

THU Regulations Governing Teaching Assistants

Approved by the 4th Administrative Affairs Meeting on March 12, 2008
Amended and approved by the 15th Administration Affairs Meeting on October 22, 2008
Amended and approved by the 6th Administration Affairs Meeting on April 10, 2013
Amended and approved by the 8th Administration Affairs Meeting on May 27, 2015
Amended and approved by the 7th Administration Affairs Meeting on June 5, 2019

Article 1 Tunghai University (hereinafter referred to as THU) hereby establishes the Regulations herein to help teachers strengthen teaching quality and develop students' professional and teaching competency.

Article 2 For the purposes of the Regulations herein, Teaching Assistants are defined as students approved and subsidized by the Office of Academic Affairs to provide teaching and instructional assistance under the Office's instruction and supervision.

Article 3 THU students who meet the following criteria are eligible to serve as Teaching Assistants:

- A. In principle, applicants must be undergraduate students in their third year or above or graduate students. If appointing an undergraduate student below second year as a Teaching Assistant out of necessity, prior approval from the Dean of Academic Affairs is required.
- B. Applicants must not be concurrently enrolled in the course they intend to assist.
- C. Applicants must participate in and obtain certification from the teaching assistant training workshop held at the beginning of the semester.

Article 4 Teaching Assistants shall receive a teaching assistant stipend (hereinafter referred to as "Stipend") from THU. Their appointment shall comply with the Ministry of Labor's "Guidelines for the Protection of Labor Rights for Part-time Assistants in Institutions of Higher Education." Stipend regulations are as follows:

- A. The stipend shall be determined based on the annual budget, but the hourly wage must not be lower than the minimum wage announced by the Executive Yuan.
- B. Each Teaching Assistant will receive stipends for up to two courses per semester.

Article 5 The application process, assignment principles, job duties, performance evaluation, and reward and disciplinary measures for Teaching Assistants shall be governed by separate enforcement rules.

Article 6 Any matters not specified herein shall be handled in accordance with related regulations.

Article 7 The Regulations herein shall be promulgated upon approval by the Administrative Affairs Meeting.