

## Translation



### Mahidol University Announcement

#### Scholarship for Short-term Visiting Scholars to Work at Mahidol University, Fiscal Year 2023

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The objective of this scholarship is to promote academic collaboration between instructors, academic staff, researchers, and other personnel of Mahidol University and those of foreign institution in terms of researching and publications. It also aims to promote academic interactions between Mahidol University students of all levels and the visiting scholars, which will consequently strengthen the University's network and academic relationship with overseas institutions.

As empowered by the virtue of the Article 22.9 in the 'Mahidol University Announcement on Regulations and Methods to Receive, Maintain, Disburse, Pay, and Control Money B.E. 2551', which is under the Section 38 in the 'Mahidol University Regulation on Budget and Financial Administration B.E. 2551' and its revision, the following announcement shall be enacted by the President:

1. In this Announcement,

The term "ASEAN countries" refers to the Southeast Asian countries which are Brunei Darussalam, Cambodia, Laos, Indonesia, Malaysia, Myanmar, the Philippines, Singapore, and Vietnam.

The term "ASEAN+6 countries" refers to China, which includes the Republic of China (Taiwan) and Hong Kong Special Administrative Region of the People's Republic of China, South Korea, Japan, Australia, New Zealand, and India.

The term "countries in America, Europe and others" refers to countries that are not in ASEAN and ASEAN+6.

The term "Host Affiliate" refers to the work unit of the University where the scholarship recipient comes to work at or perform online work.

The term "Short-term" refers to duration (4-12 weeks) the recipient shall work at Mahidol University or perform online work.

## 2. Qualifications of the candidates

2.1 Being a foreign instructor, researcher, or expert who is working for an academic institution or a national research institution or at an intergovernmental organizations (IGO); this also covers the candidates who have been retired (The retired candidate must be approved by the original affiliate).

2.2 Having experiences in their fields of studies, teachings, educational administration or the Host Affiliate's research interest/area, and being knowledgeable and skilled in their fields of studies.

2.3 Being permitted or approved by their original affiliate.

## 3. Allocation of the scholarship

The University shall allocate partial scholarship to the recipients for their work at Mahidol University or online work. The Scholarship for the recipient working at Mahidol University provides a lump sum payment which covers round-trip airfare, accommodation costs, meals, visa application fee, health insurance, and other expenses while compensation will be allocated to the recipients for their online work. Details on the allocation are as follows:

Work at Mahidol University for 4 weeks minimum and the remainder may be performed online at 100% pay.

Duration and countries	Working at Mahidol University	Performing Online Work
<b>Scholarship for a duration of 4 – 7 weeks</b>		
·ASEAN/ASEAN+6 countries	A maximum of 60,000 Baht	A maximum of 30,000 Baht
·Countries in America, Europe and others	A maximum of 80,000 Baht	A maximum of 40,000 Baht
<b>Scholarship for a duration of 8 – 11 weeks</b>		
·ASEAN/ASEAN+6 countries	A maximum of 85,000 Baht	A maximum of 42,500 Baht
·Countries in America, Europe and others	A maximum of 105,000 Baht	A maximum of 52,500 Baht
<b>Scholarship for a duration of 12 weeks</b>		
·ASEAN/ASEAN+6 countries	A maximum of 110,000 Baht	A maximum of 55,000 Baht
·Countries in America, Europe and others	A maximum of 130,000 Baht	A maximum of 65,000 Baht

#### 4. Application procedures

4.1 The candidates can get an application form (Form IR-VS2) at their Host Affiliate or download it from <https://op.mahidol.ac.th/ir/mu-scholarships>; choose “Incoming”.

4.2 The Head of the candidate’s Host Affiliate must send a nomination letter, his/her details and clear evidence of his/her achievement to the International Relations Division, the Office of the President.

#### 5. Required documents

5.1 A nomination letter issued by the Head or the appointed person of the candidate’s Host Affiliate

5.2 The Host Affiliate’s application form (Form IR-VS1)

5.3 The candidate’s completed application form with a 1-inch photo attached (Form IR-VS2)

5.4 A letter of approval issued by the candidate’s original affiliate

5.5 The candidate’s CV and copy of passport

#### 6. Consideration and selection criteria

6.1 The Host Affiliate shall implement the screening process of candidacy following the qualifications mentioned in this Announcement

6.2 The University shall select the candidates based on their duties prioritizing below

**First priority:** co-authored publication

**Second priority:** co-development of a course or a laboratory

**Third priority:** teaching or providing academic consultation for Mahidol University instructors, staff members, and students

7. The International Relations Division shall check the candidate’s documents before nominating him/her to the Vice President for International Relations and Corporate Communication for the allocated scholarship approval.

#### 8. Terms and conditions

8.1 The recipients’ duties can be one of the following:

8.1.1 Performing online work

The recipient shall work online on teaching, research, or educational administration for 4 – 12 weeks. The deliverables, such as co-authored publication, co-

development of a course or a laboratory, or consultation for instructors, staff members and students, shall be clearly agreed between the Host Affiliate and the recipient.

#### 8.1.2 Working at Mahidol University

(a) The recipient shall work on teaching, research, or educational administration for 4 – 12 weeks. The deliverables, such as co-authored publication, co-development of a course or a laboratory, or consultation for instructors, staff members and students, shall be clearly agreed between the Host Affiliate and the recipient, or

(b) The recipient shall work for a minimum of 160 hours (8 hours daily X official work days). If the recipient work time for the Host Affiliate is less than 4 weeks, the Host Affiliate and the recipient must clearly specify the work hours.

8.2 The recipient must be a guest speaker at a conference, seminar, workshop or virtual meeting hosted by the Host Affiliate, on at least one occasion during the Scholarship period. The conference, seminar or workshop must include researchers, academic staff and instructors from Mahidol University's Faculties, Colleges, and Institutes in order to build up an academic network among researchers, academic staff and instructors.

8.3 If the recipient is unable to complete the approved work time, the Host Affiliate must reimburse the scholarship to the University in a daily rate.

8.4 The recipient must travel to work at Mahidol University or perform online work by 30<sup>th</sup> September 2023. If the schedule needs to be changed, his/her Host Affiliate must send a permission request letter to the University and permission must be granted prior to the traveling or the start of online work.

8.5 The University does not allow reducing the agreed work time at Mahidol University or online work except in case of force majeure such as sickness, disaster, accident, pandemic, or political turmoil. In any of such cases, the Host Affiliate must send an explanation letter to the University.

8.6 The Host Affiliate must monitor, report, and evaluate the recipient's performance (Form IR-VS4 and Form IR-VS5) to the International Relations Division, the Office of the President, within 30 days after the program ends. The details required are as follows:

(a) The recipient's basic information (name, institution, academic position, nationality, etc.)

(b) The recipient's work duration (together with records of duties or activity logs clearly stated)

(c) The recipient's deliverables

8.7 The recipient must sign an Agreement with the University (Form IR-VS3).

9. Application deadline

The Host Affiliate must send a nomination letter for a Scholarship for the Short-term Visiting Scholars to Work at Mahidol University, Fiscal Year 2022 to the International Relations Division, the Office of the President, **at least 8 weeks** prior to the recipient's departure date or the start of online work.

10. Scholarship disbursement

10.1 The scholarship stated in this Announcement shall be disbursed from the University's income according to the 'Mahidol University Regulation on Budget and Financial Administration B.E. 2551' and its revision.

10.2 The Head of the recipient's Host Affiliate must send a letter of disbursement attached with the announcement of the recipient's name and Agreement with the University (Form IR-VS3) in three (3) copies without specifying the dates, to the International Relations Division, the Office of the President, **at least 6 weeks** prior to the recipient's traveling or a start of online work.

10.3 The University will transfer the scholarship to the recipient's Host Affiliate, which will disburse the scholarship allocation to the recipient.

11. The President of Mahidol University is in a position of authority over this Announcement. In case of any dispute, the judgment of the President shall be final.

This Announcement shall come into force as of now.

Announced on 11 October 2022

(Professor Banchong Mahaisavariya, MD.)

President of Mahidol University