



Notification of King Mongkut's Institute of Technology Ladkrabang  
On Criteria, Methods, and Conditions for Calculating Workloads, Special Wages, and Extra Pay  
Based on Performance of Academic Staff  
B.E. 2566

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By virtue of Number 7 and Number 16 of the Regulation of King Mongkut's Institute of Technology Ladkrabang concerning the workload standards for academic staff, B.E. 2566, together with the Resolution of the Personnel Management Committee of King Mongkut's Institute of Technology Ladkrabang, at its 6/2566 meeting on 27th June B.E. 2566 (Special Agenda), the approval of the Notification shall be set forth as follows.

Number 1 This Notification shall come into force on 1st July B. E. 2566 onwards.

Number 2 The following Notifications shall be cancelled.

2.1 Notification of King Mongkut's Institute of Technology Ladkrabang on Criteria, Methods, and Conditions for Calculating Workloads Based on Performance of Government Officials Holding Academic Positions, B.E. 2564

2. 2 Notification of King Mongkut's Institute of Technology Ladkrabang on Criteria, Methods, and Conditions for Calculating Workload, Special Wage, and Extra Pay Based on Performance of the Institute Employees Holding Academic Positions, B.E. 2564

2. 3 Notification of King Mongkut's Institute of Technology Ladkrabang on Criteria, Methods, and Conditions for Calculating Workloads, Special Wages, and Extra Pay Based on Performance of the Institute Employees Holding Academic Positions (Second Issue), B.E. 2564

2. 4 Notification of King Mongkut's Institute of Technology Ladkrabang on Criteria, Methods, and Conditions for Calculating Workloads, Special Wages, and Extra Pay Based on Performance of the Institute Employees Holding Academic Positions (Third Issue), B.E. 2565

2. 5 Notification of King Mongkut's Institute of Technology Ladkrabang on Criteria, Methods, and Conditions for Calculating Workloads, Special Wages, and Extra Pay Based on Performance of the Institute Employees Holding Academic Positions (Fourth Issue), B.E. 2565

Number 3 Any notifications, stipulations, or resolutions insofar as they deal with

matters governed by this Notification or are contrary to this Notification shall be replaced by this Notification.

Number 4 In this Notification,

“Practitioners in the Institute” means government officials, institute employees (Government Budget), institute employees (Institute Revenue) , and institute employees whose status has changed from government officials.

“Academic Position Holders means government officials and institute employees, holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor.

“Government Official” means government officials in a higher education institute, holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor.

“Institute Employee” means employees of King Mongkut's Institute of Technology Ladkrabang who are employed using the government budget and Institute revenue, and institute employees whose status has changed from government officials holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor

“Administrators from an academic position” means an institute employee who holds an administrative position according to Number 11.2 of the Regulation of King Mongkut's Institute of Technology Ladkrabang on Personnel Management, B.E. 2562

“Working year” means the work period in each assessment year. The period is from 1st July to 30th June of the following year.

“Fiscal year” means the fiscal year according to the criteria of the Budget Bureau, starting from 1st October to 30th September of the next calendar year.

“ Wage ” means salary paid to the institute employees at the rate defined in the list of minimum and maximum wage accounts of the institute employees holding academic positions, executive positions from academic positions under the Regulations of King Mongkut's Institute of Technology Ladkrabang Regarding Wage, Position Allowance, Remuneration, and Extra Pay of the institute employees, B.E. 2562

“ Special Wage ” means salary paid to the institute employees at the rate defined in the list of the special minimum and maximum wage accounts of the institute employees holding academic positions under the Regulations of King Mongkut's Institute of

Technology Ladkrabang Regarding Wage, Position Allowance, Remuneration, and Extra Pay of the institute employees, B.E. 2562

“Administrative Position” means an administrative position according to Numbers 11.2 and 11.3 of the Regulations of King Mongkut's Institute of Technology Ladkrabang on Personnel Management, B.E. 2562

“Extra pay” means money paid to the institute employees in addition to wages under the criteria specified in this Notification.

Number 5 Workload other than teaching workload used in the evaluation of the institute employees holding academic positions includes the following 5 aspects:

5.1 Research or creative work in the field of aesthetics and art

5.2 Teaching innovation

5.3 Social work, innovation work, or reputation building work

5.4 Income generating work

5.5 Additional duties assigned by KMITL Personnel Administration

Committee or by Academic Divisions under the approval of the Academic Division

Committee must be prepared as the Notification of the Academic Divisions and presented to KMITL Personnel Administration Committee for acknowledgment.

Determination of performance and work level of each workload is in accordance with the appendix attached to this Notification.

Number 6. Workloads submitted for minimum workload consideration and evaluation for increasing special wages or extra pay must not be considered for any compensation from the Institute. One piece of work can be submitted only once and must not be required for an applicant's graduation.

### **Category 1**

#### **Government Officials**

Number 7 Criteria for using performance output at each level of each workload aspect in evaluating the minimum workload are shown as follows:

7.1 Workloads used for the minimum workload evaluation of government officials holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor and for wage increase evaluation must include a teaching workload and a workload besides the minimum teaching workload in the working year, as shown in the following table.

Academic Position	Teaching Workload	Workload besides Teaching Workload
Lecturer	4 courses or equivalent per year	Pre - Level
Assistant Professor	4 courses or equivalent per year	Level 1
Associate Professor	4 courses or equivalent per year	Level 2
Professor	4 courses or equivalent per year	Level 3

7.2 A teaching workload does not include project courses, special problems, art theses, theses, cooperative education subjects, seminars , or subjects that are called differently but in the same manner, except seminar courses with at least 50% theoretical teaching. For team project courses and teaching practice courses, the teaching workload hour must be calculated in proportion to the actual teaching.

7.3 Workloads besides a teaching workload must meet the workload criteria besides a teaching workload mentioned in Number 7.1.

7.4 For one performance output, no more than 2 academic staff can own the main work. For research work, authorship must be the first author, the last author, or a corresponding author.

7.5 In the case that more than one authors are workers in the Institute, all authors must sign for approval.

7.6 Government officials who use a performance output as mentioned in Number 7.4 in evaluating the minimum workload cannot use the output to evaluate wage increases.

Number 8: Criteria for using performance output at each level of each workload aspect in evaluating wage increases of government officials are provided as follows:

8.1 Workloads used for wage increase evaluation in the fiscal year must be performance outputs taking place during the working year. The retrospective work for 1 working year, e.g., the annual performance review in the fiscal year B.E. 2568 can be used from 1st July B.E. 2566 to 30th June B.E. 2568.

8.2 In the case that more than one author is a worker in the Institute, the workload must be calculated as the percentage of participation of the person holding an academic position in that work. Also, all authors working in the Institute must sign for approval.

8.3 The government officials have never submitted the performance output for the minimum workload evaluation and for benefit or compensation receiving from the Institute.

Number 9 : Criteria for calculating scores for various workloads at each level for wage increase evaluation of government officials are shown as follows:

Performance level	Performance score ( Research or Creative Work in the Field of Aesthetics and Art, Teaching Innovation, Social Work, Innovation Work, or Reputation Building Work, Income Generating Work)
Pre - Level	0
Level 1	2
Level 2	4
Level 3	6
Level 4	8
Level 5	10
Level 6	12

Number 10 Criteria for calculating performance evaluation scores used for wage increase evaluation of government officials are shown as follows:

10.1 Those who pass the minimum workload evaluation in Number 7 will receive an initial score of 60 points.

10.2 Those who do not pass the minimum workload evaluation in Number 7 will be considered for a wage increase not exceeding 2 percent.

10.3 In the case that the teaching workload exceeds the minimum workload, the exceeding workload that does not exceed 300 lecture hours per academic year is calculated as 1 point per 45 lecture hours (3 credits or equivalent) in accordance with the proportion to the actual teaching.

10.4 If government officials do not want to receive teaching fees that come from the exceeding teaching workload that is eligible for teaching fee reimbursement, and the teaching compensation, the teaching fees can be considered as income generating workload.

Number 11. In any working year, government officials who conduct work other than teaching workloads specified in the criteria can use the work for annual performance review in one consecutive year. However, the performance output must not be submitted for any benefits or compensation receiving from the Institute.

## Category 2

### Institute Employees

Number 12 Criteria for using performance output at each level of each workload aspect in evaluating the minimum workload are shown as follows:

#### 12.1 Workloads for the minimum workload evaluation

(1) Workloads for the minimum workload evaluation of institute employees holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor and for wage increase evaluation must include a teaching workload and a workload besides the minimum teaching workload in the working year, as shown in the following table.

Academic Position	Teaching Workload	Workload besides Teaching Workload
Lecturer	4 courses or equivalent per year	Pre - Level
Assistant Professor	4 courses or equivalent per year	Level 1
Associate Professor	4 courses or equivalent per year	Level 2
Professor	4 courses or equivalent per year	Level 3

(2) Workloads for the minimum workload evaluation of institute employees holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor and for special wage increase evaluation must include a teaching workload and

a workload besides the minimum teaching workload in the working year, as shown in the following table.

Academic Position	Teaching Workload	Workload besides Teaching Workload
Lecturer	2 courses or equivalent per year	Level 2
Assistant Professor	2 courses or equivalent per year	Level 3
Associate Professor	2 courses or equivalent per year	Level 4
Professor	2 courses or equivalent per year	Level 5

(3) Workloads for the minimum workload evaluation of institute employees holding the academic rank of Researcher and for wage increase evaluation must include a teaching workload and a workload besides the minimum teaching workload in the working year, as shown in the following table.

Academic Position	Teaching Workload	Workload besides Teaching Workload
Researcher	2 courses or equivalent per year	Level 2
Researcher at the Assistant Professor Level	2 courses or equivalent per year	Level 3
Researcher at the Associate Professor Level	2 courses or equivalent per year	Level 4
Researcher at the Professor level	2 courses or equivalent per year	Level 5

(4) Workloads for the minimum workload evaluation of institute employees holding the academic rank of Researcher and for special wage increase evaluation must

include a teaching workload and a workload besides the minimum teaching workload in the working year, as shown in the following table.

Academic Position	Teaching Workload	Workload besides Teaching Workload
Researcher	2 courses per year	Level 4
Researcher at the Assistant Professor Level	2 courses per year	Level 5
Researcher at the Associate Professor Level	2 courses per year	Level 6
Researcher at the Professor level	2 courses per year	Level 6, 2 pieces

12.2 A teaching workload does not include project courses, special problems, art theses, theses, cooperative education subjects, seminars , or subjects that are called differently but in the same manner, except seminar courses with at least 50% theoretical teaching. For team project courses and teaching practice courses, the teaching workload hour must be calculated in proportion to the actual teaching.

12.3 Workloads besides a teaching workload must meet the workload criteria besides a teaching workload mentioned in Number 12.1.

12.4 For one performance output, no more than 2 academic staff can own the main work. For research work, authorship must be the first author, the last author, or a corresponding author.

12.5 In the case that more than one author is a worker in the Institute, all authors must sign for approval.

12.6 Institute employees who use a performance output as mentioned in Number 12.4 in evaluating the minimum workload cannot use the output to evaluate an increase of wages, special wages, or special extra pay.

Number 13 Criteria for using performance output at each level of each workload aspect for evaluating wage and special wage increases of institute employees are shown as follows.

13.1 Workloads used for evaluating wage and special wage increases in



the fiscal year must be performance outputs taking place during the working year. The retrospective work for 1 working year, e.g., the annual performance review in the fiscal year B.E. 2568 can be used from 1st July B.E. 2566 to 30th June B.E. 2568

13.2 In the case that more than one author is workers in the Institute, the workload must be calculated as the percentage of participation of the person holding an academic position in that work. All authors working in the Institute must sign for approval.

13.3 Institute employees have never submitted the performance output for the minimum workload evaluation and request for special wage increases and for benefit or compensation receiving from the Institute.

Number 14 Criteria for using performance output at each level of each workload aspect for extra pay request of institute employees are shown as follows.

14.1 Performance output must take place during the working year. The retrospective work for 1 working year, e.g., the extra pay request in the fiscal year B.E. 2568 can be used on 1st July B.E. 2566 onwards.

14.2 Institute employees have never submitted the performance output for the minimum workload evaluation and request for wage and special wage increases and for benefit or compensation receiving from the Institute.

14.3 One performance output can be applied for a request on an extra pay increase one time. In the case that there is more than one person participating in the output, the persons must sign for approval.

14.4 Work submission for an extra pay request can be submitted by August of every year. One extra pay request per year can be made in one fiscal year.

Number 15 Criteria for calculating scores for various workloads at each level for evaluating wage and special wage increases of institute employees are shown as follows:

Performance level	<b>Performance score</b> <b>( Research or Creative Work in the Field of Aesthetics and Art, Teaching Innovation, Social Work, Innovation Work, or Reputation Building Work, Income Generating Work)</b>
Pre - Level	0
Level 1	2
Level 2	4
Level 3	6

Level 4	8
Level 5	10
Level 6	12

Number 16 Criteria for calculating performance evaluation scores used for evaluating wage and special wage increases of institute employees are shown as follows:

16.1 Those who pass the minimum workload evaluation in Number 12 shall receive an initial score of 60 points.

16.2 Those who do not pass the minimum workload evaluation in Number 12 shall be considered for a wage increase not exceeding 2 percent based on the normal calculation base specified by the Institute.

16.3 In the case that the teaching workload exceeds the minimum workload, the exceeding workload that does not exceed 300 lecture hours per academic year is calculated as 1 point per 45 lecture hours (3 credits or equivalent) in accordance with the proportion to the actual teaching.

16.4 If institute employees do not want to receive teaching fees that come from the exceeding teaching workload that is eligible for teaching fee reimbursement, and the teaching compensation, the teaching fees can be considered as income generating workload.

16.5 Scores from Wage increase evaluation conducted by institute employees shall not exceed 70 points.

Remaining scores shall be evaluated by Head of Department and/or the KMITL President as special duties assigned in addition to normal duties, including work requested from the academic department or the Institute for personnel's participation in the Institute development according to the Institute's policies.

Number 17 In any working year, government officials who conduct work other than teaching workloads specified in the criteria can use the work for annual performance review in one consecutive year. However, the performance output must not be submitted for any benefits or compensation receiving from the Institute.

Number 18 An academic staff who has received a wage increase as of October 1 later receives appointment to hold an academic position with retroactive effect on or before October 1. This case brings about a change of the baseline for wage increase calculation. In this case, the authorized person shall order a wage increase and amend the order to increase

the wages of such institute employees. The calculation shall be done by calculating the percentage of the wage increase in accordance with the original order for a pay increase.

The baseline for wage increase calculation shall be based on a position, a type, a line of work, and level at which such an institute employee is appointed. However, in the case of those who receive a special wage increase, there shall be no need to amend the order to increase wages of such institute employees.

Number 19: Institute employees holding administrative positions shall have no right to request extra pay.

Number 20: If institute employees who have already received extra pay later hold other positions other than administrative positions, the institute employees shall continue receiving the extra pay as before.

In the case that institute employees hold administrative positions, they shall not receive extra pay. However, if the administrative positions are terminated, the employees shall continue receiving the extra pay until the specified amount is reached.

Number 21 Criteria for waiving the minimum workload are shown below:

21.1 Administrators from academic positions who held office for 1 year but less than one year and seven months shall be exempt from the minimum workload criteria for one evaluation cycle. However, administrators who held office for one year and seven months onwards shall be exempt from the minimum workload criteria for two evaluation cycles.

21.2 For new academic position holders appointed in a fiscal year, the minimum workload criteria shall be waived for a period of 2 evaluation cycles. The first cycle of annual performance review shall start as follows:

(1) In the case of the working period less than 7 months, the first cycle shall start in the next fiscal year.

(2) In the case of the working period from 7 months onwards, the first cycle shall start in the current fiscal year.

21.3 For academic position holders who return to work after various types of full-time leave with the period of six months onwards, the minimum workload criteria shall be waived for a period of two evaluation cycles. The first cycle of annual performance review shall start as follows:

(1) In the case of the working period less than 7 months starting from the date of reporting to work in the fiscal year, the first cycle shall start in next fiscal year.

(2) In the case of the working period from 7 months onwards starting from the date of reporting to work in the fiscal year, the first cycle shall start in that fiscal year.

Number 22 Administrators from academic position holders who have terminated from administrative positions with a working period not less than one year but less than one year and seven months shall apply workloads in addition to a teaching workload that occurs before holding the office for not more than 2 years for an extra pay request for an annual performance review cycle after leaving the administrative position. However, the performance output must not be submitted for any benefits or must not occur while holding office as an administrator.

Number 23 Institute employees shall record workload information in the electronic system used by the Institute in evaluating wage and special wage increases, and an extra pay increase, as well as the minimum workload evaluation of the institute employees holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor and Professors for a merit increase based on an annual performance review only.

If workload information is not recorded in the electronic system used by the institution within the specified period, wage and special wage increases or an extra pay increase shall not be considered in all cases. However, if the Institute notifies the institute employees to amend and improve the recording of workload data, but the institute employees do not take action within the specified period of time, the Institution shall appropriately consider a merit increase, but the increase must be less than 2 percent.

Number 24 The President shall be in charge of this Notification and shall have the power to issue any criteria, stipulation or guidelines regarding operations which are not contrary to this Notification.

In the case of problems with interpretation or problems in complying with this Notification, the KMITL Personnel Administration Committee shall make a judgement, and the decision of the KMITL Personnel Administration Committee shall be final.

**Transitional provisions**

Number 25 Academic staff shall apply performance output that occurred between 1st July B.E. 2566 and 31st July B.E. 2566 for annual performance review in the fiscal year B.E. 2566 or no later than the fiscal year B.E. 2568. However, such performance output must not have applied for any benefits or compensation from the Institute before.

Number 26 Copyrighted works certified before 1st August B.E. 2566 shall be used at the same level as in the B.E. 2566 working year.

Issued on the 28<sup>th</sup> day of September B.E. 2566

(Associate Professor Khomsan Maleesi)

President

## Appendix

Criteria for calculating teaching workload are shown below.

1. The minimum teaching workload per academic year shall not be less than 180 lecture hours (4 courses per year, 3 credits each or equivalent). However, the maximum teaching workload shall not be more than 540 lecture hours per academic year.

Except for academic position holders who are institute employees applying the rate under the Special Advanced Minimum Wage Account according to the Regulation of King Mongkut's Institute of Technology Ladkrabang on Wages, Position Allowance, Remuneration, and Extra Pay of Institute Employees, B.E. 2562. The academic position holders must have a minimum regular semester teaching workload of not less than 90 lecture hours per academic year (2 courses per year, 3 credits per course or equivalent).

2. For one-hour theory teaching in a general curriculum, 1 lecture hour is equivalent to 2-hour teaching of practical subjects.

3. For teaching in an international curriculum, the workload shall be calculated as 2 times of the general curriculum.

4. For courses with multiple instructors, teaching hours shall be proportional to the actual teaching hours.

5. For undergraduate teaching in project courses, special problems, art theses, dissertations, theses, cooperative education subjects, teaching practice courses, or subjects that are called differently but in the same manner, there is no remuneration for an academic advisor and a teaching practice supervisor. In such a case, the workload of 1 subject is equal to 0.25 lecture hours per week per semester or shall be counted as the workload of income-generating work. However, no more than 6 subjects shall be counted per semester. If there is more than one advisor, divide the average workload by the number of advisors.

For teaching practical subjects, the workload shall be calculated as 0.5 lecture hours per person per week per semester. The number of students that is counted as the minimum workload shall include not more than 3 students per semester, but the rest cannot be counted as performance outputs.

6. Teaching team project courses at the undergraduate level or other courses with the same nature for which there is no remuneration shall be counted as the teaching workload. That is, one responsible student is equal to 2.5 lecture hours per academic year. However, no more than 18 students can be accepted per assessment review cycle. If there is more than one advisor, divide the average workload by the number of advisors.

7. Independent Study at the graduate level shall be considered as a workload of 0.125 lecture hours per week.

8. For the course related to Professional Practice in Educational Administration at the graduate level, the teaching workload is 0.125 lecture hours per person per week per academic year. It can be counted as the minimum teaching workload.

9. For teaching subjects with a small number of students in the curriculum, the teaching workload shall be calculated as follows:

9 .1 For teaching elective course at the undergraduate level, the teaching workload shall be calculated by following the number of students who have the right to take the final exam as follows:

Number of students	Workload Calculation
Less than 6	1 hour is equal to 0.25 lecture hours.
6 to 10	1 hour is equal to 0.5 lecture hours.
11 to 15	1 hour is equal to 0.75 lecture hours.
From 16 onwards	1 hour is equal to 1 lecture hour.

Except for elective courses of a curriculum or elective courses including students from various field of study , which have been approved by the Academic Division Committee, including courses like Modules and training courses for credit accumulation. that are not divided into study groups subject groups or subject sets ( Modules) and training courses to accumulate credits. The workload shall be considered by calculating the number of students equivalent to the required courses of a curriculum.

9 .2 For teaching at the graduate level, the teaching workload shall be calculated by following the number of students who has the right to take the final exam as follows:

Number of students	Workload Calculation
1	1 hour is equal to 0.25 lecture hours.
2	1 hour is equal to 0.5 lecture hours.
From 3 onwards	1 hour is equal to 1 lecture hour.

10. Teaching theoretical courses with a large number of students and without teaching assistants ( TA ), the teaching workload shall be calculated by following the number of students who has the right to take the final exam as follows:

Number of students per group	Workload Calculation
51 to 75	1 hour is equal to 1.1 lecture hours.
76 to 100	1 hour is equal to 1.2 lecture hours.
101 to 125	1 hour is equal to 1.3 lecture hours.
126 to 150	1 hour is equal to 1.4 lecture hours.
151 to 175	1 hour is equal to 1.5 lecture hours.
176 to 200	1 hour is equal to 1.6 lecture hours.
From 201 onwards	1 hour is equal to 1.7 lecture hours.

11. Criteria for giving percentages in increasing wages for institute employees holding academic positions In the case that a candidate cannot pass the minimum workload criteria and does not submit an evaluation form via electronic systems as follows:

11.1 Those who submit evaluation forms but do not pass the minimum workload shall have a method for calculating scores as follows:

(1) In the case of teaching workload

Teaching Workload	
Teaching hours (hour)	Score Receiving
1 - 45	6
46 - 90	12
91 - 135	18



136 - 179	24
180 and up	30

(2) In the case of workload other than teaching workload, passing the minimum workload shall be equal to 30 points.

( 3) In the case of workload other than teaching workload (that is not used as a minimum)

<b>Workload besides teaching workload</b>	
Number of works (pieces)	Score Receiving
1	2.5
2	5
3	7.5
4	10
5	12.5
6	15
7	17.5
8	20
9	22.5
10	25

Note : The highest score must be less than 30 points.

(4) Calculation must include the scores obtained according to the conditions in (1), (2) and/or (3), but less than 60 points.

1 1 .2 In the case of filling out an evaluation form, but the evaluation form was not submitted electronically. Scores shall be calculated according to items 11.1 but the total shall not exceed 30 points.

Criteria, details of workload other than teaching workload In each aspect and each level are shown as follows:

### 1. Research or creative work in the field of aesthetics and art.

(1) **Research work** starts from the acceptance date of publication by publishing in regular academic journals (Regular Journal), except for journals that are published in special issues or supplement Issues, unless they have gone through the peer review process from academic journals .

Work published in a special issue or supplement issue cannot be used as work requesting extra pay.

- Note :
- Full article /Long article/Research article means Regular paper, Research paper, Research article, Original paper, Review paper/Review article.
  - Short article/short story article/abbreviated article means Letter, Short paper/Short communication
  - Proceeding means academic work that has been presented in the form of oral or poster at a national or international academic conference.
  - Scientific and technological fields of study refer to fields of science, technology, engineering, medicine, and other fields of study as specified by the Office of the Basic Education Commission.
  - Field of study in social sciences refers to fields of social science, humanities, business administration, economics, and other fields of study. as specified by the Office of the Basic Education Commission, which is not within the scope of the scientific and technological fields.

### (2) Aesthetic and artistic creative work

Creative work with analysis that explains principles, techniques, and/or theoretical concepts including processes and/or techniques in creating the work. Information and judgments asre provided to facilitate interpretation and evaluation of cultural aesthetic value, society and economy. They are displayed at exhibitions. or various locations.

Pre - Level has one of the following works:

- Work that is presented at academic/professional conferences certified by the Academic Council and has the full paper published in Proceedings.
- Research projects that are on process from non-institutional funding sources

Level 1 has one of the following works:

- Full articles/long articles/research articles published in a TCI 1-indexed journal, 1 article
- Proceedings published in the Scopus database, 1 issue.
- Short articles/short-story articles/summarized articles published in 1 journal in the SJR or Scopus databases.
- Full articles/long articles/research articles published in journals in the WoS database. However, there is no reference index value. These include journals that are classified in the Emerging Sources Citation Index (ESCI). and 1 issue is not in the SJR database.
- Submit an application for a patent/petty patent for 1 work, and receive the application number from the Department of Intellectual Property.
- Receive a notification letter on copyright information for 1 work by receiving a registration number on copyright information from the Department of Intellectual Property
- Submit an application for registration of a new plant variety, 1 item, to the Department of Agriculture.
- Submit a request to issue a certificate of registered plant variety , 1 item, to the Department of Agriculture.
- Aesthetic and artistic creative works that have been displayed in art galleries, exhibitions, museums, fairs, or other venues at the national level, which have been certified by the KMITL Research Fund Committee, 1 stage

Level 2 has one of the following works:

- Full articles/long articles/research articles published in the English version of in a TCI 1-indexed journal, 1 copy
- Full articles/long articles/research articles published in journals in the SJR database or Scopus, 1 copy
- short article/short-story article/summarized article published in scientific and technological journals in the WoS database. and in the WoS database. or SJR Quartile 3 or 4, 1 copy
- short articles/short-story articles/summarized articles published in social science journals in the SJR Quartile 3 or 4 database, 1 copy

- Receive certification of a petty patent (ASO/200 - Kh) for 1 work with a petty patent number from the Department of Intellectual Property
- Receive a certificate of registered plant variety, 1 item.
- Aesthetic and artistic creations that have been displayed in art galleries, exhibitions, museums, fairs, or other international venues and which have been certified by the KMITL Research Fund Committee for 1 stage

Level 3 has one of the following works:

- Full articles/Long articles/Research articles published in scientific and technological journals in the WoS database. and is in the WoS database. or SJR Quartile 3 or 4, 1 copy
- Full articles/Long articles/Research articles published in social science journals in the SJR Quartile 3 or 4 database, 1 copy
- short articles/short-story articles/summarized articles published in scientific and technological journals in the WoS database and in the WoS database. or SJR Quartile 2, 1 copy
- short articles/short-story articles/summarized articles published in social science journals in the SJR Quartile 2 database , 1 copy
- A certification of an invention patent or a product design patent, 1 work, with a patent number from the Department of Intellectual Property
- A certificate of registration of a new plant variety, 1 item.
- Aesthetic and artistic creations that have been displayed in art galleries, exhibitions, museums, fairs, or other venues at the national level as individual works and reviewed by committee of experts ( Peer review) by exhibiting on one stage accredited by the KMITL Research Fund Committee.

Level 4 has one of the following works:

- Full articles/Long articles/Research articles published in scientific and technological journals in the WoS database. and in the WoS database. or SJR Quartile 2, 1 copy
- Full articles/long articles/research articles published in social science journals in the SJR Quartile 2 database , 1 copy
- Short articles/short-story articles/summarized articles published in scientific and technological journals in the WoS database. and in the WoS database. or SJR Quartile 1 at lower than 90th Percentile, 1 copy

- Short articles/short-story articles/summarized articles published in social science journals in the SJR database , Quartile 1 at lower than 90th Percentile, 1 copy
- Aesthetic and artistic creations that have been displayed in art galleries, exhibitions, museums, fairs, or other venues internationally as individual works. or co-organized with foreigners and reviewed by a committee of experts ( Peer review) in 1 stage by exhibiting at the stage accredited by the KMITL Research Fund Committee.

Level 5 has one of the following works:

- Full articles/Long articles/Research articles published in scientific and technological journals in the WoS database. and in the WoS database. or SJR Quartile 1 at lower than 90th Percentile, 1 copy  
Full articles/long articles/research articles published in social science journals in the SJR database , Quartile 1 at lower than 90th Percentile, 1 copy
- Short articles/short-story articles/summarized articles published in scientific and technological journals in the WoS database. and is in the WoS database. or SJR Quartile 1, at 90th Percentile onwards, 1 copy.
- Short articles/ short-story articles/summarized articles published in social science journals in the SJR Quartile 1 at 90th Percentile onwards, 1 copy

Level 6 has one of the following works:

- Full articles/Long articles/Research articles published in scientific and technological journals in the WoS database. and in the WoS database. or SJR Quartile 1 at 90th Percentile onwards, 1 copy
- Full articles/long articles/research articles published in social science journals in the SJR database , Quartile 1 at at 90th Percentile onwards, 1 copy
- Full articles/Long articles/Research articles published in journals in the WoS database Quartile 1, with foreign researchers as co-authors and with the condition that for research work in the fields of science and technology, foreign researchers who join the author team must have an *h* -index of not less than 10 or not less than 5 for research work in the field of social science study, 1 copy

**2. Teaching innovation** is teaching work during the work year, excluding the summer semester, and must be evaluated by a committee appointed by the Institute. The book,

textbook, or E -Book must have content of not less than 100 pages and must be evaluated by an expert appointed by the Institute. In the case of English book chapters, the content must not less than 20 pages.

Pre - Level has one of the following works:

- Teaching materials written in the same format as a book or a textbook in the subjects for which a candidate is responsible and with the content not less than 10 chapters and not less than 100 pages
- Teaching evaluation results by students in all subjects at the undergraduate level in the regular semester of not less than 4. 25 .

Level 1 has one of the following works :

- Teaching Portfolio using Active Learning or Project-Based Learning or Problem-Based Learning at least 50 percent of total class hours. However, if it is a course that was previously used for annual performance review, the teaching approach must be improved or developed based on the assessment results of course learning outcomes (CLOs) and teaching evaluation results from students. The consideration shall be made by the committee appointed by the Institute.
- Duties as a program administration committee member in accordance with OBE (Outcome-Based Education) principles and the curriculum management criteria set by the Institute. Moreover, there is an evaluation result for internal quality assurance at the program level (5 P) with an average score of 4.00 to 4.49 points

Level 2 has one of the following works:

- Teaching courses in undergraduate bilingual programs. Using English for all teaching. and have teaching evaluation results by students of not less than 4.50
- Duties as a program executive committee member, which is carried out in accordance with OBE (Outcome-Based Education) principles and in accordance with the curriculum management criteria set by the institute. there is an evaluation result for internal quality assurance at the program level (5 P) with an average score of 4.50 to 5.00 points.

Level 3 has one of the following works:

- Multimedia online course ( Internet ) with no less than 500 people receiving training certificates and accumulated credits during the working year.
- Perform duties as administrative committee member of the curriculum which has received quality certification from a national quality organization designated by the Institute, namely TABEE

Level 4 has one of the following works:

- Multimedia online course ( Internet ) with no less than 1,000 people receiving training certificates and accumulated credits during the working year.
- Thai language books or textbooks that contain content of not less than 100 pages and have been evaluated by qualified experts appointed by the institute and have printed no less than 300 books or published in E-Book format on the institute's platform.
- Book Chapter contains no less than 20 pages of content and is published internationally.
- Duties as administrative committee member of the curriculum which has applied for quality assurance from an international quality organization designated by the Institute.

Level 5 has one of the following works:

- Multimedia online course ( Internet ) with no less than 5,000 people receiving training certificates and accumulated credits during the working year.
- Foreign multimedia online course ( Internet ) with at least 1,000 people who have received training certificates and accumulated credits during the working year.
- Foreign language books or textbooks that contain content of not less than 100 pages and have been evaluated by qualified experts appointed by the Institute and have printed no less than 300 books or published in E-Book format on the institute's platform.
- Duties as administrative committee member of the curriculum which has been certified for quality by international quality organizations designated by the Institute, including: AUN-QA (English Version) , ABET ( Engineering) , WFME ( Medicine) , ABEST 21 (Business Administration) , EPAS ( Business Administration) , IACBE ( Business Administration)

Level 6 has one of the following works:



- Foreign multimedia online course ( Internet ) language with at least 5,000 people receiving training certificates and accumulated credits during the working year.
- Foreign language books or textbooks published by an international standard publishing house with Scopus index.

**3. Social work, innovative work , or reputation-building work** must be a project approved to be carried out by the Institute. This does not include work from attending academic conferences and workshops, and being a committee member or a project consultant

Pre - Level has one of the following works:

- An ongoing research project with a source of funding that is not the Institute's revenue and is not an academic service project of KMITL Research and Innovation Services ( KRIS)
- A committee member of the Institute's scholarly journals.

Level 1 has one of the following works:

- For societal projects at the local or community level, there must be a certificate of utilization from local leaders, such as subdistrict headmen, village headmen or community leaders, or local government sectors (below provincial level), or other evidence from government sectors or government sectors that can demonstrate that the societal projects bring benefits to local society or communities.
- Creative works/inventions/innovations/software that have been selected to enter the judging round and have been awarded the 1st , 2nd, or 3rd prize at the provincial level. There must be at least 10 other works participating in the selection or competition.
- Inventions/innovations/software that are actually used in the Institute This must include an approval certificate from Head of the Academic Department, Head of other Departments or Institute's administrators at the level from Vice President onwards
- Becoming an advisor and taking students to compete in creative works/inventions/innovations/software and award the 1st or 2nd or 3rd prize at the national level.
- Being the Board of Committee contributing to the Institute's scholarly journals indexed in the TCI database

Level 2 has one of the following works:

- For societal projects at the provincial level, there must be a certificate of use from a provincial government sector or government sectors such as the Provincial Public Health Office, Provincial Industry Office, Provincial Social Security Office, Provincial Agriculture and Cooperatives Office, etc. or other evidence from government sectors or government sectors. It can be demonstrated that this societal project brings about benefits at the provincial level.
- Creative works/inventions/innovations/software that have been selected to enter the judging round and have been awarded the 1st , 2nd, or 3rd prize at the national level. There must be no less than 20 other works participating in the selection or competition. The work is organized by an art gallery, exhibition or museum. Those whose work is exhibited or competed must be recognized at the national level, which has been certified by the KMITL Research Fund Committee .
- Invention/Innovation/Software that are actually used in agencies outside the Institute must be a project that is carried out correctly according to the rules, regulations, or notifications of the Institute and must have a certificate of utilization from government or private sectors.
- Becoming an advisor and taking students to compete in creative works/inventions/innovations/software and award the 1st or 2nd or 3rd prize at the international level.
- Being the Board of Committee holding the position as a committee member contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases.
- Being the Board of Committee holding the position as an editor or assistant editor contributing to the Institute's scholarly journals indexed in the TCI 1 or 2.

Level 3 has one of the following works:

- Regional societal projects in Thailand. There must be a certificate of utilization from government sectors or regional government sector or a certificate of utilization of government sectors or government sectors at the provincial level in at least 3 provinces in the same region or other evidence from government

sectors or government sectors that can demonstrate that this societal project brings regional benefits to Thailand.

- Inventions/Innovations/Software that have been selected to exhibit or compete at the international level with participants from no less than 20 countries
- Invention/Innovation/Software that are actually used in agencies outside the Institute at the departmental, provincial, or company levels listed on the stock exchange. Such agencies have a policy to use that work with expansion of the use of the work or to create more inventions for actual use. The project must be carried out correctly according to the rules, regulations, or notifications of the Institute.
- Being the Board of Committee holding the position as a committee member contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 3rd or 4th Quartile.
- Being the Board of Committee holding the position as an editor or an assistant editor contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases

Level 4 has one of the following works:

- Multi-regional societal projects in Thailand. There must be a certificate of utilization from government sectors or regional government sectors in at least 2 regions, or a certificate of utilization from government sectors or government sectors at the provincial level in at least 6 provinces in different regions or other evidence from government sectors or government sectors that can demonstrate that this societal project brings benefits to many regions in Thailand.
- Creative works/Inventions/Innovations/Software that are awarded at the 1st or 2nd or 3rd prize at the international level with participants from no less than 10 countries
- Being the Board of Committee holding the position as a committee member contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 2nd Quartile.

- Being the Board of Committee holding the position as an editor or an assistant editor contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 3rd or 4th Quartile.

Level 5 has one of the following works:

- ASEAN-level societal projects which must be certified by ASEAN-level stakeholder agencies. Or there is other evidence from organizations/agencies/associations/professional councils at the ASEAN level that can prove that these societal projects bring about benefits at the ASEAN level.
- Creative works/Inventions/Innovations/Software that are awarded at the 1st or 2nd or 3rd prize at the international level with participants from no less than 15 countries
- Being the Board of Committee holding the position as a committee member contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 1st Quartile.
- Being the Board of Committee holding the position as an editor or an assistant editor contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 2nd Quartile.

Level 6 has one of the following works:

- ASIA-level societal projects which must be certified by ASIA-level stakeholder agencies. Or there is other evidence from organizations/agencies/associations/professional councils at the ASIA level that can prove that these societal projects bring about benefits at the ASIA level.
- Creative works/Inventions/Innovations/Software that are awarded at the 1st or 2nd or 3rd prize at the international level with participants from no less than 20 countries
- Being the Board of Committee holding the position as an editor or an assistant editor contributing to the Institute's scholarly journals indexed in the Scopus or SJR or WoS databases at the 2nd Quartile.

**4. Work that generates revenue from research projects/academic service projects/teaching fees exceeding teaching workload/teaching remuneration/ work performance remuneration in all cases.**

Calculation from the total amount of income from various types of work deducted to the Institute and combined with teaching fees in excess of the teaching workload without reimbursement, teaching remuneration without reimbursement, and remuneration for all work performances in accordance with the rules, regulations, or notifications of the Institute. Also, there is no receipt of such remuneration. The total amount is as follows:

Pre - Level-

Level 1 has a total amount starting from 40,000 baht.

Level 2 has a total amount starting from 80,000 baht.

Level 3 has a total amount starting from 200,000 baht.

Level 4 has a total amount starting from 500,000 baht.

Level 5 has a total amount starting from 1,000,000 baht.

Level 6 has a total amount of not less than 2,000,000 baht.

5. Additional assignments by the KMITL Personnel Committee or the Academic Division as determined by the approval of the Academic Division Committee and prepare it as a notification of the Academic Division presented to the KMITL Personnel Committee meeting for acknowledgment.

## Definition, Format, Publication, and Quality Characteristics of Works

### Group 1      Research or Creative Work in the Field of Aesthetics and Art

#### Published academic works

Definition	Academic work that is systematic study or research carried out using research methodology accepted in a particular academic discipline and with clear rationale and research objectives in order to obtain information, answers, or conclusions to attain academic advances (basic research) or to facilitate application (applied research) or creative research or equipment development or innovation.
Format	A research article or a review article that summarizes research processes in a particular research work for publication in academic journals
Publication	<ol style="list-style-type: none"> <li>1. Publication in the form of research articles in academic journals in a specified database. However, the academic journals may be published as a book, printed matter or electronic media.</li> <li>2. Full-research articles which are presented in national or international conferences or a research compilation book of proceedings and may be in print or electronic media format and may be published before or after the conferences.</li> </ol>
Criteria	<ol style="list-style-type: none"> <li>1. The work shall be used starting from the acceptance date for publication.</li> <li>2. The best quartile of a journal shall be used starting from the acceptance date for publication.</li> <li>3. Web of Science shall be counted only in the SCIE, SSCI and AHCI databases. The Quartile ( Q) value of a journal can be referenced from the Journal Impact Factor (JIF) or Journal Citation Indicator (JCI).</li> </ol>

#### Patents, Petty Patents, Copyrights

Definition	Patents under Patent Law
Format	<p>Several formats may be made either in the form of a book or electronic media which includes:</p> <ol style="list-style-type: none"> <li>1. An analysis that clearly explains/clarifies the work to indicate how and in what way the work has contributed to academic development and</li> </ol>

	<p>progress or consolidated knowledge or offered benefits to a particular field of study</p> <p>2. Verification and evidence showing the comprehensive details which demonstrate the work's value</p>
Publication	There is evidence proving that the patent has been widely used or applied in the related academic or professional circles.
Criteria	<p>Only use intellectual property works registered/notified on behalf of the Institute. In the case of intellectual property works that are not registered/notified on behalf of the Institute, if a requester would like to use the work, he/she must transfer the property right to the Institute.</p> <p>This must be approved by a committee appointed by the Institute.</p>

#### Creative works in the field of Aesthetics and Art

Definition	<p>A creative work or a set of creative works exhibiting aesthetic value, philosophy, ethics or reflecting society and demonstrating creative ability of the work's creator and being presented with descriptions grounded in the principles facilitating the understanding of the work's meaning and value i.e., creative works in the dimensions of literature, performing art, music, architecture, design, fine art, sculpture and printmaking and other aspects of art.</p>
Format	<p>Creative work with analysis that explains principles, techniques, and/or theoretical concepts including processes and/or techniques in creating the work, providing information and pondering points provided for interpretation, and assessment of value in aesthetics in cultural, social and economic aspects.</p>
Publication	<p>Publication in one of the following lists below by presenting proof verifying that the quality assessment procedure has been administered by a panel of experts in a particular field/ discipline or related fields/disciplines (peer reviewer) from various institutions</p> <p>1. Prototype work and supporting documents published in print or electronic media format</p>

	2. Exhibitions, displays, performances, public performances, photographs, sound recording, photographs, and magnetic-picture recording tapes
Procedure	<p>1. Dissemination of creative works must be in the database of art galleries and museums that have standards accepted at the national or international level or have been approved by the KMITL Research Fund committee.</p> <p>2. Creative works shall be in the process of dissemination or dissemination is at an end.</p>

## Group 2      Teaching innovation Works

### Active Learning

Definition	Active Learning is an instructional approach that emphasizes students' engagement in their learning, thinking, analysis, and synthesis. Students can participate and interact with learning activities through various forms of practice, such as analysis, synthesis, brainstorming, and idea exchanging and case studies, etc. The activities used should help develop analytical thinking, critical thinking, communication/presentation, and appropriate use of information technology. Students must interact with each other and with a teacher. The role of the teacher is only to develop processes and activities that will make students more enthusiastic about learning. Teachers should reduce their role in conveying knowledge to students by giving a lecture and increase the role to encourage students to conduct various activities, including providing an appropriate learning environment.
Criteria	<p>๑. at least 50 percent of total class hours in which Active Learning is taught.</p> <p>๒. For classes that are taught in the Active Learning style , instructors must design classroom activities that involve students and are activities that support learners to achieve the learning outcomes of the course ( Course Learning Outcome ), including designing methods. Measure results</p> <p>๓. Instructors must specify the learning activity plan and evaluation according to item 2 in the Course Syllabus.</p>



	<p>4. The evaluation criteria for the course are clearly specified. Including criteria for evaluating classroom activities To inform students before teaching</p> <p>5. Teachers must create and store teaching work, Course Syllabus , and classroom activities. on the online platform of the institution or academic department which is open to the curriculum executive committee Director of the Academic Division and the institute's directors can inspect and evaluate operations according to this criterion.</p>
Procedure	Follow the performance evaluation guidelines for teaching Active Learning/Problem-Based Learning/Project-Based Learning. of the institution

### **Problem - Based Learning Learning using problems as a base.**

Definition	<p>Problem Based Learning is an instructional approach in which problems are used as the vehicle to promote student learning. The real-world problems resemble something students may encounter in their lives. The problems used are vague and can be solved by various methods or findings. PBL learning provides students the opportunity to develop skills related to analytical thinking and problem solving by self-directed learning as well as gaining knowledge related to their field of study. Students are organized into small groups, and a teacher acts as a facilitator. Problems are used to stimulate learning. Authentic assessment is conducted to assess students' practical skills while performing learning activities and their learning outcomes.</p>
Criteria	<ol style="list-style-type: none"> <li>1. A teacher teaches and tests students' basic knowledge in order to break them into small groups with mixed-basic knowledge. Real-world problems are assigned to the groups to allow the students to set up hypotheses for solving the problems based on what they have learned before.</li> <li>2. The teacher organizes the students' group discussions to exchange ideas obtained from their research in order to solve problems and conduct collaborative learning. Presentations and peer collaborative problem solving can be arranged.</li> <li>3. The teacher provides a clear evaluation system with criteria in various forms, such as self-evaluation, peer evaluation, evaluation by teachers, and so on.</li> </ol>

	<p>Solutions to problems shall be stored and further disseminated.</p> <p>4. The teacher must construct an online platform of the Institute or academic divisions to store teaching results, course syllabus, and project presentations from each group of students. The platform is open to the committee on curriculum administration, the committee of academic divisions, and the Institute committee to inspect and evaluate the procedure according to the criteria.</p>
Procedure	Follow the Institute's teaching performance evaluation guidelines for Active Learning/Problem-Based Learning/Project-Based Learning

### Project - Based Learning

Definition	<p>Project-based Learning is an instructional approach in which projects are used to promote student learning. Real-life experience has been incorporated into learning by constructing hands-on solutions which are not related to laboratory experiments of each course. Students must make plans, work as a team, and build critical thinking capacity. Emphasis is placed on an interdisciplinary approach for project development with a concrete output. A teacher plays a role as a coach and prepare learning equipment and utilities for students as well as encourage students' full learning potential. Project evaluation has been collaboratively conducted by teachers and students to answer the following questions: Does the project achieve its objectives? What are the problems and obstacles encountered? And How can the problems be solved? Project evaluation may include self-evaluation, peer evaluation, evaluation by teachers or by outsiders, and so on.</p>
Criteria	<ol style="list-style-type: none"> <li>1. A teacher teaches basic knowledge for project development. Students are broken into small groups with mixed-basic knowledge and choose their interesting project topics. They can brainstorm their ideas to create projects and solve actual problems arising while working on the projects.</li> <li>2. The teacher sets a period of time to monitor the progress of the project. Also, he/she gives advice on the project development periodically by</li> </ol>

	<p>having students present what they have done and the knowledge gained from creating the project.</p> <p>3. The teacher provides a clear evaluation system with criteria in various forms, such as self-evaluation, peer evaluation, evaluation by teachers, and outsiders, and so on. Solutions to problems shall be stored and further disseminated.</p> <p>4. The teacher must construct an online platform of the Institute or academic divisions to store project presentations from each group of students. The platform is open to the committee on curriculum administration, the committee of academic divisions, and the Institute committee to inspect and evaluate the procedure according to the criteria.</p>
Procedure	Follow the Institute's teaching performance evaluation guidelines for Active Learning/Problem-Based Learning/Project-Based Learning

### Multimedia Online Course ( Internet )

Definition	Multimedia Online Course ( Internet ) is an online course for the general public. The course content shall be recorded and published online for learners to study before class, to study in class, and to review after class. The online course must include the following elements of different types of media: text, image, animation, sound, and video.
Criteria	<ol style="list-style-type: none"> <li>1. A curriculum must be designed with creative content, must not damage the Institute's reputation and not contrary to the law</li> <li>2. Income generating work must be processed through KMITL Research and Innovation Services (KRIS).</li> <li>3. If there is no income and the course must be published via the institute's central platform, the request form must be submitted to the Office of Academic Administration and Educational Quality.</li> <li>4. Credit accumulation of online courses for the general public must get approval from the Academic Council by following the notification of the institute regarding guidelines for organizing credit-earned training courses.</li> </ol>

Procedure	<ol style="list-style-type: none"> <li>1. The request on offering online courses that accumulate credits shall follow the steps for requesting a short-term training course according to the Institute's notification regarding guidelines for organizing credit-earned training courses.</li> <li>2. Online courses that do not accumulate credits must be processed through KMITL Research and Innovation Services (KRIS).</li> <li>3. The number of students and course income must be reported.</li> </ol>
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### Textbooks

Definition	<p>Textbooks mean academic works which are entirely or partially employed for class teaching, derived from theoretical findings, research conducted by the candidate or knowledge obtained through the analysis, synthesis, collection and compilation process. The work must represent the author's concept as a core which is systematically related to the sub-concepts, exhibit unity, relationship and emphasis as required for a good writing style, is written in a standard academic language and presents new knowledge generating a significant impact on a particular field/discipline.</p>
Criteria	<ol style="list-style-type: none"> <li>1. Textbooks must pass a quality assessment administered by a panel of experts in a particular field/ discipline or related fields/disciplines (peer reviewer) from various institutions with an order appointed by the Institute and intellectual property management with KMITL Research and Innovation Services (KRIS).</li> <li>2. Textbooks must be printed at least 300 textbooks by standard publishing companies or published in E - Book format .</li> <li>3. In the case of intellectual property works that are not registered/notified on behalf of the Institute, if an author would like to use the work, he/she must transfer the property right to the Institute. This must be approved by a committee appointed by the Institute.</li> </ol>
Procedure	<ol style="list-style-type: none"> <li>1. An author writes a textbook.</li> <li>2. The author submits the textbook to a panel of experts appointed by the Institute in a particular field/ discipline or related fields/disciplines (peer reviewer) in order to assess the quality.</li> </ol>

	<ol style="list-style-type: none"> <li>3. The author brings a copy of his ID card to contact KMITL Research and Innovation Services ( KRIS ) to manage intellectual property.</li> <li>4. The author submits the certified textbook to a standard publishing company for publication and dissemination in print or E - Book format.</li> <li>5. The author submits a report on the number of publications and sales.</li> </ol>
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## Books

Definition	<p>Books are academic works derived from a thorough and comprehensive research on a particular topic, comprising an analysis, synthesis and systematic descriptions. The work is harmoniously united by the central concept and related sub-concepts. Its profound contents are expressed through the standard academic language which represents the author's perspective that enhances intellectual thinking and consolidates the ground of a particular field and/or discipline. The book's content does not necessarily have to be associated with or conform to a curriculum or any particular courses in the curriculum, nor is it used for class teaching of any courses.</p>
Criteria	<ol style="list-style-type: none"> <li>1. Books must pass a quality assessment administered by a panel of experts in a particular field/ discipline or related fields/disciplines (peer reviewer) from various institutions with an order appointed by the Institute and intellectual property management with KMITL Research and Innovation Services (KRIS).</li> <li>2. Books must be printed at least 300 books by standard publishing companies or published in E - Book format .</li> <li>3. In the case of intellectual property works that are not registered/notified on behalf of the Institute, if an author would like to use the work, he/she must transfer the property right to the Institute. This must be approved by a committee appointed by the Institute.</li> </ol>

Procedure	<ol style="list-style-type: none"> <li>1. An author writes a textbook.</li> <li>2. The author submits the textbook to a panel of experts appointed by the Institute in a particular field/ discipline or related fields/disciplines (peer reviewer) in order to assess the quality.</li> <li>3. The author brings a copy of his ID card to contact KMITL Research and Innovation Services ( KRIS ) to manage intellectual property.</li> <li>4. The author submits the certified textbook to a standard publishing company for publication and dissemination in print or E - Book format.</li> <li>5. The author submits a report on the number of publications and sales.</li> </ol>
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### OBE (Outcome-Based Education)

Definition	<p><b>OBE (Outcome-Based Education)</b> or educational principles that focus on student learning outcomes. OBE starts from defining Program Learning Outcomes (PLOs), designing the structure and content of the curriculum consistent with PLOs , designing Course Learning Outcomes (CLOs) aligned with the PLOs, and creating Constructive Alignment between Teaching and Assessment and Learning Outcomes, as well as determining Teaching and Learning Process, and Student Assessment.</p> <p><b>Quality Assurance from national quality organizations</b> including TABEE</p> <p><b>Quality Assurance from international quality organizations</b> including AUN-QA (English section) , ABET (Engineering), WFME ( Medicine ) , ABEST21 ( Business Administration ) , EPAS ( Business Administration ) , IACBE ( Business Administration )</p> <p><b>Criteria for curriculum management set by the Institute</b></p> <ol style="list-style-type: none"> <li>1. Standard criteria for undergraduate / graduate level and Curriculum Standard Supervision (Component 1)</li> <li>2. A self-evaluation report prepared according to the criteria for internal educational quality assurance at the curriculum level.</li> <li>3. A curriculum development plan created following the internal quality assurance results in the program level</li> </ol> <p><b>Curriculum Administration Committee refers to</b> all lecturers responsible for the curriculum management as specified in the curriculum booklet. They have</p>
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duties in managing and developing the curriculum and teaching. Their work starts from Planning, Quality Control, Monitoring, Evaluating, to Curriculum Development.

Note: In the case where there is a change in the list of curriculum committee members during the working year, there must be a period of not less than 9 months of working as a program administration committee member.

#### **Indicators for evaluating internal quality development of the Institute's curriculum 5P**

For Bachelor's degree courses, 6 Indicators are chosen for normal courses or 5 Indicators for the International Curriculum from the indicators set by the Institute as follows:

1. Level of competition among applicants ( regular curriculum )  
Actual number of student admissions compared to the program admissions plan ( International Programme)
2. Rate of employment/entrepreneurship during the period 1 year \*
3. Score values: Award-winning student work / publications / intellectual property work per number of students in the program
4. Satisfaction of current final year students
5. Satisfaction of employees towards quality of graduates \*
6. Percentage of students who passed the English language requirements or equivalent level B 1 ( English Exit Exam)\*\*
7. Percentage of subjects in the curriculum that have teaching approach using Active Learning, Project Based Learning, Problem Based Learning
8. Internationality

Curriculum Administration Committee can propose other indicators instead of the indicators specified by the Institute, which must be approved by the Academic Division Committee.

Note \* Indicators 2 and 5 are mandatory indicators.

\*\* Indicator 6 is used to evaluate only regular courses. In the case that there are no graduates, select other indicators instead of indicators 2 and 5.

	<p>The curriculum committee can propose other indicators. instead of indicators specified by the Institute. This must be approved by the Academic Committee.</p> <p>Graduate level curriculum consists of 5 Indicators as follows:</p> <ol style="list-style-type: none"> <li>1. Satisfaction of students in the final year of the program</li> <li>2. Satisfaction of employees towards the quality of graduates</li> <li>3. Actual number of student admissions compared to the program's admissions plan.</li> <li>4. Internationality (Graduate Program)</li> <li>5. Score value of published work of students per number of students in the program.</li> </ol> <p>Curriculum Administration Committee can propose other indicators instead of the indicators specified by the Institute. This must be approved by the Academic Affairs Committee and the Office of Academic Administration and Educational Quality shall issue the definitions of indicators, criteria, and methods for setting target values with the approval from the Educational Quality Assurance Subcommittee.</p>
Criteria	<p><b>Criteria for evaluating indicators and performance assessment of the curriculum administration committee.</b></p> <p>Level 5 = Performance of the indicators is not less than 90 percent of the target value.</p> <p>Level 4 = Performance of the indicators is between 80 - 89.99 percent of the target value.</p> <p>Level 3 = Performance of the indicators is between 70 - 79.99 percent of the target value.</p> <p>Level 2 = Performance of the indicators is between 60 - 69.99 percent of the target value.</p> <p>Level 1 = Performance of the indicators is less than 60 percent. of target value</p> <p>Calculate the average score level of all indicators of the performance assessment 5P for considering the performance of the curriculum administration committee.</p>



Procedure	<ol style="list-style-type: none"> <li>1. Curriculum Administration Committee set goals for the 5 P assessment indicators with the approval from Academic Division Committee.</li> <li>2. Academic Divisions propose the 5 P assessment indicators for each curriculum. The Office of Academic Administration and Educational Quality scrutinizes the indicators before submitting to the Academic Council for approval.</li> <li>3. The Office of Academic Administration and Educational Quality collects the 5 P assessment results and reports the results to the Chairman of the Curriculum Administration Committee to check and confirm the assessment results.</li> <li>4. The Office of Academic Administration and Educational Quality considers and certifies the 5 P assessment results and sends the results to the curriculum administration committee to fill in the DPBP system according to the performance level.</li> </ol>
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**Group 3      Social work, innovation work, or reputation building work**

**Creative works of science and technology (Other inventions/innovations/software etc.)**

Definition	Academic works which involve the invention of tools, labor-saving devices/technologies, the discovery of new species of plants, animals or microorganisms whose special properties are used to produce vaccines, products or other inventions contributing to the economy and society, which are developed from application of body of scientific and technological knowledge through the research methodologies accepted in a particular field/ discipline
Format	Creative works along with publications or academic documents demonstrating the particular research's conceptual framework, the process of research and development of laboratory test results of any properties that are both the fundamental and special ones, test results generated from the authentic and appropriate settings, and the degree of economic or social impacts resulting from their application.

Publication	<p>The work shall be published in any of the listed forms and presented with evidence verifying that the quality assessment procedure has been administered by a distinguished panel of experts in a particular field/discipline or related fields/disciplines (peer reviewer) from various institutions. The evidence shall be in any of the following forms:</p> <ol style="list-style-type: none"> <li>1. Exhibitions, displays, performances, public performances, photographs, sound recording, photographs, and magnetic-picture recording tapes</li> <li>2. Documents disseminated in a printed or electronic format</li> </ol>
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### Software ( Software )

Definition	<p>A computer program, as defined by the copyright law, which is a research output or a new invention or new body of knowledge with tangible principles for explanations as well as the software built on integrated disciplines for the benefit of academic data analysis. It must have one of the following forms:</p> <ol style="list-style-type: none"> <li>1. A project gearing toward software development using a numerical method or an engineering design which directly addresses the design process</li> <li>2. Works gearing toward improving, altering and developing the source code in order to maximize the operation system by significantly improving the system</li> <li>3. A project involving collection of efficiency data and evaluation to be in compliance with research and technological development with tangible proof demonstrating how application of the information technology and software has improved a system's operation. There must also be the system improvement or needs surveys as well as the display of clear outcomes and indicators which can prove that the information technology &amp; software is not only used as a replacement of the old one. However, the obtained results need to be in compliance with the research and development work.</li> </ol>
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Format	<p>Forms may vary either in the form of a book or electronic media as follows:</p> <ol style="list-style-type: none"> <li>1. There is a clear explanation/description of the work i.e., a user manual with clear principles of software operation and functions in details as an indication of how and in what way the software has contributed to academic advancement, or knowledge enhancement or benefits of a particular field/discipline or multiple fields/disciplines.</li> <li>2. The value of the work must be thoroughly verified or be presented with a comprehensive set of evidence of its value.</li> </ol>
Publication	<p>There is evidence of software usage or application in the related academic or professional circles.</p>

### Academic Work Serving Society

Definition	<p>Academic works which are beneficial to a society and result in concrete and empirical contribution to the common good. Works bringing collective benefits to the society must introduce a positive change in any of the/ multiple aspects regarding communities, ways of life, culture and norms, environment, occupations, economies, politics and government, life quality or health. Or The work which is registered for a patent or other forms of intellectual property which can tangibly prove that it has capability to alleviate problems or improve a society and provide concrete collective advantages or raise awareness and acknowledgement of problems as well as practical solutions for a society</p>
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Format	<p>a document with clear explanations/ descriptions of the work to indicate how the work has contributed to the collective benefits of a society, positive change and academic advancement, or knowledge enhancement or benefits to a particular field/discipline or multiple fields/disciplines. Also, the work can be used as a reference and must comprise the following components:</p> <p>an analysis of the situation prior to changes; participation and acceptance of the target society; design, development, concept, or process which introduces changes; knowledge or expertise employed to produce changes; anticipation of follow-up events after changes; outcome assessment by tracking changes; Conclusion of guidelines for maintenance, implementation or improvement</p> <p>In addition to the above-mentioned documents, other additional evidence related to the work may be presented for consideration, such as photos, movies or recording tapes or videos, letters confirming profits made or letters of appreciation from a government, private or civil society sector deriving benefits from the work</p>
Publication	<p>The work shall be published in a presentation event organized in the studied area or by opening the area for a visit which is widely publicized in the manner corresponding with the work. Such publication needs to be documented in a form of document or in writing which can be referenced or further studied.</p>

#### **Group 4 : income-generating work**

৫.৯ The assigned teaching workload is more than 300 lecture hours or equivalent. per academic year. Its teaching fees in excess of teaching workload are not reimbursed. Or there is no teaching reimbursement.

৫.১০ Remuneration for all work performances in accordance with the rules, regulations, or notifications of the Institute for those who have and have not received such remuneration.

၆.၈ Generate income for the Institute from different types of work, such as organizing training/seminars/research projects/academic service projects/creative works/inventions/innovations/petty patents/patents/software, and so on.

## Example of counting time for using work for minimum workload, wage increases/special wages, including request on extra money

**Fiscal year 2024** from 1 August 2022 to 30 June 2024, divided into

- 1 August 2022 to 31 July 2023 (Performance in the one-year preceding working year)
- 1 July 2023 to 30 June 2024 (Work Performance in the current working year)

**Fiscal year 2025** from 1 July 2023 to 30 June 2025, divided into

- 1 July 2023 to 30 June 2024 (Performance in the one-year preceding working year)
- 1 July 2024 to 30 June 2025 (Work Performance in the current working year)

**Performance evaluation score criteria are as follows:**

1. Receive a performance evaluation score ranging from 90.00 - 100 points to be at the **excellent level**.
2. Receive a performance evaluation score ranging from 80.00 – 89.99 points to be at the **outstanding level**.
3. Receive a performance evaluation score ranging from 70.00 - 79.99 points to be at the **very good level**.
4. Receive a performance evaluation score ranging from 60.00 - 69.99 points to be at the **good level**.
5. Receive a performance evaluation score ranging from 50.00 - 59.99 points to be at a **fair level**.
6. Receive a performance evaluation score of less than 50.00 points to be at the **improved level**.