

# 國立中興大學生命科學院 EMI 教學助理制度實施要點

## Regulations for the Implementation of Subsidy for EMI Teaching Assistants College of Life Sciences of National Chung Hsing University

112 年 1 月 19 日本院主管會議(雙語化教育執行委員會)通過

passed at the College Executive Meeting (Bilingual Education Executive Committee) on Jan 19th, 2023.

115 年 1 月 15 日本院主管會議(雙語化教育執行委員會)修訂通過

Revised and passed at the College Executive Meeting (Bilingual Education Executive Committee) on Jan 15th, 2026.

- 一、國立中興大學生命科學院（以下簡稱本院）為提昇 EMI 教師教學品質及學生學習成效，並培養高等教育教學人才，特訂定本要點。

Article 1 The College of Life Sciences, National Chung Hsing University (hereinafter referred to as the College) has formulated these regulations in order to improve the teaching quality of EMI teachers and the learning effectiveness of students and to cultivate higher education teaching talents.

- 二、本要點適用對象為本院 EMI 教學助理，指協助 EMI 課程教學相關實務之學生，擔任雙方存有提供勞務獲取報酬之工作事實，且具有對價之僱傭關係。

Article 2 This provision is applicable to EMI teaching assistants of the college, which refers to students who assist in the teaching and practice of EMI courses, and the two parties provide paid services and have an employment relationship.

- 三、聘用本院 EMI 教學助理應遵循規範如下：

Article 3 Qualification of the EMI teaching assistants:

- (一) 依據勞動部「專科以上學校兼任助理勞動權益保障指導原則」辦理。

(1) The regulations are implemented in accordance with the "Guiding Principles for the Protection of Labor Rights and Interests of Assistants in Colleges" issued by the Ministry of Labor.

- (二) 支援 EMI 課程教學之教學助理所領取之報酬與協助本院 EMI 課程教學工作有勞務對價性，其提供勞務所生之成果歸屬於本院。

(2) The performance and results of the EMI Teaching Assistants' services are the College's property.

- 四、EMI 教學助理依所協助課程之教學實務內容不同，分成以下四類：

Article 4 EMI teaching assistants are divided into the following four types according to the courses they assist:

- (一) 討論課（A 類）

(1) Seminar (Type A):

1. 配合 EMI 課程分組討論之需要，透過授課老師指導內容，帶領修課學生進行小組討論。

I. According to the teacher's guidance and course content, lead students to conduct group discussions.

2. EMI 授課教師可依需求規劃協助內容包括：定期與授課教師討論課程相關事宜、隨班跟課參與及聆聽上課內容、準備討論課議題、負責帶領分組討論、回報授課教師討論課進行情形及其他促進學生學習之教學輔助。

II. According to the course schedule, teaching assistants are required to assist students in arranging discussions with teachers, participating in class, preparing materials, including lecture content, preparing discussion topics, leading group discussions, reporting progress to teachers, discussing lessons, and other teaching aids to facilitate students' learning.

3. 原則上每週須於 EMI 教師授課時段外另安排固定時段進行討論課（開學週、期中考週、期末考週可不安排），每次以 1 小時為原則，且應先行與授課教師研商討論課內容，藉由帶領小組討論，使修課學生學習以理性態度對討論主題進行平等對話，培養同學批判思考、理性分析能力與溝通表達能力。

- III. In principle, TA needs to arrange a fixed discussion class time every week, not the teaching time of the EM teacher (except the first week of the semester, midterm exam week, and final exam week), and the principal is One hour each time. Discuss the content of the discussion with the teacher, guide the group discussion, help students learn to have an equal dialogue on the topic of discussion with a rational attitude, and help students have critical thinking, rational analysis, and communication skills.

(二) 演練課 (B 類):

(2) Drill (Type B):

1. 配合 EMI 課程習題演練與課業輔導需求，透過 EMI 授課老師指導內容，帶領修課學生進行課後習題演練與課業輔導。
  - I. According to the content of the EMI course, lead the students to carry out after-class exercises and homework.
2. EMI 授課教師可依需求規劃協助內容包括：定期與 EMI 授課教師討論課程相關事宜、安排演練課、課後提供課業諮詢服務及其他促進學生學習之教學輔助。
  - II. Regularly discuss course-related matters with EMI teachers, arrange rehearsal sessions, provide coursework consultation services after class, and other teaching aids to facilitate student learning.
3. 原則上每週須於 EMI 教師授課時段外另安排時段帶領學生進行習題演練或課業解答（開學週、期中考週、期末考週可不安排），每次以 1 小時為原則，強化基礎學科核心能力之養成。
  - III. In principle, arrange more time to take students to do exercises or homework (except the start week, midterm exam week, and final exam week). It is recommended to arrange one hour each time to strengthen the cultivation of students' basic academic abilities.

(三) 實驗課 (C 類):

(3) Laboratory (Type C):

1. 配合 EMI 實驗課之需要，透過 EMI 授課老師指導內容，帶領修課學生進行分組實驗。
  - I. Following the EMI lab course, lead students to conduct group experiments.
2. EMI 授課教師可依需求規劃協助內容包括：協助 EMI 教師準備實驗課上課資料及實驗材料試劑等、預作實驗、協助學生操作實驗、協助維持實驗室安全衛生、課後整理實驗室、進行實驗相關討論、協助批改實驗報告，以及其他促進學生學習之教學輔助。
  - II. Assist EMI teachers in preparing experimental textbooks, experimental materials, and reagents, pre-testing, assisting students in operating experiments, assisting in maintaining laboratory safety and hygiene, organizing laboratories after class, conducting discussions related to experiments, assisting in correcting experimental reports, and other assistance to students in learning teaching aids.

(四) English Corner :

(4) English Corner:

1. 為提升學生英語溝通能力，得由外籍學生擔任教學助理，帶領學生進行英語口說練習。
  - I. To enhance students' English communication skills, foreign students may be appointed as Teaching Assistants (TAs) to lead students in English speaking practice.
2. 外籍學生教學助理得依需求規劃與準備教材，並提供其他有助於促進學生學習之教學輔助事項。
  - II. Foreign student Teaching Assistants may prepare instructional materials and provide other assistance to students in learning teaching aids.

- 五、 本院各教學單位得聘任博、碩士班研究生及優秀大學部學生擔任 EMI 教學助理，惟第四點第四項應由外籍生擔任教學助理。EMI 教學助理負責第四點所列工作外並協助攝影、錄音、課程內容錄影及相關教學成果之彙整及上傳至網站。每一課程每學期只能申請 1 類 EMI 教學助理 1 名，不得同時申請 2 類以上。申請案之審查由本院系所主管會議掌理。

Article 5 All teaching units of the college can hire doctoral students, master students, and undergraduate students and foreign students in accordance with Item 4, Subparagraph 4 as EMI teaching assistants, responsible for the tasks listed in point 4 of this regulation, and assisting in editing and uploading photographic, audio, and video materials to the EMI website. Only one type of EMI teaching assistant is allowed for each course per semester, and no more than two types of teaching assistants are allowed for the same course. The application is approved by the College Executive Meeting (Bilingual Education Executive Committee).

- 六、 本院 EMI 於每學期辦理 EMI 教學助理研習，以強化其教學知能；EMI 授課教師得視其參與結果作為評量表現參考，並依 EMI 特優教學助理(TA)遴選要點選拔本院「EMI 特優教學助理」。

Article 6 The college will select outstanding teaching assistants according to the " Regulations for EMI Outstanding Teaching Assistant Selection of the College of Life Sciences, National Chung Hsing University". The college also provides EMI teaching assistant training every semester to strengthen TA's teaching skills; EMI teachers will use participation as a reference for evaluating teaching assistant performance.

- 七、 EMI 教學助理原則以聘任博碩士班研究生為優先，學士班三年級（含）以上優秀學生次之，每名學生不得擔任與該學期所修課程同名稱科目之教學助理。

Article 7 EMI teaching assistants are mainly doctoral and master students, followed by third-year undergraduates (inclusive). Students cannot serve as teaching assistants for their own courses.

- 八、 EMI 教學助理所需之工作酬勞由大專校院學生雙語化學習計畫經費支應，每小時平均薪資不得低於中央主管機關公告之基本工資。每週工作時數上限以學分數乘以兩小時計算，每學期以十六週為原則。惟第四點第四項之教學助理以每週工作時數四小時為原則，每學期依據實際授課週數核發工作酬勞。聘任之教學助理所需負擔之勞保費、健保費及勞退費之總額，依「教育部補助大專校院辦理教學助理納保作業要點」辦理，如有其他衍生費用或不符合教育部補助條件者須由聘任單位自行負擔。

Article 8 EMI teaching assistant subsidies are paid by The Program on Bilingual Education for Students in College, and the average hourly salary shall not be lower than the basic salary announced by the Labor Insurance Bureau. The maximum weekly working hours of Teaching Assistants shall be calculated as two hours per course credit, with each semester calculated on the basis of sixteen weeks. However, EMI Teaching Assistants appointed pursuant to Item 4, Subparagraph 4 shall have a maximum of four working hours per week, with each semester calculated based on the actual number of instructional weeks. The total amount of assistant insurance premiums, medical insurance premiums, and labor service fee refunds shall be implemented in accordance with the "Regulations on Appointment of Teaching Assistants in Universities Funded by the Ministry of Education". If there are other derivative expenses or those that do not meet the subsidy conditions of the Ministry of Education, the employer shall bear them.

- 九、 EMI 教學助理（TA）於每學期開始前一個月提出申請，詳細確切時程另行公告。

Article 9 The application for EMI Teaching Assistant (TA) will start one month before the start of each semester, and the specific time will be notified separately.

- 十、 本院得辦理 EMI 教學助理實地訪視、修課學生意見調查及相關檔案抽查等考評工作，並得獎勵表現優良之學生。

Article 10 The college has the right to supervise EMI teaching assistants, review and investigate students' opinions on course selection, consult relevant teaching files, and reward students

with outstanding performance.

- 十一、 獲補助 EMI 教學助理之教師或單位須提供相關成果資料，且該整體績效及考核結果為次學期審核之參考。

Article 11 EMI teaching assistants need to help teachers upload relevant teaching materials, comprehensive grades, and assessment results, and the performance of teaching assistants will be used as a reference for application consideration in the next semester.

- 十二、 單一 EMI 課程修課人數達十人以上者，得申請補助一名教學助理；修課人數達五十人以上者，得申請補助二名教學助理。

Article 12 For an EMI course with an enrollment of ten students or more, one Teaching Assistant subsidy may be applied for; for an enrollment of fifty students or more, subsidies for two Teaching Assistants may be applied for.

- 十三、 本要點未盡事宜應依勞動部「專科以上學校兼任助理勞動權益保障指導原則」及本院相關規定辦理。

Article 13 Matters not covered in this regulation will be revised in accordance with the Labor Insurance Bureau's "Guiding Principles for the Protection of Labor Rights and Interests of Teaching Assistants in Colleges and Universities" and relevant regulations of colleges.

- 十四、 本要點經本院主管會議通過報校核定後實施，修正時亦同。

Article 14 This regulation will be implemented after being approved by the College Executive Meeting (Bilingual Education Executive Committee), also at the time of revision.

# 國立中興大學生命科學院 EMI 教學助理 (TA) 申請表

## Application Form for EMI Teaching Assistants College of Life Sciences, National Chung Hsing University

112 年 1 月 19 日 日本院主管會議(雙語化教育執行委員會)通過  
passed at the College Executive Meeting (Bilingual Education Executive Committee) on Jan 19th, 2023.  
115 年 1 月 15 日 日本院主管會議(雙語化教育執行委員會)修訂通過  
Revised and passed at the College Executive Meeting (Bilingual Education Executive Committee) on Jan 15th, 2026.

E M I 課 程 資 料 EMI Course Information					
開課單位 Course offered unit		開課學年度 Academic year/ Semester	學年度 學期 Academic year/ Semester		
課程名稱 Course name		選課號碼 Course number		學分數 Credit	
E M I 教 學 助 理 ( T A ) EMI Teaching Assistant (TA)					
姓名 Name	系所： Department/Institute: 學號： Student ID : 博/碩/學士班(圈選) Ph.D./Master/Bachelor Class (Please Circle) 年級： Grade: <input type="checkbox"/> 已確認非上述課程之學生。(未勾選視同資格不符) Students who have been confirmed not to be in the above courses. (Unchecked as ineligible).				
類別 Type of TA (每一課程每學期僅能申請 1 類 TA，不得同時申請 2 類以上。) (Only one type of EMI teaching assistant is allowed for each course per semester, and no more than two types of teaching assistants are allowed for the same course)	<input type="checkbox"/> 討論課 (A 類 TA) Seminar (Type A).				
	<input type="checkbox"/> 演練課 (B 類 TA) Drill (Type B).				
	<input type="checkbox"/> 實驗課 (C 類 TA) Laboratory (Type C).				
	<input type="checkbox"/> English Corner				
申 請 單 位 Applicant Unit					
授課老師簽章 Instructor signature	日期：____年____月____日 Date：____ YYYY ____ MM ____ DD				
TA 學籍所屬單位 主管簽章 Department/Institute Head signature	日期：____年____月____日 Date：____ YYYY ____ MM ____ DD				

**備註：**申請者不得為申請課程之該學期選修學生。

**Remarks:** Applicants must not be students enrolled in the course they are applying for.

本表單蒐集之個人資料，僅限特定目的使用，非經當事人同意，絕不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。

The personal information collected in this form is only used for specific purposes, and shall not be used for other purposes without the consent of the individual, nor shall any information be disclosed, and the university website security and information system security control measures shall be followed.