

Regulations for the Implementation of Subsidy for EMI Teaching Assistants

College of Life Sciences of National Chung Hsing University

passed at the College Executive Meeting (Bilingual Education Executive Committee) on Jan 19th, 2023.

1. The College of Life Sciences, National Chung Hsing University (hereinafter referred to as the College) has formulated these regulations in order to improve the teaching quality of EMI teachers and the learning effectiveness of students and to cultivate higher education teaching talents.
2. This provision is applicable to EMI teaching assistants of the college, which refers to students who assist in the teaching and practice of EMI courses, and the two parties provide paid services and have an employment relationship.
3. Qualification of the EMI teaching assistants:
 - (1) The regulations are implemented in accordance with the "Guiding Principles for the Protection of Labor Rights and Interests of Assistants in Colleges " issued by the Ministry of Labor.
 - (2) The performance and results of the EMI Teaching Assistants' services are the College's property.
4. EMI teaching assistants are divided into the following three types according to the courses they assist:
 - (1) Seminar (Type A):
 - I. According to the teacher's guidance and course content, lead students to conduct group discussions.
 - II. According to the course schedule, teaching assistants are required to assist students in arranging discussions with teachers, participating in class, preparing materials, including lecture content, preparing discussion topics, leading group discussions, reporting progress to teachers, discussing lessons, and other teaching aids to facilitate students' learning.
 - III. In principle, TA needs to arrange a fixed discussion class time every week, not the teaching time of the EM teacher (except the first week of the semester, midterm exam week, and final exam week), and the principal is one hour each time. Discuss the content of the discussion with the teacher, guide the group discussion, help students learn to have an equal dialogue on the topic of discussion with a rational attitude, and help students have critical thinking, rational analysis, and communication skills.
 - (2) Drill (Type B):
 - I. According to the content of the EMI course, lead the students to carry out after-class exercises and homework.

- II. Regularly discuss course-related matters with EMI teachers, arrange rehearsal sessions, provide coursework consultation services after class, and other teaching aids to facilitate student learning.
- III. In principle, arrange more time to take students to do exercises or homework (except the start week, midterm exam week, and final exam week). It is recommended to arrange one hour each time to strengthen the cultivation of students' basic academic abilities.

(3) Laboratory (Type C):

- I. Following the EMI lab course, lead students to conduct group experiments.
 - II. Assist EMI teachers in preparing experimental textbooks, experimental materials, and reagents, pre-testing, assisting students in operating experiments, assisting in maintaining laboratory safety and hygiene, organizing laboratories after class, conducting discussions related to experiments, assisting in correcting experimental reports, and other assistance to students in learning teaching aids.
5. All teaching units of the college can hire doctoral students, master students, and undergraduate students as EMI teaching assistants, responsible for the tasks listed in point 4 of this regulation, and assisting in editing and uploading photographic, audio, and video materials to the EMI website. Only one type of EMI teaching assistant is allowed for each course per semester, and no more than two types of teaching assistants are allowed for the same course. The application is approved by the College Executive Meeting (Bilingual Education Executive Committee).
 6. The college will select outstanding teaching assistants according to the "Regulations for EMI Outstanding Teaching Assistant Selection of the College of Life Sciences, National Chung Hsing University". The college also provides EMI teaching assistant training every semester to strengthen TA's teaching skills; EMI teachers will use participation as a reference for evaluating teaching assistant performance.
 7. EMI teaching assistants are mainly doctoral and master students, followed by third-year undergraduates (inclusive). Students cannot serve as teaching assistants for their own courses
 8. EMI teaching assistant subsidies are paid by EMI teachers, and the average hourly salary shall not be lower than the basic salary announced by the Labor Insurance Bureau. The total amount of assistant insurance premiums, medical insurance premiums, and labor service fee refunds shall be implemented in accordance with the "Regulations on Appointment of Teaching Assistants in Universities Funded by the Ministry of Education". If there are other derivative expenses or those that

do not meet the subsidy conditions of the Ministry of Education, the employer shall bear them.

9. The application for EMI Teaching Assistant (TA) will start one month before the start of each semester, and the specific time will be notified separately.
10. The college has the right to supervise EMI teaching assistants, review and investigate students' opinions on course selection, consult relevant teaching files, and reward students with outstanding performance.
11. EMI teaching assistants need to help teachers upload relevant teaching materials, comprehensive grades, and assessment results, and the performance of teaching assistants will be used as a reference for application consideration in the next semester.
12. Matters not covered in this regulation will be revised in accordance with the Labor Insurance Bureau's "Guiding Principles for the Protection of Labor Rights and Interests of Teaching Assistants in Colleges and Universities" and relevant regulations of colleges.
13. This regulation will be implemented after being approved by the College Executive Meeting (Bilingual Education Executive Committee), also at the time of revision.

Application Form for EMI Teaching Assistants

College of Life Sciences, National Chung Hsing University

Passed by the College Executive Meeting (Bilingual Education Executive Committee) on January 19, 2023

EMI Course Information				
Course offered unit		Academic year/ Semester	Academic year Semester	
Course name		Course number		Credit
EMI Teaching Assistant (TA)				
Name	Department: Student ID : _____ Grade: _____ Ph.D./Master/Bachelor Class (Please Circle) <input type="checkbox"/> Students who have been confirmed not to be in the above courses. (Unchecked as ineligible).			
Type of TA <small>(Only one type of EMI teaching assistant is allowed for each course per semester, and no more than two types of teaching assistants are allowed for the same course)</small>	<input type="checkbox"/> Seminar (Type A). <input type="checkbox"/> Drill (Type B). <input type="checkbox"/> Laboratory (Type C).			
Applicant Unit				
Teacher signature	Date : _____ YYYY MM DD			
Director signature	Date : _____ YYYY MM DD			

Remarks:

The personal information collected in this form is only used for specific purposes, and shall not be used for other purposes without the consent of the individual, nor shall any information be disclosed, and the university website security and information system security control measures shall be followed.