

# 助教報到程序 Teaching assistant application procedures

配合國立中央大學「教學獎助生相關辦法」，擔任課程助教領取助學金者，需完成下列各項事宜。  
In accordance with the National Central University "Teaching assistant application procedures", those serving as teaching assistants who qualify for scholarship assistance must complete and submit the items listed below.

請務必於 9/12 前完成下列事項，方可領取到助學金

Please complete and submit the following documents before Sep 12 in order to receive the scholarship.

步驟一 備妥下列四種文件(1)-(4)繳交至系辦。

Step 1 Prepare the following four documents (1)-(4) and submit to Department Office .

(1) 『助學金申請書』:請登入獎助學金暨工讀管理系統線上填寫申請表後，印出紙本簽名，並經指導教授簽名後繳交。

"Scholarship Application Form": First, log onto the "Scholarship and Work-Study System" website and complete the application online. Then print out a hard copy of the document to be signed by yourself and your supervising professor.

請登入本校入口網站 <https://portal.ncu.edu.tw/>---學生相關服務---生活助學服務---獎助學金暨工讀管理系統---學生專區---招募資訊---申請

Log onto the NCU web portal <https://portal.ncu.edu.tw/>---Student services---life services---scholarship ---學生專區---招募資訊---申請-

至獎助學金暨工讀管理系統，點選學生專區/招募資訊/申請。



1071 物理系課程助教(助學金單位 X)

1071 Physics department TA(unit amount x)

(2) 附件一 教學助理教學實務課程修課申請表:請與授課老師一起討論填寫，並經授課教師簽名後繳交。

Attachment 1 Teaching Assistant Practice Course Application Form: Please fill out the application form after discussion with the course professor. The form should be turned in after being signed by the professor.

(3) 附件二 助教切結書:請印出附件紙本簽名繳交。

Attachment 2 Teacher's Assistant Affidavit: Please provide a printed and signed hard copy.

(4) 附件三 國立中央大學獎助生暨學生兼任助理學習與勞僱型態同意書 10710-10712:請與授課老師一起討論填寫，並經授課教師簽名後繳交。

Attachment 3 National Central University Student Teaching Assistant Part-time Employment Consent Form10710-10712: Please fill out the consent form after

discussion with the course professor. The form should be turned in after being signed by the professor.

**步驟二 人事系統資料登錄：請登入本校入口網站 <https://portal.ncu.edu.tw/>---學生相關服務---生活助學服務---人事系統 完成資料登錄（需上傳保密切結書）**

Step 2 Personnel system data input: Please log into the school website <https://portal.ncu.edu.tw/>---Student services---life services---Human system, and complete the data input (Upload the Confidential Affidavit)

- 經分配擔任助教者需選修『PH9994 物理教學研習 I』。（系辦會於加退選期間代為加選）  
Successful appointees are required to register for the course “PH9994 Special Topics on Teaching Physics I”.
- 依研究生修業規定，修業期間碩士生至少需擔任一學期課程助教、博士生至少需擔任兩學期課程助教，方可畢業。  
The Graduate Student's Course Regulations require master students to serve as TAs for at least one semester, while doctoral students must serve for at least two semesters as part of the criteria for graduation.
- 學期末時，應完成各項授課教授指定之實習事項及學習報告(學期末時會再公告繳交日期) (如附件四教學助理教學實務課程學習成果報告)。  
The applicant should complete the various work-study tasks and reports assigned by their supervising professor by the end of the term (Submission deadline for this material will be announced at the end of the term) (E.g.: Attachment 4. Teaching Assistant Work-study Course Learning Outcome Report)
- 本學期助教津貼發放為 9 月-12 月共 4 個月，礙於選課時間限制人事系統申請流程，津貼將分攤到 10-12 月共 3 個月發放。  
TA's salary have four months (from September to December). Due to the time limit for the selection of classes and the application process for the personnel system, four months salary will be distributed between October and December.

單位金額 amount per allowance unit : 1200 元

助學金單位數/人 (Stipend units / per person)	薪資 9-12 月 Salary Sep-Dec	薪資 10-12 月 Salary Oct-Dec
2	1200 元*2 單位=2400 月*4 個月 =9600 元	3200 元*3 個月 =9600 元
3	1200 元*3 單位=3600 月*4 個月 =14400 元	4800 元*3 個月 =14400 元
4	1200 元*4 單位=4800 月*4 個月 =19200 元	6400 元*3 個月 =19200 元
5	1200 元*5 單位=6000 月*4 個月 =24000 元	8000 元*3 個月 =24000 元

如有任何問題歡迎來信或來系辦詢問~謝謝

If you have any questions please feel free to write or inquire in person. Thank You