

Last or Family Name			First M		lle Stu	Student ID#				
Phone/Cell Number			Email Add	Email Address						
D	epartment/In	stitute								
I	am a □ Ph.D.	student 🖵 Master'	s student 📮	<b>□</b> Undergradu	ate student					
T	he year of my	<b>y study</b> : □ 1st □ 21	nd □3rd 「	⊒4th ⊒5th	□6th □Other_					
C	ompleted the	training program	for teachin	g assistant?	□ Yes □ No					
A	s a lab TA, hav	ve I attended lab edu	ucation and	training for s	afety and hygiene	? □ Yes □ No				
T	nis application	n is good for 🖵 Fall	□ Spring, Y	Year	to					
т	ha courca(c)	I am assigned to:								
#	Course Code	Course T	itle	Class	Instructor's Name	Authorized Working				
	Code				Name	Hours				
-										
2										
M	y ARC Numbe	etion below, if this								
В	ank name :		Acco	Account name :Account no :						
<u>Pi</u> 00 <u>Sa</u>	urpose: To acc ccupational ac cope: Student'	ure of Collecting, H quire insurance requ ecident insurance co s personal informat rance from the Bure	uired by the overage. ion will onl	e Labor Insura y be used dur	nce Act and to pro	ovide regular and				
St	udent's Signature	e			Date					
Si	gnature of First C	Course Instructor	Pri	nt Name	Name Date					
Si	gnature of Secon	d Course Instructor	Prir	nt Name	Date					
Si	gnature of Acade	mic Adviser	Prin	Print Name Date						

## Note:

- A. It is TCU's policy to award Teaching Assistance Appointments to qualified doctoral and Master's students as well as junior or senior undergraduates.
- B. Tutor's total working hours will be assigned by the Office of Academic Affairs.
- C. Tutor must sign in and out (down to the minute) online by accessing <a href="https://myinfo.tcu.edu.tw/Insurance/AASM">https://myinfo.tcu.edu.tw/Insurance/AASM</a> Home.asp.
- D. Tutor must keep track of all assignments, including course content and attendance, on the Timesheet, and ensure instructor supervision for overall teaching performance, course content, and attendance. It will serve as a basis of performance evaluation.
- E. For more details, please refer to TCU Regulations for Academic Early Warning and Teaching Assistance.



## Tzu Chi University Teaching Assistant's (TA's) Employment Agreement

THIS AGR	EEMENT	made as o	of the	day of		, 20	_, between	Curriculun	n Section,	the			
Office of Academic Affairs, Tzu Chi University (the "TCU"); and(the "TA").													
TCU appreciates TA's services, and thus TCU desires to render such services on the terms and conditions set forth.													
IN CONSIDERATION of the promises and good thoughts, the parties agree as follows:													
Employment period: From(mm/dd/yyyy) to													
	Work description: TA shall follow professor's instructions and TCU rules.												
	3. Work location: TA's professor or the department/institute will arrange it.												
4. Workin	4. Working hours: TCU decides on the total semester hours of; TA is responsible for arranging												
workin	working dates and monthly hours.												
	Month/Year		Month/Year		Month/Year		Month/Year		Month/Year				
	Dates	Hours	Dates	Hours	Dates	Hours	Dates	Hours	Dates	Hours			
Total													
Total													
<ol> <li>Compensation:         <ul> <li>Hourly rate: NT\$258 for Ph.D. student, \$206 for master's student, and \$183 for undergraduate student.</li> <li>The compensation is calculated on actual hours and will be paid on 25th day of following month.</li> </ul> </li> <li>Benefits:         <ul> <li>Complying with the Labor Insurance Act, TCU shall provide labor insurance to TA. TCU will withhold from TA's compensation, if applicable.</li> </ul> </li> <li>International student should submit a copy of work permit issued by a Taiwanese government agency.</li> </ol>													
<ol> <li>7. TA's responsibilities</li> <li>(1) Teaching assistants shall attend TA education and training session, and lab assistants shall attend safety and hygiene education training beforehand.</li> <li>(2) TA shall submit timesheet on or before the 3<sup>rd</sup> day of the following month.</li> <li>(3) TA shall not violate any laws, regulations, or rules, or breach this agreement. TA can never use or disclose any information relating to associated department/institute without professor's permission.</li> <li>(4) TA's shall respect professor's decision on working days and hours.</li> </ol>													
8. The Center for Faculty Development and Instructional Resources (CFDIR) will evaluate TA's performance regularly.													
9. Should t	here be an	y dispute,	both parti	es agree to	let the Hu	alien Dist	rict Court re	esolve it.					
10. TCU and	d TA will	each have	an origina	al signed co	py of this	agreemen	t.						
IN WITNESS WHEREOF TCU has caused this agreement to be executed by its duly authorized officers and TA has set his/her hand as of the date first above written.													
SIGNED AND DELIVERED in the presence of:													
TA			P	assport Nu	mber of T.	A		Da	ate				

Print Name\_\_\_\_\_

\_\_\_Date \_\_\_\_

Course Instructor\_\_\_\_