

# China Medical University Teaching Assistant System Implementation Guidelines

Approved by the third Academic Affairs meeting of the first semester of the 2015 academic year on November 28, 2015  
Approved by the first administrative meeting of the second semester of the 2015 academic year on February 17, 2016  
Announced in the Wen-Jiao-Zi No. 1050002833 Letter dated March 8, 2016

- Article 1. China Medical University (hereinafter referred to as CMU) has formulated these guidelines to facilitate the teaching assistant (TA) system and assist instructors in enhancing teaching quality.
- Article 2. The term "Teaching Assistant" (TA) mentioned herein refer to outstanding students selected by each academic department and the general education center with the assistance of the CMU Office of Academic Affairs, and who are responsible for assisting instructors in academic activities, for leading group discussions, group experiments, internships, practicums, and for providing assistance in academic counseling.
- Article 3. Types of Teaching Assistants: CMU TAs are categorized into two types: honor students and graduates. TAs shall be instructed by the course instructors during the course to assist the instructor in enhancing the quality of the course.
- Article 4 TA qualifications:
1. To apply for a graduate TA position, the applicant shall be a graduate student of CMU. Students who serve as graduate TAs must enroll in the elective course "TA Training" (0 credit).
  2. Undergraduate TA applications shall be conducted per the CMU Honor Student Guidelines.
- Article 5 All TAs shall attend training courses planned by the learning center of the Office of Academic Affairs as follows:
1. TA training camp: The TA training camp is held at the beginning of each semester to assist the TAs in understanding the aims and focuses of the TA system and to train them in required knowledge and guidelines.
  2. Seminars and workshops: Seminars and workshops will be held from time to time with topics such as: teaching experience sharing, multimedia teaching material preparation, e-platform course practice, how to lead student group discussions, how to assist the instructors in understanding student learning conditions, how to provide academic guidance, etc.
  3. Laboratory safety education training: TAs must fulfill the training and pass the examination.
- Article 6. TAs shall truthfully fill out the learning records. Impersonation or falsified records will lead to the surrender of the scholarships already claimed and the TA qualification will be suspended and rescinded when necessary. Additional insurance will be applied for TAs engaged in laboratory coursework. TAs may seek assistance from the learning center or other administrative support when faced with difficulty in assisting with courses.
- Article 7. Within two weeks of the end of the semester, instructors of TAs who received subsidies shall submit an outcome report and a TA evaluation form for future reference.
- Article 8. The learning center may conduct on-site TA inspection and random TA file review. Outstanding TAs may be rewarded. The learning center shall conduct a TA satisfaction survey among the students enrolled in the course at the end of each semester. The overall TA evaluation outcome shall serve as future reference for TA application for the next semester. The evaluation consists of: TA evaluation form (40%), end-of-semester experience report (30%), TA satisfaction survey (30%). Those who receive an overall score of less than 3.5 shall

be submitted to the TA review committee for further review.

Article 9 TA scholarship and travel expenses

1. A scholarship of NTD 20,000 shall be granted to graduate students per semester.
2. A scholarship of NTD 12,000 shall be granted to honor students per semester.
3. TA travel expenses shall be paid according to the "Domestic Travel Expenses Guidelines".
4. The method of payment shall be announced and implemented in the "TA Application Instructions".
5. Students receiving Taiwanese scholarships from the Ministry of Education, Ministry of Foreign Affairs, and Ministry of Science and Technology are not entitled to the scholarships in these Guidelines. The restriction does not apply to freshmen enrolled in the 2016 academic year who receive such scholarships.

Article 10 These guidelines shall be announced and implemented after approval is obtained in an administrative meeting and from the President of CMU, the same shall apply to any subsequent amendments.

