ขั้นตอนการจ้างอาจารย์ชาวต่างประเทศ
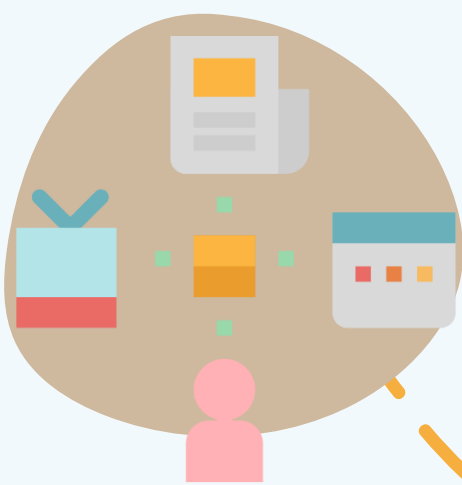
หน่วยวิเทศสัมพันธ์และหน่วยทรัพยากรบุคคลรับแจ้งจากบุคลากรสถาบันฯ เรื่องบุคลากรต่างประเทศเข้าใหม่/ต่อสัญญาจ้าง

หน่วยวิเทศสัมพันธ์ส่งจดหมายเชิญและจดหมายถึงสถานทูตไทย ณ ประเทศที่อาจารย์ชาวต่างประเทศพำนักเพื่อขอวีซ่าทำงาน (NON-B VISA)

หน่วยทรัพยากรบุคคลเตรียมเอกสาร
(สัญญาจ้าง ทำคำสั่งแต่งตั้ง เอกสารในการขอ Work Permit และวีซ่า ฯลฯ)

เมื่อชาวต่างชาติเดินทางเข้ามาในประเทศ/เดินทางมาสถาบันฯให้เซ็นต์เอกสารสัญญาจ้างและเอกสารอื่นๆ

หน่วยทรัพยากรบุคคลเตรียมเอกสารและดำเนินการต่อ Visa และ Work permit

Steps for hiring a foreign expert

Host informs International Relations (IR) and Human Resources (HR) Unit of a new foreign expert or one in need of renewing employment contract.

IR sends requested documents to the embassy of Thailand in home country of the foreign expert (Non-B Visa)

HR prepares the paperwork

(employment contract, job appointment letter, work permit and visa requests, etc.)

The foreign expert arrives at RILCA to sign the papers

HR prepares the paperwork to renew work permit or visa

Appointment Procedures for Adjunct Professor

(30 day process)

1
IR seeks approval from RILCA committees for the nomination of a qualified applicant (up to 30 days as committee meeting occurs once a month)

2
IR provides an invitation letter for the applicant (3 days)

3
IR obtains statement of the scope of work, work plans, or performance agreement and letter of consent or approval to work at Mahidol University from the applicant's original affiliation signed by an authorized person of the Host Affiliate (duration process depends on applicant's affiliate organization)

4
IR obtains proof or evidence of work that has been performed in cooperation with academic, research, or academic services between the Host Affiliate and the applicant, CV and list of candidate's publications (up to 7 days)

5
Submit the documents to the President of the University for Consideration and appointment to the position of the Adjunct Professor.

6
The Adjunct Professor position is designated to be active for a maximum of 5 years, with a possibility of reappointment.

7
Performance report of the adjunct professor must be submitted to International Relations Division every 6 months.

Appointment procedures for visiting professors

(30 day process)

1 The candidate and host fill out application forms and prepare following documents:
- A letter of approval issued by the candidate's original affiliate
- The candidate's CV and copy of passport

2 IR submits nomination letter and required documents to International Relations Division.

3 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.

4 Once the scholarship is approved, IR prepares scholarship agreement and submits it to International Relations Division for transferring of scholarship fund.

5 Once visiting processor arrives at RILCA, IR will process the payment within the first week.

6 Performance report must be submitted to International Relations Division within 30 days of the visiting professor's last working day.

Appointment procedures for RILCA Research Fellowship

1 RILCA announces requirements and call for application on RILCA website https://lc.mahidol.ac.th/en/

2 Candidates submits application form and prepare following documents:
- Examples of Candidate's research studies
- candidate's CV and copy of passport

3 Applications are reviewed by RILCA Hiring committee for 30 days. List of successful candidates and interview date will be announced on RILCA website https://lc.mahidol.ac.th/en/

4 Successful candidates will be contacted via Email by RILCA International Office to faciltatate the application of work visa within 14 days after the interview.

5 RILCA research fellow arrives at RILCA to performed agreed tasks according to the agreement.

RILCA research fellow is expected to arrive at least one week to complete the following:
- To report to HR office for agreement signing and work permit requirements such as health check up.

6 Performance report must be submitted to RILCA's director within 30 days of the fellow's last working day.