

# **National Chung Hsing University of Department of Chemical Engineering**

## **Regulations for Graduate Students Serving as Teaching Assistants**

Approved at the Department Affairs Meeting on January 13, 1999

Revised and approved at the Department Affairs Meeting on May 22, 2002

Revised and approved at the Department Affairs Meeting on September 9, 2005

Revised and approved at the Department Affairs Meeting on June 22, 2012

### **Article 1: Eligibility**

All graduate students (Master's and Doctoral students, excluding those who enter as in-service students) enrolled in the Department of Chemical Engineering may apply for teaching assistant positions.

### **Article 2: Types of Assistant Work**

The assistant positions in the department are classified into three types:

1. Teaching course assistants
2. Instrument and equipment management assistants
3. Administrative assistants

### **Article 3: Allocation of Assistant Positions**

The number of available teaching assistant positions for each category will be determined by the Department's Graduate Studies Committee, which will establish specific criteria based on the categories outlined in Article 2.

### **Article 4: Research Student Scholarships and Assistantships**

Graduate students serving as teaching assistants are eligible to apply for research student scholarships and assistantships. The application process will be established by the Graduate Studies Committee according to the categories of assistant work in Article 2.

## **Article 5: Application for Assistant Positions**

The available assistant positions for each category will be announced, and students must register their applications within the specified period at the department office. Failure to apply within the deadline will be considered a waiver of the opportunity.

## **Article 6: Selection Process for Assistant Positions**

For teaching course assistants and instrument/equipment management assistants, the selection will be handled by the instructor of the course or the faculty member in charge. Priority will be given to doctoral students for teaching course assistant positions. In cases where special expertise is required, the relevant committee will conduct the selection process.

## **Article 7: Doctoral Students' Requirement for Teaching Assistantships**

Doctoral students who enter as regular students must serve as teaching assistants for at least one semester for mandatory (or elective) undergraduate laboratory courses during their study period. However, if a student is engaged in external employment related to their research topic, a written confirmation from their advisor may exempt the student from the requirement to serve as a laboratory teaching assistant. In this case, the student will not be eligible to apply for other teaching assistant positions.

## **Article 8: Implementation and Amendments**

These regulations will take effect upon approval by the Department Affairs Meeting, and the same procedure applies to any revisions.