

國立東華大學人文社會科學學院
研究生獎學金、教學助理助學金暨工讀金作業細則
NATIONAL DONG HWA UNIVERSITY
College of Humanities and Social Sciences
Enforcement Rules for Graduate School Scholarships and Teaching
Assistantships and Work-study Students Wages
(Implemented February 24, 2023.)

一、國立東華大學（以下簡稱本校）人文社會科學學院（以下簡稱本院）為獎勵或聘僱學行優良，協助教學、研究或行政工作學生，依據「國立東華大學研究生獎學金作業要點」、「國立東華大學教學助理助學金作業要點」、「國立東華大學學生工讀助學金作業要點」及相關規定，訂定「國立東華大學人文社會科學學院研究生獎學金、教學助理助學金暨工讀金作業細則」（以下簡稱本細則）。

Article I The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter, the College) has established the *NDHU CHASS Enforcement Rules for Graduate School Scholarships and Teaching Assistantships and Work-study Students Wages* (hereinafter, Enforcement Rules) in accordance with the *NDHU Guidelines for Graduate School Scholarships*, the *NDHU Guidelines for Teaching Assistantships*, the *NDHU Key Points regarding Student Payroll*, and other relevant regulations, in order to reward academic excellence or employ students as assistants in instructional, research, or administrative work.

二、本細則所涉各項經費之核發名額、對象與限制：

（一）研究生獎學金核發對象為本校在學之碩、博士班研究生，核發方式係由本院系所為單位，碩士班研究生以一、二年級學生；博士班研究生以一～三年級學生為優先發給對象，且每名研究生每月核發獎學金金額上限依「國立東華大學研究生獎學金作業要點」規定辦理。

領取研究生獎學金之學生，不得同時於校內外從事專職工作（具專職身份）。

（二）教學助理助學金用於聘僱支援教師進行教學活動之學生，並依教學活動需求分一般課程、實驗課程兩類。助學金須核實給付，每學期至多發放5個月（第一學期自9月至次年1月、第二學期自2月至6月，每學期開始或結束當月份，如實際任職未滿1個月，其工資按日數比例計算之。）

聘僱對象應為本校已取得教學助理證書之碩、博士班研究生（不含在職生或在職專班學生）或大學部二年級（含）以上成績優良學生，若為第一次擔任教學助理者，至遲須於獲聘當學期結束前向聘任單位補繳證書。

教學助理且平均時薪不得低於勞動部規定之每小時基本工資。同一名學生於本院任一單位擔任教學助理每月薪資金額之下限及其於本校不同單位擔任教學助理每月薪資總額上限，依「國立東華大學教學助理助學金作業要點」規定辦理。

（三）工讀金給付對象須為本校在學學生，每小時時薪依教育部最新函示之規定標準辦

理（工讀金來源非本校學務處者，若因工作性質需要，得以不低於前述標準支給時薪）。

- （四）教學助理助學金、工讀金屬勞務型進用人力，涉及其權利義務規範相關事宜應恪守相關法令、程序切實辦理之，並簽訂勞動契約。受聘學生須接受聘用單位或任課教師之指導並遵守本校有關規定之義務，若有違反契約約定或不勝任情事，用人單位得依法律規定終止該契約。

本校在學學生受聘擔任教學助理、工讀生，對於涉及勞動權益之措施或處置，認有違法或不當，致損害其權利或利益者，可依「國立東華大學勞僱型兼任助理勞動權益保障處理要點」提出申訴。

Article II Quota, recipients, and restrictions:

- A. Graduate school scholarships shall be offered to current graduate students in master's or doctoral degree programs at NDHU. Scholarship recipients shall be chosen proportionately from each department, institute, and degree program. First-year and second-year graduate students shall have precedence in master's programs while first-, second-, and third-year students shall have precedence in doctoral programs. The upper limit of the monthly scholarship amount for each graduate student shall be based on the *NDHU Guidelines for Graduate School Scholarships*.

Scholarship recipients may not undertake full-time employment on or off campus.

- B. Assistantships shall be granted to students employed as teaching assistants (TA) to the faculty in general or lab courses. Assistantships shall be disbursed in accordance with regulations, with a disbursement period of no longer than five months per semester (the first semester runs from September to January of the following year; the second semester, from February to June). If a TA is not employed for the entire month at the start or end of a semester, wages for that month shall be calculated according to the number of days employed.

TAs shall be current graduate students (not including students in in-service master's programs) or undergraduate students (in their second year or above and with good grades) at NDHU and with TA certificate. To be TAs for first-time, a TA certificate must be submitted to the employing unit at the latest before the end of the term of employment.

TAs average hourly wage shall not be lower than the minimum hourly wage stipulated by the Ministry of Labor. If a student is concurrently employed as a TA of the College and other colleges at NDHU, the minimum monthly wage granted by the College and the maximum total monthly wage shall be based on the *NDHU Guidelines for Teaching Assistantships*.

- C. Only current students of NDHU shall receive remuneration for teaching

assistantships; standard hourly wages shall be in accordance with the latest regulations posted by the Ministry of Education. Scholarships not funded by the NDHU Office of Student Affairs may be disbursed as hourly wages in accordance with the aforementioned standards should there be a need due to the nature of the work.

- D. The employment of TAs is considered a hiring of labor services, and shall therefore be carried out in accordance with the relevant laws and procedures concerning the rights and responsibilities of TAs. An employment contract shall be signed by the TA and the employer. The TA shall follow the instructions of the employing office or faculty, and shall comply with the relevant NDHU regulations. In cases of incompetence or breach of contract, the employer may legally terminate the contract.

For measures suspected of harming their labor rights and interests, students of this school who are currently employed by NDHU as TAs or Work-study Students can file a complaint in accordance with the *NDHU Guidelines for labor rights protection of labor services part-time assistants*.

三、研究生獎學金、工讀生經費由本院根據所獲統籌核配數如數分配至各教學單位。

教學助理助學金以依所獲統籌核配數如數分配至各各教學單位為原則，若統籌核配數無明細，系所獲配數於加退選後依以下原則由本院系所主管會議議決之。

- (一) 學士班一般課程修課人數達20人(含)以上但未滿40人者核配1單位。
- (二) 學士班一般課程修課人數達40人(含)以上但未滿60人者核配2單位。
- (三) 學士班一課程修課人數達60人(含)以上但未滿80人者核配3單位。
- (四) 學士班一般課程修課人數達80人(含)以上但未滿100人者核配4單位。
- (五) 學士班一般課程修課人數達100人(含)以上但未滿120人者核配5單位。
- (六) 學士班一般課程修課人數達120人(含)以上者核配6單位。
- (七) 採合班授課之課程修課人數以合併後總數採計。
- (八) 由教師全程親自授課之實習實驗類課程比照一般課程進行核配；非由教師全程親自授課之實習實驗類課程概不予核配。
- (九) 指導學生畢業專題、論文、跨領域整合專題與總結性課程，依照實際開課狀況，每教學單位核配2單位。
- (十) 其他特殊事由核給或扣減單位數經系所主管會議審核通過者。

工讀金、教學助理助學金獲配數均已包含雇主應負擔之勞(健)保、勞退等相關費用。若教學助理助學金支出經費超過分配總額或因教學助理超時工作所需之加班費用，由聘任單位以自籌經費支應。

Article III In according with the approved allocation, the College shall distribute funding for Scholarships and Work-study Students Wages to each teaching unit.

In principle, the funding of Teaching Assistantships shall be distributed the same way as Scholarships and Work-study Students Wages, but if the details of the distribution have not already been specified, it should be distributed by the College Department Chair Meeting according to the following principles after the add and drop courses is completed.

- A. One assistantship shall be granted to undergraduate general courses with 20-39 (inclusive) students.
- B. Two assistantships shall be granted to undergraduate general courses with 40-59 (inclusive) students.
- C. Three assistantships shall be granted to undergraduate general courses with 60-79 (inclusive) students.
- D. Four assistantships shall be granted to undergraduate general courses with 80-99 (inclusive) students.
- E. Five assistantships shall be granted to undergraduate general courses with 100-119 (inclusive) students.
- F. Six assistantships shall be granted to undergraduate general courses with 120 students or more.
- G. For joint courses, the number of students shall be jointly calculated.
- H. Assistantships can only be granted (the same way as undergraduate general courses) to undergraduate lab courses fully taught by teachers in person.
- I. Two assistantships shall be granted to each teaching unit that actually offers guidance courses, summary courses and undergraduate practice courses.
- J. Any addition to or deduction from quotas due to special circumstances shall be authorized by the College Department Chair Meeting.

The funding for Teaching Assistantships and Work-study Students Wages includes labor (health) insurance, labor retirement and other related expenses that the employer should bear.

When the amount of expenditure exceeds the funding for Teaching Assistantships, the employing unit shall provide it with self-raised funds.

四、為使經費運用更能符應實際需要，爰開放經費流用與交換。本細則所涉各項經費項目間得申請流用，單項經費流出額度不得超過本校規定。本院各教學單位間得申請上述經費交換，由交換兩造共同提出。

上述經費之流用與交換以二次為限，原則上由院辦公室分別於每年度3、10月中旬（即每學期加退選結束教學助理助學金金額核定後）受理之。申請時應載明具體原因、調整金額等內容，經本院院長核定後送相關單位辦理之。

Article IV In order to ensure that the use of funds meets actual funding needs, the transfer of

funds, shall be allowed. An application for virement may be made for the budget items stated in these Enforcement Rules. In such cases, funds removed from one budget item may not exceed the limit stipulated by NDHU. The application for the transfer of funds between each teaching unit of the College shall be jointly submitted by both parties.

The aforementioned virement or transfers of funds shall be limited to twice per year and shall be carried out by the administrative office of the College in mid-March and mid-October of each year (after the completion of registration for courses and approval of teaching assistantships). Applicants shall clearly specify the reasons for the virement and the amount of funding involved. The application shall be processed by the relevant offices after authorization from the Dean of the College.

- 五、本院各教學單位應根據本校相關規定，就本細則所涉各項經費發放/聘僱名額、給付標準、申請方式以及教學助理聘僱遴選（含審查）機制、教學助理及工讀生協助工作內容與考評方式等項目自行訂定作業細則或規範，經系務會議、院系所主管會議通過，報教務處備查後實施（涉及工讀金之規定應加送學務處存查）。
- 教學助理之聘僱、工讀生之遴選與審查程序（含核定契約書申請用印）由其聘任單位自行辦理。

Article V Teaching units of the College shall establish enforcement rules of their own regarding the scholarship/employment quotas, disbursement standards, application procedures, and mechanism for TA selection and employment (including review) specified in these Enforcement Rules, in accordance with the relevant NDHU regulations. The enforcement rules shall be implemented after their approval at a departmental affairs meeting and the College Department Chair Meeting, and submission to the Office of Academic Affairs for to be entered into record. Rules concerning wages of work-study students shall also be submitted to the Office of Student Affairs.

The procedures of selection, employment (including approval to affix the official seal on the contract) and review of TAs and Work-study Students shall be handled by the employing unit themselves.

- 六、本細則未盡事宜，概依「國立東華大學研究生獎學金作業要點」、「國立東華教學助理助學金作業要點」、「國立東華大學學生工讀助學金作業要點」及相關規定辦理。

Article VI For issues not addressed in these Enforcement Rules, refer to the *NDHU Guidelines for Graduate School Scholarships*, the *NDHU Guidelines for Teaching Assistantships*, the *NDHU Key Points regarding Student Payroll*, and other relevant NDHU regulations.

- 七、本細則經本院系所主管會議通過，送教務處核備、學務處存查後實施。

Article VII These Enforcement Rules shall be implemented following the approval of the College Department Chair Meeting and the Office of Academic Affairs, and submission to the Office of Student Affairs to be entered into record.