



Walailak University Announcement

On Characteristics of Academic Work Contribution and Academic Work Contribution Form B.E.2563

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Whereas it is expedient to revise characteristics of academic work contribution and require that all contributors affix a signature to verify academic work contribution.

By virtue of Section 24 of the Walailak University Act, B.E. 2535, No.12 of the Walailak University Regulation on Criteria and Method for Appointing Individuals to Academic Titles, B.E.2563 and resolution by the Academic Title Consideration Committee in the meeting no. 5/2020 dated November 13, 2020, this Announcement shall be issued as follows:

1. This Announcement shall be called “Walailak University Announcement on Characteristics of Academic Work Contribution and Academic Work Contribution Form B.E.2563”.
2. This Announcement shall come into force from the date after the announcement date onwards.
3. The president shall be in charge and have control for the execution of this regulation and shall have power to issue announcements, orders and provisions not running counter to this regulation for the execution of this regulation.

In case any disruptions or issues arise due to this regulation, final decisions shall be at the discretion of the Academic Title Consideration Committee.

4. There shall be repealed the attachment of the Walailak University Regulation on Criteria and Methods for Appointing Individuals to Academic Titles, B.E. 2563 dated September 23, 2020 pertaining to the Characteristics of Academic Work Contribution and Academic Work Contribution Form. The Characteristics of Academic Work Contribution and Academic Work Contribution Form as attached to this Announcement shall apply instead.

These translation copies are intended for internal use only, and are not made available outside the university.

5. The candidate for academic title appointment and every contributor to academic works shall have to affix signatures to the academic works.

Announced on December 18, 2020.

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(Prof. Dr. Sombat Thamrongthanyawong)

President of Walailak University

Attachment

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On Manners of Academic Work Contribution and Academic Work Contribution Form

B.E.2563

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Manners of Academic Work Contribution

1. Academic works submitted for consideration for academic title appointment must only be the work in which the candidate is a First author, an essentially intellectual contributor or a Corresponding author.

First author means a person whose name is listed first in the academic work denoting major responsibility for the work and his/her writing up of a manuscript.

Essentially intellectual contributor means a person making essential intellectual contribution with his/her expertise in the field and responsibility for research design of that particular research or academic work as well as data analysis, conclusions and suggestions.

Corresponding author means a person with roles and responsibility for disseminating research work or academic works in order to enable transfer of knowledge communicating academic values including the demonstration of data, evidence, opinions and experiences, and corresponding with editors.

2. In case the candidate contributes to academic works, any of the following manners must be adopted
 - 2.1 For research works, the candidate must be a First author or a person of an essentially intellectual contributor or a Corresponding author.
 - 2.2 For non-research works, the candidate must be First author or a person of an essentially intellectual contribution or Corresponding author.

3. The candidate shall have to submit proof of documents for academic work contribution for every of the academic work submitted.

4. First author, Corresponding author and all the other contributors to the work shall have to affix signatures to verify each of the team members' roles and responsibilities taken in the making of the work.

After the signatures for academic work contribution verification have been affixed, no amendment shall be permitted.

In the event that the candidate is proved to have provided falsified statements on his/her academic work contribution, such act shall be regarded as violation of academic ethics and disqualify the candidate from being considered for academic title appointment and the university shall investigate the case further and impose a penalty as deemed appropriate.

5. For the community service academic works executed by a team or is of a multidisciplinary nature, it is required that, in the field in which the academic title is being requested, the candidate be engaged in at least the following 3 steps.

A. Conducting a pre-activity context analysis before starting the community service activity

B. Designing or developing products/ concepts/ activities

C. Evaluating the activity's outcomes and concluding guidelines for implementation or improvement

Then, the candidate shall clearly specify roles and responsibilities both of each of the team members and the candidate himself/herself by having the project head affix a signature for verification.

6. In case of the published research works derived from a graduation thesis of the students who the candidate supervises as an advisor, the candidate needs to have been the person initiating, supervising and assuming a principal role in the process of the particular's research result analysis and synthesis.

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Academic Work Contribution Form

A. Title of academic work

B. Status of the candidate

First author

Essentially intellectual contributor

Corresponding author

C. Type of academic work

Group 1 Research

Group 2 Research of different types

Academic works for industry

Case study

Academic works for teaching and learning development

Translation

Academic works to enhance public policy

Patent

Creative works in sciences and technology

Software

Dictionary, encyclopedia, nomenclature dictionary, and academic works of the same nature

Aesthetic work or art work

Group 3 Community service academic work

Group 4 Textbook

Book

Academic article

Part 1 Detail of work contribution

The candidate must provide comprehensive detail as required in each topic (since there no specification on academic work contribution percentage, the responsibilities as specified by the candidate shall be taken into consideration for academic work consideration)

Detail of contribution	Roles and responsibilities
A. Ideas and hypotheses	
(1) Candidate	
(2) Name	
(3) Name	
B. Research conduction, participation in design of experiments, tests, instruments, data collection methods and criteria	
(1) Candidate	
(2) Name	
(3) Name	
C. Data collection, data analysis and result interpretation	
(1) Candidate	
(2) Name	
(3) Name	
D. Criticization of the results and well as presentation and comparison with conclusions, body of knowledge or original theories	

(1) Candidate	
(2) Name	
(3) Name	
E. Contribution to writing of manuscripts, creative works, innovations, inventions etc.	
(1) Candidate	
(2) Name	
(3) Name	
F. Supporting of specimens, study cohort, logistics, research funds (please specify sources of research funds, funds and years of receipt)	
(1) Candidate	
(2) Name	
(3) Name	
G. Others	
(1) Candidate	
(2) Name	
(3) Name	

Part 2 Detail of the presentation of works, transfer of knowledge or transfer of body of knowledge shall be accompanied by proof of documents for consideration as described below:

- A. For publication in journals, please specify the journal impact factor and the number of citations (Database).
- B. For patents, please specify types of patents, year of registration, national coverage.
- C. For technical report or research works, please specify users.
- D. For research presentation, please specify if it is in a form of Oral Presentation (Please specify types of session e.g., Plenary, Symposium or Oral session) or proceedings of conferences/ shows/ exhibitions (Names of the venue for a conference, an exhibition or a presentation and country). For books, please specify publishers and year of publication.
- E. Record of research grants related to this particular work.
- F. For research regarding transfer of technology, please specify the total amount of licensing fees with proof of documents (Please also submit a photocopy of contracts)

Name

(.....)

Candidate for Academic Title Appointment

Name

(.....)

First author

Name

(.....)

Corresponding author

Name

(.....)

Essentially Intellectual Contributor

Name
(.....)
Contributor

Name
(.....)
Contributor

Name
(.....)
Contributor

Name
(.....)
Contributor