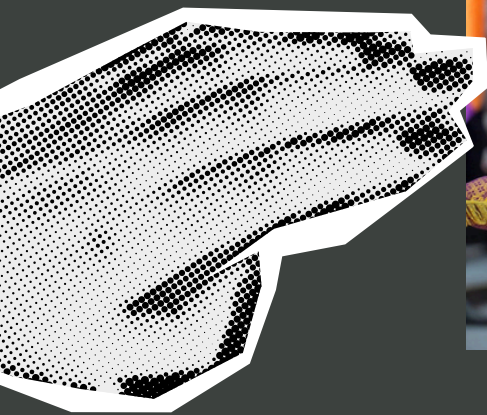




Photo by ©The Center for Library and Educational Media, Walailak



1ST UPDATE ✨ JUNE 2024

WU INTERNATIONAL STAFF HANDBOOK

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THE LAND OF GLORY

Walailak University (WU) is a public university in Thailand, established in 1992 and named after Princess Chulabhorn Walailak. Situated in Tha Sala District, Nakhon Si Thammarat Province, it's known for its comprehensive academic offerings, modern research facilities, and a scenic campus. WU offers a wide range of undergraduate and graduate programs across 14 schools and faculties. These include:

- Applied sciences like agriculture, dentistry, and veterinary medicine.
- Professional programs in business administration, law, and pharmacy.
- Social sciences and humanities programs in arts, education, and social sciences.
- Technical fields like engineering and information technology.

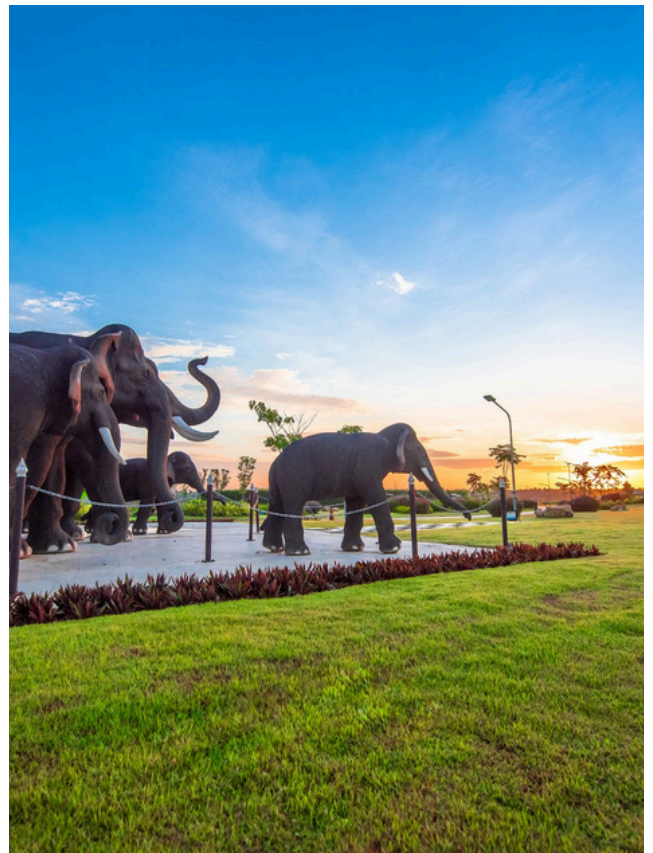
This diversity ensures students can find a program that aligns with their academic interests and career aspirations.

Research Focus and Innovation: Beyond academics, Walailak University fosters a strong research environment. The university houses various research centers and institutes dedicated to exploring advancements in agriculture, medicine, engineering, and other relevant fields. Students can participate in ongoing research projects, gaining valuable experience and contributing to knowledge creation.

Internationally Recognized Institution: Walailak University has earned a well-respected reputation within Thailand and internationally. This recognition attracts students from across the globe, creating a diverse and enriching academic environment. The university actively participates in international collaborations and exchange programs, providing students with opportunities to broaden their horizons and perspectives.

Beautiful Campus and Student Life: The university boasts a picturesque campus, offering a tranquil environment conducive to learning and personal growth. Modern facilities, well-equipped libraries, and a range of student support services contribute to a positive learning experience. Additionally, the campus provides various recreational facilities and opportunities to engage in extracurricular activities, fostering a well-rounded student life.

Affordable Education: Compared to universities in many other developed countries, Walailak University offers relatively affordable tuition fees. This makes it an attractive option for international students seeking a high-quality education at a reasonable cost. Financial aid and scholarship opportunities are also available to deserving students.



SYMBOL

WALAILAK UNIVERSITY POSSESSES A DISTINCT VISUAL IDENTITY CHARACTERIZED BY TWO KEY SYMBOLIC ELEMENTS:

Official Emblem: The university's official emblem incorporates the abbreviated name of Princess Chulabhorn Walailak, "จล" (Jor Por), rendered in a regal orange color and positioned beneath a delicate golden coronet. This signifies the royal patronage the university enjoys. The emblem rests upon a background of rich purple, symbolizing stability and wisdom. A white ribbon adorned with the university's name in Thai script, written in purple, graces the lower portion of the emblem, completing the composition.



Natural Symbol: Complementing the official emblem is the university's natural symbol, the Padau tree (*Pterocarpus macrocarpus*). This majestic tree, indigenous to tropical rainforests, flourishes extensively in southern Thailand, particularly in Nakhon Si Thammarat, the province where Walailak University is situated. The Padau tree embodies resilience, growth, and a deep connection to the university's natural environment.

BY EMPLOYING THESE TWO SYMBOLS IN TANDEM, WALAILAK UNIVERSITY ESTABLISHES A UNIQUE VISUAL IDENTITY THAT REFLECTS ITS ROYAL CONNECTIONS, ACADEMIC EXCELLENCE, AND STRONG TIES TO THE LOCAL LANDSCAPE.

VISION

TO BE AN INSTITUTION OF GOOD GOVERNANCE, A SOURCE OF KNOWLEDGE FOR CRITICAL PROBLEMS FACING THE NATION, TO UNFAILINGLY ADDRESS COMMUNITY NEEDS, AND TO STRIVE FOR INTERNATIONAL RECOGNITION FOR EXCELLENCE.



MISSION

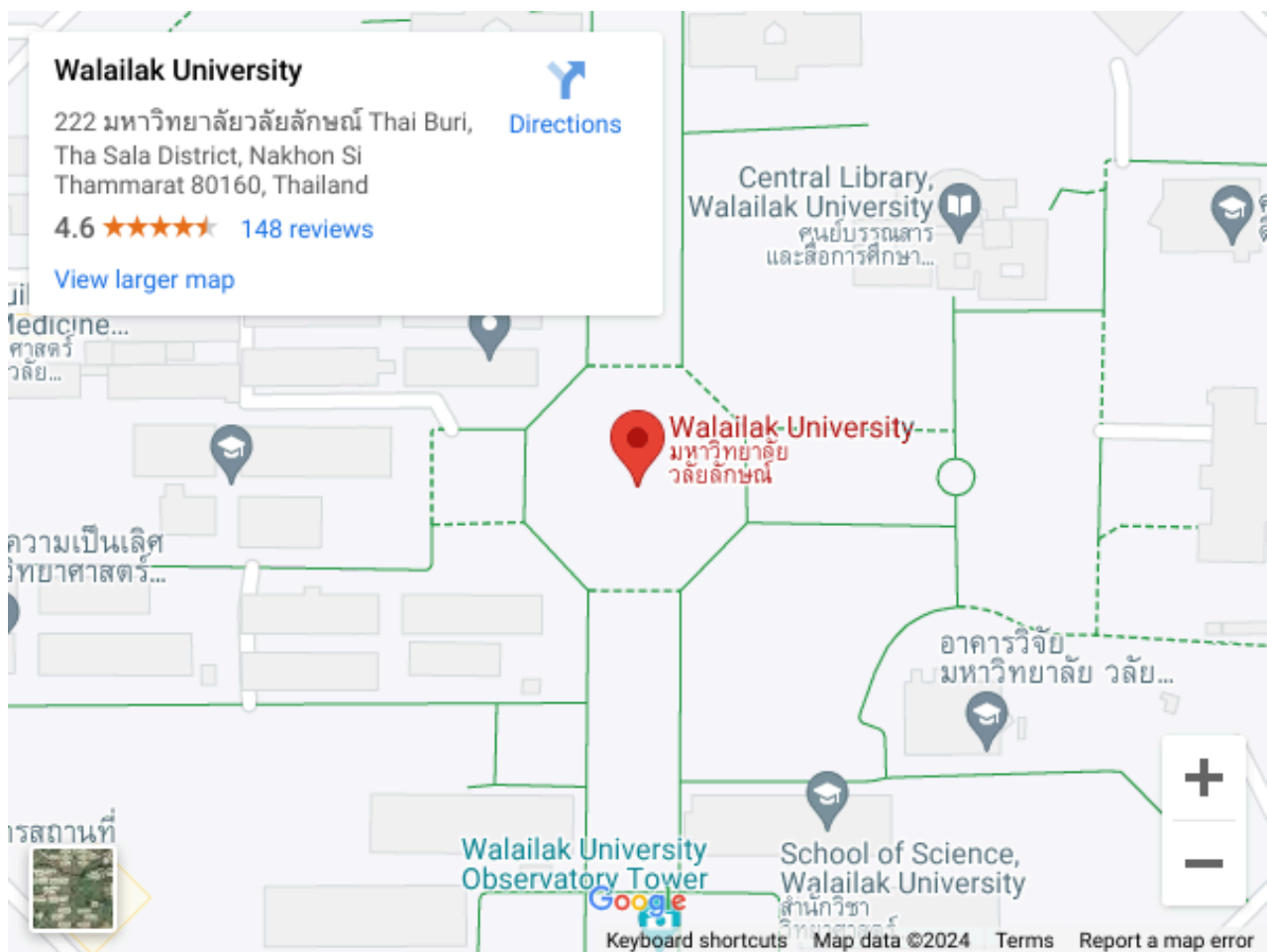
WALAILAK UNIVERSITY AIMS TO DISCOVER, SEEK, MAINTAIN AND DISSEMINATE KNOWLEDGE AND ACADEMIC EXCELLENCE FOR THE PROGRESS OF SOCIETY. AT THE HEART OF ITS OBLIGATION IS TO DEVELOP INDIVIDUALS WHO ARE BOTH PROFESSIONALLY-PROFICIENT AND MORALLY STRONG.

The University's Four Commitments:

- To lead high level training of students based on world standards, consistent with socio-economic development of the South of Thailand and Thailand as a whole;
- To conduct studies, research in order to develop new knowledge that can be of benefit to national productivity, and can help enhance international competitiveness of Thailand;
- To provide and share expertise and technical services to organizations, both private and government sectors, including research and training and technological transfer in areas that can help develop the region and country;
- To act as a center for the conservation and restoration of art and culture.

LOCATION

WALAILAK UNIVERSITY IS CONVENIENTLY LOCATED IN THA SALA DISTRICT, NAKHON SI THAMMARAT PROVINCE, THAILAND, OFFERING A SCENIC SETTING FOR ITS ACADEMIC COMMUNITY. HERE'S HOW YOU CAN FIND THE UNIVERSITY AND EXPLORE ITS BEAUTIFUL CAMPUS:



ADDRESS

Walailak University
222 Village No.10 Tambon Pakpooon
Thasala District, Nakhon Si Thammarat
80160



Latitude : 8.641738003987587

Longitude : 99.89738385271998

SCAN TO FIND OUT WHERE WE ARE!



PLANNING TO VISIT

IF YOU'RE CONSIDERING A VISIT TO WALAILAK UNIVERSITY, HERE ARE SOME OPTIONS FOR GETTING THERE:



- **By Car:** For those traveling by car, the university is roughly 20 kilometers south of Nakhon Si Thammarat city center. Take route 401 south towards Khanom district, and you'll find the university on your left-hand side. The drive offers a glimpse of the surrounding countryside, making the journey itself an enjoyable experience.



- **By Bus:** A more budget-friendly option is taking a local bus. Public buses run regularly between Nakhon Si Thammarat city center and the university campus. Inquire at the bus terminal for specific routes and schedules that best suit your arrival and departure times. This option allows you to experience the local transportation system and immerse yourself in the everyday rhythm of the city.



- **By Train:** You can get to Nakhon Si Thammarat by train and then take a connecting bus or taxi to the university. There are several trains running daily from Bangkok and other major cities in Thailand to Nakhon Si Thammarat. You can search for train schedules and fares online or at the train station.



- **By Taxi:** Taxis or Grabs are another convenient way to reach the university, particularly if you have luggage or prefer a more direct route. Taxis and Grabs are widely available in Nakhon Si Thammarat city. Simply hail a taxi and inform the driver of your destination. This method offers flexibility in your arrival and departure times.



- **Airplane:** Traveling to Walailak University by airplane is the fastest and most convenient option, especially if you're coming from a long distance. Nakhon Si Thammarat Airport (NST) is the closest airport to Walailak University, located approximately 18 kilometers away. Several airlines operate domestic flights to Nakhon Si Thammarat from Bangkok (DMK). You can search for flight schedules and fares online or through travel agents. Taxis and rideshare services like Grab are readily available at Nakhon Si Thammarat Airport to transport you directly to Walailak University. This is a convenient option, especially if you have luggage or are unfamiliar with the local transportation system. The travel time is typically around 30-45 minutes depending on traffic conditions.

EMPLOYMENT CRITERIA, SALARY AND TAX

EMPLOYMENT CRITERIA

TYPE OF CONTRACT

There are 2 types of employment contract for foreigner lecturers

- **Permanent Employee**

- Master Degree Holder : Start with 4 years of contract
- PhD. Holder : Start with 2 years of contract

Core Conditions of this type of contract:

- Every year of the contract, the employee must have a performance appraisal score of 80 or more.
 - The employee must participate in Pre-UKPSF (the UK Professional Standards Framework) and be awarded the UKPSF Certificate according to the university announcement
 - Requires teaching assessment at the end of 6 months. (Must not be less than 4.25 score) If the employee receive less than 4.25 score, He/ She will be discharged from being a university employee
 - Promoted to be assistant professor with 2 years (PhD Holder) and 4 years (Master Degree Holder)
 - Publish at least 1 publication per year in a Scopus- indexed journal of Q1 (PhD Holder), Q2 up (Master Degree Holder).
 - An individual research grant from the university must be requested within 1 week of employment commencement.
 - The employee must report research progress to the dean every 3 months, who will then report to the president every 3 months.
- One Year Contract Employee
 - The employee must participate in Pre-UKPSF (the UK Professional Standards Framework) and be awarded the UKPSF Certificate according to the university announcement
 - Requires teaching assessment at the end of 6 months. (Must not be less than 4.25 score) If the employee receive less than 4.25 score, He/ She will be discharged from being a university employee
 - Publish at least 1 publication per year in a Scopus- indexed journal of Q1 (PhD Holder), Q2 up (Master Degree Holder).

EMPLOYMENT CRITERIA

PAY RATE CALCULATION

- Base Salary
 - Bachelor degree starts from **21,000** baht
 - Master degree starts from **28,000** baht
 - PhD starts from **40,000** baht



- Extra Paid

Criteria of the extra paid for the experiences is as follows:

- The work experience that can be calculated must be in the related field of the positions they apply. For the teaching experience, only the experience from senior high school up can be used.
- Work experience after graduation shall be calculated according to the educational qualifications provided.
- Work experience shall be calculated according to the proportion of actual work performed. The period of work in each unit that can be used to calculate work experience must be at least 1 year and the remainder of the period of work that does not complete a year must be discarded. This does not include part-time work experience and periods of overlapping work.
- Calculate the salary rate in the case of having work experience based on the first salary and being hired according to the qualifications. At the rate of 4 percent per year for a period not exceeding 5 years, calculated on a compound basis.
- Who will receive experience must have performance evaluation scores not less than "very good" or not less than 80 score.
- The documents needed for the experience calculation:
 - The certificate of employment
 - The performance evaluation score

EMPLOYMENT CRITERIA

•SPECIAL TYPE OF LECTURER EMPLOYMENT

- Base Salary
 - Bachelor degree starts from **21,000** baht
 - Master degree starts from **28,000** baht
 - PhD starts from **40,000** baht

Visiting Lecturer/ Visiting Assistant Professor/ Visiting Associate Professor/ Visiting Professor

The Person who will be appointed to be the Visiting Lecturer/ Visiting Assistant Professor/ Visiting Associate Professor/ Visiting Professor must have the qualifications as follows

- Be a faculty member of another university in the country or abroad.
- Have a qualification from a master's degree or equivalent or higher.
- Be a person who has the outstanding academic work
- Be a person with morality, ethics and professional ethics

Workload for the Visiting Lecturer/ Visiting Assistant Professor/ Visiting Associate Professor/ Visiting Professor

- Teaching
- Research according to invited projects
- Academic services
- Technology modification, transfer and development work
- Curriculum development work
- Being the advisor for the graduate student
- Other assigned work by the school/college

Period of work

- The period of work is according to the agreement between the university and the appointed person.
- The appointed person can work onsite at the university or work online as assigned

Pay rate

- Compensation and other expenses upon the agreement between the school/college and the appointed person.

EMPLOYMENT CRITERIA

•RESIGNATION

During employment according to this contract, if either party wishes to cancel this contract before the specified time. The contracting party must give written notice or the official resignation letter to the other contracting party not less than 90 days in advance in the case that the employee resigns from Walailak University without complying with the time conditions specified above. The employer reserves the right to withhold any salary or compensation that the contractor should receive from the university first in order to compensate for any damages Caused by the contractor not complying with the specified time conditions.

Resignation can be done by following these steps

- Download the resignation form in [HR website](#).
- Fill out the form and submit the form for the approval of Head of Department and Dean.
- Submit the document through Dean's office officer to sent to HR. This step until the official document of the resignation that will issued from HR release takes times (Approx, 15 - 30 days)
- When you know the exact date that you will leave, contact Visa and Work Permit section to process the Visa and Work Permit Cancellation.

SALARY

- Pay date

Your salary will be paid on a consistent schedule, arriving 3 working days before the close of each month. This means you'll receive your earnings for the entire month's work well before the month ends.

- Salary Statement

This information explains how to retrieve your digital salary statement through the Walailak University Human Resource Management Information System (WU-HRMS). Here's how to access your earnings details:

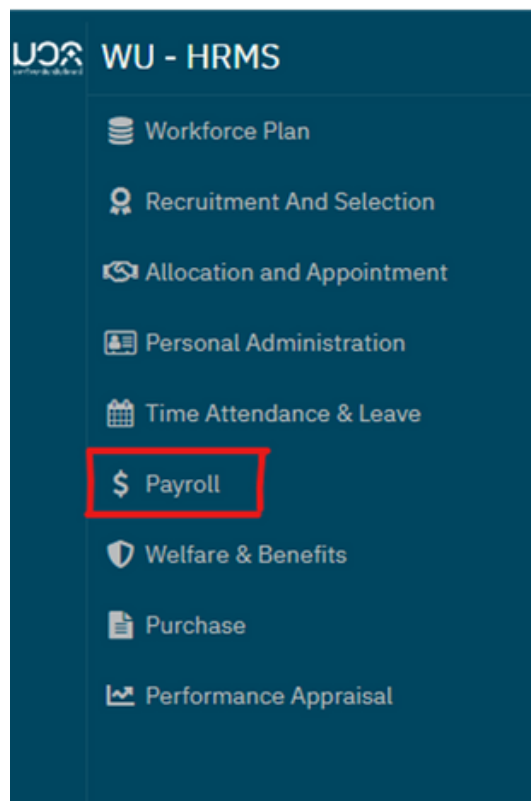
EMPLOYMENT CRITERIA

SALARY

- Login to WU-HRMS: Visit the WU-HRMS system directly at <https://hrms.wu.ac.th/> and enter your authorized login credentials.



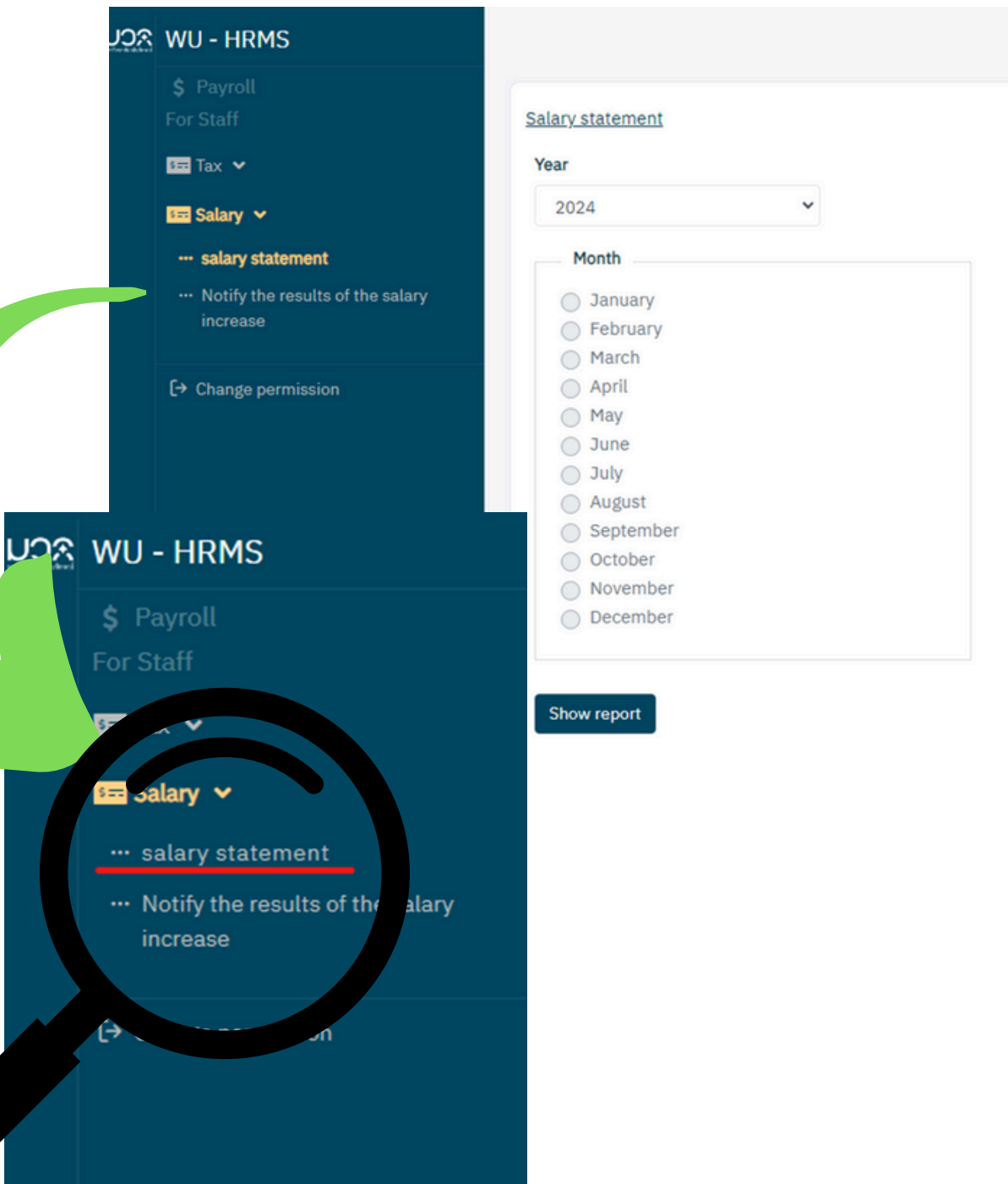
- Navigate to the Payroll Section: Once logged in, locate the section dedicated to your salary information.



EMPLOYMENT CRITERIA

SALARY

- Find Salary Statement Option: Within the payroll section, search for an option labeled "Salary Statement. Choose year and month and then choose "Show report". The salary statement is printable and downloadable as PDF



The image displays two screenshots from the WU - HRMS system. The left screenshot shows the 'Payroll' section for staff, with a 'Salary' dropdown menu expanded to show the 'salary statement' option. A magnifying glass highlights this option. A green arrow points from the 'salary statement' option in the dropdown to the right screenshot. The right screenshot shows the 'Salary statement' form, which includes a 'Year' dropdown menu set to '2024' and a 'Month' selection area with radio buttons for each month from January to December. A 'Show report' button is located at the bottom of the form.

EMPLOYMENT CRITERIA

SALARY

- Salary Raise

the actual evaluation and implementation of salary increases might happen shortly after the fiscal year concludes, potentially near the end of October.

- Special Compensation

- Special Compensation for teaching in English (Only for the School of General Education) starts from 12,000 – 20,000 baht/month
- Special Compensation for the Native Speaker who came from the Native English-Speaking Countries stated in Walailak University Announcement (England, Wales, Scotland, Northern Ireland, Canada, Australia, New Zealand, and United States of America) will receive 5,000 baht/month (Only for the School of Languages and General Education). However, in the case of other schools, colleges or other organizations that hires foreign lecturers from the mentioned countries, can submit the proposal to the president to consider for their benefit on a case-by-case basis.

EMPLOYMENT CRITERIA

WITHHOLDING TAX IN THAILAND

What is Withholding Tax?

Withholding tax in Thailand is a tax deducted at the source of income. The payer is required to withhold a certain percentage of the. The personal income tax system in Thailand is progressive, meaning that higher income levels are subject to higher tax rates. Here are some key points regarding personal income tax in Thailand:

Withholding Tax Rates:

The withholding tax rates vary depending on net income per year (The tax year in Thailand follows the calendar year) The withholding tax rates in Thailand are as follows:

Net Personal Annual Income	Withholding Tax Rates
0-150,000 THB	0%
150,000 - 300,000 THB	5%
300,001 - 500,000 THB	10%
500,001 - 750,000 THB	15%
750,001 - 1,000,000 THB	20%
1,000,001- 2,000,000 THB	25%

EMPLOYMENT CRITERIA

WITHHOLDING TAX IN THAILAND

How withholding tax calculate and deduct?

Example:

		(บาท)
1.)	Total annual salary	400,000.00
Deduct	Outcome 50% of total annual salary (not more than 100,000 THB)	<u>100,000.00</u>
	Total annual income	300,000.00
Deduct	Tax deduction	
	Personal tax deduction 60,000 THB	<u>60,000.00</u>
	Net Personal Annual Income	<u>240,000.00</u>

Withholding Tax Calculation	Withholding Tax Rates	Net Personal Annual Income	Withholding Tax
Net Personal Annual Income not more than 150,000 THB	Tax exemption	150,000.00	-
Net Personal Annual Income 150,001-300,000 บาท	5%	90,000.00	4,500.00
Net Personal Annual Income 300,001-500,000 บาท	10%	-	-
Net Personal Annual Income 500,001-750,000 บาท	15%	-	-
Net Personal Annual Income 750,001-1,000,000 บาท	20%	-	-
Net Personal Annual Income 1,000,001-2,000,000 บาท	25%	-	-
Total Withholding Tax to be Paid		<u>240,000.00</u>	<u>4,500.00</u>

↑
↑
 Net Personal Annual Income Total Withholding Tax to be Paid

WELFARE & BENEFIT

WELFARE AND BENEFITS

WELLNESS

- Walailak University recognizes the importance of a healthy and secure workforce. We are committed to providing comprehensive medical welfare benefits to our staff members to ensure their well-being and peace of mind. Here's an overview of the medical welfare benefits you, as a valued Walailak University employee, are entitled to:

- Medical Welfare

Walailak University provides medical benefits to foreign faculty members equivalent to those provided to Thai staff members. The exception to this are foreign researchers who are entitled to Social Security benefits instead of the university's medical benefits. The medical benefits are divided into two categories:

- Out-Patient Benefit
 - Foreign lecturers must use the Walailak University Hospital for their medical treatment in order to be eligible for the university's medical benefits. Exceptions to this rule include cases where the university's hospital cannot provide the necessary treatment, as well as emergencies, accidents, or other urgent situations where immediate treatment is required to prevent harm to life. The medical benefits do not include the cost of cosmetic surgery.
- In-Patient Benefit
 - Employees can seek medical treatment at government or private hospitals and claim reimbursement for the expenses up to the rate set by the university.
- Dental Allowance
 - The university provides an annual budget of 5,000 baht to employees for dental treatment. Employees must pay for the treatment upfront and then submit the receipts and a medical certificate to the university for reimbursement. The benefit can be used for a variety of dental services, including preventive care, restorative care but exclude the cosmetic care. Employees can use the benefit at any dental clinic or hospital.

WELFARE AND BENEFITS

WELLNESS

- Vaccine Allowance
 - Walailak University provides all foreign lecturers with the same vaccine benefits as Thai staff members. The university provides a 5,000-baht budget for vaccine costs. Before receiving the vaccine, you must check with the Walailak University Hospital to see if the desired vaccine is available. If the WUH has the vaccine, it should be the first-place foreign lecturer go for the service. To use the service, you must pay for the service upfront and then claim reimbursement from the university later.
- Accidental Insurance
 - The university provides accident insurance for all employees.
 - Loss of Life from any accident around the world can be claimed up to 500,000 baht
 - Permanent Disability from any accident can be claimed up to 500,000 baht
 - Loss of Life from others disease beside accident can be claimed up to 10,000 baht
 - Medical treatment expenses from accident can be claimed up to 50,000 baht each time you receive treatment
- Facilities and Services
 - Sport Complex: The Walailak University Sport Complex is a comprehensive facility designed to cater to the fitness and recreational needs of students, faculty, staff, and the surrounding community. It offers a variety of amenities and programs to promote an active and healthy lifestyle. Here's a glimpse of what the Sport Complex offers:
 - Olympic Swimming Pool: This large outdoor pool is ideal for lap swimming, recreational swimming, and aquatic fitness classes.

WELFARE AND BENEFITS

WELLNESS

- Fitness Center: The well-equipped fitness center features a range of cardiovascular and strength-training equipment to help users achieve their fitness goals.



- Swimming Pool :



WELFARE AND BENEFITS

WELLNESS

- Outdoor Courts: There are outdoor courts for tennis, basketball, and takraw, a popular Southeast Asian sport that combines elements of volleyball, sepak takraw, and badminton.



- Sport Stadium:



- Badminton courts: Walailak University offers badminton courts for students, faculty, and staff. The courts are located in the student dormitory area and are equipped with modern facilities. Users can book the courts online free of charge.



VISA & WORK PERMIT

VISA & WORK PERMIT

OBTAINING A NON-IMMIGRANT VISA CATEGORY "B" FOR TEACHING IN THAILAND

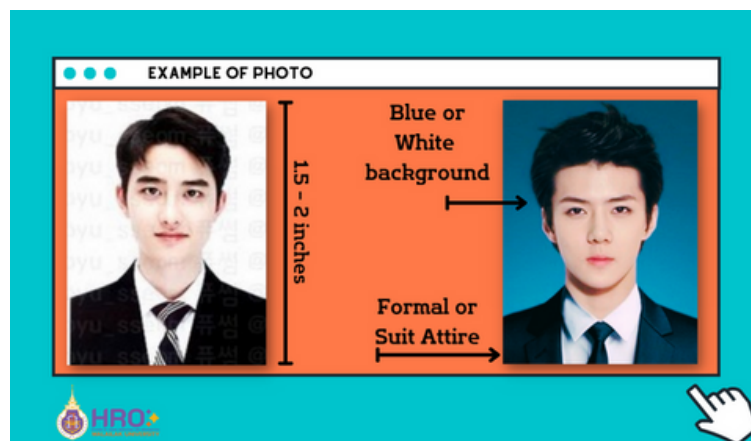
- **Applying for a Visa from outside of Thailand**

To secure a teaching position in Thailand and work legally, you'll require a Non-Immigrant Visa Category "B" specifically designated for educational purposes. This visa application process differs slightly from the general business visa and necessitates additional documentation.

- Required Documentation

- Lecturer Prepare the following:

- ·Passport and Application: Ensure your passport has at least six months' validity remaining and obtain the appropriate visa application form from the relevant Thai embassy or consulate's website. Complete the form accurately following their instructions.
- ·Passport-sized photo: This should be a recent, color photograph with a dimension of 4.5 cm x 3.5 cm (approximately 1.75 inches x 1.4 inches) against a light background. You should be facing the camera directly, with a full-frontal view of your face. Your head and shoulders should be centered in the frame and your expression should be neutral. You should be dressed in business attire, and hats, sunglasses or other attire obscuring your face are not allowed.



- ·Educational Qualifications: Provide certified copies of diplomas or certificates verifying your educational qualifications to demonstrate your eligibility to teach in Thailand. Include any relevant teaching certificates you hold to bolster your application.
- ·Background Check: As part of the screening process, you'll likely be required to submit a police clearance certificate (or an equivalent document) issued by the authorities in your home country or Police Department in Thailand. This document verifies your criminal background and is mandatory for most visa applications.

VISA & WORK PERMIT

OBTAINING A NON-IMMIGRANT VISA CATEGORY "B" FOR TEACHING IN THAILAND

- University Prepare the following;
 - A letter from the employer in Thailand, requesting the Royal Thai Embassy to issue appropriate visa for the applicant, indicating details of employment, including position, salary and length of contract. And a copy of Thai ID of the person signing the letter. (Royal Thai Embassy, Vientiane, 2023)
 - Copy of corporate documents e.g. 1) List of shareholders 2) Business registration and business license 3) Details of business operations 4) List of foreign employees, nationalities and positions 5) Address of the company
 - WP3 (Work Permit Pre-approval): This document serves as a preliminary approval for a work permit issued by the Thai Ministry of Labor. It's often required for some applicants before they can apply for a work visa or a Non-B visa at a Thai embassy or consulate abroad. While not universally required for a Non-Immigrant Visa Category "B" application, it might be necessary in certain scenarios. Specific requirements can differ depending on the embassy or consulate you're applying through. Always consult their official website for the latest information on visa application procedures and required documentation.

- Application Process

While some embassies or consulates might offer electronic applications (e-Visas) for business visas, applying for a teaching visa might necessitate a physical application submission due to the additional documentation required. The specific application procedures and forms will vary depending on the embassy or consulate you're dealing with. It's essential to visit their website for the latest information and download any necessary forms. An interview might be part of the application process in some instances.



VISA & WORK PERMIT

OBTAINING A NON-IMMIGRANT VISA CATEGORY "B" FOR TEACHING IN THAILAND

- **Changing the type of Visa**

Transitioning from a tourist visa to a Non-B visa in Thailand is an option, but it comes with stipulations. First, ensure you have at least 15 days remaining validity on your tourist visa. Applications submitted after your visa expires are automatically rejected. Secondly, your reason for converting the visa must align with a permissible Non-B visa category, such as employment with a Thai company, education pursuits, or a teaching position.

- **Required Documentation**

The core documents for a Non-B visa application when changing from tourist status include:

- Completed application form (typically TM.86), obtainable from the Immigration Bureau or their website.
- Original passport with a valid travel document and copies of the biodata page and all the stamped pages.
- Two recent passport-sized photographs.
- Certified copies of your educational qualifications
- A police clearance certificate from Thai Police Department.
- TOEIC Test Score
- Certified true copy of educational documents authenticated by the embassy of the document owner, then translated from English or other languages into Thai and legalized by the Consular Department, Ministry of Foreign Affairs of Thailand

- **Application Process and Considerations**

In contrast to applying for a Non-B visa from your home country, changing from a tourist visa necessitates an in-person application at a regional Immigration Bureau office within Thailand. While some embassies/consulates might offer e-Visas for initial Non-B applications, converting from a tourist visa usually requires a physical application. Processing times can vary, normally takes about 1-2 months so plan your application well in advance. Also, be prepared for a possible interview as part of the application process.

VISA & WORK PERMIT

APPLYING FOR A WORK PERMIT

- **Pre-requisites**

- Non-Immigrant Visa Category "B": Before embarking on the work permit application, you'll need a Non-Immigrant Visa Category "B"

- **Documentation Gathering**

After arriving in Thailand, School's staff will pick you up at the airport. Your first day at Walailak University marks the beginning of an exciting academic adventure. While introductions, campus tours, and settling into your new environment are undoubtedly important, prioritizing the work permit process is an essential first step. A valid work permit allows you to legally work in Thailand, and securing it promptly ensures a seamless transition into your new role as a lecturer.

To expedite this process, we recommend making a visit to the Walailak University Hospital, the WUH, as soon as possible upon arrival. The WUH is conveniently located on campus, and obtaining the mandatory medical certificate there streamlines the initial steps. Following your medical certificate, head straight to the HR department with the following documents;

- Original passport – ensure it has sufficient validity (typically at least six months remaining).
- Five passport-sized photographs meeting Labor Office requirement
- Original copies of your academic credentials (degree and transcript). These documents verify your qualifications and are crucial for the work permit application and visa extension in Thailand.

During your meeting with HR, your working contract might be done a slight adjustment to the start date reflected in your employment contract. This revision is necessary to comply with Ministry of Labor regulations. The adjusted start date ensures the Local Labor Office receives the contract well in advance of your official starting day. Submission typically needs to occur at least three business days before you begin your teaching duties. HR department is dedicated to supporting you throughout this process and welcomes any questions you may have regarding the paperwork or the work permit process in general. HR take 1 days for a document preparing and submit the document at Labour Office on the same day or the day after. Work Permit approval will take approximately about 1 week after the official starting date.

VISA & WORK PERMIT

NON-IMMIGRANT VISA CATEGORY "B" AND WORK PERMIT EXTENSION

- **Maintaining Your Status: Non-Immigrant Visa Category "B"**

After a person with a Non-B visa enters Thailand, they are allowed to stay in the country for 90 days. After that, the university or employer must apply for a visa extension for the foreign teacher at the local immigration office in the province. The visa officer will contact the foreign teacher to submit the following documents to HR:

- Passport
- Work Permit
- Two recent passport-sized photographs
- Original copies of your academic credentials (degree and transcript)

HR will prepare a letter confirming the lecturer's continued employment at the university. Once all documents are collected and organized, HR will schedule a convenient appointment with the lecturer to visit the local immigration office together. This ensures a smooth application process and provides the lecturer with on-site support if needed.

Unlike the initial 90-day validity period of a Non-B visa, extensions granted by the Thai immigration office offer a significantly longer duration of stay. These extensions can be for a maximum until the end of the contract or work permit.

- **Work Permit Renewal**

When a foreign lecturer's work permit is about to expire, the HR department will contact you to prepare for the renewal of their work permit. Normally, a work permit is valid for 3 months to 2 years, depending on the duration of the employment contract. When the work permit is about to expire, the foreign teacher will need to prepare the following:

- Passport
- Work Permit
- Four recent passport-sized photographs
- Medical Certificate for Work Permit Renewal
- 2 Photograph taken while in class or teaching. (This one requires only a soft copy)
- 1 courses of Student Evaluation (This one require only a soft copy)

After the foreign lecturer has submitted the documents to the HR department, it will take about 3-5 days for the HR department to prepare the documents and submit the application for a work permit renewal to the Foreign Labor Office in Nakhon Si Thammarat Province. The work permit renewal fee is between 750 and 6,000 baht, which will be paid by the university.

VISA & WORK PERMIT

NON-IMMIGRANT VISA CATEGORY "B" AND WORK PERMIT EXTENSION

- **Non-Immigrant Visa Category "B" and Work Permit Cancellation**

A Non-Immigrant Visa Category "B" and a work permit are linked in Thailand. When a foreign teacher does not wish to renew their employment contract, resigns from their position as a university employee, or is dismissed, one of the things they must do before leaving the country is to cancel their visa and work permit.

Holding a work visa and work permit is not the same as holding a tourist visa. When a tourist visa expires, the holder can leave the country without having to apply for cancellation. However, cancelling a work visa and work permit will ensure that there are no problems or obligations to the old employer when the foreign teacher returns to work in Thailand again or changes jobs in the country.

If a foreign teacher leaves the country without cancelling their visa and work permit, they will not be able to apply for a work permit with a new employer.

The cancellation of a visa and work permit for a workplace in Nakhon Si Thammarat Province must be completed on the same day. This means that the HR department will submit the application for cancellation of the work permit to the Labor Office in the morning (8:30 am - 10:00 am). Then, at around 2:00 pm, the application for cancellation of the work permit from the Labor Office will be completed and ready for collection. The HR department will then take the teacher's passport and the cancellation of the work permit document received from the Labor Office to cancel the work visa at the Nakhon Si Thammarat Immigration Office. The Immigration Office will allow the foreigner who requests the visa cancellation to leave the country within 24 hours. If you leave after the specified time, you will be guilty of an offense and will be fined.

Here are the steps involved in cancelling a visa and work permit in Nakhon Si Thammarat Province:

- The HR department of the workplace will prepare the necessary documents for the cancellation of the work permit.
- The HR department will submit the application for cancellation of the work permit to the Labor Office in the morning.
- The Labor Office will review the application and, if approved, will issue a cancellation certificate.
- The HR department will collect the cancellation certificate from the Labor Office in the afternoon.
- The HR department will take the teacher's passport and the cancellation of the work permit document to the Nakhon Si Thammarat Immigration Office to cancel the work visa.
- The Immigration Office will allow the teacher to leave the country within 24 hours.

VISA & WORK PERMIT

NON-IMMIGRANT VISA CATEGORY "B" AND WORK PERMIT EXTENSION

- **Non-Immigrant Visa Category "B" and Work Permit Cancellation**

Therefore, it is recommended that those who need to travel to connect to a flight out of the country book a flight from Nakhon Si Thammarat to Bangkok for after 6:00 pm. However, if the teacher has tasks that prevent them from leaving the country within 24 hours, they can apply for an extension of stay in the country for up to 7 days at the Immigration Office where the work visa was cancelled or at the Immigration Office in another province. The teacher will be responsible for the costs incurred and will have to apply for the extension themselves.

VISA & WORK PERMIT

APPLYING FOR A DEPENDENT VISA (NON-O) (IN CASE YOU TRAVELLING WITH FAMILY MEMBERS)

The Thai Dependent Visa (Non-O) is designed for individuals who are financially dependent on a resident family member legally working and residing in Thailand. The qualifying dependents are as follow:

- Spouses: Legally married with documented proof.
- Children:
 - Under 20 years old and unmarried.
 - Financially dependent on the visa applicant.
 - Intending to reside with the visa applicant in Thailand.
- Parents:
 - At least 50 years old.
 - Financially dependent on their child who holds a valid work visa and residence in Thailand. Evidence of this dependence will be required.

• Required Documentation

- A letter from the employer in Thailand, requesting the Royal Thai Embassy to issue appropriate visa for family members of the employer.
- Two Recent Passport-Sized Photographs
- Passport
- Proof of Relationship:
 - Marriage certificate (for spouses) - Translated into Thai by a certified translator and legalized by the Ministry of Foreign Affairs (MFA) in your home country and the Thai embassy or consulate.
 - Birth certificate (for children) - Translated into Thai and legalized by the MFA in your home country and the Thai embassy or consulate.
 - Proof of financial dependence (for parents) - Documentation demonstrating your reliance on your child's financial support (e.g., bank statements, affidavits).
- Copy of Sponsor's Passport (Non-B) : Including biographical information page, visa page.
- Non-B's copy of work permit
- Additional documents that the embassy may request (may vary depending on the country)

VISA & WORK PERMIT

DOCUMENT LEGALIZATION AND TRANSLATION FOR NON-O VISA EXTENSION IN THAILAND

After a foreign teacher and their family have entered Thailand, there is another important document for the Non-O visa extension that the foreign teacher must prepare for the family's visa extension in another 3 months. That is, to bring documents showing the relationship, such as a marriage certificate, birth certificate, or other documents showing the relationship between the foreign teacher and the family. The process of requesting document certification and legalization is as follows:

- Before traveling to Thailand, foreign teachers must prepare the following:
 - Contact the Ministry of Foreign Affairs in your home country to request certification of the relationship documents mentioned above.
 - Take the relationship documents to the Thai embassy in your home country again to have them stamped with the seal of approval.
 - Upon arrival in Thailand, you must have your relationship documents certified again at the foreign teacher's embassy in Thailand.
 - Contact a private translation company certified by the Consular Department to translate your relationship documents from English to Thai.
 - Bring the original documents and their translations to the Consular Department, Ministry of Foreign Affairs, for legalization.

Remark : Most translation companies offer a document certification service at the Ministry of Foreign Affairs. If you are not convenient to do it yourself, you can authorize these companies to do it for you by paying the fee charged by the company.

For step 1, it is recommended that foreign teachers contact their Ministry of Foreign Affairs in both home country and in Thailand to inquire whether they need to proceed. (Some countries can request a relationship certificate from their embassy in Thailand directly without having to proceed with step 1.) Please note that there are costs associated with all of these steps. The cost of translation will vary depending on the length and complexity of the documents. The legalization fee charged by the Ministry of Foreign Affairs is ฿200 per document.



VISA & WORK PERMIT

RESIDENT NOTIFICATION

In Thailand, foreign nationals residing legally must comply with a process called Resident Notification, also known as TM.30. This involves informing the immigration authorities about your presence in the country.

- **Who Needs to Do It?**

This applies to all foreign nationals with a legal status in Thailand. This includes

- Tourists with visas exceeding 90 days (e.g., tourist visas with extensions)
- Individuals holding Non-immigrant visas for various purposes (e.g., Non-O teacher visa, retirement visa)

- **Who Can Submit the Notification?**

There's some flexibility in who can submit the TM.30 form

- The foreigner themselves: You can visit the immigration office directly to submit the completed form along with required documents.
- Accommodation provider: The owner or manager of the place you're staying at (hotel, apartment, guesthouse) can handle the notification process on your behalf. This is common practice upon arrival, especially for tourists. In this case, university associated with Local Immigration System provided the online notification service at HR.

- **Frequency of Notification**

Within 24 Hours of Arrival: This is typically done by your accommodation provider when you check-in. They are responsible for notifying immigration within this timeframe for both a newcomer and those who has Non-B visa for working in Thailand and has just come back from overseas.

VISA & WORK PERMIT

NOTIFICATION OF STAYING IN THE KINGDOM FOR OVER 90 DAYS

Foreigners who live in Thailand long-term have to report their current address to the Immigration Department every 90 days of their stay, even if the address does not change. This includes tourists, international students, foreign workers, retirees, and business travelers. In short, anyone who is not a Thai citizen and will be living in Thailand for longer than 90 days has to report their stay.

The days start counting starting from the day you enter Thailand. So, if you leave Thailand and then re-enter, the days will reset to zero, and you have to submit your report ninety days after re-entering.

- How Can You Submit the 90 Day Report in Thailand?
 - Submitting the 90-day report in-person: Submitting the 90-Day Report in person is the most secure and straightforward way. To do so, you have to visit your local Immigration Office. As is the case in most places, visiting a government office will mean you have to do a bit of waiting. After you have done 90-day reporting, you must inform HR about the update due date to record for next time.
 - Submitting the 90-Day Report Online: If submitting the 90-day report online, you have to do it 12 days before the due date to 7 days after the due date. If it is after the due date, you must report in person to the nearest Immigration Office – you cannot use the online system.

However, the HR department can proceed with the 90-day report for foreign teachers both online and at the Immigration Office in Nakhon Si Thammarat Province. Foreign teachers must bring passports to the HR department to proceed.

VISA & WORK PERMIT

APPLYING FOR RE-ENTRY PERMIT

A Re-Entry Permit in Thailand is an authorization issued by the Immigration Bureau that allows a foreign resident with a valid visa to temporarily depart the country and return without the need to re-apply for their visa. This streamlined process offers significant benefits for those who require frequent travel while maintaining their residency status in Thailand.

- Key Advantages
 - Preserves Visa Validity: Holders of a Re-Entry Permit can seamlessly exit and re-enter Thailand throughout the validity period of their original visa, eliminating the need for a new visa application upon each return. This translates to significant time and cost savings.
 - Flexibility with Re-Entry Options: Applicants can choose between a Single Re-Entry Permit, valid for a single return trip, or a Multiple Re-Entry Permit, which allows for multiple entries within the validity period of the visa. This caters to individual travel needs.
- Important Considerations
 - Validity Period: The Re-Entry Permit itself has a validity period that typically mirrors the remaining validity of your visa.
 - Processing Time: Applying for the Re-Entry Permit beforehand at an Immigration Office is generally faster than applying upon departure at the airport.
- Application Fees: There are associated fees for obtaining a Re-Entry Permit, which can vary depending on the application location (pre-departure vs. airport) and the type of permit (single vs. multiple re-entry).

Fee	type
1,000 THB	Single Entry
3,800 THB	Multiple Entry

- Required Documentation
 - Passport
 - Copy of Passport, biodata page and all the stamped pages
 - TM.8 form
 - Passport-Sized Photograph

LEAVES

LEAVES

SICK LEAVE

- Employees can take sick leave not more than 30 working days in a fiscal year/contract year. (will be paid during the leave).
- Employees who work more than 1 year can take sick leave not more than 60 working days in a fiscal year/contract year. (will be paid during the leave).
- After taking sick leave, employees must submit the application for sick leave (paper or online) within 7 days after sick leave.
- If employees take sick leave more than 3 days consecutively, the medical certificate must be presented.

PERSONAL / BUSINESS LEAVE

- Employees who work less than 1 fiscal year/contract year can take personal/business leave not more than 10 working days and not be paid during the leave.
- Employees who work more than 1 fiscal year/contract year can take personal/business leave not more than 20 working days (will be paid during the leave).
- Taking personal/business leave must be approved by the director/dean (the application must be submitted before taking leave at least 1 days in advance, except for the emergency case)

VACATION LEAVE

- Employees who work for 1 fiscal year/contract year or more will be granted 10 days vacation leave per year.
- The application for vacation leave must be submitted before leaving at least 3 days in advance and will be effective after being approved by the director/dean.
- If the 10 vacation days are not used up in 1 year. The remaining day can be counted in with next year's vacation days, but not more than 20 days in total.

CODE OF CONDUCT AND DISCIPLINES

CODE OF CONDUCT AND DISCIPLINES

The university has issued a timely announcement reminding all staff members of the established policies and procedures governing staff conduct and disciplinary matters. This information is essential for maintaining a professional and respectful workplace environment. The announcement clearly outlines the university's expectations for employee behavior and the potential ramifications of any policy or ethical code violations. It details the various stages of the disciplinary process, including investigations and potential disciplinary actions. By familiarizing themselves with these guidelines, all staff can ensure their conduct aligns with the university's core values and contributes to a positive and productive work environment as follow;

CODE OF CONDUCT AND DISCIPLINE

University staff must adhere to the following disciplinary practices:

- Fulfill duties with honesty, integrity, and justice.
- Perform duties in accordance with university policies, laws, regulations, and customs.
- Execute duties with the intention of benefiting the university, showing dedication, and preserving the university's interests.
- Follow orders from superiors within the legal framework. If the staff believes that obeying the order would harm the university or neglect its interests, they must immediately submit their opinion in writing for review. If the order is confirmed by the superior, the staff must comply.
- Devote their time to the university, refraining from abandoning or neglecting their duties.
- Maintain the confidentiality of university information.
- Safeguard university property and interests.
- Display politeness, maintain harmony, and assist each other in performing duties to generate positive outcomes for the university.
- Welcome, facilitate, provide fairness, and offer assistance to the public contacting the university regarding their responsibilities.
- Act as a mediator in political matters related to duties and other relevant activities with the public.
- Preserve their reputation and the university's reputation.
- Behave and act in accordance with professional ethics, morality, and the principles of the university's personnel management committee.
- Superiors must supervise and ensure that subordinates adhere to discipline. If aware of disciplinary violations, they must take disciplinary action.
- Perform any other tasks as stipulated by the personnel management committee through university announcements.

CODE OF CONDUCT AND DISCIPLINES

PROHIBITED DISCIPLINARY ACTIONS

University staff must not engage in the following prohibited acts:

- Provide false reports to superiors, intentionally withholding crucial information that should be disclosed, considered as making false reports.
- Act in a manner that defies lawful orders, except when explicitly ordered or authorized by superiors.
- Reside or allow others to reside in their position for personal gain.
- Behave indecently in the performance of duties.
- Engage in or allow others to engage in actions that may result in unfair benefits or damage the fairness and reputation of their position.
- Act as an agent in a partnership or company or perform work in another position that receives compensation similar to wages, unless granted permission by superiors.
- Commit any acts of contempt, disdain, harassment, coercion, or intimidation in the performance of duties.
- Engage in any acts that involve sexual harassment, violation, or threat against the law or good morals.
- Perform any other actions as stipulated by the personnel management committee through university announcements.

CODE OF CONDUCT AND DISCIPLINES

GROSS BREACHES OF DISCIPLINE

In case university staff members commit the serious disciplinary offense as outlined below, beyond what is stipulated or prescribed in the regulations, rules, directives, or any other announcements of the university, it shall be considered a serious disciplinary offense:

- Fail or omit to perform duties intentionally, causing severe harm to any individual or acts maliciously in the performance or omission of duties.
- Abandon or neglect duties without proper justification, causing severe harm to the university.
- Abandon communication duties for more than fifteen days without reasonable cause, with incidents indicating intentional failure to comply with university regulations. Weekends shall be included in the count.
- Engage in conduct known as seriously immoral.
- Bullying, insulting, disrespecting, oppressing, intimidating, or seriously harming co-workers, students, service recipients, or the public.
- Commit criminal offense resulting in imprisonment by a final judgment, except for offenses related to defamation or non-imprisonable offenses.
- Forge, alter documents, or produce false evidence detrimental to the university in a severe manner.
- Disobey orders or recklessly fail to comply with orders of superiors that are lawfully issued under regulations, rules, directives, announcements, or any other resolutions of the university, causing severe harm to the university. However, if complying with such orders would cause harm to the university or neglect its interests, the staff member must submit written comments within seven days for the superior to review. Once comments are submitted, if the superior confirms the order, the subordinate must comply.
- Introduce addictive substances or deadly weapons onto the university premises without reasonable cause.
- Consume alcohol or use controlled substances within or outside the university, causing damage to the university's reputation.
- Use or support the use of controlled substances, resulting in offenses under the law.
- Engage in or support gambling within or outside the university.
- Incite quarrels or engage in physical altercations causing injuries within the university.

CODE OF CONDUCT AND DISCIPLINES

GROSS BREACHES OF DISCIPLINE (CON)

- Engage in immoral or lascivious behavior towards others.
- Commit sexual misconduct against university students, whether under their care and responsibility or not.
- falsify work attendance records for others.
- Disobey or omit duties without proper justification for personal or others' unjustifiable benefits, acting with malice against duties and causing severe harm to the university.
- Perform duties with intent or maliciously neglects or recklessly disobeys laws, regulations, plans of the university, causing severe harm to the university.
- Provide false reports to superiors, causing severe harm to the university.
- Assume the supervisory role and intimidate subordinates in making accusations or disciplinary actions, considered a serious disciplinary offense.
- Engage in acts with the intention of implied purchase or sale or receiving appointment to hold a position or academic status without lawful approval, or engaging in acts that involve acquiring property or other benefits for oneself or others.
- Copying or imitating others' academic works with malicious intent, without permission, or using others to produce academic works for personal gain, such as proposing for position adjustments, promotions, or receiving increased salaries or other benefits at a higher level.
- Involvement or association with any operations characterized as deceitful vote buying or selling in elections for members of parliament, local government members, local government administrators, or other elections that aim to promote governance in a democratic system. Furthermore, individuals must not promote, support, or incite others to engage in activities violating the criteria mentioned above. Such actions are considered serious disciplinary offenses.
- Engaging in any other acts known as severe misconduct, as determined by the personnel management committee through university announcements.