

# **Yuan Ze University Regulations for the Implementation of Teaching Assistant System**

Approved at the 4<sup>th</sup> academic affairs meeting of the 2007 academic Year on Mar.12, 2008  
Amended at the 1<sup>st</sup> academic affairs meeting of the 2011 academic Year on Oct.5, 2011  
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**Article I** In order to promote the teaching assistant system, to encourage outstanding students to serve as teaching assistants, to help teachers improve the quality of teaching, to strengthen the learning effectiveness of students, and to ensure the rights and obligations of the teaching assistants, these Regulations has been formulated in accordance with the “Yuan Ze University Management Guidelines for Students Working as Part-time Teaching Assistants”.

**Article II** The qualifications for working as teaching assistants are as follows:

1. Graduate students of master’s and doctoral programs, and graduate students of master’s in-service programs with excellent academic performance and good conduct.
2. Students in the third to fourth years of the undergraduate program with excellent academic performance and good conduct.

Students who meet one of the two qualifications listed above will be given priority in hiring upon approval by the teaching faculty and the course provider. If it is necessary to hire a student in the second year or below of a bachelor’s degree program as a teaching assistant, the teaching unit will propose and discuss the proposal at a departmental meeting for approval before the appointment is made.

**Article III** The definitions, types, and job descriptions of teaching assistants stated in these Regulations are as follows:

Teaching assistants are those students who are studying in the University and are hired to assist teachers in teaching activities, production of teaching materials, group experiments or internships, classroom counseling services, grading and registering of homework papers, and proctoring of exams, and other teaching-related matters, in order to enhance the quality of teaching. Teaching assistants are not allowed to be asked by teachers to engage in non-teaching related activities or to teach on behalf of teachers, except for assisting in teaching activities.

1. Learning-based Part-time Teaching Assistant: This is defined as a part-time teaching assistant who is employed in a program of course learning or service learning where learning is the primary purpose and area of study, which is a non-reciprocal employment relationship.
2. Labor-based Part-time Teaching Assistant: This refers to the fact that both parties have a reciprocal employment relationship in which labor is provided for remuneration.

The types of teaching activities include general courses, laboratory courses, digital teaching courses, and language courses. Teaching assistants’ work is related to course work, service learning, and

after-school remediation.

#### Regulations for Teaching Assistants in Teaching Units

Article IV Each academic unit shall, depending on the needs of professional courses and subsidized funds, formulate the “Enforcement Rules for Teaching Assistants” of each academic unit and refer to the definition, type, and job description of teaching assistants in Article 3 to handle the matters related to the allocation, treatment, personnel, and work evaluation of teaching assistants. The relevant regulations will be sent to each college for approval after discussion in the unit meeting.

Article V The rights and interests of part-time teaching assistants of the University shall be protected in accordance with the “Yuan Ze University Management Guidelines for Students Working as Part-time Teaching Assistants” and the relevant regulations of the University.

Article VI Learning-based part-time teaching assistants of the University must sign the “Yuan Ze University Part-Time Teaching Assistant Learning Agreement” with the University in order to receive scholarships or incentives.

Article VII Labor-based part-time teaching assistants of the University must sign the “Yuan Ze University Part-time Teaching Assistant Labor Contract” with the University in order to receive salary or work-study payment.

Article VIII Scholarships or incentives for learning-based part-time teaching assistants of the University and hourly wages or work-study payments for labor-based part-time teaching assistants of the University will be paid on a regular basis in accordance with the “Yuan Ze University Management Guidelines for Students Working as Part-time Teaching Assistants” of the University and the “Enforcement Rules for Teaching Assistants” of each academic unit of the University, as well as the relevant regulations of the academic and administrative units.

Article IX Students who work as teaching assistants are required to attend the Teaching Assistant Workshop organized by the Teaching Excellence Center for of the Office of Academic Affairs every semester.

Article X Each unit is responsible for evaluating the performance of teaching assistants, which will serve as the basis for incentives and reimbursement.

Article XI Teaching assistants are expected to behave as follows:

1. Accept the supervision and guidance of the teacher and to assist the teacher in teaching.
2. Respect the teacher and the students by observing the ethical boundaries.

3. Adhere to the principle of fairness and impartiality, and ensure the privacy of the students.
4. Comply with the Gender Equality Education Act, the Gender Equality Work Act, and the relevant regulations of the University.

Article XII These Regulations will be implemented after it has been approved by the Academic Affairs Meeting, and the same applies to any amendments. .