

國立陽明交通大學優秀教學助理申請說明

教務處為鼓勵表現優秀的教學助理，彰顯其教學熱忱與技能，特辦理卓越、傑出及優良教學助理遴選活動，並頒予獎狀及獎金。

- 一、遴選資格：114 學年度曾擔任過本校教學助理，且 114-2 學期具在校生身分者皆可參選。
- 二、收件時間：自公告起至 **115 年 7 月 29 日** 止，逾期恕不受理。
- 三、獎勵項目：卓越教學助理獲獎者每人 100 點，傑出教學助理獲獎者每人 30 點，點數折合率依當年度經費情況另訂之。
 - (1) 卓越教學助理獎，頒予獎狀及獎金
 - (2) 傑出教學助理獎，頒予獎狀及獎金
 - (3) 優良教學助理獎，頒予獎狀及獎品
- 四、申請流程：

教學助理參與遴選需準備文件有「優秀教學助理遴選申請表」、「教師推薦函」及「其他教學相關之佐證資料」。優秀教學助理評選由學院彙整後，統一推薦至教學發展中心。
- 五、格式規範：
 - (1) 文字請以電子格式繕打，正文採 A4 尺寸，圖表或圖片不在此限。請勿手寫，避免字跡潦草、模糊以致評審委員辨識不清，影響申請人之權益。
 - (2) 字體與大小：中文字體採用標楷體 12 號為主，英文字體則為 12-pt 的 Times New Roman 字體為主
 - (3) 行距以單行間距撰寫並於每頁下方中央位置註明頁碼。
 - (4) 申請表全文以 5 頁為限，並彙整成一份電子檔（請以 PDF 格式繳交避免格式移動）繳交。
- 六、相關附件：
 - (1) 國立陽明交通大學教學助理施行準則(114.12)
 - (2) 附件一、國立陽明交通大學優秀教學助理遴選申請表
 - (3) 附件二、國立陽明交通大學優秀教學助理遴選教師推薦函
 - (4) 附件三、學院優秀教學助理候選名單(空白表單)

National Yang Ming Chiao Tung University

Application Instructions for Excellent Teaching Assistants

The Office of Academic Affairs holds selection activities for excellent teaching assistants to encourage and recognize their outstanding performance, highlighting their enthusiasm and skills in teaching. Certificates and bonuses are awarded to those selected as prominent, outstanding, and excellent teaching assistants.

- 一、Qualifications for selection: Those who have served as teaching assistants at the university during the 2025 academic year and are currently enrolled as students in the 2025-2 semester are eligible to apply.
- 二、Application period: The application period is from the announcement date until July 29, 2026. Applications received after the deadline will not be accepted.
- 三、Reward categories: Prominent teaching assistant awardees will receive 100 points each, and outstanding teaching assistant awardees will receive 30 points each. The conversion rate of points will be determined based on the financial situation of the current year.
 - (1) Prominent teaching assistant award: A certificate and a monetary award will be given to each recipient.
 - (2) Outstanding teaching assistant award: A certificate and a monetary award will be given to each recipient.
 - (3) Excellent teaching assistant award: A certificate and a prize will be given to each recipient.
- 四、Application procedure:

Teaching assistants participating in the selection process must prepare the following documents: Excellent teaching assistant selection application form, teacher recommendation letter, and other supporting documents related to teaching.

 - (1) The application form includes basic information, main job responsibilities or performance, outstanding achievements, insights and reflections, feedback and interaction records from enrolled students, and other supporting documents (other teaching-related materials beneficial for evaluation). It should be submitted to the teaching assistant's department or unit.
 - (2) The teacher recommendation letter should be filled out by the recommending teacher and directly submitted as a hard copy or sent electronically to the teacher's teaching unit.
 - (3) After materials for the selection of excellent teaching assistants are compiled by the colleges, they will all be submitted to the Teaching Development Center.
- 五、Formatting standards:
 - (1) The main text should be typed electronically on A4 size paper. There are no restrictions on the sizes of tables or images. Please do not submit handwritten

applications, as unclear or illegible handwriting may be difficult for the evaluation committee to read and therefore affect the applicant's rights and interests.

- (2) Font and size: The primary font for Chinese characters should be Biaukaiti 12 point; the primary font for English characters should be Times New Roman 12 point.
- (3) Lines should be single-spaced, and page numbers should be placed at the bottom center of each page.
- (4) The application form is limited to 5 pages in total and should be compiled into a single electronic file (please submit in PDF format to avoid formatting errors).

六、Relevant appendixes:

- (1) Appendix 1: National Yang Ming Chiao Tung University Implementation Guidelines for Teaching Assistants (Dec. 2025)
- (2) Appendix 2: National Yang Ming Chiao Tung University Excellent Teaching Assistant Selection Application Form
- (3) Appendix 3: National Yang Ming Chiao Tung University Excellent Teaching Assistant Selection Teacher Recommendation Letter
- (4) Appendix 4: List of Excellent Teaching Assistants Candidates at the College (Blank Form)