



**Thammasat University Regulations**  
on Personnel Administration of University Employees B.E. 2559 (2016)

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Whereas it is expedient to make prescriptions on the personnel administration of the University, regarding the determination of positions, rates of salary, wages, compensation, welfare and other benefits, the development of personnel, instatement, appointment, and transmission of salary or wages, dismissal from work, discipline, disciplinary procedures, appeals and grievance claims of University Employees in accordance with the Thammasat University Act B.E. 2558 (2015);

By virtue of the powers conferred by Section 23 and Section 76 of the Thammasat University Act B.E. 2558 (2015), the University Council passed a resolution in meeting no. 11/2558 on 14 December B.E. 2558 (2015) approving the issuance of the following Regulations.

**Article 1. Name of the Regulations**

These Regulations are called “Thammasat University Regulations on Personnel Administration of University Employees B.E. 2559 (2016)”.

**Article 2. Effective Date**

These Regulations will be in force from and including the day on which they are announced.

**Article 3. Definitions**

In these Regulations:

“University” means Thammasat University;

“University Council” means the Thammasat University Council;

“Rector” means the Rector of Thammasat University;

“Personnel Administration Committee” means the Thammasat University Personnel Administration Committee;

“University Executive Committee” means the Thammasat University Executive Committee;

“Division” means a division of Thammasat University; and

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“University Employees” means employees of the University, including both those hired with money from the national budget and those hired with money from the income of the University or a Division belonging to Thammasat University.

#### **Article 4. Competent Person**

The Rector is the competent person under these Regulations and has the power to issue announcements prescribing criteria and methods of conduct pursuant to these Regulations.

### **Chapter 1**

#### **Personnel Administration Committee**

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#### **Article 5. Composition of the Personnel Administration Committee**

The Personnel Administration Committee, called by the initials PAC, which the University Council shall appoint, will be comprised of:

(1) one counsellor of the University Council from the category of Expert Counsellors as the President of the Committee;

(2) the Rector as Associate President of the Committee;

(3) one Associate Rector, designated by the Rector, as a committee member;

(4) two committee members who occupy the position of Dean or head of a Division called by another name that has equivalent status to a faculty or college, who have been elected from the Deans and heads of Divisions called by other names that have equivalent status to a faculty or college;

(5) one committee member who occupies the position of Director of an institute, Director of a bureau, or head of a Division called by another name that has equivalent status to an institute or a bureau, who has been elected from the Directors of institutes or bureaus, and the heads of Divisions called by other names that have equivalent status to an institute or a bureau;

(6) one committee member who occupies the position of Director of a centre, or head of a Division called by another name that has equivalent status to a centre, who has been elected from the Directors of centres and heads of Divisions called by other names that have equivalent status to a centre;

(7) not less than two but not more than five committee members who are experts in the field of human resources administration whom the University Council shall appoint on the recommendation of the Rector.

The Associate Rector who is responsible for human resources administration will be a committee member and the Secretary, the Director of the Human Resource Division will be a committee member and an Assistant Secretary, and University Workers, not more than two in number, will be the other Assistant Secretaries.

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### **Article 6. Term of Office and Vacating Office**

Committee members of the Personnel Administration Committee have a term of office of three years for each appointment, and may be re-appointed.

Aside from vacating their office due to the expiry of their term, committee members pursuant to Article 5(1), (3), (4), (5) and (6) shall vacate their office if they cease to have the qualifications for being that type of committee member.

### **Article 7. Appointment of Replacements of Committee Members**

In the event that a position of committee member of the Personnel Administration Committee becomes vacant for any reason, and there has not yet been an appointment of a committee member to fill the vacant position, the Personnel Administration Committee will be comprised of the number of committee members that it has at that time.

In the event that a committee member of the Personnel Administration Committee pursuant to Article 5(1), (4), (5), (6) or (7) vacates his or her office due to the expiry of term and no new committee member has yet been appointed, the committee member vacating his or her office due to the expiry of term shall continue to perform the duties of a committee member until the appointment of a new committee member.

### **Article 8. Powers and Duties of the Personnel Administration Committee**

The Personnel Administration Committee has the power and duty to prepare the policy and work plan for personnel administration, for submission to the University Council for approval.

The time period for preparing the policy and work plan for personnel administration will be according to the University Council's determination.

### **Article 9. Powers and Duties of the Personnel Administration Committee**

The Personnel Administration Committee has the powers and duties to conduct procedures relating to personnel administration of University Employees, in alignment with the policy and work plan for personnel administration approved by the University Council. Such powers and duties include the following:

- (1) to prescribe the types of positions, names of positions, standards for the determination of positions, and specific qualifications for positions of University Employees;
- (2) to prescribe payroll accounts, position payments, special academic compensation, special professional compensation, supplementary allowances, and other compensation of University Employees;
- (3) to prescribe the framework for worker productivity levels in the University by Division, together with considering allocating the worker productivity levels in the University across Divisions;
- (4) to consider and prescribe criteria, methods, conditions and standards concerning the personnel administration of the University;

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(5) to consider matters concerning disciplinary procedures and dismissal orders according to the provisions of these Regulations or regulations of the University on disciplinary procedures or dismissal of University Employees, together with overseeing the standards of disciplinary procedures;

(6) to direct, monitor and evaluate personnel administration in accordance with the policy and work plan for personnel administration approved by the University Council;

(7) to appoint sub-committees or assign a person to consider or proceed on any matter; and

(8) to perform other work as directed by the University Council or the Rector.

### **Article 10. The Relationship with the University Executive Council**

The University Executive Council has the powers and duties to authorise, permit, give approval, and make orders concerning matters of personnel administration of University Employees subject to the criteria, methods, conditions, and standards of personnel administration, including the framework for worker productivity levels, prescribed by the Personnel Administration Committee.

## **Chapter 2**

### **Qualifications of University Employees**

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### **Article 11. General Qualifications and Prohibited Characteristics**

A person receiving instatement as a University Employee shall have the following general qualifications and shall not have the following prohibited characteristics:

(A) General qualifications

(1) having Thai nationality;

(2) being not less than 18 years of age and not more than 60 years of age; and

(3) being an adherent of the democratic system of government with the King as head of state.

(B) Prohibited characteristics

(1) occupying the position of political official;

(2) being an executive committee member of a political party or an officer in a political party;

(3) being on government office suspension or suspended leave or having been discharged from government service or from work pursuant to law, regulations or other rules, or pursuant to these Regulations;

(4) having received a serious disciplinary penalty, or having been discharged, released or dismissed from government service or from a state enterprise or public organisation or state agency for a disciplinary breach or ethical violation;

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(5) having committed an act of dishonesty in government official examinations or while performing work in a state agency;

(6) having been imprisoned by virtue of a final judgment imposing a sentence of imprisonment, other than for an offence committed through negligence or a petty offence;

(7) being subject to a court order for bankruptcy;

(8) being an incompetent person or quasi-incompetent person;

(9) being a person of unsound mind or mental infirmity; or

(10) being a person of irreputable behaviour or of moral turpitude.

### **Article 12. Specific Qualifications for a Position**

A person who is instated and appointed as a University Employee in any position is to have the specific qualifications for that position as prescribed in the standards for the determination of that position.

### **Article 13. Exceptions from Qualifications Pursuant to Articles 11 and 12**

The Personnel Administration Committee may consider approving the instatement and appointment of a person who does not have the general qualifications pursuant to Article 11(A) or who does not have the specific qualifications for a position pursuant to Article 12 if the person who is to receive instatement and appointment is a person with knowledge and skill, or who has experience and expertise, that is of benefit to the operations of the University.

## **Chapter 3**

### **Positions and Workload of University Employees**

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### **Article 14. Categorisation of University Employees**

University Employees will be comprised of:

(A) academic University Employees; and

(B) University Employees providing academic support.

### **Article 15. Sub-categorisation of Academic University Employees**

Academic University Employees are as follows:

(A) full-time faculty members with academic positions as follows:

(1) Professor;

(2) Associate Professor;

(3) Assistant Professor;

(4) Lecturer;

(B) researchers; and

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(C) other academic University Employees pursuant to regulations of the University prescribed by the University Council on the recommendation of the Personnel Administration Committee.

The standards for the determination of positions and appointment to academic positions of full-time faculty members will be in accordance with criteria and methods prescribed in regulations of the University on appointment of academic positions.

Academic positions, standards for the determination of academic positions, and appointment to academic positions of University Employees under (B) and (C) above will be in accordance with criteria and methods prescribed in regulations of the University.

#### **Article 16. Workload of Full-time Faculty Members**

Full-time faculty members according to Article 15(A) have a workload comprised of teaching, research, academic service, preservation of art and culture, student development, together with other workloads that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

The workload standards and minimum workload levels of academic University Employees will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

#### **Article 17. Workload of Other Academic University Employees**

Academic University Employees according to Article 15(B) and (C) will have workload, workload standards, and minimum workload levels in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

#### **Article 18. Sub-categorisation of University Employees Providing Academic Support**

University Employees providing academic support are divided into the following four categories:

- (A) Director category;
- (B) Specific Professional category;
- (C) Academic Service and Academic Support category; and
- (D) other categories as specified by the Personnel Administration Committee.

Determination of the positions, standards for the determination of positions, and appointment to the positions according to paragraph one will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

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**Article 19. Workload of University Employees Providing Academic Support**

University Employees providing academic support have workload concerning the support of teaching, research, academic service, service to society, preservation of art and culture, and student development, together with general administration and administrative work.

The workload standards and minimum workload levels of each category of University Employees providing academic support will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 20. Position Levels of University Employees**

For University Employees of each category, the position levels, the standards for the determination of positions, the criteria and methods for entry into positions, the position levels to which University Employees of each type may be appointed, will be in accordance with what the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through issuing an announcement of the University.

The entry into and removal from positions of University Employees in the Director category will be in accordance with that which the Rector, with the approval of the Personnel Development Committee, shall prescribe through the issuance of an announcement of the University.

**Article 21. In the Event of Receiving an Appointment as a University Executive**

The personnel administration of academic University Employees or University Employees providing academic support, who are appointed to the position of University Executive with a specified term of office, will be in accordance with regulations of the University.

**Chapter 4**

**Instatement, Appointment, and Calculation of Duration of Service**

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**Article 22. Recruitment, Instatement, and Appointment of Academic University Employees**

The instatement and appointment of a person as an academic University Employee may be made for a person who has passed a recruitment process and has received the approval of the University Executive Committee, except in the case of instatement and appointment, pursuant to Article 13, of a person failing to meet qualifications or of a person receiving special academic remuneration pursuant to Article 29, who is to receive approval from the Personnel Administration Committee or the University Council, as the case may be.

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The recruitment of academic University Employees pursuant to paragraph one will be conducted using a method of competitive examination or selection by consideration of expertise, education, knowledge and ability, academic work, or work experience, according to criteria and methods that the Rector, on recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 23. Recruitment, Instatement, and Appointment of University Employees Providing Academic Support**

The instatement and appointment of a person as a University Employee providing academic support may be made for a person who has passed a competitive examination or a selection process, other than in the case of necessity for the benefit of the University, where selection may be made by considering expertise, education, knowledge and ability, or work experience, in accordance with criteria and methods that the Rector, with the approval of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 24. Criteria, Methods of Recruitment, Methods of Competitive Examination, Methods of Selection, Criteria for Decision-making, Enrolment and Cancellation of Enrolment**

The criteria, methods of recruitment, methods of competitive examination, methods of selection, criteria for decision-making, enrolment and cancellation of enrolment, will be in accordance with what the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University

**Article 25. Person with the Power to Order Instatement and Appointment**

The Rector, with the approval of the University Executive Committee, is the person who may order instatement and appointment of University Employees.

Regarding the instatement and appointment of a person according to Article 13 or the instatement and appointment as an academic University Employee of a person receiving special academic remuneration pursuant to Article 29 paragraph two, the Rector, with the approval of the Personnel Administration Committee, is the person who may make such appointment.

In the case of instatement and appointment of a person as an academic University Employee who is to receive additional special academic money pursuant to Article 29 paragraph three, the Rector, with the approval of the University Council, is the person who may make such appointment.

**Article 26. Calculation of Duration of Service**

The duration of service of a University Employee will be calculated from and including the day on which they were instated and appointed.

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## Chapter 5

### Salaries, Positional Allowances, Supplementary Allowances, and Other Remuneration

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#### **Article 27. Power to Prescribe Remuneration**

Salaries, positional allowances, supplementary allowances, together with other remuneration of University Employees will be in accordance with the rates that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

#### **Article 28. Determining the Rate of Salary on Initial Instatement**

A person who receives appointment as a University Employee will receive a salary on initial instatement at the rate that the Rector, on the recommendation of the Personnel Administration Committee, shall specify by the issuance of an announcement of the University.

In case of necessity, the Personnel Administration Committee may consider approving the appointment of a University Employee with a salary higher than the rate of salary on initial instatement, provided that this will be in accordance with criteria and methods that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

## Chapter 6

### Special Academic Remuneration

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#### **Article 29. The Case of Special Academic Remuneration of Academic University Employees**

In the case of pressing need for the benefit of teaching or research, the Personnel Administration Committee may consider approving the appointment of a person with outstanding academic qualifications or academic works as an academic University Employee receiving special academic remuneration in addition to his or her salary pursuant to Article 27.

The Personnel Administration Committee may consider prescribing special academic remuneration to the person receiving appointment pursuant to paragraph one in an amount not exceeding thirty percent of the rate of salary on initial instatement, taking into account the academic qualifications, expertise, experience, ability, work, and scarcity in their academic field.

In the event that there is a cause of exceptional importance for the academic benefit of the University, the Rector, on recommendation of the Personnel Administration Committee, may request the University Council to consider approving the appointment of a person with especially outstanding academic qualifications or academic works as an academic University

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Employee, receiving special academic remuneration at a rate exceeding thirty percent of the rate of salary on initial instatement.

**Article 30. Evaluation for Receiving Special Remuneration**

The Personnel Administration Committee may prescribe for academic University Employees who are appointed receiving special academic remuneration pursuant to Article 29 to undergo performance evaluations, for the results of the evaluations to be used in considering whether to order that the payment of their special academic remuneration be increased, decreased, or discontinued, in accordance with criteria, methods, and conditions that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Chapter 7**

Special Professional Remuneration

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**Article 31. The Case of Special Professional Remuneration of University Employees Providing Academic Support**

University Employees providing academic support may receive special professional remuneration according to the list of rates of special professional remuneration that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

The determination of the rate of special professional remuneration according to paragraph one will take into account the educational qualifications used in appointment, the standards for the determination of position, the minimum workload of the position, and the scarcity in the academic or professional field.

The Personnel Administration Committee shall consider the appropriateness of the rate of special professional remuneration every five years. If it is of the opinion that the line of work of any professional is not required to receive special professional remuneration, it may cancel the list of rates of special professional remuneration for that profession.

**Chapter 8**

Probation

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**Article 32. Process of Probation**

Upon appointment, an academic University Employee will be on probation for a period of not less than one semester, but not more than one year, calculated from and including the day on which he or she was appointed, and a University Employee providing academic support

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will be on probation for a period of not less than six months, but not more than one year, calculated from and including the day on which he or she was appointed.

When three months of the probationary period have passed, the supervisor shall procure a probation performance evaluation in accordance with the criteria and methods prescribed in Chapter 12, and report the results of the evaluation with an opinion concerning work performance to that University Employee.

Not less than thirty days before the expiry of the probationary period, the supervisor shall procure a probation performance evaluation. If it appears that the results pass the evaluation according to the criteria and methods prescribed in Article 41, he or she shall procure that the University Employee enters into a contract for the performance of his or her work in accordance with Chapter 9. However, if the results do not pass the evaluation, that person shall vacate the position of University Employee, provided that in a case where the results of the evaluation show aspects that can be improved or developed, the supervisor may consider ordering an extension of the probationary period for not more than three months.

In the case of an extension of a probationary period pursuant to paragraph three, not less than fifteen days before the expiry of the extended period, the supervisor shall procure a probation performance evaluation. If he or she passes the evaluation, the supervisor shall procure that the University Employee enters into a work contract in accordance with Chapter 9. However, if he or she does not pass the evaluation, he or she shall vacate the position of University Employee.

## **Chapter 9**

### Work Contract

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#### **Article 33. Categorisation of Contract**

The work contract of a University Employee will have the following contractual work periods:

- (1) probation contract, running from and including the day of appointment as University Employee on probation until the day on which he or she passes the performance test;
- (2) phase one work contract, running from the day on which he or she passes the work test until 30 September of the second year from when he or she was appointed;
- (3) phase two work contract, with a three-year term, running from and including 1 October of the second year from when he or she was appointed until 30 September of the fifth year from when he or she was appointed;
- (4) phase three work contract, with a five-year term, running from and including 1 October of the fifth year from when he or she was appointed until 30 September of the tenth year from when he or she was appointed; and
- (5) phase four work contract, permitting work until the age of retirement.

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**Article 34. Making Contracts and Renewing Contracts**

The work contracts pursuant to Article 33 shall be made sequentially pursuant to the term of each contract, and the University Employee with whom the contract is made in each contractual work period according to Article 33 is to have qualifications and pass performance evaluations, according to the criteria, methods, and conditions that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 35. Temporary Work Contracts**

Aside from making work contracts pursuant to Article 33, the Rector, with approval of the University Executive Committee, may make contracts hiring University Employees that have contractual work periods on each occasion not longer than five years, in accordance with criteria and methods that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 36. Form of Contracts**

The work contracts pursuant to Article 33 and the hire contracts pursuant to Article 35 will be in accordance with the form that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Chapter 10**

Annual Salary Increase

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**Article 37. Cycle for Salary Increase**

The increase of the salary of a University Employee may occur once per year.

**Article 38. Evaluation for Salary Increase**

The annual increase of salary will take into account the performance evaluation pursuant to Article 42, the maintenance of ethics and discipline, together with ability and industry in work performance as factors in consideration, in accordance with criteria and methods that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 39. The Power to Order a Salary Increase**

The Rector is the person with the power to order an annual salary increase for University Employees.

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## **Chapter 11**

### Welfare and Benefits

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#### **Article 40. Types of Welfare and Benefits**

University Employees are to receive the following welfare and benefits:

- (1) welfare concerning medical treatment;
- (2) benefits from membership of the provident fund established by the University;
- (3) financial aid in the case of injury, accident, or death resulting from work; and
- (4) other welfare and benefits that the University Council, on the recommendation of the Personnel Administration Committee, may specify.

The receipt of the welfare and benefits pursuant to paragraph one will be in accordance with criteria and methods that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

## **Chapter 12**

### Performance Evaluation

#### **Part 1**

#### Probation Performance Evaluation

#### **Article 41. Probation Performance Evaluation Criteria**

Probation performance evaluation shall be made through considering the standards of knowledge and ability, skill, and aptitude that are necessary for the work of the position, and the personal attributes that are necessary for the work.

The criteria and methods of probation performance evaluation will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

#### **Part 2**

#### Annual Performance Evaluation

#### **Article 42. Period for Annual Performance Evaluation**

University Employees shall undergo performance evaluation once per year, in accordance with the period for evaluation that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

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**Article 43. Objectives and Criteria of Evaluation**

Performance evaluations of University Employees are evaluations for the development and improvement of the work performance of the University Employees, to work more efficiently and effectively, as well as for advancement in their positions and responsibilities and as a factor to be taken into consideration in relation to personnel administration.

The criteria and methods of performance evaluation pursuant to paragraph one will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 44. Duties and Time Period for Reporting Evaluation Criteria**

In performance evaluations, the supervisor of a Division shall specify work standards and targets and shall notify University Employees of these at the start of the evaluation year, provided that the standards and targets of each Division shall be in alignment with the criteria for setting work standards and targets that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 45. Criteria and Methods of Performance Evaluation**

Regarding any University Employee who has annual performance evaluation results that are below the work standards and targets, or who falls within criteria requiring improvement, the supervisor shall procure that that University Employee undergoes development and improvement of work performance at every round of evaluation. However, if, after two years or two rounds of evaluation from when he or she commenced development and improvement of work performance, that University Employee still receives annual performance evaluation results that are below the work standards and targets, the supervisor shall make a report for submission to the Rector to consider making an order for that University Employee to be discharged from being a University Employee on the ground of lack of efficiency in work performance.

The criteria and methods of performance evaluation, development and improvement of work performance, and discharge from being a University Employee pursuant to paragraph one, shall be prescribed by the Rector, on the recommendation of the Personnel Administration Committee, through the issuance of an announcement of the University.

**Article 46. Use of Evaluation Results**

Annual performance evaluation results may be used as information factoring into the consideration process in the following matters of personnel administration:

- (1) development and improvement of work performance for efficiency and effectiveness;
- (2) considering commendations and annual salary increases;

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(3) considering remuneration for work performance other than salary or various prizes concerning personnel administration;

(4) considering appointment to a higher position or advancement in positions and responsibilities; and

(5) considering the renewal or extension of work contracts.

### **Chapter 13**

#### Development of University Workers

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#### **Article 47. The Duty of Personnel Development**

A supervisor shall procure that University Employees undergo systematic, regular and continual development, so that University Employees attain knowledge and abilities, aptitudes, skills, and attitudes that are appropriate for the performance of their work, together with having the potential for advancement in their positions and responsibilities.

#### **Article 48. Types of Personnel Development**

The University may adopt the following procedures for personnel development:

(1) receiving educational or training courses or study visits;

(2) performing research work;

(3) taking sabbatical leave;

(4) performing academic service work;

(5) exchanges of faculty members or academics;

(6) performing work in international organisations; and

(7) performing any other work that is necessary and appropriate for the benefit of the development of University Employees.

The criteria and methods for development of University Employees, the receipt of salary, the receipt of partial salary, or the receipt of no salary while undergoing development pursuant to paragraph one, will be in accordance with what the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

### **Chapter 14**

#### Working Days and Hours, Holidays and Leave

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#### **Article 49. Determination of Working Days and Hours and Holidays**

Working days and hours, weekly non-working days, public holidays, traditional holidays, and other holidays will be in accordance with what the Minister prescribes for government officials, *mutatis mutandis*.

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The Rector, on the recommendation of the Personnel Administration Committee, may prescribe working days and hours for University Employees in any position or belonging to any Division that differ from the working days and hours pursuant to paragraph one and are specific to that position or Division, through the issuance of an announcement of the University.

In case of necessity, the Rector may make an announcement specifying additional holidays other than the usual holidays pursuant to paragraph one.

**Article 50. Categorisation of Leave**

University Employees have the right to leave of any of the following types:

- (1) sick leave;
- (2) maternity leave;
- (3) leave to take care of children and wife following delivery;
- (4) personal leave;
- (5) annual vacation leave;
- (6) leave for ordination or Hajj;
- (7) leave for religious practice in compliance with a resolution of the Council of Ministers;
- (8) leave for conscription or preparation;
- (9) leave to accompany a spouse;
- (10) leave for development of University Employees pursuant to Article 48; and
- (11) leave of other types that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

The number of days of leave, criteria, methods, conditions, and considerations concerning leave of each type will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

The criteria and methods for the receipt of salary, the receipt of partial salary, or the receipt of no salary while on leave pursuant to paragraph one, will be in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Chapter 15**

**Discipline and Disciplinary Procedures**

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**Article 51. Disciplinary Provisions**

Discipline, disciplinary penalties, and disciplinary procedures for University Employees will be in accordance with regulations of the University.

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**Chapter 16**

## Appeals and Grievance Claims

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**Article 52. Provisions on Appeals and Grievance Claims**

Appeals and grievance claims of University Employees will be in accordance with regulations of the University.

**Chapter 17**

## Discharge from being a University Employee

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**Article 53. Types of General Discharge**

A University Employee will be discharged from being a University Employee upon:

- (1) death;
- (2) resignation;
- (3) resignation through approval of the Rector according to a policy of reducing the size of the work force;
- (4) being subject to a serious disciplinary penalty in accordance with regulations of the University;
- (5) being subject to discharge for a lack of efficiency in work performance pursuant to Article 45;
- (6) being subject to discharge pursuant to Article 55;
- (7) the termination of his or her work contract or hire contract without a contract extension; or
- (8) reaching retirement age.

**Article 54. Provisions Concerning Discharge**

The methods of resignation, permission of resignation, and denial of resignation will be in accordance with what the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

**Article 55. Discharge in Special Circumstances**

Regarding a University Employee in the following circumstances, the Rector may, with the approval of the University Executive Committee, order his or her discharge from being a University Employee:

- (1) suffering from illness to the point of being unable to perform his or her duties on a regular basis;
- (2) failing to have qualifications pursuant to Article 11(A)(1), (3) or having prohibited characteristics pursuant to Article 11(B)(1), (2), (7), (9), or (10);

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- (3) lacking the ability to perform his or her duties;
  - (4) dereliction of duty or behaviour that is inappropriate for his or her position and responsibilities;
  - (5) termination or dissolution of the Division or position that the University Employee performs duties in or occupies;
  - (6) inability to perform his or her duties efficiently and effectively at a satisfactory level;
  - (7) being liable to a term of imprisonment for an offence committed through negligence or a petty offence; or
  - (8) having been subject to investigation for a serious disciplinary offence, where the results of the investigation were not sufficient to impose a serious disciplinary penalty, but where, if he or she continues to perform work, there will be serious damage to the University.
- An order of discharge from being a University Employee pursuant to paragraph one will be in accordance with criteria and methods that the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

## **Chapter 18**

### Age of Retirement and Extension of Working Age

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#### **Article 56. Criteria for Age of Retirement**

A University Employee who has completed sixty years of age shall be discharged from being a University Employee for the reason of having reached the age of retirement at the end of the financial year in which he or she completes his or her sixtieth year of age.

#### **Article 57. Criteria for Extension of Working Age**

The Personnel Administration Committee may consider approving a University Employee who is to reach the age of retirement to receive an extension of their working age.

Extensions of working age will be pursuant to criteria, methods, and conditions in accordance with that which the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance of an announcement of the University.

## **Chapter 19**

### Compensation

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#### **Article 58. Compensation for Discharge from being a University Employee**

A University Employee who is discharged from being a University Employee pursuant to Article 55(1), (3), (5), or (6), has the right to receive compensation according to the criteria,

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rates and conditions that the Rector, with the approval of the Personnel Administration Committee, shall prescribe by the issuance of an announcement of the University.

### **Transitional Provisions**

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#### **Article 59. Determination of Positions and Standards of Determination of Positions**

During the period prior to determining the positions and standards of the determination of positions of University Employees, a person who changes his or her status to become a University Employee will continue to occupy the position with the same name and perform the duties of the same position as before, until the standards of the position are determined, and is to receive salary pursuant to an announcement of the University.

Regarding positional allowances, remuneration, or any other moneys which he or she received before changing status to become a University Employee, he or she will continue to receive such moneys under the same conditions and at the same rate as before, until otherwise specified.

#### **Article 60. Calculation of Duration of Work**

The duration of work of a government official who changes status to become a University Employee is recalculated based on the day on which they were instated as a University Employee.

#### **Article 61. Calculation of Days of Leave and Accrual of Days of Leave**

The calculation of days of leave and the accrual of days of leave of University Employees who have changed status from being government officials, together with University Employees who have changed status from being University Employees hired from subsidies, and University Employees of Divisions which changed status from employees hired from University income, will continue from the original leave rights prior to the change of status to become University Employees or University Employees of a Division, as the case may be.

#### **Article 62. Status and Salary**

University Employees who were instated and appointed prior to the day on which these Regulations come into effect are University Employees under these Regulations, and are to receive salary and remuneration at the rates of salary and compensation that were in place prior to the day on which these Regulations come into effect until the University Council, on the recommendation of the Personnel Administration Committee, passes a resolution to change such salary rates.

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**Article 63. Changing from Employees Hired from University Income to University Employees**

Regarding any Division that intends to change from employees hired from University income to University Employees of a Division, that Division shall prepare a productivity level plan and perform an evaluation of each employee. In this case, the specification of the number of positions in each category is to depend on the volume of work, duties and responsibilities, necessity, and appropriateness in alignment with the budget of each Division.

The preparation of the productivity level plan, criteria and methods of evaluation, to change from employees hired from University income to University Employees of a Division, will be in accordance with what the Rector, on the recommendation of the Personnel Administration Committee, shall prescribe through the issuance an announcement of the University.

Announced on 5 January B.E. 2559 (2016)

*[Signature]*

(Adjunct Professor Noranit Setabutr)  
President of the University Council

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