Procedure

Inform academic units to submit the written application of TA concerning common and specialized courses (in early December, mid-June)



Compile and review applications (in mid-December, early July)



Inform the respective units the fund granting result (in late December, late July)



Inform the granted units to create the course and teaching assistant information, and submit the application, contract in duplicate and ID-related documents to the Office of Academic Affairs (in early January, early August)



Submit the cases approved by the Office of Academic Affairs to the Office of Personnel for insurance coverage (in early January, early August)



After the completion of proecure of insurance coverage, the approved case is sent back to the Office of Academic Affairs (in mid-January, mid-August)



Assign work to teaching assistant (in principle since September 1st, February 1st of each year)