CYCU Norms for Teaching Assistants

Passed at 8th Meeting of Academic Affairs for 2nd semester of the school year of 2013 on April 23, 2014
Amended at 18th Meeting of Academic Affairs for 2nd semester of the school year of 2016 on July 19, 2017
Amended at 10th Meeting of Academic Affairs for 1st semester of the school year of 2017 on October 31, 2017
Amended at 17th Meeting of Academic Affairs for 1st semester of the school year of 2017 on January 9, 2018
Amended at 6th Meeting of Academic Affairs for 2nd semester of the school year of 2020 on April 13, 2021
Amended at 3rd Meeting of Academic Affairs for 2nd semester of the school year of 2022 on February 22, 2023
Amended at the 5th Office of Academic Affairs Meeting for the 1st semester of the school year of 2026 on September 23, 2026

1. Purpose: The purpose of this policy is to establish and implement the Teaching Assistant (TA) system at our university, enhance the quality of teaching and support the professional development of teachers, and improve students' learning outcomes.
2. Qualifications for Teaching Assistants:
   (1) Graduate students at our university.
   (2) If undergraduate students who are in their third year or above are needed for the course, the hiring must be approved by the course instructor and the academic unit.
   (3) Must attend TA training sessions and obtain a certificate of completion.
3. To assist teachers in teaching and improve students' learning outcomes, the responsibilities of teaching assistants include:
   (1) Attend classes to assist in group discussions, teaching, practice exercises, laboratory experiments, workshops, off-site teaching, preparation before class, assignments, grading papers, registration, and invigilation assignments assigned by the Office of Academic Affairs (except for undergraduate teaching assistants), in order to improve the quality of teaching.
   (2) Teaching assistants shall submit a monthly "Teaching Assistant Teaching and Learning Grant Attendance Record" to their teaching unit, and have it signed by the course instructor and the unit supervisor.
   (3) Teaching assistants (TAs) for English as a Medium of Instruction (EMI) courses shall possess proficient English communication and academic expression skills.
   (4) Teaching assistants who serve in a particular semester must attend at least one TA training session organized by the university during that semester. Failure to attend the training session without a valid reason will disqualify the teaching assistant from serving in the next semester.
4. Allocation principles and operating procedures
   (1) Allocation principles are as follows:

a. Teaching points are allocated based on the teaching assistantship and scholarship scheme of the university.
b. Teaching assistants for innovative courses should be prioritized, and the remaining spots can be allocated to other courses.
c. Teaching assistants are selected by the course instructor and must be graduate students or undergraduate students above the third year.

(2) The operating procedures are as follows:
a. In the first stage, the course registration department reviews the basic and additional teaching points one month before the start of each semester. After the review, the department publishes a teaching point accounting table at the beginning of the semester.
b. In the second stage, the student affairs office distributes teaching assistantship funds based on the teaching point accounting table and the "Chung Yuan Christian University Scholarship for Outstanding Graduate and Undergraduate Students" policy.
c. In the third stage, each teaching unit fills out the "Teaching Assistantship and Scholarship Application Form" on i-touch, which is then reviewed and approved by the student affairs office.
d. In the fourth stage, if a teaching assistant is replaced during the semester, the teaching unit must fill out the "Teaching Assistant Replacement Application Form" and submit it to the student affairs office.

5. The standards for teaching assistantship are as follows:
(1) Teaching assistants are given the scholarship as an award, and each teaching point is determined to be NT$3,000. Teaching assistants can receive no less than one basic unit and no more than 3.5 units.
(2) The average hourly wage for teaching assistants must not be lower than the basic wage.

6. The university also has a reward system for excellent teaching assistants based on the "Selection Guidelines for Excellent Teaching Assistants."
(1) The qualifications for excellent teaching assistants are as follows:
a. Attend all teaching assistant duties.
b. Obtain a questionnaire score of at least 70 points.
(2) The selection of excellent teaching assistants is done by each college, with a maximum of 2% of the total number of teaching assistants in the college being recommended.
(3) The selection process is carried out once a semester, and the award-winning teaching assistants are recognized at the teaching assistant training meeting or other public occasions in the next semester, and are given a certificate of merit and a prize of NT$3,000.

7. The funding for this program comes from the budget allocated by the Ministry of Education and other subsidies, which are subject to the budget status of the academic year. The allocation of teaching assistants is reviewed every semester and is awarded according to the CYCU Teaching Assistant Scholarship allocation principles and the "CYCU Graduate and

Undergraduate Outstanding Student Scholarship Regulations."