



114-2 Semester Administrative Instructions for Teaching Assistants



February 2026



國立臺灣師範大學教務處教學發展中心
Center for Teaching and Learning Development, NTNU

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Important Note

Except for the English proficiency and training requirements, all other administrative procedures (e.g. application and hiring) for EMI course TAs are the same as those for regular course TAs.





1. Instructions for TA (In effect since 1 February 2019)

Fixed Appointment Period
Each semester is fixed at **4 months**

Fixed Monthly Salary
NT\$5,000
per month

In principle,
a TA should hold **one appointment**
at a time

Teaching Assistant	
Appointment Period	4-month appointment per semester Fall semester: September to December Spring semester: March to June
Salary	<p>The salary of TAs is determined by each responsible unit, taking into account budget availability, the type of service provided, and workload. While the monthly salary is fixed at NT\$5,000, the average hourly wage must not be lower than the minimum wage announced by the Ministry of Labor.</p> <p>❖ In 2026, the labor insurance deduction is around NT\$277. The actual salary after deducting the employee's share of labor insurance is around NT\$4,723 ($5,000 - 277 = 4,723$).</p> <p>❖ In 2026, if health insurance is also required through the university, an additional NT\$443 will be deducted. The actual salary would then be around NT\$4,280 ($5,000 - 277 - 443 = 4,280$).</p>
Important Notes	<ol style="list-style-type: none">Appointment is limited to one semester at a time.As stipulated in Article 9 of the university's "Directives for Handling Learning and Labor Rights and Benefits for Scholarship Recipients and Student Part-time Assistants", an employment-based part-time assistant should, in principle, hold one appointment at a time.In accordance with Article 50 of the "Employment Service Act", international students must obtain a work permit to work in Taiwan. They must also ensure that both their Alien Resident Certificate (ARC) and work permit remain valid for the entire appointment period. If either document expires during the appointment, they must be renewed promptly.

2. TA Administrative Workflow for the Current Semester

A. How to Apply to Be a TA?

- ▶ Submit your application online: Access the University Administrative System and apply through the **“TA & Student Assistant Management System – Application Portal”**.
- ▶ Important notes:
 - Check the **application deadlines** of each responsible unit
 - Confirm the **course offered by the instructor** and its **course code**
 - Confirm the correct **responsible unit for submission** (avoid sending it to the wrong unit)
 - Follow specific requirements of each unit
 - Confirm eligibility criteria
- ▶ Completing the application in the system: The instructor and TA should review the application materials together, ensure all information is accurate, and **carefully review and check the declaration section**.
- ▶ One TA appointment at a time: TAs support instructors in teaching and coordinate with the university's course schedule. Each appointment is limited to one semester. Furthermore, in accordance with the university's Directives, **an employment-based part-time assistant should, in principle, hold one appointment at a time**.

★EMI TA Appointment Requirements★

Starting from 2025, EMI TAs are required to upload valid English proficiency test results equivalent to the Common European Framework of Reference for Languages (CEFR) Level B2 or above (covering listening, speaking, reading and writing) to the application portal.

- ▶ Applicants who are native English speakers or have graduated from an English-medium institution must submit proof of nationality or a graduation certificate.
- ✕ Starting from the 114-2 Semester, there will be no relaxation of the EMI TA appointment criteria, and EMI courses cannot be used for qualification substitution.

課程資料

* 課程名稱:

* 課程代碼:

開課年級:

* 預估上課人數:

是否為全英語授課:

* 開課序號:

課程組別:

CLASS:

課程類型:

* 課程學年:

113

* 學期:

1

* 開課系所:

系所組別:

若為其它, 請說明:

*全英授課課程請上傳符合相當於CEFR B2以上等級之英語檢定能力證明

上傳語言能力證明資料

【CEFR語言能力參考指標 (包含BESTEP培力英語能力檢定測驗)】

B. What Comes Next After Approval?

1. Complete the employment contract online and submit a hard copy to the responsible unit
2. Report monthly work hours online
3. Complete the Occupational Safety and Health Courses

- 教學相關系統
- 資訊服務
- 研發處相關系統
- 學務相關系統
- 總務相關系統
- 環安衛中心相關系統
- 人事相關系統
- 線上金流系統
- 秘書室相關系統
- 公文線上簽核系統 (教職員/專任助理入口) (初次使用請安裝快速安裝包)
- 自然入憑證
- 差勤系統
- ♥寫卡片給老師
- 校友資料庫系統
- 就業大師職涯資訊網
- 新版國際化績效填寫系統
- 學生數位學習歷程檔案系統
- 公版諮詢服務登錄系統
- 學雜費繳費系統
- 徵才系統-管理端
- 約用人員薪資進冊系統
- 問卷調查平台
- 畢業生就業追蹤網路問卷施測系統
- 本校通訊錄系統
- 線上教育訓練系統 (開課、報名、查詢)
- 線上教育訓練系統 (報名、查詢)
- 師大首頁校園活動公告、形象識別系統下載 (公共事務中心後台申請治10)
- 台師大研究社群網
- 統計年報資訊儀表板
- 教師學審系統管理端
- 教師學審系統申請端
- 師資培訓數位學習網課程系統
- 教學助理工讀生人員管理系統-管理端
- 教學助理工讀生人員管理系統-申請端**

臺灣師範大學教學助理、工讀生及產學合作計畫人員管理系統-申請端

☐ 校內教師、職員、學生(請以校務行政入口網帳號登入)
☐ 校外人員(請以當初所填的個人新辦帳號為帳號，並輸入當時設定的密碼)

帳號:

密碼:

注意事項

此系統提供教學助理、工讀生、產學合作聘任。

產學合作部份，目前僅開放以下受聘類別使用：

- 計畫主持人(主持人、協同主持人)
(僅供未經計畫委辦單位核定之計畫主持人、協同主持人、業經計畫委辦單位核定者，毋須申請。)
- 專任助理
- 論文研究學習型兼任助理
- 僱傭型兼任助理
- 臨時工

行政學習兼任助理、行政學習臨時工請以紙本填送
紙本網址：紙本提聘單下載網址

為了能正常的使用本系統，請使用Firefox、Google Chrome

Log in with your user name and password of the University Administrative System

教學助理聘任作業

請選擇您現在要做什麼事？

查詢條件

查詢結果

B. What Comes Next After Approval?



1. Complete the employment contract online and submit a hard copy to the responsible unit

(i) **Submit to:** Each responsible unit

(Submit it by the deadline specified by each responsible unit)

(ii) Procedures

After the review process is completed:

- Print three copies of the employment contract from the system
- Have them signed by both the instructor and the TA
- Take them to the **Office of Administrative Affairs (Division 3) for official stamping**
- Each signed copy is to be kept by the responsible unit, the instructor, and the TA

國立臺灣師範大學教學助理僱用契約書（範本） 1081119

國立臺灣師範大學（以下簡稱甲方）
立契約人 雙方同意訂立契約條款如下，以資共同遵守履行：
（以下簡稱乙方）

一、契約期間：
甲方自民國 109年3月1日起至109年6月30日止，僱用乙方為教學助理。另依本校「獎助生及學生兼任助理學習與勞動權益保障要點」第九條規定，「**准備型**」兼任助理職務，以1個為原則。

工作項目：
乙方接受甲方及甲方所指定之用人單位之指導監督，從事下列教學助理工作：（系統帶入）

二、工作地點：
乙方務務提供之工作地點：國立臺灣師範大學及其他甲乙雙方事前約定地點。

三、工作時間：乙方之工作時間：依甲乙雙方事前約定工作時間，惟每月上限不超過25小時。

四、工資：
（一）由甲方每月支付乙方新台幣 4000元（實際核發薪資，另需再扣除勞、健保個人負擔費用），得預扣乙方工資作為違約金或賠償費用。（由各受聘單位參酌經費預算、不同類型服務內容與負荷量進行教學助理時薪調整，惟每小時平均薪資不得低於行政院勞動部公告基本工資。）
（二）若因課程停開或其他原因需終止教學助理聘任，擔任教學助理同學需立即提出「**教學助理終止申請表**」並辦理勞健保退保，若未依規定辦理退保，所衍生費用則須由受聘擔任教學助理之同學負擔。
（三）雙方合意甲方給付乙方之工資，原則上將於次月25日前一次發放前月之工資，惟首月薪資因行政作業不及而視情況延後入帳日。但如因補助機關尚未核撥經費等特殊原因者，雙方同意另約定之。另教學助理後續若未依規定時間準時繳交每月簽到退表，致被延遲、未能發放薪資，須由教學助理本人自負相關責任。

五、工作時間及休息時間：
（一）乙方繼續工作4小時，至少應有30分鐘之休息。
（二）乙方每日正常工作時間為每週（月）排定之班表，原則以每日不超過8小時，每7日中至少應有2日之休息，其中1日為例假，1日為休息日。乙方於其排定課表之上課時間內不得排班。

B. What Comes Next After Approval?

Log in via the University Administrative System

2. Report monthly work hours online

Please log your monthly work hours online through the Work Hours Reporting System; paper sign-in/out sheets are not required.



Log in with your user name and password of the University Administrative System



Please **log your monthly work hours online** through the Work Hours Reporting System:

操作手冊
教學助理時數登錄
登出

聘案清單

單位: 教務處通識教育中心
僅列出有效聘案

課程明細: 1
聘任期間: 108 30

查詢

已登載時數月份

+新增月份 登錄月時數 刪除 送出審核 撤回審核明細 列印

月份	總時數
<input checked="" type="checkbox"/> 10804	9.5
<input type="checkbox"/> 10803	15.5

顯示第 1 至 3 項結果, 共 3 項 (從 3 項結果選擇) 1 row selected

Monthly Work Hours Log

課程名稱: 維生素與食品營養
聘案編號:
聘用身份: 教學助理
聘案期間: 1070101-1070630
登載月份: 10704
本月總時數: 21小時

工作時數

+新增 修改 刪除 送出審核

#	日期	上班	下班	小計
<input checked="" type="radio"/>	04/02	10:10	12:20	2
<input type="radio"/>	04/02	10:00	14:20	4
<input type="radio"/>	04/04	08:15	12:30	4
<input type="radio"/>	04/04	15:05	17:10	2
<input type="radio"/>	04/05	12:00	13:20	1
<input type="radio"/>	04/05	14:00	17:20	3
<input type="radio"/>	04/07	17:20	21:20	2

Appointment Work Hours Log

(僅列出有效聘案)

課程名稱:
聘案編號: 維生素與食品營養
聘用身份: 高分子材料
聘案期間: 生化甲 (一)

已登載時數月份

+新增月份 登錄月時數 刪除 列印

#	月份	時數	審核結果
<input checked="" type="radio"/>	107/04	10	未審核
<input type="radio"/>	107/03	25	審核中
<input type="radio"/>	107/02	26	退回
<input type="radio"/>	107/01	25	通過

💡 A detailed step-by-step user guide will be available for download on the TA Training Moodle platform for the 114-2 Semester.

Schedule for completing the monthly work hour entry

Since the system does not allow entry of hours for future dates, TAs are advised to complete their online work hour entry **during the designated period for each month.** Please also remind your supervising instructor to complete the online approval in the system before the deadline.

March:	3/24 (Tue) – 3/31 (Tue)
April:	4/23 (Thu) – 4/30 (Thu)
May:	5/25 (Mon) – 5/29 (Fri)
June:	6/08 (Mon) – 6/30 (Tue)

- 💡 Please complete your work hour entry on time to ensure timely salary payment.
- 💡 TAs who repeatedly submit late will be placed on a record list for reference by the responsible units during future application reviews.

Important Notes for Completing the TA Work Hour Entry Online

Reminders:

(Please comply with Ministry of Labor guidelines; entries will be verified by the system)

1. A **30-minute** break is required for every **4** consecutive hours of work.
2. Maximum **8 hours per day** and no more than **26 hours per month**.
3. A minimum of **6 hours per month** must be recorded.
4. Avoid working during **late-night hours** (10:00 p.m. – 6:00 a.m.) or **on public holidays**.
5. If you hold other on-campus positions, work hours must not overlap between units (total daily hours must not exceed **8**), and you **must not work more than 5 consecutive days**.
6. Please record your actual start and end times, for example, 08:02–11:08.
(It's unlikely that work always starts or ends exactly on the hour.)
7. Please follow the **Ministry of Labor's "Guidelines for Employment of Part-Time Workers"** when completing your monthly work hour entries.

B. What Comes Next After Approval?

3. Complete the Occupational Safety and Health Courses

The courses shall be completed once every three years. Upon completion, please have your supervising instructor sign off.

※ For details, please refer to the user manual in the system. If you have any questions regarding the operation or the system, please contact the Environmental and Public Safety Center.

Log in via the University Administrative System

申請單

· 工作時數登錄

職業安全上課證明

· 操作手冊

· 職業安全衛生上課時數認證

版本 : EshcApp3_202507141102

* 課程類別(一般安全 / 化學品安全)

* 數位或實體

* 課程來源

* 訓練日期(yyymmdd):

* 課程時數:

一般安全衛生教育訓練

化學品安全衛生教育訓練

格式: 民國三幾年+二個月+二號日。例: 1130125

※按完儲存後,系統才會計算數位、實體課程已完成總小時、審查中總小時。

距此次訓練日期前三年內的一般安全衛生教育訓練總時數為:

距此次訓練日期前三年內的化學品安全衛生教育訓練總時數為:

二項已審查通過的時數加總已達: 小時

※每位同仁皆須完成3小時一般安全衛生教育訓練,工作需於實驗室作業務必完成3小時化學品安全衛生教育訓練

※三年內時數若達上述規定,則不需再申請上課時數認證。

受聘人確認同意事項

一、本人已了解新僱勞工或在職勞工於變更工作前,應接受適於各該工作必要之一般安全衛生教育訓練。

二、對於雇主提供安全衛生教育訓練,有接受之義務,違反者,致勞動檢查機構稽核時無法提供相關佐證資料而衍生違規事項,將自負相關之責。(違反規定者,主管機關可處受聘人新臺幣三千元以下罰鍰。)

☐ 我已充分了解並同意遵守以上注意事項,若有違反或有不實情事者,願自負相關責任。

新增 儲存 送出申請案件 檢閱 刪除

按完【送出申請案件】鈕後,若要再填寫新案件,請按【新增】鈕

C. TA Training and Assessment Principles

In accordance with the “NTNU Teaching Assistant Training and Assessment Principles” approved by the university on 30 August 2021

Different Stages of TA Training

1. **First Stage Certification Course:** **First-time TAs** must complete this stage **within one month of the current appointment** and upload proof of Academic Ethics Certification to the Moodle platform to obtain official TA qualification.
 - TAs who have completed courses in pedagogical literacy or professional development offered by the College of Teacher Education are exempted.
 - TAs who have previously completed this stage are not required to repeat it.
2. **Second Stage Professional Knowledge and Skills Course:** **First-time TAs** must attend at least **one professional development workshop** and **one teaching consultation and practicum session by the end of Week 10**.
 - TAs who have previously completed this stage are not required to repeat it.
3. **End-of-term Survey:** **All TAs** must complete the End-of-term Survey **within one week after the semester ends**.

Reminder: EMI TAs eligible for the subsidy must also complete the Third Stage EMI TA Training Course.

C. TA Training and Assessment Principles

In accordance with the “NTNU Teaching Assistant Training and Assessment Principles”
approved by the university on 30 August 2021

TA Employment and Assessment Mechanism

1. TAs are evaluated by students at the end of each semester. A score of **3.5 or above** is required to be eligible for reappointment in the following semester. [Note]
2. TAs who fail to complete the required training without a valid reason will be **ineligible for the selection of the Outstanding Teaching Assistant Award that semester** and will be **disqualified from serving as TAs in the following two semesters**. To reapply thereafter, they must submit a **written report with the consent of both the instructor and the responsible unit**, and obtain approval from the Office of Academic Affairs to regain appointment eligibility.
3. TAs who have completed their training may print their Teaching Assistant Certificate from the Academic Affairs System starting from the third week after the end of the semester.

[Note] Please check the TA End-of-term Evaluation information in the Academic Affairs System by Week 10 to ensure that the Academic Year and Semester, Course Offering Unit, and Course Title are accurate.

NTNU General Guidelines Governing the Subsidy for Teaching Assistants of EMI Courses (EMI TA Subsidy)

★ EMI TAs need not to apply for the subsidy, the CTLD will review the eligibility★

Purpose

- ◆ To encourage students to serve as EMI TAs and assist instructors in teaching EMI courses more effectively

Eligibility

- ◆ Eligible courses must be the EMI courses awarded by the “NTNU Directives Governing the Incentives for the English as a Medium of Instruction (EMI) Courses”
 - EMI courses of Departmental Curriculum Structure
 - GPE courses of Graduate Institutes
 - General Education, General Physical Education, General English for Specific Academic Purposes (ESAP) and Teacher Education EMI courses approved by the NTNU Curriculum Committee
- ◆ Eligible EMI TAs must meet an English competency equivalent to the Common European Framework of Reference for Languages (CEFR) Level B2 or above

Subsidy

- ◆ A subsidy of NT\$10,000 will be granted for each eligible EMI course
 - If there are 2 or more EMI TAs of the same course, the instructor shall decide the distribution ratio of the subsidy

Obligation

- ◆ Assist in the EMI courses
- ◆ Complete all required EMI TA training

Procedures

At the Beginning of the Semester

1. EMI TAs complete the appointment process (labor and health insurance required)
2. CTLD confirms the eligibility



During the Semester

EMI TAs assist in the EMI courses and complete all required training



At the End of the Semester

CTLD issues the subsidy after verification

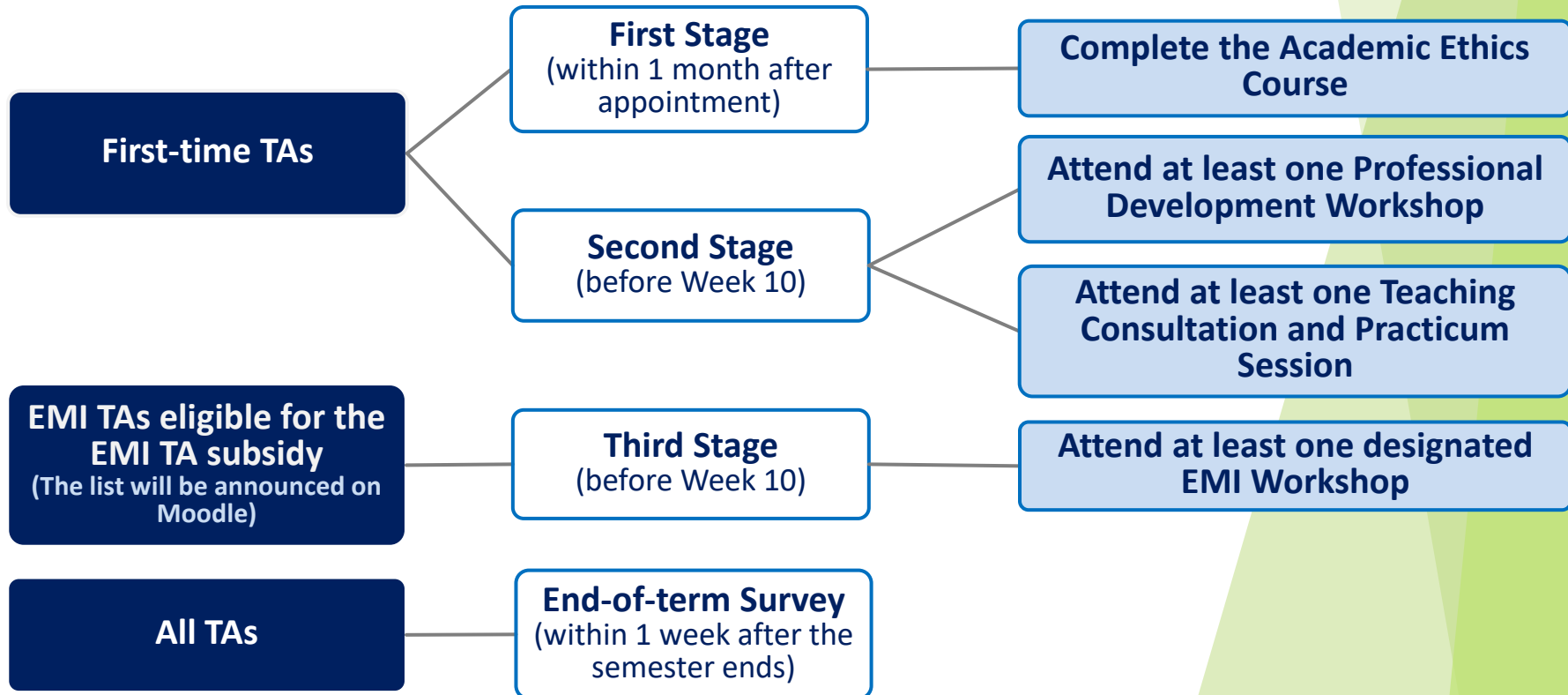


Further Details

D. What Does TA Training Involve?

Three Stages of TA Training:

- ★ First Stage Certification Course and Second Stage Professional Knowledge and Skills Course are required for all **first-time TAs**
- ★ Third Stage EMI TA Training Course is required only for EMI TAs who are **eligible for the EMI TA subsidy**
- ★ End-of-term Survey is required for **all TAs**



★ Completion Criteria ★

All required training and surveys must be completed within the designated deadline.

Identity	<u>First-time</u> TAs who are <u>NOT eligible</u> for the EMI TA subsidy	<u>First-time</u> TAs who are <u>eligible</u> for the EMI TA subsidy	<u>Reappointed</u> TAs who are <u>NOT eligible</u> for the EMI TA subsidy	<u>Reappointed</u> TAs who are <u>eligible</u> for the EMI TA subsidy
Required Training	First Stage + Second Stage	First Stage + Second Stage + Third Stage	Not Required	Third Stage
Required Survey	Second Stage Workshop Feedback Survey + End-of-term Survey	Second & Third Stage Workshop Feedback Survey + End-of-term Survey	End-of-term Survey	End-of-term Survey

First Stage Certification Course

Complete by 4/13 (Mon)

Required for: First-time TAs

【Upload Proof of Academic Ethics Certification】



All first-time TAs must complete three modules from the “Core Curriculum for Graduate Students” on the Center for Taiwan Academic Research Ethics Education (AREE) platform.

1. How to register?

Go to the [AREE platform](#) and register for an account. After filling in the required information, log in using a “Personal Registration” account.

2. What courses can I choose from?

After entering the “Course Section”, select “Core Curriculum for Graduate Students”. You may choose **any 3 modules** to complete.

3. How do I obtain the certificate?

- After enrolling in your selected modules, go to “My Courses and Final Quiz”. Complete all assigned readings and pass the final quiz. The certificate will be available for download the following day after 12:00 noon.
- There is no time limit for reading the course materials, but each module will officially count as 20 minutes of study time.

4. How can I prove on Moodle that I have completed the Academic Ethics Course?

Please complete all the selected modules and pass the final quiz. Then upload the certificate to Moodle as proof of fulfilling the training requirement.

5. I’m a graduate student and have already completed this before. Do I need to take the course again?

If you already have the certificate, simply upload it to Moodle — there’s no need to retake the course.

☒ **Upload the Academic Ethics Certificate to Moodle**

Second Stage Professional Knowledge and Skills Course

Complete by 4/30 (Thu)

Required for: First-time TAs

First-time TAs **must attend** at least **one Professional Development Workshop** and **one Teaching Consultation and Practicum Session**, and complete the **feedback survey** after each session.

Details of the workshops and consultation sessions will be announced on Moodle and the website of the Center for Teaching and Learning Development.

- ✓ **Attend one Professional Development Workshop**
- ✓ **Attend one Teaching Consultation and Practicum Session**
- ✓ **Complete the feedback surveys**

Third Stage EMI TA Training Course

Complete by 4/30 (Thu)

Required for: EMI TAs eligible for the EMI TA subsidy

(A list of eligible EMI TAs will be announced on Moodle)

EMI TAs eligible for the subsidy **must attend** at least **one designated EMI Workshop** of the current semester and complete the **feedback survey** after the workshop.

Details of the workshops will be announced on Moodle and the website of the Center for Teaching and Learning Development.

- ☑ **Attend one designated EMI Workshop**
- ☑ **Complete the feedback survey**

E. TA Will Not Be Eligible to Serve if They Take a Leave of Absence

► TA Appointment Eligibility

TAs must be **full-time graduate students**. Full-time undergraduate students (juniors and above) may be considered under special circumstances.

✂ Students may apply for a leave of absence due to factors such as the maximum period of study, personal career planning, and other relevant reasons.

► Processing Procedures

1. Submit the **Termination Application Form** (inform the responsible unit and the Office of General Affairs).
2. The Office of General Affairs will process the labor insurance withdrawal (this must be completed by the last day of the working month).
3. Termination and insurance withdrawal should be processed on a **monthly basis** to avoid salary disputes.

(Example: If you still hold student status and assist an instructor in May but plan to take a leave of absence in June, please complete the termination and insurance withdrawal application by May 31. You will still receive your salary for May, but you will no longer be eligible to serve as a TA in June.)

F. Other Administrative Matters Related to TA

► Will the University Contribute to Our Labor Pension?

Yes. The university (employer) will contribute 6% of your monthly salary to your labor pension account.

► End-of-term Course Evaluation Survey

1. Please ask the students of your class to complete the survey by the end of the semester.
2. A **minimum score of 3.5** is required to be eligible for reappointment as a TA in the following semester; a score of **4.0 or above** is required to be eligible for the Outstanding Teaching Assistant Award selection.

3. You may download your evaluation results through the Academic Affairs System:

Course Evaluation → My TA Record → Evaluation Results

► TA Certificate

After completing all required training, you may download the TA Certificate starting from the third week after the end of the semester through the Academic Affairs System: **Course Evaluation → My TA Record → TA Certificate**



My TA Record

Course Evaluation Survey **TA Certificate**

#	學年期	開課單位	課程名稱	填答率	評鑑結果
1	108學年第2學期			20.55	下載

註：
1.待公告時間到後，才可以檢視結果。

第二階段培訓歷程
查詢 下載TA證明

3. Outstanding Teaching Assistant Award Selection



Scan the QR Code
for further details

💡 Eligibility

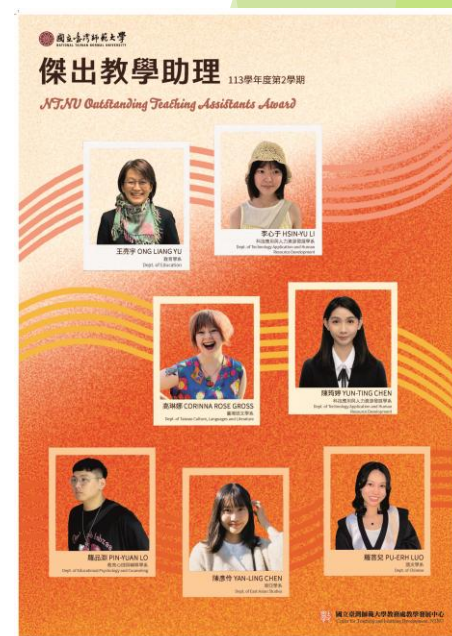
1. Served as employment-based TA in the 114-1 Semester, and is **currently enrolled**.
2. Received a score of **4.0 or above** in the 114-1 Semester End-of-term Course Evaluation Survey, with **at least 5 student responses**.

💡 Application

1. Application Period : 2026/2/23 – 2026/3/9
2. Applicants shall compile all required documents (including supporting materials) into a **single PDF file** and email it to the coordinator: hwayong@ntnu.edu.tw.
✂Email subject: **【Outstanding TA Application – Your Name】**
3. The course instructor shall **email a recommendation letter** directly to the coordinator. Upon receipt, the coordinator will send a confirmation reply to the instructor and copy the applicant.

💡 The Award

Recipients of the Outstanding TA Award will receive an award certificate and a prize of **NT\$8,000**.



For enquiries:

※ **TA of Common Core Courses**

Office of Academic Affairs
Ms. Su 7749-1888

※ **TA of College/Departmental Courses**

Office of Student Affairs
Mr. Tseng 7749-1062

※ **TA of College/ Departmental EMI Courses**

Office of Bilingual Education
Ms. Tung 7749-6491

※ **Occupational Safety and Health Courses**

Environmental and Public Safety Center
Mr. Hsieh 7749-6504

※ **TA Training**

Office of Academic Affairs
Ms. Lin 7749-1890

※ **EMI TA Training**

Office of Academic Affairs
Ms. Cheung 7749-1896

※ **Moodle Platform**

Office of Academic Affairs
Ms. Chen 7749-5673



國立臺灣師範大學教務處教學發展中心
Center for Teaching and Learning Development, NTNU

