

(Translation)
**The Announcement of
Mahidol University International College
on the Criteria for Receiving and Disbursing Funding for
Research /Academic Work B.E. 2549**

Mahidol University International College (MUIC) has developed a policy to promote research/academic work in various forms in accordance with experience of the person who conducts such research/academic work. MUIC considers that it is an essential mission for all faculty members to conduct research/academic work in their field of interest and to publish articles in academic journals.

To comply with Rule No.14 of Mahidol University on Mahidol University International College B.E. 2547 (2005), the Dean/Director proposes that there shall be a revision to the criteria for receiving and disbursing funding for research/academic work as follows:

1. The Announcement of Mahidol University International College on the Criteria for Receiving and Disbursing Funding for Research/Academic Work B.E. 2543 (2000) announced on 28th November 2000 shall be repealed.

2. The policy in this announcement supersedes all previous policy announcements for receiving and disbursing funding for research/academic work.

3. The Dean/Director or the person in charge shall perform the duties as follows:

3.1 Review and select research projects/academic work proposed for funding;

3.2 Review and allocate types of funding and amounts deemed appropriate and submit to the Dean/Director for approval.

4. The eligible applicant to propose research project/academic work for funding must be a member of the faculty or staff of MUIC and submit evidence/copies of previous research reports/academic work, which was funded by MUIC.

5. Each grantee of the funding shall be obliged as follows:

5.1 Conduct research/academic work as approved and finish within the due date starting from the date of funding.

5.2 Present research reports/academic work and summaries to MUIC and furnish information in regard to the following matters:

5.2.1 Periodic progress reports of the research/academic work of the funding received.

5.2.2 Two complete research reports/academic work, together with two copies of a summary in English which includes title, names of researchers and co-researchers at the end of the research project/ academic work. In case the research/academic work has already been published, two copies of the published document must be submitted to MUIC. All the complete research reports/academic work and the summaries in English or the published research/academic work shall include acknowledgement both in Thai and English and the statement specifying that such research/academic work has been funded by MUIC. However, if research/academic work has not yet been finished on the due date, the grantee must submit a progress report and plan for future research/academic work to MUIC.

6. Receiving and disbursing for the funding shall be done in accordance with the following criteria:

6.1 In disbursing the funding of research/academic work, disbursement shall be made periodically by presenting a request for approval of expenses form. In that respect, the approval of expenses form received in each period from the person in charge for disbursement of the funding of research/academic work shall be attached therewith.

6.2 In providing apparatus and disbursing of funding in every category of expenses, the provision shall be accompanied with receipt(s) or proof of expenditure. The grantee shall retain the evidence of expenses in accordance with the expense report process that may be verified at any time by MUIC.

7. If any approved research project/academic work cannot be completed, the grantee shall furnish MUIC with the reason(s) and expense reports until the work(s) was discontinued and return the remaining funding to MUIC immediately.

8. MUIIC, through its internal auditor, may verify the expenses incurred and the proceeding of the research project/academic work at any time.

Hereupon implemented forthwith

Announced on this day of 26 June B.E. 2549



Professor Chariya Brockelman
Interim Dean/Director of the College