



**Walailak University Announcement
On Tuition Fee Waiver Scholarship for Academic Staff of Walailak
University
to Pursue Master's and Doctoral Degrees Programs at Walailak University
B.E. 2564**

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Whereas it is appropriate for Walailak University to revise its criteria and procedures for tuition fee waiver for academic staff to further their study at Walailak University to be congruent with Walailak University Regulation on Provision of Study, Training, Educational Visit and Conducting Research B.E. 2564, and to provide more accurate guidelines for academic staff of Walailak University in pursuance of Master's and Doctoral Degree Programs offered by the university.

By virtue of section 24 (10) of Walailak University Act B.E. 2535, and Article 6 of Walailak University Regulation on Personnel Management B.E. 2561, with the consent and resolution of Personnel Management Committee Meeting No. 3/2021 dated 8 March 2021, Walailak University hereby announces the following proclamations:

1. This announcement hereafter referred to as "Walailak University Announcement on Tuition Fee Waiver Scholarship for Academic Staff of Walailak University to Pursue Master's and Doctoral Degrees Programs at Walailak University B.E. 2564".

2. This announcement shall come into force as from the day following the date of its announcement.

3. The following announcements has been repealed and be replaced with this announcement.

(1) Walailak University Announcement on Tuition Fee Waiver Scholarship for Academic Staff of Walailak University to Pursue Doctoral Degrees Programs at Walailak University dated 6 March B.E. 2563.

(2) Walailak University Announcement on Tuition Fee Waiver Scholarship for Academic Staff of Walailak University to Pursue Master's Degrees Programs at Walailak University dated 30 October B.E. 2563.

4. Use of terms in this announcement:

“University” means Walailak University

“Work Units”	means	Schools, colleges, college of graduate studies, institutes, centers, or equivalent
“Personnel Management and Development Committee”	means	Personnel Management and Development Committee of Walailak University
“President”	means	President of Walailak University
“Staff”	means	All categories of academic staff work for the university, contract staff, Non-Thai staff, contract lecturers
“University Staff”	means	Staff who have been appointed under Walailak University Regulation on Contract Academic Staff Employment B.E. 2561 or its revised editions
“Contract Staff”	means	Staff who have been appointed under Walailak University Regulation on Criteria on Employment, Job Performance Appraisal for Employment Contract Renewal and Termination of Academic Staff B.E. 2561 or its revised editions
“Non-Thai Staff”	means	Contract staff or staff who have been appointed under Walailak University Regulation on Non-Thai Personnel Management B.E. 2563 dated 24 January 2563
“Contract Lecturer”	means	Contract lecturers who have been appointed under Walailak University Regulation on Contract Lecturer Employment at Walailak University B.E. 2561 or its revised editions

5. The president or authorized vice-president shall approve the scholarship proclaimed in this announcement and shall have authority to resolve any conflicts arising from executing this announcement and the president’s decision is the final.

For some reasonable cases, the president shall have authority to exempt an execution to this announcement on case-by-case basis, with the consent of Personnel Management and Development Committee.

6. Qualifications of Eligible Staff for Tuition Fee Waiver Scholarship

6.1 Academic Qualifications

(1) He/she must have a bachelor’s degree or equivalent for those who pursue 6 year program and have not completed a master’s degree or equivalent

(2) He/she must have a master’s degree or equivalent and have not completed a doctoral degree or equivalent

6.2 He/she must have been working at least one year at the university.

6.3 His/her age must not over 40 years to the approval date.

6.4 He/she must have an English Proficiency Test with a minimum score required by the university.

6.5 For doctoral degree program, it is required one published paper or accepted paper to be published in international Scopus indexed journals list.

6.6 He/she must not in the process of a scholarship reparation to an organization, individual or a university.

6.7 He/she must not be a person who has terminated or uncomplete study as specified in Announcement of Walailak University on Criteria for Sabbatical Leave for Walailak University Staff Pursuing Doctoral Degree, Study Extension and Termination B.E. 2562 dated 4 September B.E.2562

6.8 He/she must not be an academic administrator.

7. Scholarship Terms and Conditions:

7.1 A scholarship grantee shall pursue his/her study at Walailak University

7.2 A scholarship grantee shall pursue Plan A: Research Module in English Program or International Program as a first priority EXCEPT there is no international program offered, in this case, he/she shall be permitted to pursue a regular program.

7.3 A scholarship grantee shall have at least 45 lecture teaching hours or equivalent per an academic year during scholarship duration.

7.4 His/her teaching workload shall not be used for job performance appraisal for annual salary raise unless he/she has graduated within the specified plan as follows:

(1) A two year program from the first academic year or term for master's degree program

(2) A three year program from the first academic year or term for doctoral degree program

In the case that a scholarship grantee is unable to graduate within the specified time, he/she is required to submit a request to School committee or work unit administrative committee for the university's consideration.

7.5 During the scholarship duration, a scholarship grantee is exempted for an annual job performance appraisal and shall not be under the enforcement of dismissal in the case that the appraisal score is below 60 for two consecutive years.

7.6 The pursuance of study in this announcement shall not be deemed as a sabbatical leave.

7.7 For pursuing the research plan program, he/she must submit a research proposal that meets with the School's requirement to School committee or work unit administrative committee for consideration.

7.8 A scholarship grantee who has been entitled to a tuition fee waiver provision is not allowed to change a program or plan of study unless he/she has been approved by School committee or work unit administrative committee.

7.9 A scholarship grantee shall enter into the agreement and tuition fee waiver scholarship contract.

7.10 A scholarship grantee shall be paid a full salary at the payment rate received before the date of scholarship approval as well as an academic position allowance.

8. Duration for Tuition Fee Waiver:

8.1 The university shall waive tuition fees throughout the duration specified in Article 7.4 (1) or (2).

8.2 In the case that a scholarship grantee is unable to complete a study within the time specified in Article 7.4 (1) or (2), the university may consider to extend the duration of study

on case-by-case basis but not exceed 6 months. If the study extension period is expired, the tuition fee shall be at his/her own expense.

9. Scholarship Submission Procedures:

9.1 The scholarship submission can be done throughout the year.

9.2 A scholarship applicant must submit the request to School committee or work unit administrative committee for consideration of qualifications, program of study or discipline, and other qualifications such as results of behavior, morals and ethics assessments.

9.3 A School or work unit submits the request to a supervisory vice-president for consideration.

9.4 A School or work unit submits the request to the Division of Human Resources and Organization.

9.5 The president or authorized vice-president considers approving the request if, according to this announcement, the qualification of a scholarship applicant is eligible with the consent of School committee or work unit administrative committee. If an applicant is ineligible, the request shall be proposed to the Personnel Management and Development Committee for further consideration and approval.

9.6 The Division of Human Resources and Organization shall notify the result of consideration to the scholarship applicant and his/her original work unit.

9.7 The scholarship applicant shall enter into the agreement and tuition fee waiver scholarship contract as specified by the university.

10. Study Progress Report, Reviewing and Evaluation:

The university requires its staff, School committee or work unit administrative committee to conform Article 16 of Walailak University Regulation on Provision of Study, Training, Educational Visit and Conducting Research B.E. 2564 or its revised editions and Walailak University Order No.1533/2563 on Study Progress Report, Monitoring, Reviewing and Evaluation for Walailak University Staff Pursuing Domestic or Overseas Study B.E. 2538 or its revised editions.

11. Adjustment of Educational Qualification

The university staff shall submit a requisition form to the Division of Human Resources and Organization for adjustment of educational qualification and salary. The salary adjustment shall be done on the basis of degree attainment in accordance with Walailak University Regulation on Salary Payment and Provision for Walailak University Staff B.E. 2538 or its revised revisions.

12. Scholarship Reparation

12.1 In case of termination or incompleteness of study

(1) If a staff member is currently working for the university, he/she shall repay all tuition fee waived and continue to work for the university. The length of providing a service to the university must be equal to the duration that he/she received salary or remuneration while under the enforcement of the scholarship or agreement contract.

(2) In case of resignation or dismissal, he/she shall repay all tuition fee waived and total amount of salary or remuneration received while under the enforcement of the scholarship or agreement contract.

12.2 In case of completion of study

(1) If a staff member is currently working for the university, he/she shall continue to work for the university. The length of providing a service to the university must be

equal to the duration that he/she received salary or remuneration while under the enforcement of scholarship or agreement contract.

(2) In case of resignation or dismissal, he/she shall repay all tuition fee waived and total amount of salary or remuneration received while under the enforcement of scholarship or agreement contract.

The repayment of tuition fees, salary, or remuneration as specified in Article 12.1 (2) or 12.2 (2) shall be reducible due to the partial completion of work duration.

13. Tuition Fee Payment

A staff member submit tuition fee invoice in each semester to the Division of Human Resources and Organization after the date of contract or agreement signing for inspection before submitting to the Division of Finance and Accounting for payment procedures.

14. A staff member who had been approved for tuition fee waiver provision to pursue doctoral degree and master's degree at Walailak University under the enforcement of the announcement on "Tuition Fee Waiver Scholarship for Academic Staff of Walailak University to Pursue Doctoral Degrees Programs at Walailak University B.E. 2563" or previous versions or "Tuition Fee Waiver Scholarship for Academic Staff of Walailak University to Pursue Master's Degrees Programs at Walailak University B.E. 2563", he/she shall be continuously entitled to receive such scholarship until the contract or agreement is expired.

Announced on 22 March 2021

(Professor Dr. Sombat Thamrongthanyawong)
President of Walailak University