

# 2024 Fall Semester

## TA-Ship Scholarship Application guideline for NCHU International Students

### Eligibility and Requirements

- NCHU international graduate students in master or doctoral programs are eligible to apply for teaching assistantships.
- The applicant may choose **one** courses, and which should be **taught in English**. (including general studies, laboratory courses, and internship courses.), listed in the NCHU Course Information System.
- To facilitate the application process, students are highly recommended to consult with the course instructor before submitting the application for a TA assistantship.
- Each TA can serve as the teaching assistant for only one course.
- Students who have already been granted the Taiwan Scholarship/ Elite Scholarship/ICDF scholarship **cannot** apply for this program.

### TA Responsibilities

A teaching assistant (TA) assists in the instruction under the supervision of a course instructor (professor).

The TA primarily assists the instructor in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures. More information about responsibilities will be decided by the course instructor. However, duties typically required of all TAs are:

- Attend all instructor-TA meetings.
- Attend all lectures of the course they are TA-ing.
- Lead one or more discussion or lab sections as agreed at the time of TA assignment.
- Assist with grading and proctoring.
- Hold office hours or cover Help Room.
- Perform other duties as needed for each course, such as quizzes, preparation for sections, and lab demonstrations.

### Performance Evaluations and Standards

- TAs are evaluated by both the course instructor and the students they teach.
- TAs need to submit a work diary (job record) once a week. Failure to do so may result in action by the OIA.

### Scholarship Information

- NTD\$5,000 from September to December (total of NTD\$20,000 per semester).

## How to Apply

- Step 1 : Contact your professor, inform the professor of your intention to obtain their approval.
- Step 2 : Ensure the course information is current and correct. (Click on the [course system](#) to verify course number, professor's name and course name)
- Step 3 : **Apply online from July 8, 2024, to July 26, 2024.** Please note that the **professor's name should be their Chinese full name**, not a nickname (e.g., Freshman English, Professor: 許光漢).
- Step 4 : You will receive an automated email after completing the online application. The URL will be provided at the bottom of the email, please **DO NOT CHANGE URL or PASSWORD.**
- Step 5 : **FORWARD** the automated email to this email address (oiaeducation@email.nchu.edu.tw) so that OIA can verify the information you have submitted. If everything is correct. OIA will send a link back. You can use the link to check the status of your application.
- Step 6 : **The results will be announced on August 16, 2024.**

## Notices

- Students must **apply only through the OIA official website**, do not use other shared links.
- Please submit the application only **once**. After receiving the registration confirmation email, do not register again. If you do not receive the confirmation email, check your other email folders first, then inquire with OIA. Please be patient when waiting for a response from OIA during school holidays.
- **Applications are not on a first-come, first-served basis.** This program only provides a limited number of **50** TAs. If there are more applicants than available positions, OIA will evaluate suitable candidates based on a meeting with supervisors.
- If a course fails to open successfully, no scholarship will be provided.

## OIA Contact

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