

# UNIVERSITI MALAYA GRADUATE TEACHING ASSISTANTSHIP SCHEME (GTA)

## 1. Name of Scheme

Universiti Malaya Graduate Teaching Assistantship Scheme (GTA).

## 2. Objectives

The scheme aims to:

- (1) provide postgraduate candidates with career training while pursuing their studies in UM.
- (2) provide financial aid to candidates in need while studying in UM.
- (3) equip candidates with the skills and competencies relevant for the workplace.

## 3. Eligibility

This scheme is open to **ALL** active Universiti Malaya postgraduate candidates who are registered with UM for at least one (1) semester.

Graduate Research Assistants appointed by IPPP with a monthly stipend of more than RM2,500 is not eligible to apply.

## 4. Main Duties and Responsibilities

To conduct tutorials and lab sessions including demonstrations of lab equipment and lab regulations enforcement.

## 5. Skills and Training Requirements

- (1) Communication skills and clarity of speech  
Ability to convey information and ideas in a comprehensible way.
- (2) Writing skills  
Ability to convey information through writing in a comprehensible way.
- (3) Comprehension skills  
Ability to understand accurately written and spoken information.
- (4) Education and Training
  - (a) Knowledge of the principles and methods in teaching and curriculum design.
  - (b) Skills for teaching and giving instructions individually and in groups.
  - (c) Measure the effects of teaching.

- (5) English Language Proficiency  
Proficient and competence in the English Language including meaning and spelling of words, sentence structure and rules of grammar.
- (6) Administrative Duties  
Knowledge of the administrative and clerical procedures and systems such as typing, managing files and records and other office terminology and procedures.

## **6. Administration of the GTA Scheme**

- (1) A maximum of 7 hours of teaching workload per week and shall be monitored by the Head of Department.
  - (2) Payment is on a monthly claim basis and to be approved by the Head of Academic PTj (Dean/Director) through UM External system at <https://umexternal.um.edu.my/>
  - (3) \*Payment rate:
    - (a) RM100 per hour for Tutorial (including assessments, if any)/Clinical session
    - (b) RM50 per hour for Demonstration/laboratory session
- \*Note:  
Rate is applicable based on the existing Part-Time Teaching Guideline which has been issued by the Human Resource Department on 14 Jun 2019.
- (4) GTA must record their attendance. All records must be submitted to the respective Academic PTj for endorsement and payment.
  - (5) Application is open every semester through Universiti Malaya Part-time Teaching System (UM External) at <https://umexternal.um.edu.my/>.

## **7. GTA Availability and Application Process**

- (a) PTj will prepare and announce the vacancies of GTA through UM External System at <https://umexternal.um.edu.my/>.
- (b) Eligible candidates may apply by completing and submitting the application through the system.
- (c) PTj will manage the selection processes and the appointment letter will be issued to the successful candidate(s) through the system.

## **8. Teaching Assessment**

GTA teaching performance will be assessed through the Course and Teaching Evaluation System (CTES) at the end of each semester.

## **9. Process Flow**

Please refer to [Appendix 1- Process Flow: Universiti Malaya Graduate Teaching Assistantship Scheme \(GTA\)](#).

## **10. Office in-Charge**

Academic Administration & Services Centre (AASC) shall be the coordinating office of the Universiti Malaya Graduate Teaching Assistantship Scheme (GTA). The office shall be working closely with other relevant offices for the GTA monitoring and data analysis on semester basis.

Issued by:

Office of the Deputy Vice-Chancellor (Academic & International)

Universiti Malaya

30 September 2021