

助教報到程序 (研究所新生請於 2025.02.01 取得學號後再開始辦理!)

Teaching assistant registration procedure

114.01.07 更新

所有聘僱程序請於 2025.02.10 前完成，以免影響薪資發放，謝謝合作。

Please complete the registration procedure before 2025.02.10 to avoid affecting salary payment.

Thank you for your cooperation.

- 課程助教為**勞雇型**教學助理! (外籍學生需申請工作許可)

TA are labor-employed teaching assistants!

Foreign students who want to be a TA must have **work permit**.

(<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>)

- 聘期為 2025.02.17-2025.05.31 (**工作時間為 113-2 學期**)

The employment period is 2025.02.17-2025.05.31 (**working time is 113-2 semester**)

薪資入帳時間約為 2025.03.20、04.20、05.20、06.20

The salary entry time is approximately 2025.03.20、04.20、05.20、06.20

- 1 助學金單位金額:1000 元

1 unit amount: NT1000

步驟一 備妥下列 3 種文件(1)-(3)繳交至系辦 S4-629。

Step 1 Prepare the following THREE documents (1)-(3) and submit to Department Office(S4-629) .

- (1) 附件一 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: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 National Central University Student Teaching Assistant Part-time Employment

Consent Form: Please fill out the consent form after discussion with the **course professor**. The form should be turned in after being signed by the professor.

- (2) 『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-

- 1132 物理系助教 Physics TA (2 月)
- 1132 物理系助教 Physics TA (3-5 月)

上述兩筆都需申請 Both of the above are required to apply

至獎助學金暨工讀管理系統，點選學生專區/招募資訊/申請。



(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.

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 (需上傳保密同意書)

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 Confidentiality Agreement for Faculty, Staff, and Students)

- 經分配擔任助教者系辦會於課程加退選期間協助加選『物理教學研習』課。
Successful appointees will be add the course “Special Topics on Teaching Physics ”.
- 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 (each once of first and second semester)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