

助教報到程序 (研究所新生請於 2026.02.01 取得學號後再開始辦理!)

Teaching assistant registration procedure

115.01.06 更新

所有聘僱程序請於 2026.02.24 前完成，以免影響薪資發放，謝謝合作。

Please complete the registration procedure before 2026.02.24 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 2026.03.02-2026.06.12 (**工作時間為 114-2 學期**)
The employment period is 2026.03.02-2026.06.12 (**working time is 114-2 semester**)
薪資入帳時間約為 2026.04.20、05.20、06.20、07.20
Salary deposit time is approximately 2026.04.20、05.20、06.20、07.20
- 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)，掃描電子檔案，依序合併成一個 PDF 檔，EMAIL 至 corona@ncu.edu.tw。

電子檔檔名:學號(姓名)(助學金單位數)

(備註:如擔任兩門以上課程助教，單位數請相加)

Step 1 Prepare the following 3 documents (1)-(3), scan the electronic files, merge them into one PDF file in order, and email to corona@ncu.edu.tw.

Electronic file name: Student ID (name) (number of scholarship units)

(Note: If you are a teaching assistant for more than two courses, please add the number of units together)

(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-

- 1142 物理系助教 Physics TA (3-4 月)

- 1142 物理系助教 Physics TA (5-6 月)

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

[招募資訊] 1141物理系助教Physics TA (11-12月)	[招募資訊] 1141物理系助教Physics TA (9-10月)
開始日期：2025-07-11	開始日期：2025-07-11
結束日期：2025-08-15	結束日期：2025-08-15
申請資格：研究所	申請資格：研究所
工讀單位：物理學系	工讀單位：物理學系
工讀地點：物理系	工讀地點：物理系
工讀類型：	工讀類型：

(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)

請注意

步驟一電子檔繳交後，需等候收到人事系統資料填寫通知信件，才能進行步驟二。

兩步驟皆完成，並收到人事系統確認聘僱完成信件，才算完成所有程序。

Please note

After submitting the electronic file in step 1, you need to wait for the email from the personnel system ask to complete the information before you can proceed to step 2.

After completing both steps and receiving the confirmation letter from the personnel system, all procedures are considered complete.

- 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 “.
如學期間因故停止助教工作，請務必自行退選課程，未退選者期末以 0 分計。
If you are unable to continue your teaching assistant work during the semester, please be sure to drop the course yourself. Those who do not drop the course will receive a grade of 0 at the end of the semester.
- 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