



Faculty of Science Mahidol University Announcement

Subject : Students Assistantship Scholarship Year 2021

By virtue of Item No. 15 of Mahidol University Announcement, Subject : Criteria and Procedures in Money Receiving, Keeping, Withdrawing, Paying and Payment Controlling, B.E. 2551 (2008); the Dean of Faculty of Science, with the agreement of the Faculty Committee in the 3/2564 meeting on March 24, 2021, have agreed that Faculty of Science Mahidol University Announcement, Subject : Students Assistantship Scholarship Year 2020 dated on July 29, 2020, shall be repealed and the following criteria regarding the students assistantship scholarship has been stipulated :

1. Objectives

- 1.1. To improve the capability of the graduate students in teaching, research, and grading of subjects delivered by the Faculty of Science
- 1.2. To enhance the teaching and learning efficiency in courses of Faculty of Science
- 1.3. To promote academic atmosphere and build relationships between teachers and students and between students and students.

2. Categories and Qualifications of Teaching Assistantship Candidates

Graduate Teaching Assistants are full-time students studying in the graduate program of Faculty of Science, Mahidol University. They are to assist in teaching one of the undergraduate subjects belonging to the departments of Faculty of Science and shared subjects of the Medical and Graduate Education Division.

Applicant Qualifications

1. The applicant must be a graduate student of Faculty of Science
2. The applicant must be well-conducted, and has never exhibited misconduct according to the rules of the university.
3. The applicant must be nominated by the head of department and the respective lecturer of the subject, a detailed elaboration on the necessity of the teaching assistant

in the subject must also be submitted, and clearly specify the duties that the applicant has to perform.

4. The applicant must have undergone the laboratory safety training workshop provided by the Faculty of Science and have passed the MU Lab Pass Test within 2 years prior to the application. Applicants who has not been trained or has been trained but the certificate is no longer valid should apply for the training in the earliest training available from the Faculty of Science before they can be considered for the scholarship.

3. Duties of Teaching Assistants

The graduate students of Master or Doctoral level program shall be paid on an hourly basis when they performed the following duties to lessen the workload of the lecturers:

1. Assist in lectures and laboratory sessions (wet lab, with fixed schedule) 300 baht/hour
2. Assist in online lectures and online laboratory sessions, explaining during the online Q&A session, and creating online teaching materials (fixed schedule) 300 baht/hour
3. Overseeing computer laboratory sessions (fixed schedule) 250 baht/hour
4. Lab preparation or online lab preparation or equipment and information preparation for online teaching material creation (with fixed schedule and preparation workload) 250 baht/hour (up to 3 hours)
5. Overseeing the exam or online examination of subjects belonging to the departments or the Faculty of Science 100 baht/hour
6. Advising the subjects of 1st or 2nd year undergraduate students, marking written exam papers, filling scores or other work related to teaching and online teaching (fixed schedule) 250 baht / session (2-3 hours per session)
7. Teaching workload must not exceed 120 hours per semester (excluding overseeing central examination)
8. Must have 12 hours of oversee the central examination of Faculty of Science, according to the time and date scheduled by the Faculty
9. Must attend at least 3 the social responsibility activities of the department, the Faculty of Science, or Mahidol University per semester

4. Application Procedures

- 4.1. The Faculty of Science publicizes the announcement of Teaching Assistantship Scholarship.
- 4.2. The departments consider applicants with required qualifications and submit to the faculty along with the following documents:

- 4.2.1. Application form for the Students Assistantship Scholarship
- 4.2.2. One 3 x 4 cm photograph
- 4.2.3. One copy of the student ID card
- 4.2.4. One copy of current academic transcript
- 4.2.5. Teaching Assistant Timetable
- 4.2.6 A copy of the valid MU LabPass certification issued within 2 years before the application
- 4.2.7 A copy of the valid Laboratory Safety Training Certificate issued within 2 years before the application
- 4.2.8 A copy of the bank account number for The Siam Commercial Bank (only branches in Bangkok or metropolitan area are accepted)

5. Termination of the Scholarship

The Faculty of Science reserves the right to terminate the scholarship in the following cases:

- 5.1 The graduate teaching assistant is no longer a student of the Faculty of Science.
- 5.2 The graduate teaching assistant did not follow the conditions of the scholarship as specified by the Faculty of Science, including being late, absent from class or work or taking a leave of absence. The penalty applied is subject to the consideration of the students assistantship scholarship committee.
- 5.3 The graduate teaching assistant exhibited breach of the regulations, order, announcement, or the code of conduct of Mahidol University and/or the affiliated program or faculty, or exhibited improper behavior that damages the reputation of the person or the faculty.

6. Students Assistantship Reimbursement and Payment

The department shall submit the reimbursement documents to the Medical and Graduate Education Division “before the 3rd day of every month”, and ensure that the documents are correct and complete, so as to process the payment within the end of the month.

7. Assistantship Resignation

The graduate teaching assistant is eligible to resign by informing the faculty 30 days in advance and submit the resignation form to the Medical and Graduate Education Division.

8. Dates of Application and Results Announcement

First Semester

Application Period: announced date - 23 July 2021

Results Announced within 30 July 2021, via the department.

Second Semester

Application Period: announced date - 26 November 2021

Results Announced within 3 December 2021, via the department.

9. In cases where the prior items do not apply, the board committee of the graduate scholarship and the Dean of Faculty of Science shall rule, deliberate and order actions as the case may be. The actions ordered by the Dean shall be regarded as final.

The announcement shall be effective from June 29, 2021.

Announced on June 29, 2021



(Assoc. Prof. Palangpon Kongsaree, Ph.D.)

Dean of Faculty of Science