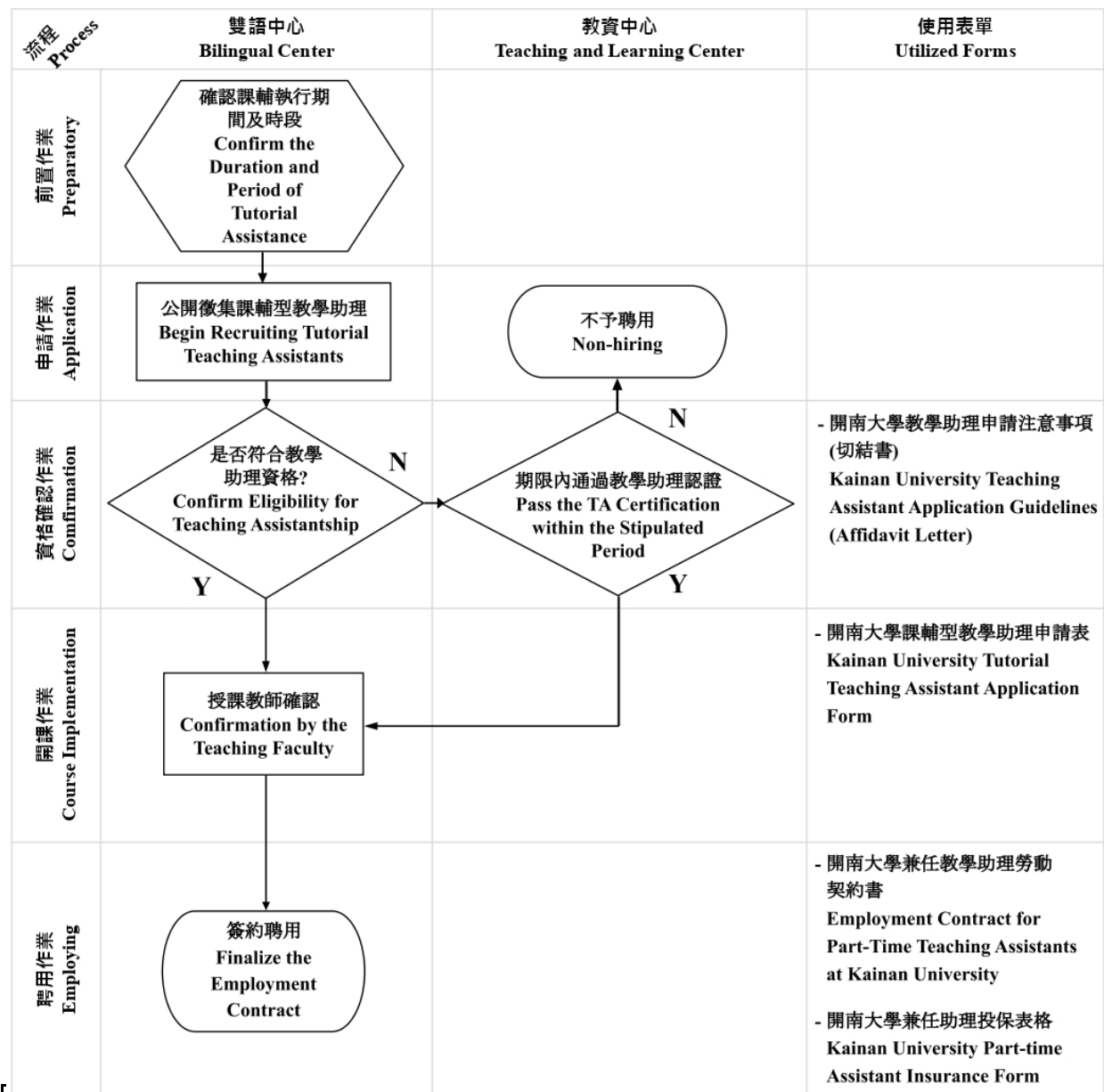


	文件名稱 Document Title:	大一英文課輔型教學助理聘用作業流程圖 Hiring Process of Freshman English TA Flowchart		
	文件編號 Document Number:	BEP-002	版次 Version:	1
	提案單位 Proposing Department:	雙語教育推動中心 Bilingual Education Promotion Center		

1. 作業流程圖 Workflow Chart:

大一英文課輔型教學助理聘用作業流程圖
Hiring Process of Freshman English TA Flowchart



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2. 作業程序 Operation Procedures:

(2.1) 確認課輔執行期間及時段 Confirm Duration & Schedule for Tutorial Assistance

(2.2) 公開徵集課輔型教學助理 Begin Recruiting Tutorial Teaching Assistants

- 課輔助理須符合「是否為應英系 3 年級以上之學生」或是「提出相對應英語測驗成績之其他系所三年級以上學生」，並通過面試。

Tutorial Assistants must meet the criteria of being either "third-year or above students in the Department of English" or "third-year or above students in other departments who have submitted corresponding English test scores" and must successfully pass an interview.

(2.3) 是否符合教學助理資格 Confirm Eligibility for Teaching Assistantship

- 課輔助理需通過教學資源中心 教學助理資格認證。

Tutorial Assistants are required to obtain Teaching Assistant Certification from the Teaching and Learning Center.

- 若未取得教學助理資格認證，須通過教學助理補聽作業取得資格認證。

If Teaching Assistant Certification is not obtained, they must complete a Teaching Assistant supplementary exercise for certification.

- 如未在期限內取得教學資格認證，將不予聘用。

Failure to obtain Teaching Assistant Certification within the specified timeframe will result in non-hiring.

(2.4) 授課教師確認 Confirmation by the Teaching Faculty

- 大一英文授課教師確認後，同意課輔助理執行課輔作業，並填寫開南大學課輔型教學助理申請表。

The instructor for the Freshman English course confirms and approves the Tutorial Assistant to conduct tutorial activities. The instructor then completes the Kainan University Tutorial Teaching Assistant Application Form.

(2.5) 簽約聘用 Finalize the Employment Contract

- 由雙語中心簽約聘用課輔助理，並進行投保後，方能進行課輔作業。

The Bilingual Center officially employs the Tutorial Assistant by signing the contract and ensuring insurance coverage before commencing tutorial activities.

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3. 控制重點 Key Controls:

- (3.1) 學生是否符合大一英文課輔助理之資格。
Verify whether students meet the qualifications for Freshman English Tutorial Assistants.
- (3.2) 學生是否有取得教學資源中心教學助理認證。
Confirm whether students have obtained Teaching Assistant Certification from the Teaching Resource Center.
- (3.3) 契約書、投保單據、助理申請表是否資料正確。
Ensure the accuracy of the affidavit letter, insurance documents, and assistant application forms.
- (3.4) 聘用資料須完整。
Ensure that all hiring documentation is complete.

4. 依據及相關文件 References and Related Documents:

- (4.1) 開南大學課業輔導實施辦法
Implementation Measures for Academic Guidance at Kainan University
- (4.2) 開南大學教學助理設置辦法
Establishment Measures for Teaching Assistants at Kai Nan University

5. 使用表單 Utilized Forms:

- (5.1) 開南大學教學助理申請注意事項(切結書)
Kainan University Teaching Assistant Application Guidelines (Affidavit Letter)
- (5.2) 開南大學課輔型教學助理申請表
Kainan University Tutorial Teaching Assistant Application Form
- (5.3) 開南大學兼任教學助理勞動契約書
Employment Contract for Part-Time Teaching Assistants at Kainan University
- (5.4) 開南大學兼任助理投保表格
Kainan University Part-Time Assistant Insurance Form