**高雄醫學大學教學助理辦法**

**Kaohsiung Medical University**

**Teaching Assistant Regulations**

96.08.28 九十六學年度第一次教務會議通過

August 28, 2007 Passed by the 1st the Academic Affairs Meeting of the

Academic Year 2007

96.10.01 高醫教字第0960008277號函公布

October 1, 2007 Promulgated via the KMU official letter Chiao Tzu No.

0960008277

97.12.05 九十七學年度第三次教務會議通過

December 5, 2008 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2008

98.03.16 高醫心教字第0981101075號函公布

March 16, 2009 Promulgated via the KMU official letter Hsin Chiao Tzu No.

0981101075

100.05.03 九十九學年度第七次教務會議通過

May 3, 2011 Passed by the 7th Academic Affairs Meeting of the

Academic Year 2010

100.07.18 高醫心教字第1001102002號函公布

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101.04.03 一OO學年度第五次教務會議通過

April 3, 2012 Passed by the 5th Academic Affairs Meeting of the

Academic Year 2011

101.04.23 高醫心教字第1011101065號函公布

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1011101065

102.02.05 一O一學年度第四次教務會議修正通過

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Academic Year 2012

102.04.10 高醫心教字第1021100863號函公布

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1021100863

102.12.27 一O二學年度第三次教務會議通過

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Academic Year 2013

103.02.06 高醫心教字第1031100196號函公布

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103.11.25 一O三學年度第一次教師發展委員會通過

November 25, 2014 Passed by the 1st the Teacher Development

Committee of the Academic Year 2014

104.02.16 一O三學年度第三次教務會議通過

February 16, 2015 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2014

104.03.12 一O三學年度第八次行政會議通過

March 12, 2015 Passed by the 8th Administrative Meeting of the

Academic Year 2014

104.03.27 高醫心教字第1041101064號函公布

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104.12.07 一O四學年度第一次教師發展委員會通過

December 7, 2015 Passed by the 1st the Teacher Development

Committee of the Academic Year 2015

105.02.19 一O四學年度第三次教務會議通過

February 19, 2016 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2015

105.03.10 104學年度第8次行政會議通過

March 10, 2016 Passed by the 8th Administrative Meeting of the

Academic Year 2015

109.04.17 108學年度第4次教務會議通過

April 17, 2020 Passed by the 4th Academic Affairs Meeting of the

Academic Year 2019

109.06.11 108學年度第11次行政會議通過

June 11, 2020 Passed by the 11th Administrative Meeting of the

Academic Year 2019

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July 2, 2020 Promulgated via the KMU official letter Chiao Tzu No.

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| 第1條  Article 1 | 為有效提升本校教學品質，協助教師授課及輔助教學，特訂定本辦法。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Teaching Assistant Regulations (“the Regulations”) to effectively enhance teaching quality and facilitate teachers in their instruction and assisted teaching. |
| 第2條  Article 2 | 本辦法所稱「教學助理」（Teaching Assistant, 簡稱TA）係指參與教務處教學發展與資源中心（以下簡稱本中心）所舉辦之教學助理培訓課程並取得認證之校內外在學大學部學生及碩、博士班研究生，協助教師進行教學相關工作之人員。基本資格如下：  The term “teaching assistant (TA)” used in the Regulations refers to on-campus and off-campus current undergraduate, master’s, and doctoral students who have participated in teaching assistant training programs organized by the Teaching and Learning Development and Resource Center of the Office of Academic Affairs (the Center) and have obtained a certificate to assist teachers with teaching-related tasks. Their basic qualifications are as follows:  ㄧ、教學助理需具有國內正式學籍之在學學生(不含休學生)。  1. Teaching assistants shall be current students with formal student status at domestic universities (not including students on leave of absence).  二、教師因特殊需求，得聘用臨床醫師、醫療相關專業人員或其他具學士學位以上之專業人員擔任教學助理。  2. Teachers may, due to specific needs, hire clinicians, medical professionals, or other professionals with at least a bachelor’s degree as teaching assistants.  三、教師未能於本校聘用相關科系或資格相符之教學助理，得聘用國內之在學大學部學生及碩、博班研究生擔任跨校教學助理，應取得本校教學助理認證資格。  3. If teachers are unable to find teaching assistants on campus who are from relevant departments or graduate institutes or meet the required qualifications, they may hire current undergraduate, master’s, or doctoral students from other domestic universities as inter-school teaching assistants. These students shall obtain the University’s teaching assistant certificate.  四、協助數位化教學教材製作之助理者，需具備數位教學助理之認證。  4. Students assisting in the creation of digital teaching materials shall have a digital teaching assistant certification.  五、如為僑生、外籍生身分者，應先取得工作證始得擔任。  5. Overseas Chinese students or international students shall obtain a work permit before serving as teaching assistants. |
| 第3條  Article 3 | 教學助理職責：  The duties of teaching assistants include:  一、協助「一般課程」教學：配合課程之需要，進行課程相關準備及協助教師製作教材、學生課業輔導、協助作業評量及修改、設計或維護課程網頁、管理數位網路學園(e-learning)等。  1. Assistance in general courses: Assisting with course preparation and the creation of teaching materials based on course requirements, providing tutoring to students, assisting with assignment assessment and grading, designing or maintaining course webpages, and managing e-learning platforms.  二、協助「討論課程」教學：配合課程分組討論之需要，帶領修課同學進行小組討論、PBL 教學、TBL教學或全英語課程討論等。  2. Assistance in discussion courses: Guiding students in group discussions, problem-based learning (PBL), and team-based learning (TBL) based on course requirements.  三、協助「實驗/實作課程」教學：配合實驗課或實作課之需要，帶領修課同學進行分組實驗教學或實作練習，包括協助教師準備上課儀器與材料、協助學生實驗或實作相關之討論、督導實驗室安全、課後整理實驗室、協助評量修改實驗報告，課後練習指導等。  3. Assistance in laboratory/practical courses: Guiding students in group experiments or practical activities based on course requirements, which includes helping teachers prepare instruments and materials, assisting students in conducting experiments or practices, ensuring laboratory safety, cleaning up the laboratory after class, assisting with the assessment and grading of experimental reports, and providing after-class practice support.  四、協助「數位課程」教學：配合數位化課程之需要，協助教師製作數位教材、課程錄影、線上平台維護及數位教學(含IRS 課程)等。配合課程教學方式進行課堂協助，並帶領學生進行問題討論及解答。  4. Assistance in digital courses: Helping teachers create digital teaching materials based on course requirements, recording lectures, maintaining online digital teaching platforms (including the Interactive Response System [IRS]), providing in-class support, and guiding students in discussions and problem-solving. |
| 第4條  Article 4 | 培訓與認證：  Training and certification:   * 1. 為培訓本校教學助理基本教學知能，本中心得於每學期舉辦培訓課程，以協助其確實瞭解該制度之內容與規範，提升教學相關技能。  1. The Center may organize training programs each semester to help teaching assistants establish basic teaching competence, fully understand the content and regulations of the system, and improve their teaching-related skills.    1. 參與本中心舉辦之培訓課程並符合標準者，即具教學助理資格，始得擔任教學助理。 2. Students who have participated in the training programs organized by the Center and have met the required standards are qualified to serve as teaching assistants.    1. 擔任「數位課程」之教學助理，應修習數位課程製作之相關培訓課程。 3. Students who serve as teaching assistants for digital courses shall also complete training programs on digital course production.    1. 教學助理有義務瞭解每一學期本校增修教學助理制度相關之規定，並依據修訂之規定執行。 4. Teaching assistants are obliged to familiarize themselves with any additions or amendments to the University’s regulations related to the teaching assistant system and comply with them accordingly. |
| 第5條  Article 5 | 經費來源及補助金額：  Funding source and subsidy amount:   1. 本辦法之經費來源由教育部相關獎補助計畫或本校相關經費支應。本中心每學期初得依經費來源及狀況訂定教學助理經費申請原則。 2. The funds for the Regulations shall be financed by the relevant award and subsidy programs of the Ministry of Education or by the internal funds of the University. The Center may establish principles for the application of teaching assistant funding at the beginning of each semester in accordance with the available funding source and financial status. 3. 本中心得依教師申請課程類型及當學年度經費狀況核定各課程之聘用教學助理員額、補助金額及工作時數。 4. The Center may determine the teaching assistant quota, subsidy amount, and working hours per course based on the course categories applied for by teachers and the available funding for the current academic year. |
| 第6條  Article 6 | 經費申請程序及審查：  Funding application and review processes:   * 1. 本中心於每學期末公告次ㄧ學期申請作業，申請教師應於規定申請期限內填具申請書向本中心申請。  1. The Center will announce the application process for the following semester at the end of each semester. Teachers applying for teaching assistants shall complete an application form and submit it to the Center within the specified timeframe.    1. 本中心依經費狀況及申請課程數審核實際補助金額、聘用教學助理員額及工作時數。 2. The Center will determine the actual subsidy amount, teaching assistant quota, and working hours by reviewing the available funding and the number of courses applying for teaching assistants.    1. 於審查結果公告後，教師自行遴選聘任教學助理，惟修課學生不得擔任該課程教學助理為原則。 3. After the review results are announced, teachers may select and hire teaching assistants on their own. However, students shall not serve as teaching assistants for the courses they are enrolled in. |
| 第7條  Article 7 | 工作時數規定與薪資給付標準：  Working hour requirements and wage payment standards:   1. 每一位教學助理以協助課程的教學工作為限，且每月工作時數總計不得超過四十小時。 2. Each teaching assistant is limited to assisting with the teaching work and shall not exceed a total of 40 working hours per month. 3. 依本中心核定之薪資額度及協助教學總時數，以下列標準核發： 4. Wages will be paid in accordance with the amounts specified below:   (一)在學學生：  (1) Current students:  碩士班時薪以公告基本工資之1.5倍計算，博士班時薪以公告基本工資之2.5倍計算。  The hourly wage is 1.5 times the government-announced minimum hourly wage for master’s students and 2.5 times for doctoral students.   1. 教學助理必須配合本校人力資源室薪資核撥規定繳交當月紙本工作紀錄表，並依實際工作內容填報，且須經聘任教師簽核後，送本中心簽核備查。 2. Teaching assistants shall submit a paper-based work record sheet for the current month in accordance with the salary disbursement regulations of the University’s Human Resources Office. The work record sheet shall be filled out based on actual work content, signed by hiring teachers, and then submitted to the Center for signature and future reference. 3. 教學助理薪資依實際聘任期間核撥。 4. The wages of teaching assistants will be disbursed based on the actual hiring period. |
| 第8條  Article 8 | 考核與獎勵：  Assessments and rewards:   1. 教學助理每學期末應接受聘用教師以「教學助理考核表」進行考核。 2. Teaching assistants shall undergo assessment by their respective hiring teachers using the Teaching Assistant Assessment Sheet at the end of each semester. 3. 教學助理於每學期期末須於公告期限內繳交「成果紀錄表」，未填寫者於次一學 期予以停權一學期。 4. Teaching assistants shall submit the Result Record Sheet within the announced timeframe at the end of each semester. Failure to do so will result in a suspension from serving as teaching assistants for the following semester. 5. 實際參與教學助理工作，並履行教學助理相關規定者，得向本中心申請教學助理證明書，並遴選出優秀教學助理予以獎勵。聘用教學助理之教師須於每學期期末對所聘任之教學助理進行考核，未完成者列入次一學期核定教學助理經費之參考。 6. Students who have actually participated in teaching assistant duties and complied with relevant regulations may apply for a teaching assistant certificate from the Center. The Center will also select outstanding teaching assistants for recognition and rewards. Teachers who hire teaching assistants shall assess their performance at the end of each semester. Failure to complete this assessment will be taken into consideration for the approval of teaching assistant funding in the following semester. |
| 第9條  Article 9 | 本辦法經教務會議、行政會議審議通過後，自公布日起實施，修正時亦同。  The Regulations shall be passed by the Academic Affairs Meeting and the Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |