

助教報到程序

Teaching assistant application procedures

107-2 學期起課程助教全面改為勞雇型教學助理!

聘期為 108.02.18-108.06.21

From 107-2 semester foreign students who want to be a TA must have work permit. (<http://oia.ncu.edu.tw/index.php/en/2013-03-21-07-43-6/2013-03-21-07-53-14/other-information.html>)

步驟一 備妥下列 4 種文件(1)-(4)繳交至系辦。

Step 1 Prepare the following THREE 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。



1072 物理系課程助教(助學金單位 X)

1072 Physics department TA(unit amount x)

*如擔任兩門以上課程助教，助學金單位請選擇兩門課程相加。(例如甲生擔任一門 3 單位和一門 5 單位課程，則請申請助學金單位 8)

(2) 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.

(3) 附件三 國立中央大學獎助生暨學生兼任助理學習與勞雇型態同意書 10802-

10806(本同意書一式 2 份，由簽署人(單位)各收執 1 份):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 Form10802-10806: Please fill out the consent form after discussion with the course professor. The form should be turned in after being signed by the professor.

(4) 附件一 國立中央大學兼任助理假日工作同意書:

依據本校人事室 108.01.25 發文:[為保障兼任助理勞工權益，若當月 1 日為非上班日仍僱用兼任助理者，需於僱用請核時上傳單位主管或計畫主持人核准之工作說明書，並由權責單位審核通過始得僱用。]

本系助教聘雇期間為整個學期 108.02.18-108.06.21，故請填寫工作同意書，同意書內工作項目請依據分配課程需求自行修改。兼任助理本人簽名後繳交。

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)

- 經分配擔任助教且需選修『物理教學研習』者，請務必通知系辦。（系辦會於加退選期間代為加選）

Successful appointees who are required to register for the course “Special Topics on Teaching Physics ” must inform department office to add course.

- 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.

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