

Management regulations of teaching assistant in Department of Business Administration, Chang Gung University

2008.9.16 the 1th semester of the 2008 academic year was adopted
2013.9.10, the 1th semester of the 2013 academic year was revised and approved

1. The Department of Business Administration (hereinafter referred to as the Department) provides for the Regulations in accordance with the "Regulations for the implementation of scholarships for PhD students and foreign students at the University of Chang Gung". This method is used to manage the selection, assignment, and assessment of Teaching Assistant (hereinafter referred to as TA).
2. The Department TA is divided into courses TA and administrative TA. The scholarship is divided into A, B two categories. The course TA will assist in the course of the Department, and the administrative TA will assist in the teaching administration. The department will announce each type of TA amount before each semester. If you want to serve as TA, you must complete your registration by the deadline of application. Applicants are required to attach a transcript as a reference. If those students don't have the grades, then they don't have to attach in their transcripts.
3. The selection and work of the TA are determined by the "Teaching assistant selection Committee". The Committee is composed of the department, secretary, and member of the school of affairs.
4. Those who give up their qualifications after being selected as a TA, shall not apply for TA again in the same academic year. However, persons who have the consent of the "Teaching assistant selection Committee" may exchange work with other TA. The TA exchange is limited to one school year per person.
5. Each teacher can request the course TA to take classes with class or assist after-school tutoring during scheduled hours. Administrative TA shall be responsible for duty in the Department office and various teaching places. The TA must write "log", and send to the academic affairs office for reference, as the basis for the distribution of scholarship.
6. The course TA is supervised by the teacher, and the executive TA is supervised by the secretary. If TA has poor working ability, he is dismissed by the "Teaching assistant selection committee" after supervision and reporting. Departments can find someone to replace. TA who has been dismissed is not eligible to apply for TA again during the course of his studies.
7. The regulations will be implemented after approval at the meeting, and the same for modification. Other unspecified matters will be handled in accordance with the relevant regulations of the university.