

正本

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國立中興大學 書函

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密等及解密條件或保密期限：

附件：如文

主旨：有關外籍碩（博）士班學生申請擔任113學年度第1學期教學獎助生，請鼓勵學生踴躍參與，並請相關課程授課教師屆時協助評選，請查照。

說明：

一、依據「國立中興大學外國學位生獎學金實施辦法」辦理。

二、學生申請資訊如下：

(一)申請資格：外籍碩（博）士班學生（領取臺灣獎學金及教育部菁英留學獎學金、ICDF獎學金者除外）。

(二)申請課程：限定全英語授課課程（以教務處課務系統授課語言為準，課程人數不限）

(三)系所課程、通識課程、實驗課、實習課、大一英文等皆可申請。

(四)申請方式：請至「國際事務處」英語網站(<https://oia.nchu.edu.tw/index.php/>)，學生至多可申請欲擔任教學獎助生之課程1門。

(五)申請時間：113年7月8日至7月26日晚間12點止。

(六)若教師需要外籍生助教，但無適合人選，可於即日起至113年7月7日止填寫線上表單(<https://forms.gle/YSpiaHEk5dfjJGMS6>)，由本處協助

將課程資訊及條件轉達給學生。

(七)若有學生想申請擔任特定課程助教，國際處將會收集學生的履歷後轉交給該授課教師，由授課教師進行後續的評選，待教師確認人選後，再由學生至國際處官網申請。

(八)評選程序：由授課教師及國際事務處進行評選，於113年8月16號公布評選結果。

(九)獎助名額：50名。

三、獲獎生於學期開始後，需每週填報工作日誌，符合規定者每月核予獎助學金新台幣5,000元(為期4個月)，並於學期末進行考核。

四、若申請人數超過50名，將以未領取任何獎學金之新進外籍學生為第一順位，第二順位為其他年級且未領取中興獎學金者，第三順位以選課人數較多之班別所需TA優先。

五、若有未盡事宜，請參閱附件，或洽本處蔡小姐04-22840206分機31。

正本：本校各學院、系、所、學位學程

副本：國際事務處



國立中興大學

本案依分層負責規定授權單位主管決行

2024 Fall Semester

TA-Ship Scholarship Application guideline for NCHU International Students

Eligibility and Requirements

- NCHU international graduate students in master or doctoral programs are eligible to apply for teaching assistantships.
- The applicant may choose **one** courses, and which should be **taught in English**. (including general studies, laboratory courses, and internship courses.), listed in the NCHU Course Information System.
- To facilitate the application process, students are highly recommended to consult with the course instructor before submitting the application for a TA assistantship.
- Each TA can serve as the teaching assistant for only one course.
- Students who have already been granted the Taiwan Scholarship/ Elite Scholarship/ICDF scholarship **cannot** apply for this program.

TA Responsibilities

A teaching assistant (TA) assists in the instruction under the supervision of a course instructor (professor).

The TA primarily assists the instructor in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures. More information about responsibilities will be decided by the course instructor. However, duties typically required of all TAs are:

- Attend all instructor-TA meetings.
- Attend all lectures of the course they are TA-ing.
- Lead one or more discussion or lab sections as agreed at the time of TA assignment.
- Assist with grading and proctoring.
- Hold office hours or cover Help Room.
- Perform other duties as needed for each course, such as quizzes, preparation for sections, and lab demonstrations.

Performance Evaluations and Standards

- TAs are evaluated by both the course instructor and the students they teach.
- TAs need to submit a work diary (job record) once a week. Failure to do so may result in action by the OIA.

Scholarship Information

- NTD\$5,000 from September to December (total of NTD\$20,000 per semester).

How to Apply

- Step 1 : Contact your professor, inform the professor of your intention to obtain their approval.
- Step 2 : Ensure the course information is current and correct. (Click on the [course system](#) to verify course number, professor's name and course name)
- Step 3 : **Apply online from July 8, 2024, to July 26, 2024.** Please note that the **professor's name should be their Chinese full name**, not a nickname (e.g., Freshman English, Professor: 許光漢).
- Step 4 : You will receive an automated email after completing the online application. The URL will be provided at the bottom of the email, please **DO NOT CHANGE URL or PASSWORD.**
- Step 5 : **FORWARD** the automated email to this email address (oiaeducation@email.nchu.edu.tw) so that OIA can verify the information you have submitted. If everything is correct. OIA will send a link back. You can use the link to check the status of your application.
- Step 6 : **The results will be announced on August 16, 2024.**

Notices

- Students must **apply only through the OIA official website**, do not use other shared links.
- Please submit the application only **once**. After receiving the registration confirmation email, do not register again. If you do not receive the confirmation email, check your other email folders first, then inquire with OIA. Please be patient when waiting for a response from OIA during school holidays.
- **Applications are not on a first-come, first-served basis.** This program only provides a limited number of **50** TAs. If there are more applicants than available positions, OIA will evaluate suitable candidates based on a meeting with supervisors.
- If a course fails to open successfully, no scholarship will be provided.

OIA Contact

Ms. Inger Tsai
Tel: 04-22840206 ext.31
intsai@dragon.nchu.edu.tw

113-1 國際處 外籍生TA 申請簡章

NCHU OIA
教師版中文簡章



為什麼要聘用外籍生TA呢？

教學現場國際化

增進外生TA與
本國學生交流，
拓展雙方視野

支援外生就學

國際處
提供外生TA獎助學金，
支援外籍生就學開銷

增進國際師生互動

促進外生與教師交流，
幫助外生融入台灣文化

課程申請資格

為全英語授課課程

(以教務處課程系統的授課語言為主，課程人數不限)

通識課、實驗課、系所課程、實習課、大一英文皆可申請

申 格 評 順 序

本校碩/博士在學外籍生，已領有臺灣獎金者(科技部/外交部/教育部)、
菁英獎學金、ICDF獎學金者不得申請

評核標準

外籍生獲獎順序，依下列順位排序，於限制名額內核給，得不足額錄取，
核給結果以一位老師一門課一位TA為原則。

1. 順位一：新生且沒有領取中興獎學金。
2. 順位二：其他年級學生且沒有領取中興獎學金。
3. 順位三：以上條件相同狀況下，以選課人數較多之班別所需TA優先。(以 50
名為上限，得不足額)
4. 惟該次核給結果剩餘名額達1/5以上時，經國際長同意核給開第二門課的老師
屬意之優秀TA，仍依開順位比序擇優錄取，以鼓勵教師多開設全英語課程

TA工作內容

- 協助教師考試評分
- 教材準備
- 準時出席課程
- 帶領小組討論
- 其他教師交辦事項

教師與學生回饋

老師說：

外生TA對課堂很有幫助，讓學生適應各國不同口音，促進多元文化交流、幫助學生思考

學生說：

TA program provides an opportunity to build my ability to teach, speak and communicate. Besides that, by class activity, I also got the chance to learn more about Taiwanese culture

若您已有人選，可請與您配合的學生**7/8-7/26**日間至**國際處官網**申請，或請致電國際處，我們將為您說明。

若您無屬意人選，且樂意給外籍生機會，請填寫**需求調查表單**，國際處會將您的課程資訊及條件轉達學生，若您有學生欲擔任您的 TA，國際處將會收集學生履歷轉寄給您。

申請流程與時程

學生與老師
協議擔任TA

7/8-7/26
學生至國際處
官網進行申請

8/1-8/7
將名單送給教師
進行確認

8/8-8/15
國際處審查
學生資格

8/16
公布通過名單

Thank you!

2024 Fall Int'l Students TA-ship Guideline (For Professor)

NCHU OIA

**To promote globalization,
OIA is organizing “Int’l Students TA-ship” to assist teachers
with related matters.**

**Qualified students who become TA receive NTD 20,000/
semester.**

If the teacher already has a preferred candidate, please kindly remind the student to apply via OIA 's the website from **July 1- 7 .**

If the instructor doesn't have a candidate, please fill out the **form, OIA will **forward** your course information and request to students, and after collecting the resumes, OIA will forward them back to the instructor.**

Eligibility

**English-taught courses,
including general studies,
laboratory courses,
and internship courses, etc.**

**Only Master/Ph.D.
Intl students can apply.**

TA's duties

- **Grading multiple choice exams**
- **Grading essay/short answer exams**
- **Grading written assignments**
- **Attending lectures**
- **Teaching lab or discussion sections**
- **Other**

Application Process

From **July 1**, instructors who don't have a candidate so far may fill out the form. (If you already have a candidate, please **skip** this part)

During **July 8 - July 26**, **TA candidates** should complete the application through OIA's online system. (Instructors **don't need to** fill this form)

During **August 1 - August 7**, OIA will send the application to the instructors for confirmation.

After the instructors fill out the confirmation form, OIA will review and select from the pool of candidates.

August 16
Result Announcement

Feedback of our program

From the instructor TA is helpful in the classroom, allowing students to adapt to the different accents, and border student's global perspectives

From TA

TA program provides an opportunity to build my ability to teach, speak and communicate. Besides that, by class activity, I also got the chance to learn more about Taiwanese culture

Notice

- **Please note that course type, the number of students taking the course, and candidates' eligibility will be evaluated.**
- **Students who already have Taiwan scholarships/ Elite scholarships/ICDF scholarships cannot apply for OIA Int'l Students' TA-ship.
For more information, please check OIA website.**

Scholarship Allocation Priority

- **First priority:** Freshmen who have not received the Chung Hsing scholarship.
- **Second priority:** Students from other grades who have not received the Chung Hsing scholarship.
- **Third priority:** Other eligible students, with priority given to TAs needed in classes with higher enrollment numbers.
- **When the remaining vacancies after allocation reach more than one-fifth, the International Affairs Office may approve a teacher to apply for a second TA for a different course.**

Thank you!