**National Taiwan University Teaching Quality Enhancement Project**

**Teaching Assistant Application Form**

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(yyyy/mm/dd)

Description：

1. Any teaching unit applying for the Office of Academic Affairs Teaching Quality Enhancement Program and intending to hire teaching assistants to assist in teaching activities must fill out this application form. Those applying for individual general education improvement projects should fill out the "Individual General Education Improvement Project Application Form" as specified by the Joint Education Center, without the need to fill out this form.
2. https://www.aca.ntu.edu.tw/w/aca/SecretariatRules\_21071317555933468。
For details regarding the learning activities, allocation principles, and standards for awarding incentives to teaching assistants, please refer to the latest regulations related to teaching assistants at the Office of Academic Affairs. Website: https://www.aca.ntu.edu.tw/w/aca/SecretariatRules\_21071317555933468.
3. If a teaching unit submits a comprehensive plan, the head of the unit should be the applicant.
4. **Basic Information**

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| --- | --- | --- | --- |
| Applicant's Name |  | Department/Title |  |
| Contact Phone |  | E-mail |  |
| Intended Application for TA Scholarship This Semester |  |
| Applied Courses(Please list in detail in the Teaching Assistant Courses Applied List) |  |
| TA Type | □ (Type A) Discussion classes □ (Type B1) Lab courses□ (Type B2) Practicum courses  □ (Type C) General courses□ (Type D) Language courses □ (Type E) Physical education courses |
| Estimated Number of TAs Applied For | PhD Student TA: \_\_\_\_\_\_\_\_\_\_\_\_;Master Student TA: \_\_\_\_\_\_\_\_\_\_\_\_;Undergraduate Student TA: \_\_\_\_\_\_\_\_\_\_\_\_;Total Budget (including Labor, Health Insurance, and Pension Contributions: \_\_\_\_\_\_\_\_\_\_\_\_(NTD); |
| Administrator | Contact Phone：Mobile Phone： | E-mail |  |

1. **Course Overview**

Contents Include:

* + 1. Course Introduction
		2. Scheduled Weekly Teaching Progress, Content, and Assigned Reading Materials
		3. Textbooks or Reference Materials
		4. Student Learning Assessment Methods and Grading Criteria：

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1. **TA Work Planning**

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| **PhD Student TA** |
| 1. **TA type：**□ A□ B1 □ B2 □ C □ D □ E
2. **Monthly Scholarship：\_\_\_\_\_\_\_\_\_\_(NTD)**
3. **Job Description (Please list briefly)：**
4. **Monthly Working Hours:\_\_\_\_The maximum number of working hours is limited to 40 hours per month.**
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| **Master Student TA** |
| 1. **TA type：**□ A□ B1 □ B2 □ C □ D □ E
2. **Monthly Scholarship：\_\_\_\_\_\_\_\_\_\_(NTD)**
3. **Job Description (Please list briefly)：**
4. **Monthly Working Hours:\_\_\_\_The maximum number of working hours is limited to 40 hours per month.**
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| **Undergraduate Student TA** |
| 1. **TA type：**□ A□ B1 □ B2 □ C □ D □ E
2. **Monthly Scholarship：\_\_\_\_\_\_\_\_\_\_(NTD)**
3. **Job Description (Please list briefly)：**
4. **Monthly Working Hours:\_\_\_\_The maximum number of working hours is limited to 40 hours per month.**
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