



**PBIC Announcement**  
**Rules and Regulations on Supporting Funds for**  
**Participating in Training, Conference, Seminar, and Academic Presentation**  
**from the PBIC Research Fund in Fiscal Year 2020**

PBIC is currently aiming to promote more research and internationally-oriented publications from our faculty members to enhance the quality of academic teaching and the reputation of the college as a world-class academic research institution. In particular, for this coming year, PBIC aims to make 2020 the Year for Research Excellence. This policy aims to stimulate faculty members to increase their research activities by offering our faculty members research funding and supporting funds for participating in training, conference, seminar and academic presentation. It is hoped that these research and attendance will be able to bring the teaching environment at PBIC in line with the latest global issues and trends, Thai society, and sustainable development. Therefore, the research committee has decided to offer supporting funds for participating in training, conference, seminar and article presentation under the following criteria and condition:

1. This announcement is called “The PBIC Announcement: Rules and Regulations on Supporting Funds for Participating in Training, Conference, Seminar, and Academic Presentation from the PBIC Research Fund in Fiscal Year 2020.”

2. This announcement is in active by the date of the signatory by PBIC executives.

3. Definitions of Keywords

“University” refers to Thammasat University.

“PBIC” refers to Pridi Banomyong International College.

“Research Committee” refers to body of committees found by dean and executives to be responsible for research supports at PBIC.

“Research Department” refers to the research unit as a PBIC support division which is responsible for supporting and facilitating faculty to do research.

“Faculty” refers to academic officers at PBIC, Thammasat University who is hired as instructors to perform teaching and other assigned academic activities.

“Applicant” refers to faculty who is applying for grant to support for participating in training, conference, seminar, and academic presentation.

“Supporting Funds” refers to research funding offered to applicant to support for participating in training, conference, seminar, and academic presentation.

“Research Article” refers to the article in a format of original research contributions.

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“Academic Article” refers to the article in a format of knowledge or theory contributions.

#### 4. Considering Criteria of Training, Conference, Seminar, and Academic Presentation

##### (1) Classification of Training, Conference, Seminar, and Academic Presentation

The applicant must attend only training, conference, seminar, and academic presentation that relates to teaching, learning and academic activities that will benefit PBIC with academic value.

##### (2) Content of Training, Conference, Seminar, and Academic Presentation

Training, conference, seminar, and academic presentation must not be similar to the previous participation that applicant has received the supports before. In case of presenting academic or research paper, academic work must be original, written by applicant or with others. Other co-researchers must also be identified along with contribution proportion.

#### 5. Considering Criteria of Applicant

(1) Applicant must currently be a full-time faculty of PBIC, and must not be on leave, sabbatical leave, or borrowed by other university units.

(2) Applicant must not have outstanding funding supports from other sources of funding.

(3) Applicant must be a full-time faculty of PBIC at least 6 months, or has passed the first employment evaluation.

#### 6. Considering Criteria of Applicant’s other commitment

(1) Applicant must NOT have a pending report to university of students’ grade, or examination results.

(2) Applicant must NOT have a pending post-report from previous training, conference, seminar, and academic presentation.

(3) Applicant must NOT have a pending academic or research article that will be presented in the conference.

#### 7. Application Documents

(1) Training, conference, seminar, and academic presentation approval form as attached to this announcement.

(2) Supplemental documents related to traveling details, such as information of conference, website, flyers, programs, venues, registration fee, accommodations, copy of travel itinerary, etc.

(3) The acceptance letter for presentation or publishing by the conference’s organization.

(4) Full paper that is submitted to the conferences.

#### 8. Procedure

(1) Applicant submits all required documents to the Research Department at least 15 days before the starting day of conference. Failure to submit within time will result with no consideration, due to lacks of ample time to process documents.

(2) The research department will submit to research committee for consideration.

(3) In case of academic presentation, the research committee will filter the conference to make sure that the conference is organized by University, Institutes, Organizations, or Associations that are trusted, well-accepted, or endorsed by National or International Public Organization. The sources of Journal or Publication must include the Call for Paper (CFP) process. If published in the Proceedings, it must be under the database of Scopus, Sci Direct, ISI, or Rank A-B.

(4) Shall there be any urgency to receive the payment by applicant, applicant have right to request for the advance payment, however the decision will depend on the approval by the research committee.

#### 9. Post-Training, Conference, Seminar, and Academic Presentation

Applicant will be required to submit the report of the participation in training, conference, seminar, and academic presentation in detail within 15 days after returning to PBIC. The structure of report at least shall include:

(1) Important information of the training, conference, seminar, and academic presentation, such as description, objectives, schedule, participants, activities, outcome, other comments and suggestions.

(2) Gaining Benefit to PBIC.

(3) Proposed plan to be implementing and developing at PBIC.

#### 10. Quantity of Supporting Funds

(1) PBIC will support the participation of training, conference, seminar and academic presentation not to exceed 30,000 Baht per faculty per fiscal year.

(2) PBIC faculty can accumulate the support at maximum of two years, or not to exceed 60,000 Baht per faculty within two fiscal year.

(3) The support of each grant will be made according the real payment used by applicant. Applicant must submit all receipts related to the training, conference, seminar and academic presentation after returning to PBIC. If the payment is less than the granted amount, the refund must be made.

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