



Announcement from Mahidol University International College

Subject : The granting of staff development aid for MUIC faculty and staff members who travel to present academic papers and attend conferences or seminars both in Thailand and abroad.

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In accordance with policies for staff development that were determined in 2006, Mahidol University International College has established a set of criteria in granting aid to faculty and staff members who travel in order to present academic papers and attend conferences or seminars in Thailand and abroad.

1. Definition of terms:

The "college" refers to Mahidol University International College, Mahidol University.

The "director" refers to the Director of Mahidol University International College.

The "applicant" refers to the employees of Mahidol University International College.

"Aid" refers to the money granted for traveling expenses when MUIC faculty and staff members present academic papers and participate in conferences or seminars both within Thailand and abroad.

2. The granting of aid when traveling abroad:

2.1 Criteria for applicants:

(1) He/she must be an employee of the college for the duration of at least 1 year.

(2) He/she must not have received any grants of this type over the past 2 years (from the last day of the previous application).

(3) He/she must not have been a recipient of any full grants (only partial) of this type from other sources.

(4) Those who deliver an oral presentation of the academic papers may be eligible for aid every year.

2.2 The amount of aid given by the college:

(1) Living and traveling expenses according to geographic regions:

a. For countries in the Americas, Western Europe and Japan, the recipient shall receive 50,000 Baht/person/occasion

b. For countries in Eastern Europe and Africa, the recipient shall receive 40,000 Baht/ person/occasion.

c. For Australia, New Zealand and Korea, the recipient shall receive 35,000 Baht/ person/occasion.

d. For other Asian countries, the recipient shall receive 25,000 Baht/ person/occasion.

(2) All registration fees are paid for in full.

3. The granting of aid for travel in Thailand:

3.1 Criteria for applicants:

(1) He/she must be an employee of the college for the duration of at least 1 year.

(2) He/she must not have received any grants of this type over the past year (from the last day of the previous application).

(3) He/she must not have been a recipient of any full grants (only partial) of this type (only partial) from other sources.

3.2 The aid that the college rewards for transportation and living expenses is based on the distance between the college and the designated provinces:

a. For distances over 700 kilometers, an amount of 8,000 Baht/person/occasion is awarded.

b. For distances between 500-700 kilometers, an amount of 6,000 Baht/person/occasion is awarded.

c. For distances less than 500 kilometers, an amount of 4,500 Baht/person/occasion is awarded.

4. Other criteria:

4.1 Time limitations on applications

(1) The application for aid in order to present academic papers and attend conferences or seminars abroad entails the following deadlines:

a. 1st application period – if the applicant's travel is during the period between October and January, a request for aid should be made before September.

b. 2nd application period – if the applicant's travel is during the period between February and May, a request for aid should be made before January.

c. 3rd application period – if the applicant's travel is during the period between June and September, a request for aid should be made before May.

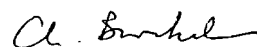
d. In some cases applicants may have to submit their request on short notice, which must be done at least 2 weeks prior to the conference or seminar.

(2) The application for aid when presenting academic papers and attending conferences or seminars within the Kingdom of Thailand can be made at any time during the academic year.

5. After the occasion, the recipient of the aid is required to submit a report to his/her supervisor and the Director of MUIC.

6. The Director will comply with the conditions of this announcement and decide on the merits of each request; that decision will be considered final.

Announcement made on 1st April, 2006.



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