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OUR REF:

UTM.01.04/13.14/1/121 (30)

22nd December 2009

YOUR REF:



Moh. Khairudin (P591255)
Faculty of Electrical Engineering
UTM, Skudai

Dear Sir,

TEACHING ASSISTANT (TA) SCHEME AWARD

With reference to the scheme mentioned above, I am pleased to inform you that the University has agreed to appoint you as a Teaching Assistant at the **Faculty of Electrical Engineering**.

The details and conditions for the award are given as follows:

Name of student	: Moh. Khairudin
IC No./Passport No.	: P591255
Matric No.	: PE073093
Name of Programme	: Doctor Of Philosophy (Electrical Engineering)
Programme Code	: PEEA3AJA
Faculty	: Faculty of Electrical Engineering
Scheme	: Teaching Assistant Scheme
Subject	: SEE 3732
Semester	: Sem. II 2009/2010

2. The award is given for a period of 14 weeks from 14th December 2009 to 31st March 2010. The scheme includes:
 - a) A maximum monthly allowance as stated :
RM200.00 (Dec 2009), RM600.00 (Jan 2010), RM450.00 (Feb 2010), RM450.00 (March 2010) ;
 - b) Mode of payment :
By the hour : RM50.00 per hour
3. Any outstanding fees including tuition fees will not be deducted from the monthly allowance.
4. The University has the right to terminate the scheme due to unsatisfactory performance in student's academic achievement or in this appointment or not fulfil the requirements of appointment.
5. The award is valid only within the appointed semester. The student must be registered as a full-time student at UTM and must be a self sponsored (e.g. The student will be terminated if he/she has appointed in RSG scheme or other sponsorship).
6. As a Teaching Assistant, you will be responsible for assisting the Faculty in conducting tutorials, laboratory work, studio, demonstration and/or field work for undergraduate students according to the maximum amount as stipulated in item (2).