

# Teaching Assistants Guidelines for Undergraduate Student

## Enrollment of National Sun Yat-Sen University

Approved at the 7<sup>th</sup> Administrative Meeting, first semester of 2008 Academic  
Year, December 17, 2008

Amended and approved at the 2nd Administrative Meeting, 2nd semester of 2010  
Academic Year, March 10, 2010

1. The regulations are established by National Sun Yat-sen University (hereinafter referred as “the University”) to encourage outstanding undergraduate students providing specialized supports for classmates and to cultivate a culture of caring.
2. Enrollment requirement: Current undergraduate students, limited to junior year students and above who meet any of the followings:
  - (1) Awarded the University’s Book Award.
  - (2) Ranked top three per prerequisite course, and score over 80 points on conduct and behavior in previous semester.
  - (3) Recommended by professors with explanation on qualification of taking teaching assistant’s role.
3. Scope of work:
  - (1) Assist teachers to conduct teaching courses (hereinafter referred as “TA”).
  - (2) Provide school work guidance in dormitories and study areas of each school. Sessions for school work guidance are conducted in the form of group (more than 5 people) and one-to-one.
  - (3) Those ranked top three per prerequisite course are to work as TA and school work guidance assistant only for that specific course.
4. TA shall attend TA training courses and obtain TA Certificate in accordance of the University’s “TA Training and Evaluation of Performance.” Teachers shall appoint TA directly and pay TA based on the University’s TA fellowship grant program.
5. As TA, one should meet the following requirements:
  - (1) Course session is limited to prerequisite course only.
  - (2) TA shall be paid at NT\$250 per hour for conducting group session (more than 5 people) with weekly working hours not exceeding 6 hours. Sessions that cannot meet required number of attendants with exceed working hours shall be treated as voluntary. The special condition is not subject to the limit on specialized courses with less than 5 attendants when explanation

is provided.

- (3) One-to-one session shall not exceed 4 hours per week. Those who accumulate more than 24 working hours can deduct service course of one semester. Those who accumulate more than 30 working hours and do not deduct service course shall be awarded with a Certificate of Enthusiastic Service from Office of Academic Affairs.
  - (4) Course session venue shall take place in public open areas (such as library, or open areas of each school). Teaching assistants shall register online for hours of sessions and venue for reference evaluation of the Office of Academic Affairs.
6. Related fees for TA and course assistants are allocated from the budget of Teaching Program of Excellence.
  7. The regulations were approved at Administrative Meetings and complied with the Principal's approval, so are the amendments.