

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 Wages
(Implemented April 14, 2017.)

第 1 條 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」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 *Enforcement Rules for Graduate School Scholarships and Teaching Assistantships and Wages* (hereinafter, Enforcement Rules) in accordance with the *NDHU Guidelines for Graduate School Scholarships*, the *NDHU Guidelines for Teaching Assistantships*, and other relevant regulations, in order to reward academic excellence or employ students as assistants in instructional, research, or administrative work.

第 2 條 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，核發方式係由系、所、學位學程為單位，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，且每名碩士班研究生每月不得超過伍仟元，每名博士班學生每月不得超過壹萬元。

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（TA），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。聘僱對象則以本校在學研究生（不含碩士在職專班）為原則，惟若因課程性質特殊必須聘用大學部學生擔任教學助理者，經專案簽准後之本校在學大學部學生亦得支領本助學金。本助學金須核實給付，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。）教學助理每月工作時數不得超過80小時，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（TA）、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。

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. Funding shall not exceed NT\$5,000 per month for each master's student, and shall not exceed NT\$10,000 per month for each doctoral student.

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 lectures or practical classes. TAs shall be current graduate students at NDHU (not including students in in-service master's programs). Should the need to employ undergraduate students as TAs arise due to the special nature of a course, undergraduate students may also be eligible for assistantships on a case-by-case basis with authorization. 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.

Working hours of TAs shall not be longer than 80 days per month, and their 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.

第 3 條 研究生獎學金、工讀生經費以所獲統籌核配數如數分配至各系、所、學位學程。教學助理助學金以依所獲統籌核配數如數分配至各系、所、學位學程為原則，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、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。

Article III Funding for scholarships and TA wages shall be distributed to each department, institute, and degree program in accordance with the approved allocation. In principle, teaching assistantships shall be distributed the same way as scholarships and TA wages, but, after registration for courses has been completed, departmental quotas may be redistributed by the College Department Chair Meeting if the details of the distribution have not already been specified. Distribution rules are as follows:

- A. One assistantship shall be granted to undergraduate programs with 20-39 (inclusive) students.
- B. Two assistantships shall be granted to undergraduate programs with 40-59 (inclusive) students.
- C. Three assistantships shall be granted to undergraduate programs with 60-79 (inclusive) students.
- D. Four assistantships shall be granted to undergraduate programs with 80-99 (inclusive) students.
- E. Five assistantships shall be granted to undergraduate programs with 100-119

(inclusive) students.

F. Six assistantships shall be granted to undergraduate programs with 120 students or more.

G. For joint courses, the number of students shall be jointly calculated.

H. Any addition to or deduction from quotas due to special circumstances shall be authorized by the College Department Chair Meeting.

第 4 條 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。本院系、所、學位學程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, virement, or 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 the departments, institutes, and degree programs 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.

第 5 條 本院各系、所、學位學程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），修正時亦同。

教學助理之聘僱及遴選與審查程序由其聘任系、所、學位學程自行辦理，並以優先聘僱已取得本校教學助理證者為原則。

Article V The departments, institutes, and degree programs 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 TA wages shall also be submitted to the Office of Student Affairs. The same procedures shall be carried out when amendments are to be made.

The selection and employment of TAs and review procedures shall be organized by the affiliated departments, institutes, or degree programs. The employment of students with TA certificates shall be prioritized.

第 6 條 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」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*, and other relevant NDHU regulations.

第 7 條 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.