

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)”)

2025/06/30

No.	Types	Payment Standards	Application Documents	Notes
1	<b>Employee- Based Part-Time Teaching Assistants</b>	<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> <ol style="list-style-type: none"> <li>1. Ph.D. students: 8,000-10,000 TWD per month</li> <li>Master students: 6,000-7,500 TWD per month</li> <li>Undergraduates: 4,000-6,000 TWD per month</li> <li>2. The maximum working hours per month shall be 40 hours, with an average hourly wage no less than the minimum wage announced by the Ministry of Labor, Executive Yuan.</li> <li>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,</li> </ol>	<ol style="list-style-type: none"> <li>1. Teaching Assistant Application Form (The hiring unit shall sign in to the Office of Academic Affairs Teaching Assistant Management System (<a href="https://if190.aca.ntu.edu.tw/msta/login.aspx">https://if190.aca.ntu.edu.tw/msta/login.aspx</a>), 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.)</li> <li>2. The contract and other employment-related documents (relevant forms and appendices will be automatically printed out by the system.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Only National Taiwan University (NTU) students are eligible for the application.</li> <li>2. To be teaching assistants, applicants who have not acquired teaching assistant certification must <b>fully participate in the Teaching Assistant Orientation Workshop and acquire the basic qualification.</b> The Teaching Assistant Orientation Workshop is held before each semester starts. For more information, please see the NTU academic calendar or visit the Center for Teaching and Learning Development website: <a href="https://www.dlc.ntu.edu.tw/en/home-en/">https://www.dlc.ntu.edu.tw/en/home-en/</a>.</li> <li>3. For relevant</li> </ol>

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		<p>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 (<a href="https://reurl.cc/9vIQgX">https://reurl.cc/9vIQgX</a>).</p>		<p>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 (<a href="https://reurl.cc/Z4RxqM">https://reurl.cc/Z4RxqM</a>).</p>
2	<p><b>Employee-Based Part-Time Administrative Assistants</b></p>	<p>The assistant shall be paid in accordance with the <a href="#">Ministry of Education Plan for Subsidies and Commissions Budget Standards Table</a> (2025.04.28): 4,000-6,000 TWD per month</p> <p>* 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(<a href="https://reurl.cc/9vIQgX">https://reurl.cc/9vIQgX</a>).</p>	<ol style="list-style-type: none"> <li>1. Application Form for Employee-Based Part-Time Administrative Assistants</li> <li>2. Non-NTU students shall provide the “Letter of Consent from the Home University” and the Certificate of Enrollment or a photocopy of the student ID card.</li> <li>3. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit.</li> <li>4. Contract</li> </ol> <p>*The hiring unit may modify the following documents for use as</p>	<ol style="list-style-type: none"> <li>1. Only students are eligible for the application.</li> <li>2. The relevance of the employment to the project shall be clearly set forth in the “Job Description” on the application form.</li> </ol>

No.	Types	Payment Standards	Application Documents	Notes
			needed: “National Taiwan University Temporary/Student Worker Contract (Template)”	
3	<b>Employee-Based Temporary/Student Workers</b>	<p>The worker shall be paid in accordance with the <a href="#">Ministry of Education Plan for Subsidies and Commissions Budget Standards Table</a> (2025.04.28):</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Employees who are paid more than 1.5 times the statutory hourly wage are required to obtain written approval from the Deputy Principal.</li> <li>3. The daily working hours shall not exceed 8 hours, and the weekly working hours shall not exceed 40 hours.</li> </ol>	<ol style="list-style-type: none"> <li>1. Application Form for Temporary/Student Workers</li> <li>2. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit.</li> <li>3. Non-NTU students shall provide the “Letter of Consent from the Home University” and the Certificate of Enrollment or a photocopy of the student ID card.</li> <li>4. The contract or agreement in other forms</li> </ol> <p>* The hiring unit may modify the “National Taiwan University Temporary/Student Worker Contract (Template)” for use as needed.</p>	The relevance of the employment to the project shall be clearly set forth in the “Job Description” on the application form.

※Frequently used forms for download :

[https://www.aca.ntu.edu.tw/w/acaEN/SecretariatService\\_21080315072274788](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 :

[https://www.personnel.ntu.edu.tw/cl\\_n\\_2773.html](https://www.personnel.ntu.edu.tw/cl_n_2773.html)

## \* 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) If your department intends to hire part-time teaching assistants under the Deep Cultivation Project, please first notify Ms. Lin at the Office of Academic Affairs by email ([yanyi@ntu.edu.tw](mailto:yanyi@ntu.edu.tw)) to request access permissions for your unit. Once access is granted, log in to the Teaching Assistant Management System of the Office of Academic Affairs (available for setup each January and August). Select “Teaching Innovation Promotion Project – Teaching Assistant Employment Application” and enter the TA employment information. Print out the application form, employment contract, and related documents from the system. After obtaining the necessary signatures and seals, submit the documents to the Office of Academic Affairs at least three working days before the start date of the employment period.
- (3) For student applications to serve as part-time administrative assistants, temporary workers, or work-study students, funding verification must first be completed through the myNTU Part-Time Personnel Management System (formerly known as the “Short-Term Personnel Funding Management System”). Upon approval, please go to the “Application Record Inquiry” page, select “Application Form (including labor and health insurance),” complete the employment application form, attach the required documents, and obtain all necessary official seals. The completed documents must be submitted to the Office of Academic Affairs at least three working days prior to the start date of the employment period.
- (4) 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”, 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.
- (5) 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 6<sup>th</sup>, 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.

- (6) 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.
- (7) 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).
- (8) 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". To protect their rights, they shall carry out this procedure whenever changes in any of the positions occur.
- (9) 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/procurement/main\\_en/index.aspx](https://ga.ntu.edu.tw/procurement/main_en/index.aspx)) or contact the Procurement Division, Office of General Affairs at 02-3366-2191~6 or 02-33669800~3 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) In compliance with Article 30 of the Gender Equality Education Act, employees shall consent to the collection, access, processing, and use of their personal data by the school and the Ministry of Education. This requirement applies in cases involving sexual assault, sexual harassment, sexual bullying, violations of professional ethics related to sex or gender by principals or educational staff, or violations of the Child and Youth Sexual Transaction Prevention Act or the Child and Youth Sexual Exploitation Prevention Act. Relevant information may also be provided by the Ministry of Justice, the National Police Agency of the Ministry of the Interior, and the Ministry of Health and Welfare. If an investigation confirms any concealment of the aforementioned circumstances, the employer may terminate the contract in writing without prior notice, in accordance with Article 12, Paragraph 1 of the Labor Standards Act.
- (5) In accordance with Article 77 of the Civil Service Retirement, Discharge, and Bereavement Compensation Act, retired civil servants receiving a monthly pension who are re-employed in positions at institutions (agencies) or organizations subsidized by the government with a budget for salaries, compensation, or fees (hereinafter referred to as “remuneration”), and whose monthly remuneration exceeds the statutory minimum wage, shall have their right to receive the monthly pension suspended. Such re-employed individuals should familiarize themselves with the relevant regulations. Individuals who have received additional severance consolation payments and are subsequently re-employed in public positions shall be required to return the additional payments. Retired military personnel receiving retirement payments who are re-employed in public (or educational) positions shall proactively submit a written application to the Ministry of National Defense for approval, in accordance with applicable regulations.

### 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.
- (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”. 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. In line with internal audits conducted by the University's Audit Office and unscheduled inspections by the Ministry of Labor and other competent authorities regarding the labor conditions of student part-time assistants, your unit is advised to properly retain all relevant documentation. This includes employment contracts, attendance records (sign-in/out sheets), and monthly payroll reports. Proper recordkeeping will help ensure compliance with applicable labor inspection regulations.
5. 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](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 0800-085151 or 1955. 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.