

FACULTY MANUAL

Naresuan University International College



2020 Edition
Phitsanulok, Thailand

Table of Contents

Foreword	3
Vision	4
Mission	4
Motto	4
Philosophy	4
History of NUIC	5
Administrators	7
Academic Roles and Responsibilities	8
1. Teaching and Learning	8
2. Students Advising	13
3. Research	17
4. Academic Services	17
5. Preserving Arts and cultures	17
Teaching Duration	18
Class cancellation	18
Annual Performance Review for Thai and Foreign Lecturers	19
Numbers of Days Leave Per Year	19
Social Security	20
Accommodation & Bicycle	20
Visa & Work Permit	20
Annual Action Plan Proposal	20
Office and Office Supplies	22
Procedure for making copies of course syllabus/TQF 3	22
Procedure for making copies of quizzes, midterm exam, and final exam	22
Policy on printing/copying service	24
NU and NUIC Library	24

Appendix

Naresuan University Council Announcement, Subject: Rules & Regulations for Exam
B.E. 2548 (A.D. 2005) 27

Naresuan University Council Announcement, Subject : Student Disciplinary

Procedure For Cheating in exams 28

Guideline for proctors overseeing exams 29

Announcement, Subject: Testing and Evaluation Criteria
for NUIC students 30

Form to Request NU Email, Username and Password 31

Form to Request Photocopying Code 32

Request to use NUIC's room/venue, furniture and fixture 33

Request to use NUIC's audiovisual equipment 35

Memo for Class Cancellation and/or Class Make-up 37

Counseling Report 38

Knowledge Extract and Dissemination 39

Permission for Official Travel 41

A Request Form for Sick Leave, Maternity Leave, Paternity
Leave and Personal Business Leave 42

A Request Form for Travel Aboard 43

A Form to Cancel Leave Request 44

Course Specification (TQF 3 sample) 45

The Annual Action Plan projects 50

Preface

The Faculty Manual is a guide to the faculty and is designed to provide general information about NUIC including a compilation of NU and NUIC policies, regulations, announcements, forms, and important information. This manual adopts an environmentally-friendly policy which is available in a digital format. Faculty members can access and print the Handbook as a PDF document on our NUIC website.

Philosophy of NUIC

To provide international education.

Aspiration of NUIC

Committed to provide an International standard of education to produce graduates with academic knowledge and 21st Century Skills.

Vision of NUIC

The college that provides undergraduate programs in order to produce graduates with academic knowledge and 21st Century Skills and be recognized in ASEAN.

Missions of NUIC

1. Producing graduates with academic and 21st century skills who are able to work effectively in international environment
2. Producing researches which reach the national and international standard
3. Providing academic services that are essential for communities
4. Raise awareness and acknowledge Thai and international cultures
5. Encourage the good governance principle

History of NUIC

Naresuan University International College (NUIC) was established by the Council of Naresuan University at its 94th meeting, on January 13, 2001, with a view to enhancing the effectiveness and reputation of Naresuan University as an international center for learning.

The establishment of NUIC was in response to the need for Naresuan University to better position itself internationally. As a young, dynamic, and vibrant tertiary education institution, Naresuan University has set as its goal the provision of high-quality education to our students and a move towards prominence and innovation in its educational endeavors.

Several developments led to the establishment of the International College. In 1997, the Language Centre was formed, as a joint undertaking with the University of Newcastle (UK), as part of an effort to improve the English proficiency of the staff and students, as well as to provide language instruction to the general public. After the Language Centre was founded, academic collaboration with foreign universities was

established. For example, in 2000, a dual degree program (M.A. in International Tourism and Hotel Management) was offered in partnership with Southern Cross University. Furthermore, international MBA and DBA programs, also in partnership with Southern Cross University, were envisioned.

Apart from partnership programs with universities overseas, several international programs offered have been developed and instituted by various faculties within the university. Such programs include a Master of Science in Renewable Energy by the Faculty of Science (now the College of Renewable Energy), a Master of Science in Cosmetics Science and a doctoral program in Pharmaceutical Sciences, both in the Faculty of Pharmaceutical Sciences.

With new educational developments on the horizon, NUIC was conceived and formalized, with the Language Centre incorporated into the college itself. NUIC is charged with the responsibility of providing effective management and administration of international programs at the undergraduate level at Naresuan University.

Chronology

- In 2002, a Bachelor of Laws program was offered.
- In 2003, a Bachelor of Business Administration in Tourism Management was instituted.
- In 2004, a Bachelor of Business Administration in Human Resource Management and a Bachelor of Nursing Science (in cooperation with the Faculty of Nursing) were offered.
- In 2009, a Bachelor of Arts in English for Business Communications was initiated.
- In 2013, a Bachelor of Business Administration in International Business Management was established.

Currently (2020) NUIC offers 4 curriculums:

1. A Bachelor of Business Administration International Tourism and Hospitality Management
2. A Bachelor of Business Administration in Human Resource Management
3. A Bachelor of Business Administration in International Business Management
4. A Bachelor of Arts in English For Business Communications

For the near future, NUIC is reviewing further courses as a means of moving forward and continuous improvement for growth and innovation.

Administrators



Dr. Supichaya Meesad
Director of NUIC



Saranporn Kirdkoh
Deputy Director for
Administration



Rachatawan Limkanchanapa
Deputy Director for Academic
and Student Affairs



Parintira Tanawong
Assistant Director



Chayanee Suechaicharoen
Assistant Director



Preepremsuda Mahapunyawong
Head of Secretariat Officer

ACADEMIC ROLES AND RESPONSIBILITIES

Faculty members have four main missions on teaching and learning, research, academic services for society, and preservation of arts and culture.

1. Teaching and Learning

a. Exemplary Teaching

NUIC faculty members are expected to perform exemplary in their teaching. Exemplary teaching is characterized by the following: knowledge, clarity, organization and preparation, enthusiasm, and stimulation.

- i. Knowledge – Faculty should have mastery of the subject matter of the course and sincere desire to pass knowledge to their students.
- ii. Clarity – Faculty should have the ability to simplify and articulate complex concepts and to be sensitive about whether students have understood your explanation. Lesson plans created should start from the perspective of the novice and then build toward complexity.
- iii. Organization and preparation – refer to the manner in which the lecturer structures the course or individual lesson. NUIC lecturers should have a well-organized lesson or course with clear objectives and outline to show the progression of the points faculty intend to make.

Preparation – refers to the indispensable time faculty spends outside of class researching and thinking about how to present the material so that faculty can successfully achieve class objective(s). Exemplary teachers likewise spend considerable time determining the most effective means of presenting the subject matter. NUIC lecturers are required to consume the time given for their class preparation.

- iv. Enthusiasm – refers to the faculty member’s presence in the classroom. That is, an enthusiastic faculty member operates at a high energy level no matter what the time the class and has a lively and varied delivery. The faculty member should likewise show a love for the subject and for teaching.
- v. Stimulation – Faculty members should stimulate their students to become interested in the subject matter. Motivate the students to become involved in the learning experience by awakening their intellectual curiosity. Maintaining student’s interest and motivation depends on the teaching strategies that you will employ in class.

Personal qualities and demeanor of the faculty member and establishing rapport between the lecturer and the students also play an important role in attaining exemplary teaching.

b. Learning Styles

Students have a variety of learning. Faculty members must be aware that, students process information in a variety of ways and, therefore, the more variety of faculty use; the more likely a student's particular preference will be addressed.

The following are some suggestions for motivating students:

i. General Strategies

- Capitalize on students' existing needs.
- Make students active participants in learning.
- Ask students to analyze what makes their classes motivating.

ii. Instructional Behaviors That Motivate Students

- Hold high but realistic expectations.
- Help students set achievable goals.
- Tell students what they must do to succeed in your course.
- Avoid creating intense competition among students.
- Be enthusiastic about what you teach.

iii. Structuring the Course to Motivate Students

- Work from students' strengths and weaknesses.
- Let students have some say in what will be studied.
- Increase the difficulty of the material as the semester progresses.
- Vary your teaching methods.

iv. De-emphasize Grades

- Emphasize mastery and learning rather than grades.
- Design tests that encourage the kind of learning you want your students to achieve.
- Avoid using grades as threats.

v. Respond to Student Work

- Give students feedback as quickly as possible.
- Reward success.
- Introduce students to the good work done by their peers.
- Be specific when giving negative feedback.
- Avoid demeaning comments.

vi. Get Students to Do the Reading

- Assign the reading at least two sessions before it will be discussed.
- Assign study questions.
- Ask students to write a 1-page journal or a 1-word sentence.
- Start with a general question about the reading.
- Prepare an exam question on undiscussed reading.
- Give written assignments to students who have not done the reading

c. Teaching Methods and Techniques

Teaching Methods

Faculty members are expected to use *student-centered* teaching methods rather than ‘professor-centered’ methods and promote active learning in the classroom. Any or all of the following are suggested as may deem necessary by the faculty member:

i. Lecture Method

Some suggestions to help faculty keep students mentally engaged:

- Incorporate active learning
- Assign each student a key topic to research and report on when the issue is discussed in class.
- Ask students to write for 1 minute about something they learned during the class session or about an issue or concept they do not understand.
- Encourage students to reflect on a particular content-related point.
- Design your course so that each student or each small group of students has the opportunity at least once during the course to make a 5-minute presentation on a keyword or concept that will be discussed during a session.

ii. Discussion Method

Below are some suggestions for using the discussion method effectively:

- Center the discussion on the lesson’s topic.
- Help students prepare for a discussion during class by posing a question and then giving students time to write down ideas before responding.
- Ask students to write two questions they have about the assigned reading before coming to class.
- Consider providing students with a series of study questions several class sessions before coming to class.
- When appropriate, ask students to describe how the discussion topic relates to their own experiences.

iii. Group Method

By using this method, lecturers are expected to promote the following to students: cooperative learning, positive interdependence, face-to-face promoted interaction, individual accountability, interpersonal and small group skills, and group processing.

Teaching Techniques

In order to promote student-centered teaching and active learning in the classroom the following techniques are recommended:

- i. Case Studies – Lecturers may assign cases that will engage students in active discussion about an investigation of real-world issues and problems.
- ii. Role-playing – Lecturers may assign students to dramatize a real-world or hypothetical situation or experience to support learning objectives.
- iii. Peer Teaching – it occurs when students are given the opportunity to teach other students in a learning experience.
- iv. Questioning – is an important technique for involving students in the learning experience.

d. The Course

Objectives

Lecturers should determine the course type, level, and role within a curriculum following the guidelines provided by the Academic Department of the university. Lecturers likewise determine the course objective/s and content following the curriculum provided by the Academic Department.

Lectures should also choose textbooks and reference books for their courses.

Course Syllabus

Lecturers need to provide TQF3 and course syllabus of the courses they were assigned to teach each semester. The contents of TQF3 and course syllabus should be written according to course descriptions in the curriculum. Lecturers should provide students with a printed syllabus during the first class meeting. A copy of the course syllabus should also be submitted to the Academic Department.

Your course syllabus contains the components below:

- i. General course information
 - Course number, title, semester
 - Number of credits
 - Instructor's name, office hours, office address, telephone number(s)
 - and e-mail address, if applicable.
- ii. Course description
 - Narrative description of course content
- iii. Course objectives
 - General objectives from the instructor's perspective
- iv. Course expectations
 - Be explicit about your policies concerning:
 - Attendance
 - Class preparation

- Participation
 - Missed exams
 - Assignment due dates
- v. Course texts and materials
 - List of required texts, including bibliographic information
 - Course reading packets (if applicable)
 - Any other course materials required for full participation
- vi. Course requirements
 - List all requirements and expectations (graded and ungraded) for completing the course.
 - Describe assignments, including projects (individual or group), papers, examination
 - Provide information about format, length, the degree of collaboration permitted, due dates.
- vii. Grading criteria
 - Provide a scale expressing relative weight or point distribution for each assignment or activity, including class participation. If participation will be graded, students need to know what will be counted in the participation grade.

Lesson Plans

The lesson plan should provide a review of the objectives the faculty has set forth in their course syllabus.

Although the faculty members are not required to submit their respective lesson plans to management, you may be required to submit your lesson plans for purposes of Quality Assurance.

Assessing Student Work

All faculty should consider the following in assessing student's work:

- i. Exams and related assignments
 - Exams may include essay, matching, true-false, multiple choice, and short answer.
 - Faculty may make use of a variety of assignments to determine the extent to which students have mastered the key points of a lesson or topic. Some alternative assignments and formats include the use of journals or portfolios, as well as student performances and presentations.
- ii. Group work
 - Be sure students know which assignments involve group effort and which are to be done individually.
 - Be clear about evaluation criteria.
- iii. Participation

- Course syllabi should clearly outline the requirements necessary to receive full participation credit.
- iv. Written work
 - Faculty may
 - Provide students with guidelines and examples, if possible, of their expectations for each written assignment.
 - Give students detailed written feedback about what they did well and how they could improve.

2. Student Advising

Faculty members may be asked to become an academic adviser and shall perform the following duties described below:

a. Academic Issues

i. Administrative

Academic advisers should provide information concerning institutional policies and procedure.

Students should be advised of important dates in the academic calendar, such as

- Course registration dates,
- Drop-add dates,
- Withdrawal dates, and
- Graduation deadlines.

Students should be advised of important policies that may affect them, such as

- Fees for late registration,
- Tuition fee refunds
- Unpaid fines and their effect on grades and graduation, and
- Minimum credit requirements for maintaining financial aid.

ii. Curricular Information

The adviser should encourage the students to reflect on the courses he or she has taken to identify interests and explain the aspects of choosing their major.

iii. Seeking Academic Support

The adviser should assure the advisee that students support services are designed to assist all in achieving academic successes.

The adviser should provide students with information on available academic student services, such as

- The writing center,
- The testing center, and
- The tutoring center.

iv. Curricular Requirements

Advisers should encourage students to take a course that satisfies their major and core curricular requirements. Advising for students should include the following:

- Knowing the core requirements – Advisers should be well-informed about institutional curricular requirements.
- Knowing discipline variety requirements – Advisers should keep accurate records to ensure that the advisee is meeting all discipline variety requirements.
- Knowing minimum credit requirement for graduation – Students should know that they must earn a minimum number of credits to graduate.

v. Grievance Policies

The adviser should ensure that students follow the proper protocol for filing a grievance. Advisers should inform students of the process for filing a grievance about a professor, grade, or other academic issues.

The adviser should not engage in dialogue with the advisee regarding any grievance until the student has spoken to his or her professor about the issue to avoid interfering with the student-professor relationship.

b. Availability

Advisers must be available to students. Given the varied technological means of communication, faculty should provide students with multiple ways to reach them by supplying their telephone numbers, e-mail addresses, and office hours.

c. Career Issues

Students should be advised of the services offered by career development program. A brief checklist is provided below:

- Assist students in the identification of their career goals by asking probing questions.
- Describe the various areas of practice related to the student's major. Advisers should encourage students to think broadly and not narrow their options by choosing the most typical career associated with their major.
- Refer students to institutional resources where they can obtain information concerning career options, for example, career development center.

d. Ethical Issues

Some ethical issues of advising and possible responses to consider:

- Confidentiality (student records, other faculty and administrators' request for information)
 - Detailed records of all meetings should be kept confidential in a secured location.
 - Do not discuss student records with anyone other than the student.
- Relationship issues (professional and dual relationship)
 - Develop a professional advisor-advisee relationship-avoid close friendships.
 - If an advisee is also a student in your class, maintain objectivity in grading.
- Competence (accurate information, special circumstances, placing blame)
 - Offer accurate information to advisees; if you are unsure, seek accurate information before answering the student's question.
 - If any lecturer agrees to any special considerations for an advisee, this must be recorded and put in writing; give a copy to the advisee, and put a copy in the student's file.
 - Never blame another student, lecturer, or administrator – this further frustrates the advisee; just try to resolve the issue.
- Counseling (professional help)
 - Advisors are not trained as psychologists. Refer advisees to professional resources when the student's problems are Director or one of his Deputy Directors

e. Student Growth and Development Issues

Advisers should provide students with information on personal services available for their use, such as

- Psychological counseling,
- Health care center, and
- Services for students with physical limitations.

f. Internships

The internship experience is a triad relationship among the student, the faculty adviser, and the employing supervisor. The adviser's role is to provide guidance to the intern in the following areas:

- Develop a resume
- Suggest that students participate in role-playing interview sessions with their colleagues
- The adviser's role with the intern shifts after employment begins; the focus is to encourage interns to develop skills in the workplace associated with high performance. Advisers should stress the importance of attendance, punctuality, and accountability.

- The adviser should speak with the employing supervisor at the beginning of the internship to clarify learning objectives identified by the student and the adviser. The adviser should inform the employing supervisor that he or she is available for consultation throughout the internship, if necessary.
- During the internship period, advisers should encourage advisees to have a positive attitude while serving the employing agency as self-reliant workers.

g. Advising Foreign Students

The three most critical skills that advisers should possess are cross-cultural counseling, public relations, and cross-cultural communication.

i. Language problems

The adviser might suggest the following:

- Have students tape lectures, with the instructor's permission. This will free the student from trying to listen and take notes simultaneously. The student can concentrate on listening to the instructor during class and then listen to the tape for further reinforcement and note taking
- Encourage students to form a study or support group.
- Assist students in finding an appropriate tutor.
- Encourage professors to sponsor problem sessions.
- Encourage students to find alternative texts.

ii. Cultural difficulties

Foreign student advisers must be prepared to explain Thai culture and values to the advisee, understand students' academic preparation, ensure that the course of studies pursued will be beneficial when the student returns to his or her own country, and identify support or community groups the advisee might like to join.

iii. Financial and legal issues

The advisor should assist the advisee in finding the correct information about his/her financial benefits or responsibilities.

h. Advising Thesis Students

Faculty members shall be required to advise undergraduate thesis students. NUIC provided guidance for thesis advise in *Undergraduate Thesis Manual*, which could be retrieved from Academic Affairs Section.

Faculty members are required to fill in *student counseling form* to keep record and tracking progress of students under advisory. Academic Affairs Section will ask for a

summary report of student counseling at the end of each semester. However, lecturers using *NU Advisors System* on reg.nu.ac.th can keep record through Advisors system and print out the report at the end of the semester. Please noted that NU Advisors System only usable for lecturer advisory of Students ID starting from 60 onward.

3. Research

Naresuan University has chosen the path of “Research University.” Every faculty member is required to conduct research. NUIC and Naresuan University provide research funding to support academic and non-academic staff. Lecturers must have at least one (1) research publication/proceeding every year to comply with Higher Education Council regulation of Thailand and in order to be included.

Note: NUIC Research and Academic Services Section has a guidebook which will be distributed separately to lecturers. The research regulation is kept on changing; hence it is not included in this manual.

4. Academic Services

Faculty members are expected to perform academic services (community services) by employing the knowledge of their academic field to serve the community or conducting academic services project. The project activities should be integrated with courses and involving students, which will allow students to apply their knowledge to serve community and integration of the courses.

Note: Refer to the NUIC Research and Academic Services guidebook for more details.

5. Preserving Arts and Cultures

All faculty members are required to be part of preserving arts and cultures activities. The tasks can be completed by participating in any activities or projects which help preserving arts and cultures.

*** Adapted with thanks from Dr. Eugenia A. Boa & Mr. Lorenzo E. Garin’s Faculty Manual 2011.**

Teaching Duration

The teaching duration is 50 minutes for 1 period class, e.g. 8.00-8.50 am and 1 hour 50 minutes for 2 period-classes, e.g. 8-9.50 am.

Please be considerate of your students and fellow teachers. If your students need to change classrooms, this takes time, and students may be late for their next class. It also delays the start of any following class in that particular room. Your students may need to go to the toilets, have a drink of water, etc. Your colleagues need access to the classroom to prepare and be ready for their class. Dismiss the class 10 minutes before the time.

You are asked to dismiss and vacate the room on time.

Class Cancellation

Whenever you plan to cancel a class, please complete the form for class cancellation or missed day and indicate when you plan to make up the class. If your class falls on a national holiday, it will be necessary to make up a class if the number of teaching hours does not meet the minimum requirements of 80% of 14 hours for foreign lecturer or 10 hours for Thai lecturer per week. However, if you are required to teach, extra hours to be reimbursed for those teaching hours, you must ensure that Khun Saovanee or Khun Kik, Academic Affairs staff are advised to accurately record the number of teaching hours you have worked. The designated number of hours/semester, currently 150 for Thai lecturers as per the directive from Ministry of Finance, Bangkok and 210 hours/ semester for foreign lecturers. Extra hours of teaching will be paid at 400 Baht/hours. The NUIC accounting staff can only keep track of your hours if they are fully informed and you are duty bound to record this information accurately. Therefore, it is up to lecturers to keep the accounting staff up to date to ensure you receive any/all additional payments.

N.B. Remember this only applies to “normal” NUIC courses. Any teaching after hours or weekend courses taught for NUIC by special arrangement are excluded and will be accounted for at the time. Any teaching undertaken outside the faculty not involving NUIC with regards to timekeeping is also excluded.

*The cancellation/make-up class form is available at *Academic Affairs Office* or ask *Khun Saovanee* (Tel.8575) and *Khun Kik* or *Khun Mai* for an assistance (Tel.8585).

** Make-up class on weekends or after hours is not usually permitted. However, if the College is open for a particular function then any make-up class can be arranged for the same time. The faculty will be informed of weekend and after-hours activities, this will normally be advised online.

Annual Performance Review for Thai and Foreign Lecturers

Thai and foreign lecturers will be evaluated based on the four main responsibilities (teaching, research, academic services and preservation of arts and culture), voluntary services to NUIC and NU, professional development, and general working behavior.

Thai lecturers are evaluated twice a year whereas foreign lecturers are evaluated once a year. The result of evaluation for Thai lecturers is necessary for receiving “top-up” (additional salary 2,000 per month). In the case of foreign lecturers, the result of evaluation must be at least 70% (out of 100%) in order to be qualified for contract renewal for the next fiscal year.

The period of evaluation for foreign lecturers is on the 1st of June to 1st of June of the following year (e.g. June 1, 2018 to June 1, 2019). For Thai lecturers, there will be two evaluations. The first evaluation is on the 1st of October to the 31st of March of the following year. The second evaluation is on the 1st of April to the 30th of September.

The detailed criteria for evaluation will be provided separately.

Number of days of leave per year

Sick leave	120 Days (Subject to approval of the University)
Personal business leave	45 Days
Maternity leave	90 Days
Paternity leave	15 Days
Annual holiday leave	10 Days

At a minimum, the leave request form must be submitted seven days prior to the planned leave of absence and within three days after an unplanned sick leave. Your request for time off should be submitted, scheduled, and approved by the director in advance. For annual holiday leave, it normally requires 2 weeks advance notice.

Anyone who wished to file a file to go abroad, it is subject to approval by the President of NU. It must be submitted to NUIC for the Director’s approval followed by the approval of the University President.

Social Security

Thailand has a Social Security System which is funded by workers contribution (at the maximum of 750 Baht per month) and additional contributions from NUIC. This enables you to be eligible for medical benefits provided that you have a work permit and make a contribution to the social security system. In order to register with the social security fund, please contact HR unit and fill out the SSO 1-03 form. Then, NUIC will process it and once the registration is complete, you will receive a Social Security card 5 days after registration. The medical card will be sent out after 3 months of contributions have been made so that you can receive free medical treatment.

There are other benefits provided by the social security: sickness, maternity, unemployment, old-age, etc. For more information, please ask the NUIC-HR or go to www.sso.gov.th

Accommodation & Bicycle

Naresuan University has a variety of room types for faculty members and supporting staff around the campus. There are two main types of room; single room (1,500 Baht/month or family room (3,000 Baht/month), electricity and water bill are excluded. Also, the university has bicycles which lecturers and students can borrow free of charge (this is to be renewed every semester). You can request the accommodation and a bicycle with NUIC-HR or the Head of Secretariat Officer (Khun Aum).

Visa & Work Permit

Before the 15th of August, foreign faculty members are required to provide required document for work permit and visa. The checklist of required document can be found at https://english.nu.ac.th/?page_id=7565. For work permit application, you have to pay 100 Baht fee and NUIC will process our application to the Provincial Labour Office. Once your application has been approved, you will be notified to obtain it from the Provincial Labour Office. NUIC-HR together with the Division of International Development (DID) of the University will assist lecturers in procuring the required documents. The faculty members who wished to bring their family in Thailand, the same rule applies.

Annual Action Plan Proposal

Before starting the new fiscal year (October to next September), there will be a meeting for allocating budgets. Each faculty members can submit the project related to your teaching, academic services to society, and arts and culture nurturing. However, your

project has to be approved by NUIC administrators and the university. This can be submitted via the chair of each programme.

Office and Office Supplies

For new faculty member, you will be allocated an office, PC, printer and office supplies. The full set of office supplies will be given to you once per semester and summer. Then, the survey of office supplies will be sent out and is to be returned to the supporting staff before the semester begins. Finance and Procurement Unit will ask you to check and sign the lists of all furniture and fixtures as each of you have to be responsible for any loss and damage. This will be checked at least once a year. If you wish to change or move allocated furniture, fixtures or office, please write the memo to Finance and Procurement Unit (Khun Juy at Thidaratr@nu.ac.th or Khun Tuck at laphatradak@nu.ac.th) so that they can arrange it. Also, you will be relieved from any responsibilities. This is in accordance with government regulations.

Please note that you will be given 1 cartridge of ink printer and 1 box of A4 paper each semester.

Procedure for making copies of course syllabus/TQF 3

Steps	Person in charge
1. Instructors should fill the form requesting copies to be made and give the original copy to Khun Kik, Academic Affairs Staff.	Lecturers
2. Copy course syllabus/TQF 3.	Khun Kik
3. Receive and sign for the papers at Academic Affairs Office.	Lecturers

Notes: Please hand in your original copy at least 3 working days prior to the start of your course.

Procedure for making copies of quizzes, midterm exam, and final exam

Steps	Person in charge
1. Instructors should fill the form requesting copies to be made and give the original copy to Khun Saovanee and Khun Kik, Academic Affairs Staff.	Lecturers
2. Copy exam papers.	Khun Kik
3. Keep paper in cabinet at Academic Affairs Office.	Khun Saovanee, Khun Mai & Khun Kik

4. Receive and sign for the papers at Academic Affairs Office.	Lecturers
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Notes: Please hand in your original copy at least 3 working days prior to the exam.

Policy on printing/copying service

Faculty member is given a photocopying password and a quota of 500 pages per semester. Once you reached 500 pages, your password will be locked (meaning you cannot make copies). In order to use photocopying machine, you have to bring your own paper as we do not provide it in the machine. Please ensure that a copy of any PowerPoint slides or additional reading articles that you plan to use in class are given to the students or head of the class before or after the class so that the students can make copies as necessary. Lecturers of many courses leave the original copy of the copying store on the ground floor of the QS building and inform the students to get a copy.

N.B. NUIC **does not offer** a printing/copying service to the students; however, we provide the following **FREE**:

- Course syllabus/course specification/TQF 3
- Quizzes
- Midterm exam
- Final exam

NU and NUIC Library

Status	No. of books allowed	No. of days
1. Student	10	7
2. Graduate Student	15	14
3. Lecturers	25	30
4. Visiting Lecturers	15	30
5. NU Staff	10	14

Note: Overdue books will be charged for 5 baht per book per day

A faculty member can order books or journals to NUIC Reading Room by following these procedures:

1. Check whether the central library or NUIC Reading Room has this book/journal;

2. If there aren't any or there are not enough books, please write an order memo to the Director by submitting it to our librarian (Khun Kung)
3. If you buy any books/journals before getting the Director's Permission, you cannot reimburse for any expenses.

Library card can be applied via this link

http://www.lib.nu.ac.th/weblib/service_infomation/documents/1-1-RegistmemberForm.pdf

Pulinet card (Inter-library loan) can be applied via this link

http://www.lib.nu.ac.th/weblib/service_infomation/documents/4-Pulinet%20Form.pdf

Appendix



Naresuan University Council Announcement
Subject: Rules & Regulations for Exam
B.E. 2548 (A.D. 2005)

1. Students must wear proper attire as regulated by Naresuan University B.E. 2548 (A.D. 2005).
2. Students can retake the exam if they miss the exam but need to have a legitimate reason and subject to the approval of the director.
3. Students are not allowed to enter to the exam room after 15 minutes of exam commencement or leave the room within the first 30 minutes, unless there is approval of the exam proctors or NUIC Director.
4. Students are allowed to take rulers, pens, pencils, ink, erasers, dividers, and other items approved in advance into the exam room.
5. Students are not allowed to make noise, be an annoyance, or behave in an improper manner in the exam room or nearby area.
6. Students need to use the answer sheets or paper provided by the examiners or college. No paper may be taken from the exam room. This includes any part of exam content or answers. If the students require anything during the exam, they need to ask the proctors.
7. Students must stop work on the exam and hand in their exam papers when the time is up and at the direction of the proctor/s.
9. If a student does not follow the above rules, the proctors can verbally warn the student regarding his/her behaviour. If this behaviour continues, the proctors can ask the student to leave the room. A written report will be forwarded to the director who can impose a punishment.
9. Any student caught cheating: The proctors will gather all evidence and mark "*caught cheating with the detail of the behaviour*" on the exam paper. This is to be signed by the proctor. The proctor will report this in writing to the NUIC Director for presentation to the university to impose a punishment. After receiving the report from the NUIC Director, a committee will be set up by the university to investigate and finalise this matter within 30 days.
10. A student deemed to be guilty of cheating will fail that subject.
11. In any test situation, if there is any proven evidence showing that the exam content was leaked to the students by any method prior to entering the exam room or during exam time, the university President can terminate and reschedule the exam.

Announcement made on August 10th, B.E. 2548 (2005)

Signature Khaisri Sri-arun
 (Professor Emeritus Khunying Khaisri Sri-arun)
 Chairman
 Naresuan University Council



Naresuan University Council Announcement
Subject: Student Disciplinary Procedure for Cheating in Exams

Any student found to have cheated during any exam will receive “F” (Fail) from that subject and the student will also be barred from all subjects in the following semester.

Announcement made in B.E. 2552 (2009)

President
Naresuan University



Guideline for proctors overseeing exams

1. Proctors must check all student ID cards or other ID cards while overseeing the exam. If a student has no card, please contact the Head of Academic Affairs (Khun Saovanee ext. 8575) or their representative.
2. Proctors must supervise the students signing the attendance form provided in conjunction with number 1 above.
3. Proctors must not allow students into the examination room who arrive more than 15 minutes following the commencement of the exam. Students may not leave the room within the first 30 minutes following the commencement of the exam, unless there is approval of the exam proctors, the NUIC Director or the director's representative.
4. Proctors/students are not allowed to use mobile phones in the exam room.
5. Any student wishing to leave the room for any valid reason must be accompanied by a proctor or a staff member. (The student's mobile phone must be left in the room.)
6. Any student caught cheating: The proctors will gather all evidence and mark "*caught cheating with the detail of the behaviour*" on the exam paper. This is to be signed by the proctor. The proctor will report this in writing to the NUIC Director.
7. If any problems arise, Academic Affairs (ext. 8575, 8585 and 8504) must be contacted immediately.



Announcement

Subject: Testing and Evaluation Criteria for NUIC students

Teachers can employ one of the following criteria in their classes:

- **Criterion-Referenced Evaluation**

Grade	Scores (of 100)
A	at least 80
B+	at least 75
B	at least 70
C+	at least 63
C	at least 56
D+	at least 50
D	at least 45
F	at least than 45

According to the policy of NUIC, the total number of grades A, B+ and B must not exceed 50% of all students enrolled in each class. This policy is only applicable in cases where the class exceeds 20 students.

- **Norm Referenced Evaluation**

Teachers can employ T-score by utilising an automatic T-score program from www.reg.nu.ac.th. This program allows teachers to set the maximum and minimum grades. With this criteria, total number of grades A, B+ and B must not exceed 50% of all students enrolled in each class. This evaluation criteria is not appropriate for classes with less than 30 students.

- **Entering scores in www.reg.nu.ac.th**

There must be at least 3 sources of scores: i.e., midterm exam, final exam and assignments. Teachers have to enter the scores in each column of **Point Entry** in www.reg.nu.ac.th.

In the case of not being able to comply with this policy, please write a memo to the NUIC Director. Any request will be considered case by case. In addition, the Director has to approve the grades, his decision is final.

This policy is to be employed from commencement of the first semester of the 2013 academic year (April 2013 onwards).

Announcement made on April 3rd, B.E. 2556 (2013)

Signature Watana Padgate
(Associate Professor Watana Padgate)
Interim Direc

Form to Request NU Email, Username and Password

Date

I, (Title).....(First name in English)
 (surname)....., (first name and surname in Thai.....
)(position)....., started working on
 (date).....(month).....(year)..... would like to request NU email, username
 and password. My current e-mail is

(.....)

.....

Please note that this process may take up to two weeks. In the meantime, you will be given the temporary username and password to use the computer and wifi in the campus.

For official use only

Form Accepted

Approved

Not approved

.....

.....

Yodsathorn Bodeerat

Saranporn Kirdkoh

(IT Administrators)

(Deputy Director for Administration)

Date.....

Date.....

Acknowledged and Approved

.....

Preepremsuda Mahapanyawong

(The Head of Secretariat Officer)

For official use only

Dear the Deputy Director of Administration,

I would like to notify that email, username and password of

.....were set and

approved by the University.

Sincerely yours,

.....

Yodsathorn Bodeerat

Form to Request Photocopying Code

Date

I, (Title).....(First name in English)
 (surname)....., (position)....., started
 working on (date)(month).....(year)..... would like to request
 Photocopying code (please specify 4 digit number.....).

Signature(.....)

Please note that you are allowed to use a photocopying machine at the maximum of 500 pages per semester for your course preparation.

For official use only

form accepted

Approved

Not approved

.....

.....

Laphatrada Klomjit

Saranporn Kirdkoh

(Senior Inventory Academic Officer)

(Deputy Director for Administration)

Date.....

Date.....

Acknowledged and approved

.....

Preepremsuda Mahapanyawong

(The Head of Secretariat Officer)

Request to use NUIC's room/venue, furniture and fixture

Date.....

To Deputy Director for Administration

I, (Mr/Miss/Mrs)..... Student number..... Major..... Telephone Number..... would like to use () room(s) () venue () furniture () fixture for

.....

,as detailed below.

1.Venue.....

2.Room number :.....

3.From.....to.....total.....days

4.Intended return dateat.....

5.Details of furniture and fixture :

- 5.1.....
- 5.2.....
- 5.3.....
- 5.4.....
- 5.5.....
- 5.6.....
- 5.7.....
- 5.8.....
- 5.9.....
- 5.10.....

Total item(s)

I, hereby, acknowledge that I am responsible for any loss or damages that may occur and understand that it is my responsibility to return the above items on time, clean and in the same condition as it was in when loaned out.

Signature..... Signature of supervisor.....
 Name(.....) Name(.....)

For official use only

1. Academic Affairs Unit
 () Approved () Approved
 () Not approved () Not approved
 Reason.....
 Signature.....
 (Saovanee Sittisomboon)

3) Deputy Director for Administration
 Reason.....
 Signature.....
 (Saranporn Kirdkoh)
 Deputy Director for Administration

2. Buildings and Ground Unit
 () Approved
 () Not approved
 Reason.....
 Signature.....
 (Wiroj Sang-ob)

Request to use NUIC's audiovisual equipment

Date.....

To Deputy Director for Administration

I, (Mr/Miss/Mrs).....Student number.....
 Major.....Telephone Number.....
 would like to use audiovisual equipment for
,as detailed below.
 1.....
 2.....
 3.....
 4.....
 5.....
 6.....
 7.....
 8.....
 9.....
 10.....

Total item(s)

Fromto.....total.....days
 Intended return dateat.....

I, hereby, acknowledge that I am responsible for any loss or damages that may occur and understand that it is my responsibility to return the above items on time, clean and in the same condition as it was in when loaned out.

Signature..... Signature of supervisor.....
 Name(.....) Name(.....)

For official use only

1. IT Administrator
 Form accepted

3) Deputy Director for Administration
 Approved
 Not approved
 Reason.....

Signature.....
 (Yodsathorn Bodeerat)

Signature.....
 (Saranporn Kirdkoh)
 Deputy Director for Administration

2) The Head of Secretariat Officer
 Approved
 Not approved
 Reason.....

Signature.....
 (Preepremsuda Mahapanyawong)



Memorandum

Academic Affairs Naresuan University International College

Tel.....

Date.....Month.....20.....

Subject Cancellation and/or class make-up

To Director of NUIC

I (Mr./Ms.)....., am teaching.....(name of course & course code) for students majoring in.....group number.....semester...../20.....

Reason for class cancellation.....

I would like to cancel the class(es) on the following date(s):

Date.....Month.....Year.....Time.....Room.....Group number.....
Date.....Month.....Year.....Time.....Room.....Group number.....
Date.....Month.....Year.....Time.....Room.....Group number.....

I would like to make-up the above class(es) on the following date(s):

Date.....Month.....Year.....Time.....Room.....Group number.....
Date.....Month.....Year.....Time.....Room.....Group number.....
Date.....Month.....Year.....Time.....Room.....Group number.....

Please kindly consider the request

(Signature).....
(.....)
...../...../.....

Thank you for your kind cooperatio

Knowledge Extract and Dissemination

Name :

Seminar-training Topic :

Date :

Venue :

Speaker(s) :

.....

Organized by :

Content Summary :

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Professional Application :

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I attached the file

I would like to disseminate the knowledge gained from this seminar/training via the following channels :

- NUIC Website
- NUIC Public Relations Board
- NUIC Newsletter

Sign

Date



MEMORANDUM

Government Section Naresuan University International College
Tel.....

Nr ๑๕ 0527.18/.....

Date.....

Subject Permission for official travel.

To Director

I,.....Position.....accompanied by
(names, if any)..... request Permission to travel
to.....for.....
.....DD/MM/YYYY.....on.....
.....to.....
.....

I will travel by plane train bus NUIC van rental van personal car

by other means of transport..... The departure date..... time..... and the arrival date back to the University / NUIC.....time.....

This travel request does:

- (.....) Not require any subsidies
- (.....) Requires subsidies as follows:

Allowance..... Baht Travel cost
..... Baht
Accommodation fee Baht Others (write details).....Baht
Total
.....Baht

① Signature.....
(.....)

<p>② Personnel Division</p> <p><input type="checkbox"/> Acknowledged and approved</p> <p><input type="checkbox"/> Not approved due to..... Signature.....</p>	<p>③ Finance Division</p> <p><input type="checkbox"/> The requested budget has been checked correctly and approved</p> <p><input type="checkbox"/> Not approved due to..... Signature.....</p>
<p>④ Deputy Director for.....</p> <p><input type="checkbox"/> Acknowledged and approved</p> <p><input type="checkbox"/> Not approved due to</p>	<p>⑤ Director of NUIC</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved due to.....</p>



**Request Form for Sick Leave, Maternity Leave, Paternity Leave and
Personal Business Leave
MEMORANDUM**

Naresuan University International College

Date.....Month.....Year.....

Subject: A request for.....Leave

To: Director of NUIC

I,....., position:.....

Attached to Naresuan University International College, would like to make a request for:

a sick leave, a personal business leave, a maternity leave, a paternity leave
with the following reason(s).....

as ofto.....Total:.....days.

I last made a request for a sick leave a personal business leave a maternity leave

a paternity leave was on..... to.....

Total:.....days. While I am on leave, I can be contacted at.....

Sincerely yours,

.....

(.....)

For office use only

สถิติการลาในปีงบประมาณนี้

ประเภทลา	ลามาแล้ว	ลาครั้งนี้	รวมเป็น
ป่วย			
กิจส่วนตัว			
คลอดบุตร			

Immediate Supervisor's endorsement

.....

.....

(Signed).....

(.....)

Position:.....

(ลงชื่อ).....ผู้ตรวจ

ตำแหน่ง.....

วันที่.....

Order

Request granted

Request not granted

(Signed).....

(Dr. Supichaya Meesad)

Director of NUIC

Naresuan University International College
Date.....Month.....Year.....

Subject:

To: The President of Naresuan University (via the Director of NUIC)

I,....., born on
(date).....(month)..... (year)..... age.....I
started working date..... month..... year..... position
.....at the Naresuan University International College,
Naresuan University, salary.....Baht.I would like to request leave to travel aboard to
destination (country).....duration
.....year(s)..... month(s).....day(s) from (date).....
month..... year..... to (date).....month.....year.....

The latest request was personal business leave sick leave other leave
to (country)..... for period of.....year(s).....month(s).....day(s)
from(date).....month.....year..... to(date)month.....year.....

Sincerely yours,

Signature.....
(.....)

A Form to Cancel Leave Request

Naresuan University International College

Date.....Month.....Year.....

Subject:

To: Director of NUIC

I,.....,position:.....at the Naresuan University International College, have received the permission for: sick leave, personal business leave, maternity leave other leave....., from(date)..... month.....year..... to(date).....month.....year.....

I would like to make a request to said that permission for sick leave, personal business leave, maternity leave other leave....., for the period ofdays from (date).....month.....year.....to (date).....month..... year.....

Sincerely yours,

Signature.....
(.....)

Immediate Supervisor's endorsement

- Approved
- Not approved due to

Signature.....
(.....)
...../...../.....

Order

- Request granted
- Request not granted

Signature.....
(Dr.Supichaya Meesad)
Director of NUIC
...../...../.....



COURSE SPECIFICATION (TQF.3)

NAME OF INSTITUTION Naresuan University
CAMPUS/FACULTY/DEPARTMENT International College

Section 1 General Information

- 1. COURSE CODE AND COURSE TITLE** 901314 Exhibition and Event Management
2. NUMBER OF CREDIT 3(2-2-5)
3. CURRICULAR AND TYPE OF SUBJECT
 3.1 Curriculum Bachelor of Business Administration in
 Tourism Business Management
 3.2 Type of Subject Elective Course
4. RESPONSIBLE FACULTY MEMBER
5. YEAR OF STUDY Semester 2:2015 / Year 3
6. PRE-REQUISITE n/a
7. CO-REQUISITE n/a
8. VENUE OF STUDY Naresuan University International College
9. DATE OF LATEST REVISION

Section 2 Goals and Objectives

1. OBJECTIVES OF THE COURSE

On successful completion of this course, students will be able to:

1. To critically analyze and evaluate the significance of the exhibitions and events industry as part of the overall tourism product.
2.
- 3.....

2. OBJECTIVES FOR THE DEVELOPMENT/REVISION OF THE COURSE

1. To ...
- 2.

Section 3 Course Management

1. COURSE DESCRIPTION

2. CREDIT HOURS / TRIMESTER

Lecture (Hour)	Additional class (Hour)	Laboratory/field trip/internship (Hour)	Self study (Hour)
XX-hours	XX-hours	XX-hours	XX-hours

3. NUMBER OF HOURS THAT THE LECTURER PROVIDES INDIVIDUAL COUNSELING AND GUIDANCE

The Lecturer provides academic advice and guidance to students 4 hours/week.

The Lecturer announces the advising day and time Monday through Thursday, 15.00 to 16.00 hours.

Section 4 The Development of Students' Learning Outcome

EXPECTED OUTCOME ON STUDENTS' SKILL AND KNOWLEDGE

On successful completion of this course, students will be able to:

(i)

(ii)

...

TEACHING METHODS

EVALUATION METHODS

LEARNING OUTCOMES

1. Learning outcomes with regard to Morality and Ethics

(**Bold means main responsibility** - plain text means minor responsibility)

1.1) Be aware of values and morality, ethics, generosity, integrity and honesty.

1.2) Have self- discipline, be punctual, and responsibility to self, profession and society.

1.3) Be able to lead and follow group members, work in a team, solve critical problems and disputes and prioritize issues.

1.4) Respect people's rights and listen to opinions of others; respect values and pride of Human beings.

1.5) Respect Rules and regulations of organizations and society e.g. will not use office resources for personal matters, will not cause problems to others.

1.6) Have academic and professional ethics.

2. Knowledge development (Bold means main responsibility - plain text means minor responsibility)

2.1) Have knowledge and understand about concepts and theories learned.

2.2) Can analyze, understand, and explain about business needs as well as apply such knowledge.

2.3) Can analyze business environments in national and international level.

2.4) Can follow up progress and evolution of tourism industry and apply the knowledge appropriately.

2.5) Understand and improve knowledge and expertise continuously.

2.6) Can integrate knowledge about concepts and theories in tourism business management.

3. Intellectual Skills (Bold means main responsibility - plain text means minor responsibility)

3.1 Can think critically and systematically.

3.2 Can search for information, interpret and evaluate economic situation for problem solving creatively.

3.3) Can compile, study, analyze and summarize main problems and demands.

3.4) Can apply knowledge and skills in problem solving appropriately.

4. Interpersonal skills and responsibilities. (Bold means main responsibility - plain text means minor responsibility)

4.1) Can communicate in Thai and English with people in different social groups effectively.

4.2) Can help and facilitate others in solving problems as a leader or as a team member.

4.3) Can apply the acquired knowledge in identifying industry issues.

4.4) Be responsible in self and group assignment.

4.5) Can initiate means for problem solving both personal and social issues together with appropriate standpoints for both self and the group.

4.6) Be responsible for the improvement of self-academic learning and the profession continuously.

5. Numerical Analysis, Communication and Information Technology Skills

(Bold means main responsibility - plain text means minor responsibility)

5.1) Be competent in using foreign languages in listening, speaking, reading and writing effectively.

5.2) Can communicate with people effectively in the appropriate contexts.

5.3) Can use technology to communicate and present information effectively.

5.4 Can choose and apply statistical or mathematical knowledge in analyzing data and comprehending the meaning.

References:

Section 5 Teaching and Evaluation Plans

1. TEACHING PLAN

Week	Topic	Hours	Teaching methods/multimedia	Instructor
1	Introduction Class	4	The environment of the MICE industry	
2 & 3	Types of Exhibition and Events	8	Explain What are Exhibitions and Events List the Types of Events Describe the Importance of Events	
4 & 5	Creation of Exhibitions and Events	8	Explain the Steps to Create and Theme an Event Explain the '5Ws' of Event Creation Quiz 1	
6 & 7	Evaluation and Planning Process	8	Describe the Methods for Evaluation of Events Explain the Steps of the Event Planning Process	
8	Tutorial	4	Units 1 - 8 (Review for Midterm)	
9	Midterm Exam	2	****	
10	Gant Charts and Venues	4	Explain Use of Gantt Charts in Event Management Explain How to Choose an Ideal Venue	
11 & 12	Promotion and Marketing	8	Explain the Key Steps in Event Marketing Explain Elements of Event Promotion & Marketing Quiz 2	
13 & 14	Budgeting and HRM	8	aSteps of Event Budgeting Process aRole of HRM in Event Management	
15 & 16		8	Explain Components of Safety in Event Management Explain How to Organize Great Events Review for final exam / Tutorial	
17	Final Exam	2		

2. EVALUATION PLAN

Expected outcomes	Methods / Activities	Week	Percentage
1.1.1, 1.1.2, 1.1.3.1.1.4, 1.1.5, 1.1.6, 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.1, 3.2.2, 3.2.3, 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.2.1, 5.2.2, 5.2.3	Comprehension Quiz 1 Assignments	5 Throughout semester	10% 10%
1.1.1, 1.1.2, 1.1.3.1.1.4, 1.1.5, 1.1.6, 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.1, 3.2.2, 3.2.3, 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.2.1, 5.2.2, 5.2.3	Midterm Examination Project presentations	9 13 & 14	20% 30%
1.1.1, 1.1.2, 1.1.3.1.1.4, 1.1.5, 1.1.6, 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.1, 3.2.2, 3.2.3, 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.2.1, 5.2.2, 5.2.3	Final Examination	16	30%

Section 6 Teaching Materials and Resources**1. TEXTS AND MAIN DOCUMENTS****2. DOCUMENTS AND IMPORTANT INFORMATION****Section 7 Evaluation and Improvement of Course Management****1. STRATEGIES FOR EFFECTIVE COURSE EVALUATION BY STUDENTS****2. EVALUATION STRATEGIES IN TEACHING METHODS****3. IMPROVEMENT OF TEACHING METHODS****4. EVALUATION OF STUDENTS' LEARNING OUTCOME****5. REVIEW AND IMPROVEMENT FOR BETTER OUTCOME**

แบบฟอร์มขอเสนอโครงการ (Project Proposal Form)

โครงการตามแผนปฏิบัติการประจำปีงบประมาณ พ.ศ. 2562 มหาวิทยาลัยนเรศวร

Project based on the Action Plan for the fiscal year 2019 Naresuan University

หน่วยงาน/Department วิทยาลัยนานาชาติ/NUIC

1. รหัสโครงการ (Project ID) ชื่อโครงการ (Name of the project)

2. ความสอดคล้องกับพันธกิจ (According with Mission)

- การผลิตบัณฑิต (Producing graduates).....หลัก.....รอง
- การวิจัย (research)หลัก.....รอง
- การบริการวิชาการแก่สังคม (Academic Service to society)หลัก.....รอง
- การทำนุบำรุงศิลปวัฒนธรรม (Preservation of Arts and Culture).....หลัก.....รอง
- บริหารจัดการ (Administration).....หลัก.....รอง

3. ความสอดคล้องกับแผนพัฒนาการศึกษามหาวิทยาลัยนเรศวร ฉบับที่ 12 (พ.ศ.2560-2564)

Compliance with the Naresuan University Education Development Plan No. 12 (1960-2021)

3.1 นโยบายมหาวิทยาลัย

- นโยบายที่ 1 จัดการศึกษาอย่างมีคุณภาพ
แผนกลยุทธ์ด้านการผลิตบัณฑิต กลยุทธ์ที่..... หลัก.....รอง.....
- นโยบายที่ 2 ส่งเสริม สนับสนุน การวิจัยของมหาวิทยาลัย
แผนกลยุทธ์ด้านการวิจัย กลยุทธ์ที่.....หลัก.....รอง.....
- นโยบายที่ 3 ส่งเสริมการให้บริการทางวิชาการแก่สังคมให้กว้างขวางและทั่วถึง (Policy 3 Support the provision of academic services to the society.)
แผนกลยุทธ์ด้านการบริการวิชาการ กลยุทธ์ที่.....หลัก.....รอง.....
แผนกลยุทธ์ด้านการบริการสุขภาพ กลยุทธ์ที่หลัก.....รอง.....
- นโยบายที่ 4 ส่งเสริมการดำเนินงานด้านทำนุบำรุงศิลปะและวัฒนธรรม ให้กว้างขวาง แพร่หลาย และ ยั่งยืน
แผนกลยุทธ์ด้านทำนุบำรุงศิลปะและวัฒนธรรม กลยุทธ์ที่.....หลัก.....รอง.....
- นโยบายที่ 5 ปรับปรุงโครงสร้างองค์กรและปรับปรุงระบบการบริหารจัดการมหาวิทยาลัย ให้มี ประสิทธิภาพ
แผนกลยุทธ์ด้านบริหารจัดการ กลยุทธ์ที่.....หลัก.....รอง.....
- นโยบายที่ 6 เร่งรัดดำเนินการด้านการบริหารสินทรัพย์ของมหาวิทยาลัยให้เหมาะสมกับสถานการณ์ เพื่อ สร้างขีด
ความสามารถในการแข่งขันในระดับประเทศและนานาชาติ
แผนกลยุทธ์ด้านการจัดการทรัพย์สิน กลยุทธ์ที่.....หลัก.....รอง.....
- 3.2 แผนพัฒนาฯ ของคณะ/หน่วยงาน (ถ้ามี)
- นโยบาย/ประเด็นยุทธศาสตร์ที่.....กลยุทธ์ที่.....มาตรการที่.....

4. ผู้รับผิดชอบ (Head of the project)

- 4.1 หน่วยงานที่รับผิดชอบ (responsible section)..... โทร.....
- 4.2 ผู้รับผิดชอบ (responsible person).....(ควรมีคนเดียว 1)..... โทร.....
- 4.3 ผู้ประสานงาน (coordinator) โทร.....
- 4.4 ผู้รายงานผล (Reporter) โทร.....

5. หลักการและเหตุผล (Background of the Project)

.....

.....

.....

6. วัตถุประสงค์ (Objective)

- 1)
- 2)

7. เป้าหมายของโครงการ (Goals of the project)

7.1 เป้าหมายการดำเนินงาน

เชิงผลผลิต (Output)	
เชิงปริมาณ (Outcome)	

7.2 เป้าหมายการดำเนินงาน

เป้าหมาย (Goals)	จำนวน (No.)	หน่วยนับ (Units)
ผู้เข้าร่วมโครงการทั้งสิ้น แบ่งเป็น (Total Participants)		คน
นิสิต (NUIC Students)		คน
บุคลากรสายวิชาการ (Academic Staff)		คน
บุคลากรสายสนับสนุน (Administrative Staff)		คน
ประชาชน/สังคม (People/Society)		คน
ศิษย์เก่า (Alumni)		คน
องค์กร/ระบบบริหารจัดการ (Organization/ Management System)		ระบุหน่วยนับ...
หลักสูตร (Curriculum)		ระบุหน่วยนับ...

อื่นๆ (Other)		ระบุหน่วยนับ...
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7.3 กิจกรรม/เนื้อหาที่จะดำเนินการ (*สามารถ ✓ได้มากกว่า 1 กิจกรรม/เนื้อหา)

Activity / content to be processed (* can be more than 1 activity / content)

- บรรยาย/ฝึกอบรม/สัมมนา/ประชุม/ปาฐกถา Lecture / Training / Seminar / Conference /

Keynote

- ศึกษาดูงาน/ทัศนศึกษา Study tours / excursions
- ประชาสัมพันธ์/แนะนำ Introduction
- แลกเปลี่ยนเรียนรู้ Knowledge Management
- ตรวจสอบสุขภาพ check health
- ประกันคุณภาพ/ประเมินคุณภาพ/ควบคุมภายใน Quality Assurance / Quality Assurance / Internal Control
- การบูรณาการเรียนการสอนกับรายวิชา

Integration of teaching and learning with the course

- อื่นๆ (ระบุ) Other (specify).....

8. แหล่งงบประมาณ (Source of budget)

- NUIC Budget
- Government Budget
- Other, please specific

งบประมาณที่ได้รับจัดสรรจากงบประมาณ..... จำนวน.....บาท โดยเบิกจ่ายจากเงิน
งบประมาณรายได้วิทยาลัยนานาชาติ ประจำปี พ.ศ. 2561 กองทุนบริการวิชาการ แผนงานการบริการวิชาการแก่
สังคม งานบริการวิชาการแก่ชุมชน หมวดเงินอุดหนุน โครงการบริการวิชาการแก่สังคม (ชื่อโครงการ.....)

The source of budget is from totalBaht and disbursement
from the NUIC revenue budget in fiscal year 2018, Academic Fund, Plan of Community Service for Society,
Academic Service for Community, Group Fund Subsidize, and Academic Service Program for Society
(Project Name

รายละเอียดค่าใช้จ่าย (Details of Budget) (จำแนกหมวดค่าใช้จ่ายเป็นไปตามระเบียบทางราชการ)

No.	รายการ ค่าใช้จ่าย (Details of Budget)	จำนวน (บาท) Setting Budget (Baht)
1	ค่าอาหาร อาหารว่างและเครื่องดื่ม Food and Drinks or Lunch	

2	ค่าน้ำมันเชื้อเพลิง Fuel	
3	ค่าวัสดุในการดำเนินโครงการ Equipment and tools	
4	ค่าเบี้ยเลี้ยง Allowances	
5	ค่าประกันภัยการเดินทาง Insurance	
6	ค่าตอบแทนวิทยากร Guest Speakers payments	
7	ค่าถ่ายเอกสาร Documents and Copies	
8	ค่าใช้จ่ายอื่นๆ Other Expenses	
	รวม (Total)	

9. วัน เวลา และสถานที่ (Date, Time and place)

1. วันและเวลา (Date and Time)

2. สถานที่ (Place)

10. ตัวชี้วัดความสำเร็จโครงการ (KPI)

10.1 ตัวชี้วัดความสำเร็จโครงการ (KPI of Project)

ประเภท category	(KPI)	วิธีประเมิน Method of assessment	เครื่องมือ Tool
<input type="checkbox"/> ปริมาณ / volume <input type="checkbox"/> คุณภาพ / quality <input type="checkbox"/> เวลา / time <input type="checkbox"/> ต้นทุน / cost			
<input type="checkbox"/> ปริมาณ / volume <input type="checkbox"/> คุณภาพ / quality <input type="checkbox"/> เวลา / time <input type="checkbox"/> ต้นทุน / cost			

10.2 ตัวชี้วัดความสำเร็จการบูรณาการการเรียนการสอนกับการบริการวิชาการ (โปรดระบุ)

KPI of Teaching management is integrated with academic community service

รหัสวิชา/ Course number นิสิตระดับชั้นปีที่ Student Year

ชื่อวิชา/ Course name

สาขาวิชา/ Major

อาจารย์ผู้สอน/ Lecturers

<p>การบูรณาการการเรียนการสอนกับการบริการวิชาการ</p> <p>Teaching management is integrated with academic community service</p>	<p>ตัวชี้วัดความสำเร็จการบูรณาการการเรียนการสอนกับการบริการวิชาการ</p> <p>KPI of Teaching management is integrated with academic community service</p>

11. ตัวชี้วัดตามเกณฑ์คุณภาพการศึกษา The quality of education indicators.

สกอ. ตัวชี้วัดที่... 5.2 (ระดับหลักสูตร)..... สกป. ตัวชี้วัดที่..... EdPEx
หมวดที่.....

ก.พ.ร. ตัวชี้วัดที่..... สมศ. ตัวชี้วัดที่.....

หมายเหตุ องค์ประกอบที่ 5 หลักสูตรการเรียนการสอน การประเมินผู้เรียน ตัวชี้วัดที่ 5.2 การบูรณาการพันธกิจต่างๆ กับการเรียนการสอนในระดับปริญญาตรี (ด้านการบริการวิชาการ)

Note Element 5 Curriculum Assessment of learners Indicators 5.2 Integration missions with teaching at the undergraduate level. (Academic Service)

12. ผลที่คาดว่าจะได้รับ Expected Results

- 1)
- 2)

13. แผนการใช้ประโยชน์จากการบริการวิชาการเพื่อให้เกิดผลต่อการพัฒนานักศึกษา ชุมชน หรือสังคม (โปรดระบุ)

The plan of the academic service project have beneficial effect to the development of students, communities and society

- 13.1)
- 13.2)

..... ผู้รับผิดชอบ
โครงการ

(.....) (Head of the project)