

NCHU Guidelines for Recruitment and Selection of Scholarship and

Assistantship Student Recipients as Learning based Teaching Assistants

Enacted in the 327th Administrative Meeting on Apr. 25th & the 329th Administrative Meeting on Jun. 27th, 2007
Amended (Articles 3-14) in the 330th Administrative Meeting on Sep. 19th, 2007
Amended (Articles 1-10) in the 334th Administrative Meeting on Feb. 27th, 2008
Amended (Articles 2 & 3, added Article 4) in the 348th Administrative Meeting on Nov. 25th, 2009
Amended (Articles 4-5, 7, 8, 9, & 11, add Articles 2 & 6) in the 363rd Administrative Meeting on Jun. 22nd, 2011
Amended (Articles 1-7) in the 367th Administrative Meeting on Jan. 4th, 2012
Amended (Articles 5-7) in the 381st Administrative Meeting on Nov. 27th, 2013
Amended (Articles 2-9) in the 394th Administrative Meeting on Sep. 16th, 2015
Amended (Articles 1-15) in the 409th Administrative Meeting on Sep. 6th, 2017
Amended (Articles 1-15) in the 412th Administrative Meeting on Jan. 10th, 2018

Article 1 These guidelines are established to enhance teaching quality, improve learning outcome, and train higher education teaching talents.

Article 2 These guidelines apply to Learning-based Teaching Assistants, meaning those who are required to engage in a designated internship course within a specialized academic field or in a regular credit course designated for cultivating practical and professional skills, in order to improve their teaching professionalism or practical abilities.

Article 3 Learning-based teaching assistants shall engage in activities within the following scope:

1. In accordance with: The Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education promulgated by the Ministry of Education.

2. Curriculum learning:

i. The course shall be included as an elective course with credits in the required curriculum for graduation officially.

ii. It shall be established according to the relevant curriculum regulations of the school and approved by curriculum committees at all levels of department, college and university. The number of student representatives to each committee shall reach a minimum of one-tenth of the total members.

iii. The course shall involve teaching activities or instruction conducted by the adviser.

3. Any learning activities shall be in conformity with the following principles:

i. The learning activity shall be conducted within the designated scope, under the guidance of the instructor based on an agreement between the student and the instructor.

ii. The learning activity shall involve a designated course, internship or the like. The regulations of the activity with regard to learning standards, evaluation, credits or graduation requirements, and rewards shall be specified and published

iii. The instructor shall act to provide students with professional knowledge in the activity.

iv. The rights and related insurance coverage of students engaging in these

[activities shall be regulated in accordance of The Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education Article 8.](#)

Article 4 Each academic unit and the Office of Academic Affairs should follow these [guidelines](#) when nominating PhD, master, or outstanding bachelor program students for the position of [Learning-based teaching assistant](#). NCHU trains talents for teaching in advanced education system by providing training at the beginning of each term, teaching experience during the term, and performance evaluation at the end of the term.

Article 5 [The University and College level Curriculum Learning-based Teaching Assistant Review Committee \(hereinafter as the Committee\)](#) is in charge of the review of TA training applications [in university and college level](#). The committee is composed of 9 members, including the Dean of academic affairs, the Dean of student affairs, the Director of the Center of General-Knowledge Education, and the Director of the Center for Development of Teaching and Learning [as ex officio member](#). The Dean of academic affairs is the convener of the committee. The President of NCHU selects full-time faculty members to be committee members for a term of one year.

Article 6 The Guidelines cover the following [three](#) types of [Learning-based](#) teaching assistants [according to curriculums](#).

[1. Discussions](#) (Type A):

- [i.](#) Instructed and supervised by teachers, Type A TAs help students review and lead students in group discussions.
- [ii.](#) Teachers can ask TAs to do the following: discussing course-related issues with teachers regularly, participating and auditing in classes, preparing topics for discussion, leading group discussions, reporting discussion progress to teachers, and providing other supports [to promote student learning](#).
- [iii.](#) Type A TAs are required to arrange regular discussions every week and leads students to work on drills (except the first week of each semester, and the weeks of mid-term exam and final exam), and each drill takes 1 hour [and](#) discuss his/her instruction content with the course instructor in advance [so as to](#) encourage students to engage in dialogues and develop critical thinking, rational analysis and communication abilities [by leading group discussion](#).

[2. Drills](#) (Type B):

- [i.](#) [Leading students to complete drills in class when necessary and assist any curriculum needs](#), instructed and supervised by teachers, Type B TAs help students review and [assist](#) students with [assignments](#).
- [ii.](#) Teachers can ask TAs to do the following: discussing curriculum-related

[issues](#) with teachers regularly, arranging drill lessons and providing tutoring services for at least 2 hours every week, and providing other supports to [promote student learning](#).

[iii.](#) Type B TAs are required to arrange regular recitations every week and [lead](#) students in drills or [assist with problems in assignments](#) (except the first week of each semester, and the weeks of mid-term exam and final exam), and each drill takes 1 hour, so as to develop their competence in core modules.

3. Teaching assistants for experiments (Type C):

- [i.](#) Instructed and supervised by the course instructor, Type C TAs help students review and lead students to conduct experiment in groups.
- [ii.](#) Teachers can ask TAs to do the following: assisting teachers to prepare handouts, experiment materials and reagents for experiment lessons, conducting experiments in advance of classes, assisting students to conduct experiments, maintaining the safety and hygiene of laboratories, cleaning up laboratories after classes, initiating experiment-related discussions, assisting in marking experiment reports, and providing other supports [to promote school learning](#).

Only one type of [Learning-based](#) TAs is allowed for each course each semester. Course instructors are not allowed to make request for two (or more) types of TAs.

Article [7](#) Grant [for Learning-based Teaching Assistants](#) and [reward for excellent TAs](#) in university-level college-level courses are subsidized by [student fellowship fund and scholarship/financial aid](#). Grant of TAs for department-level courses is subsidized the graduate student fellowship of each department.

Article [8](#) Application for Request of TAs

- [1.](#) Instructors of university-level general-knowledge education should submit application for request of [Learning-based Teaching Assistants](#) to the [unit responsible for the course](#).
- [2.](#) College-level (including inter-college programs) core module is defined as compulsory courses for graduation for at least three departments in one college or inter-college program. To request teaching assistants for college-level BA basic courses (including inter-college programs), one should submit the application to the Center of Development for Teaching and Learning [via](#) each college [and department](#).
- [3.](#) Each department may establish its specific regulations for requesting [Learning-based Teaching Assistants](#) for department-level courses.

Article [9](#) For university-level general education courses, college-level basic BA courses (including inter-college programs) and student club service learning courses, the approval of [Learning-based Teaching Assistant](#) employment and subsidy are determined by the Teaching Assistant Review Committee based on the budget of

the academic year. For department-level courses, the approval of employment and remuneration [of Learning-based Teaching Assistant](#) is determined by each department based on their regulations for graduate student fellowship.

Article [10](#) In principle, PhD and postgraduate students have priority over junior and senior undergraduate students in [Learning-based Teaching Assistant](#) selection. In principle, any student can be a teaching assistant but he or she should not take the course in the same term as he is [Learning-based Teaching Assistant](#).

Article [11](#) [The school's](#) Teaching-Learning Resources Center holds [Learning-based](#) TA seminar every semester [to strengthen their teaching abilities](#). TAs' performances in the seminar will be submitted to their teachers for the reference of final assessment of TA learning performance and competition for excellent [Learning-based Teaching Assistants](#).

Article [12](#) NCHU may organize activities to assess the performance of [Learning-based](#) TAs, for example, class visits, student opinion survey, and [related](#) TA data inspection. TA with outstanding performance will be rewarded.

Article [13](#) Course instructors and academic units whose employment of [Learning-based](#) teaching assistants is subsidized must submit a TA assessment report at the end of each term. The report serves as a reference for recruitment in the next semester.

Article [14](#) In the event of any ambiguity or incompleteness in this regulation, students [shall refer to The Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education promulgated by the Ministry of Education and The Principles for Ensuring the Work Rights of Students as Assistants at Institutions of Higher Education promulgated by the Ministry of Labor, and](#) other applicable regulations set forth by National Chung Hsing University.

Article [15](#) This regulation and any amendments hereto shall take effect after being approved at the NCHU Administrative Meeting.