees by Educational Institutions,” including sexual assault, sexual harassment, and sexual bullying, the employee shall agree to the collection, process and use of personal data by the school and the Ministry of Education, and to the provision of related information by the Ministry of Justice, law enforcement agencies, and the Ministry of Education. If an investigation verifies any concealment

of the above-mentioned circumstances, the employer may terminate the contract in written form without advance notice in accordance with the Article 12, Paragraph 1 of the Labor Standards Act.

- (5) In accordance with the Article 23 of Civil Service Retirement Act, retired civil servants who receive a monthly pension shall not be eligible for the pension once being employed by any institution (agency) or group subsidized by the government with a budget to pay salary, compensation or fees (hereafter “remuneration”). The said employees shall be aware of the relevant regulations. Employees who have received additional consolation money shall return the money as well. Retired military personnel who receive retirement payment shall send an application letter to the Ministry of National Defense for approval before being employed in accordance with the regulations stipulated by the Ministry.

3. Regulations for Employment

- (1) The hiring unit shall manage the expenditure, personnel employment and attendance.
- (2) To protect the rights of part-time student teaching/administrative assistants and temporary/student workers, once the employment

application is approved, the hiring unit or the project director shall reimburse and pay remuneration to them on a regular basis. Upon claiming reimbursement, a photocopy of the application form shall be provided. **The employment period or the amount of remuneration and incentive shall not be amended without approval.**

(3) The hiring unit or the project director shall keep track of the attendance of employee-based staff members and keep the attendance records for inspection by the authorities concerned. In accordance with NTU regulations and the Labor Standards Act, the attendance record shall be kept for five years starting the day when employees leave the position. The working hours, recess, and leave-taking (including holidays and regular leaves) shall conform to the Labor Standards Act. (For sign-in / sign-out sheet templates, please see Appendix 6-1 and 6-2.)

(4) Employee-based staff members who leave the position during the employment period or whose contracts will not be renewed after the expiration date shall **go to the Integrated Affairs Division, Personnel Department on the Main Campus to apply for withdrawal from the insurance one week prior to leaving the**

position. If employees fail to apply for withdrawal from the insurance in accordance with the relevant regulations and thus prevent NTU from notifying the Bureau of Labor Insurance of the withdrawal in time, **they shall cover the unpaid premium incurred during the period (including the part provided by employees and the part provided by employers). Under this circumstance, the hiring unit (or the project director) shall also be responsible for paying the said premium.** (If the insured employee works for a project, the project director shall be deemed responsible for paying the premium; otherwise the hiring unit shall.)

- (5) The hiring unit or the project director shall protect the rights of part-time student teaching/administrative assistants and temporary/student workers in accordance with the “Directions for Labor Rights Protection of Employee-Based Student Part-Time Assistants” (Appendix 7). In accordance with labor-related acts and regulations for student affairs, the hiring unit shall assist the project director with the management of the said employees and the resolution of the controversy surrounding them. In addition, the handling of such controversy shall be recorded in written form for

inspection.

(6) When applying for relevant employment, the hiring unit and the project director shall first enquire students with disabilities about their willingness to be employed as part-time student teaching/administrative assistants and temporary/student workers for the project and give priority over their employment. The hiring unit may increase their working hours or duties considering their willingness and capability. For example, the hiring unit may allow them to be teaching assistants for two classes or take on other part-time work in NTU simultaneously. **Thus, the actual wage received by them shall be more than a half of the basic wage so that they can be counted as staff members with disabilities.** In addition, **the budget for the Higher Education Sprout Project shall not be used to make up for the budget shortfall due to the insufficient number of staff members with disabilities.** The hiring unit shall find other applicable budgets to balance the expenditure.

4. For other relevant regulations, please refer to “Directions for Labor Rights Protection of Employee-Based Part-Time Student Assistants” and the page of Part-Time Student Assistant Affairs Administered by the

Office of Academic
Affairs

(https://www.aca.ntu.edu.tw/w/acaEN/SecretariatService_21080315072274788). For questions about labor-related acts, please visit the website of the Ministry of Labor (<https://english.mol.gov.tw/>). For questions about the Labor Standards Act, please contact the Department of Labor Standards and Equal Employment at (02)8590-2729. For questions about intellectual property rights, please visit the website of the Intellectual Property Office, Ministry of Economic Affairs (<https://www.tipo.gov.tw/en/mp-2.html>) or make relevant inquiries at (02)2738-0007.