

[Promulgated on January 2, 2024]

NATIONAL TAIWAN UNIVERSITY

Office of Academic Affairs

Enforcement Rules Governing Scholarship for Teaching Assistantship

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| March 06, 2018 | Passed by the 2,986 th Administrative Meeting |
| July 10, 2018 | Passed by the 3,003 rd Administrative Meeting |
| November 28, 2023 | Passed by the 3,158 th Administrative Meeting |
| January 02, 2024 | Promulgation of amended Articles 2 through 6 |

Article 1 The National Taiwan University (“the University”) Enforcement Rules Governing Scholarship for Teaching Assistantship (“the Rules”) are formulated in accordance with Article 8 of the *Regulations Governing Scholarship for Teaching Assistantship*.

Article 2 Teaching assistants may be classified into the following five categories based on the needs of course instructors or teaching activities required by teaching units:

1. Discussion classes (Type A): Type A teaching assistants are responsible for leading discussion groups under the guidance of the course instructor. Their duties may include preparing teaching materials, sitting in on lectures, leading group discussion, correcting and grading assignments and providing feedback, operating the online course platform, and other discussion-related tasks.
2. Lab/practicum courses, which may be further divided into the following two types:
 - 1) Lab courses (Type B1): Type B1 teaching assistants are responsible for leading laboratory experiments under the guidance of the course instructor. Their duties may include preparing teaching materials and the necessary chemicals for experiments, demonstrating experimental procedures, sitting in on lectures, assisting students in conducting experiments, maintain safety in laboratories, leading experiment-related discussion, correcting and grading lab reports and providing feedback, operating the online course platform, and other lab-related tasks.
 - 2) Practicum courses (Type B2): Type B2 teaching assistants are responsible for leading practice sessions and practicum activities in or outside of the University under the guidance of the course instructor. Their duties may include preparing teaching materials, sitting in on lectures, prepare for course practice questions and explaining them, guiding students in practicing the use of statistical software, assisting students with extracurricular practicum activities, leading practice sessions or practicum-related group discussion, correcting and grading assignments and providing feedback, operating the online course platform, and other practicum-related tasks.
3. General courses (Type C): Type C teaching assistants are responsible for classroom management in large (lecture) classes under the guidance of the

course instructor. Their duties may include preparing teaching materials, sitting in on lectures, correcting and grading assignments and providing feedback, operating the online course platform, providing online tutoring, engaging in classroom management, offering two hours of weekly course counseling service, and other course-related tasks.

4. Language courses (Type D): Type D teaching assistants are responsible for leading language learning activities in a language course under the guidance of the course instructor. Their duties may include preparing teaching materials; sitting in on lectures; leading speaking practice sessions; correcting and grading assignments (not including compositions) and providing feedback, learning consultation, operating the online course platform, and other tasks related to the language course.
5. Physical education courses (Type E): Type E teaching assistants are responsible for assisting students in performing sports-related techniques and making demonstrations in physical education courses under the guidance of the course instructor. Their duties may include preparing teaching materials, demonstrating moves and techniques, correcting and grading assignments and providing feedback, operating the online course platform, providing counseling and consultation on technique, and other tasks related to the physical education course.

Course instructors and teaching units may adjust the responsibilities set out for each type of teaching assistant based on the actual needs of the course by outlining them clearly in the labor contract. However, course instructors shall not require teaching assistants to perform tasks that are beyond the scope of the course or give lectures in place of the course instructor.

Article 3 The five types of teaching assistant, as described in Article 2, shall be assigned to the appropriate courses in accordance with the principles set forth below. Each course may be assigned only one type of teaching assistant.

1. Discussion classes (Type A): A course with at least 40 registered students may be assigned Type A teaching assistants. In principle, one teaching assistant may be assigned for every 20–25 students registered.
2. Lab/practicum courses (Types B1 and B2): The number of Type B1/B2 teaching assistants assigned to each course shall be based on the nature of the lab/practicum course. In principle, one teaching assistant may be assigned for every 8–50 students. The actual number of teaching assistants required shall be reviewed on a case-by-case basis by each review unit.
3. General courses (Type C): A course with at least 80 registered students may be assigned Type C teaching assistants. In principle, one teaching assistant may be assigned for every 80 students.
4. Language courses (Type D): A course with at least 30 registered students may be assigned type D teaching assistants. In principle, one teaching assistant may be assigned for every 30 students registered.
5. Physical education courses (Type E): A course with at least 40 registered students may be assigned one teaching assistant.

The competent review authority may increase or decrease the number of teaching assistants assigned to course instructors based on their needs

(including nonverbal English-Taught Courses) and past teaching outcomes.

Each teaching unit may apply for teaching assistants on course instructors' behalf. Prior to the beginning of each semester, the number of teaching assistants and the relevant scholarship budget for the semester shall be published on each teaching unit's website after approval by the University, along with the University's *Regulations Governing Scholarship for Teaching Assistantship* and these enforcement rules.

The application of teaching assistants for Liberal Education Courses will be processed according to the guidelines of Project for the Improvement of Liberal Education announced by the General Education Center.

Article 4 Group discussion in courses with Type A teaching assistants shall be processed in accordance with the following provisions:

1. To help students develop a deeper understanding of the contents of lectures and assigned reading materials, courses with Type A teaching assistants may, in principle, include group discussion for at least one course unit per week (except for the online course selection period and the mid-term and final examination weeks). Type A teaching assistants shall set the appropriate topics and lead the weekly discussion under the guidance of the course instructor, stimulating students' critical thinking and motivation for self-exploration through group exchanges, sharing, and debates.
2. Group discussion sessions shall be scheduled outside of normal lecture hours. Additional credits may be issued for the discussion sessions. The exact number of credits available shall be negotiated with course instructor and the course offering department, graduate institute, or degree program.
3. Group discussion may take place where the normal lectures are held by separating students into groups, or at a vacant small classroom or other spaces within the University suitable for discussion. Course instructors may contact the Office of Academic Affairs' Curriculum Division to check for available classrooms and make reservations for regular use.

Article 5A teaching assistant who is assigned to a Type A course for the first time may, during the initial semester, apply for a discussion class training session offered by the Center for Teaching and Learning Development ("CTLTD"). The training session shall include classroom observation and pre- and post-observation consulting (or other means of consulting), after which two teaching assistant training hours may be issued to the teaching assistant. Teaching assistants serving as speakers at training events organized by the CTLTD may have this service counted towards their teaching assistant training hours for the semester.

Article 6 The assessment and evaluation methods for courses with teaching assistants and the assistants themselves are as follows:

1. All courses should disclose relevant information such as written reports, digital teaching aids, assignments, activity records, and other contents within the first three weeks of the semester. The Office of Academic Affairs shall periodically review and evaluate the relevant information for each course.
2. Course instructors shall submit a course report at the end of the semester,

which may be presented in a variety of formats but shall demonstrate the effectiveness of teaching improvement and overall learning outcomes.

3. Teaching assistants shall submit an end-of-semester teaching assistant report for the semester.
4. The Office of Academic Affairs shall include additional questions in the mid-term and final course surveys for courses with teaching assistants, the results of which shall serve as a reference for both course instructors and teaching assistants, as well as an important source for the Office of Academic Affairs to use in evaluating each teaching assistant's performance and selecting excellent teaching assistants at the end of each semester.
5. After the conclusion of each semester, the Office of Academic Affairs shall review the implementation outcomes of each course with teaching assistants based on the end-of-semester TA evaluation survey written by instructors and students, online course platform operation, classroom observation, and teaching evaluation. The results of the review may serve as a reference for future decisions involving course subsidies.

Article 7 The Rules shall be passed by the Administrative Meeting of the University and then implemented on the date of promulgation.