

National Chung Cheng University
Teaching Assistant Certification Training Program,
Spring 2022

Instruction of the TA enrolment & insurance system

Min-Ru Tsai¹ and Shih-Ching Hsiao²

¹ EMI Resource Centre, College of Education

² Center for Teaching and Learning Development, Office of Academic Affairs



- I. TA policies**
- II. Instruction of the TA enrolment system**



I. TA policies

國立中正大學教學助理制度實施準則 (108.05.20 第464次行政會議修正通過)



Criteria for TA applications

- ❖ Current student 本校在學學生
- ❖ Have received TA certification 具教學助理認證者

★ TA certification is a MUST to become TAs !
★ Only need to be certified once within the semester.



Assessment 評量機制

- ❖ Teaching Evaluation Survey – TA evaluation section (once every semester)
- ❖ Selection of Best TAs (once every academic year)



Funding 經費來源

- ❖ Scholarship funding of each departments



II. Instruction of the TA enrolment system

❖ Apply Online

Step 0.

Go to CCU website

→ Click 『常用系統』

→ And Select

「[教學助理暨工讀生登錄系統](#)」

(Chinese version website)



Step 1. Click 「工讀生登錄系統」 below



登入身分說明

學生、承辦單位、單位主管(各系主任、各組組長)請點選 **工讀生登錄系統** 進入
教發中心請由 [教學助理系統](#) 進入
業務單位(人事室、學生事務處生活事務組、總務處事務組)、各組主任、各院院長請點選 [工讀生查詢系統](#) 進入

※請注意：承辦單位人員須先由單位主管登入後授權才可進行登入。
學生登入時請使用學籍系統帳號密碼
行政、教學單位請使用行政自動化帳號密碼

聯絡電話

工讀金問題：生活事務組 顏昭芳(分機12105)
勞保問題：事務組 湯慧玲(分機13204)

日平均薪資計算 範例

級距表 [勞保局 投保薪資分級表及保險費分擔表](#)

教學助理暨工讀生登錄系統

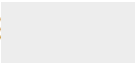
[SSO 單一登入](#) [回中正首頁](#)



教學助理暨工讀生登錄系統



Step 2. After signing in, under “application type” (申請類型), select 「教學助理」 (TA)

Hi, 

1. 學生申請前請先與欲申請之單位討論填寫內容細節。
2. 如申請被退回，請直接重新申請。
3. 提前離職或約用到期前，請記得申請離職。

請選擇申請類型:

勞僱型

行政學習型

教學助理

離職申請

查詢資料

登出



Step 3. Fill in your particulars

Automatic Fill-in

(1) Select **"Hiring department"**

(2) Select the college of work

(3) Select the department of work

(4) **NOTE!** Contract Period start date is **NOT** the day you fill in this form. Please submit this form **7-10 days before** your designated contract start date.

- Fill the end of contract "month" according to your department regulation.

(5) Fill **average monthly salary** according to department regulation

System will automatically calculate the other estimates

姓名 Name:

系所 Department:

學號 Student ID:

身分證字號 National ID or ARC number:

TA認證編號 Teaching Assistant Certification number:

輔導單位 Organization (University):

說明: (工作地點&內容)

聘用/勞保 類型 Employment or Labor insurance:

外籍人員 Foreign national: 是 Yes

外籍人員上傳工作證: 選擇檔案 未選擇任何檔案

約用期間 Contract period: 年 / 月 / 日 / ~ 2022 年 (year) 02 月 (month) 底

Foreign student
please upload
work permit

月平均薪資 Average monthly salary: 元(NT)

個人負擔 individual Co-payment: 勞工保險 labor insurance 元(NT)

(系統自動試算參考, 實際金額依實領工資計算 The system automatically calculates an estimate, but the actual amount is based on)

機關負擔 Institutional Co-payment: 勞工保險 labor insurance 元(NT) 勞退 labor pension 元(NT)

(系統自動試算參考, 實際金額依實領工資計算 The system automatically calculates an estimate, but the actual amount is based on)

2022

教學助理認證研習會

National Chung Cheng University

Teaching Assistant Certification Training Program , Spring 2022

**** If you wish to transfer personal health insurance to CCU, please apply with the department you will work under.**

全民健康保險 national health insurance :

☐ 本人健保轉入中正大學加保

My personal health insurance will be transfer to CCU.

☒ 本人健保不轉入中正大學加保(短期性工作不超過3個月，或非每個工作日到工者，其每周工作時數未達12時)

My personal health insurance will NOT be transfer to CCU.(Conditions: The period of work is less than three months or the individual is not required to work every weekday and work hours are less than 12 hours each week.)

(7) Select the option of your choice

***NOT applicable to foreign students.**

勞工退休金是否自願提繳 Voluntary contribution to pension :

1.不提繳(預設) No(default) ▼

提繳比例 Contribution rate :

1% ▼

請填寫課程資訊 Course information

請注意！同一系所且同月份可新增多筆課程，不同系所開的課程或不同月份請另外申請！

Please note: multiple courses in the same department, in the same month, can be added to one form. Please apply separately for courses managed by different departments or in different months.

新增課程 Add new course

退出 Exit

存檔後送出 Save and send

Step 4. Fill the course information you will work under

請填寫課程資訊 Course information

請注意！同一系所且同月份可新增多筆課程，不同系所開的課程或不同月份請另外申請！

Please note: multiple courses in the same department, in the same month, can be added to one form. Please apply separately for courses managed by different departments or in different months.

開課學年:

110學年

開課學期:

第二學期

開課類型(一般/在職):

一般

開課單位:

請選擇開課單位

科目名稱:

請選擇科目名稱

指導教師:

請選擇指導教師

新增課程 Add new course

退出 Exit

存檔後送出 Save and send



Resignation application

HI, [REDACTED]

1. 學生申請前請先與欲申請之單位討論填寫內容細節。
2. 如申請被退回，請直接重新申請。
3. 提前離職或約用到期前，請記得申請離職。

請選擇申請類型:

勞僱型

行政學習型

教學助理

離職申請

查詢資料

登出

請選擇欲申請離職的工作(僅勞僱型月保可申請)

雇用單位	到職日期	離職日期	類型	離職日期
------	------	------	----	------

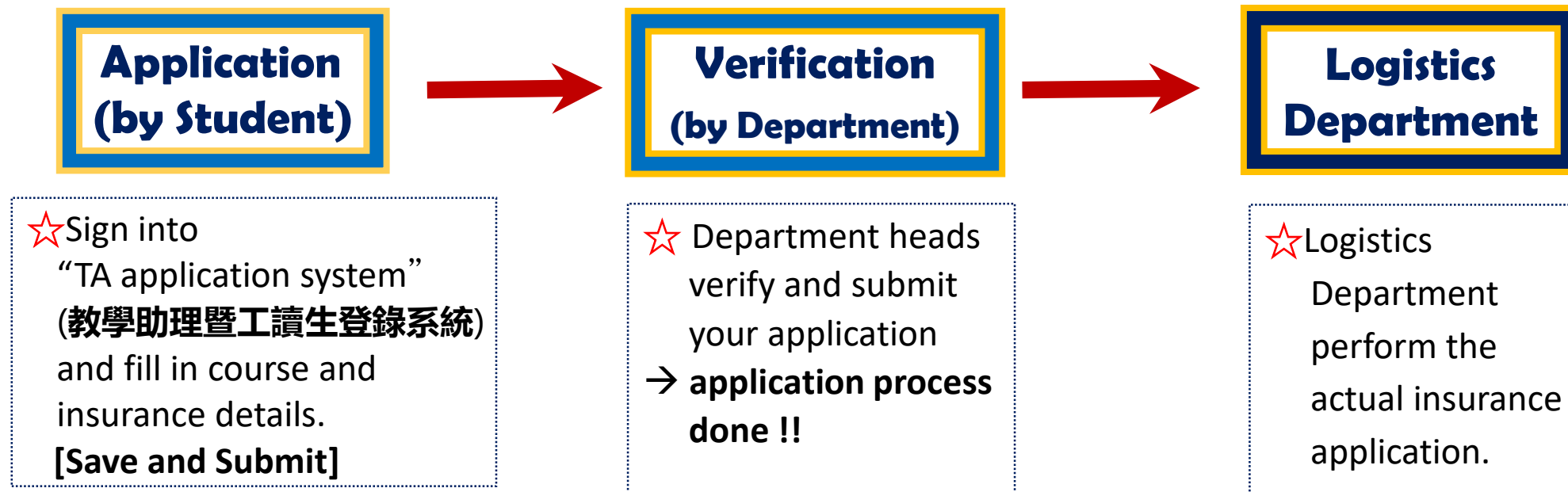
退出

ex: original end of contract date
was 7/31 but wish to resign
earlier on 6/30

→ Please fill this resignation
application **before 6/27** using
this system.



Flow Chart for TA online application



☆ Your TA insurance application **MUST** be verified by department heads **7-10 days before** the start of your contract!
Ex: 9/15 start contract, 9/8 must complete verification.



Thank you !

For TA related matters, please contact

CTLD Ms. Shih-Ching Hsiao

Ext: 11603

Email: admsch@ccu.edu.tw

