

(Unofficial Translation)

- Official Emblem -

**Thammasat University Announcement, re:
Establishment of the Research Unit, B.E. 2568**

WHEREAS, Thammasat University has the policy to establish and use the Research Unit (RU) as a mechanism to improve the research and academic work of the University that will, in turn, allow the University to become a more complete research university, create new knowledge, progress, and academic excellence in various fields of study.

By virtue of Section 39 of the Thammasat University Act, B.E. 2558, and Article 16, Paragraph Two of the Thammasat University Regulations, re: Research and Research Fund Management, B.E. 2561, and by resolution of the Research and Research Fund Management Board from the 2/2567 Meeting, which took place on September 9th, 2024; and from the 1/2568 Meeting, which took place on March 11th, 2025, the Rector hereby issues the following Announcement.

Article 1 – This Announcement is called “*Thammasat University Announcement, re: Establishment of the Research Unit, B.E. 2568.*”

Article 2 – This Announcement shall come into force from the day after the announcement date onwards.

Article 3 – This Announcement shall repeal and replace

(1) Thammasat University Announcement, re: Establishment of the Research Unit, B.E. 2566.

(2) Thammasat University Announcement, re: Establishment of the Research Unit (No. 2), B.E. 2567.

Article 4 – In this Announcement.

“*The Board*” means the Research and Research Fund Management Board.

“*The Sub-Committee*” means the Sub-Committee on Research Fund and Research Promotion of Thammasat University appointed by the Research and Research Fund Management Board.

“*The Center*” means The Center of Excellence (CoE), in accordance with the Thammasat University Announcement, re: Establishment of the Center of Excellence.

Article 5 – The Research Unit shall consist of at least two permanent faculty members or researchers with expertise in the field of study related to the objectives of the Research Unit. The Research Unit will be responsible for creating or producing research studies, innovations, or other academic works.

Article 6 – The Objectives of the Research Unit shall include the creation or production of research studies, innovations, or other academic works, as per the Research Unit’s mission, which is declared in the announcement of the establishment of the Research Unit.

The Research Unit shall prepare and submit its annual research and innovation plan for consideration and approval of the Sub-Committee on a yearly basis.

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Article 7 – The Research Unit shall consist of the following members.

(1) The Head. The Head of the Research Unit must possess the following qualifications.

(1.1) The Head must be a permanent faculty member or a researcher of the University.

(1.2) The Head must have experience in conducting research in the field of study related to the objectives of the Research Unit for no less than six months.

(1.3) The Head must have previously produced research studies, innovations, or other academic works with outstanding results; for example, the results must have been published in international academic journals, registered for patent or petty patent, or received internationally recognized awards.

(2) General members. The Research Unit must have at least one general member. General members of the Research Unit must be permanent faculty members or researchers of the University who have experience in conducting research in the field of study related to the objectives of the Research Unit.

Article 8 – The Head can only serve as the head of one research unit. The Head must not be a member of any other centers or research units.

General members of a center must not be members of any other centers or research units.

Article 9 – Responsibilities and duties of the Head are as follows.

(1) Acting as a representative of the Research Unit in coordinating with the University.

(2) Managing the Research Unit to achieve the underlying objectives of the Research Unit.

(3) Preparing and submitting the Research Unit's annual research and innovation plan for consideration and approval of the Sub-Committee.

(4) Supervising the research studies, innovations, or other academic works, in accordance with the objectives of the Research Unit.

(5) Reporting the results of the Research Unit's operations, according to the Research Unit's annual research and innovation plan that has been approved by the Sub-Committee.

(6) Managing the Research Unit's budget, finances, and accounting, as well as supervising the Research Unit's spending of the allocated funds, in accordance with the provisions described under this Announcement.

(7) Reporting the Research Unit's spending of the allocated funds, in accordance with the criteria and methods determined by the Committee.

In the event that the Head is unable to submit the reports described under Item (5) within the timeframe specified, the Head must submit an explanation for such a delay to the Sub-Committee.

Article 10 – the Research Unit's name in the Thai language must be “หน่วยวิจัยด้าน...”; and the Research Unit's name in the English language must be “Research Unit in...”, whereas the specialized field of study of the Research Unit must be added to the end of the name.

The name and objectives of a Research Unit must not be the same as the names or objectives of currently existing research units.

Article 11 – In order to submit a proposal to establish a research unit, the Head must submit the Proposal Form for Requesting Support and Approval for the Research Unit Establishment to the Sub-Committee. After reviewing the Proposal, the Sub-Committee will forward it for the Rector’s consideration and approval.

The Proposal Form for Requesting Support and Approval for the Research Unit Establishment must be made using the form specified by the University.

Article 12 – Consideration and approval for the request for the Research Unit establishment shall observe the following criteria.

(1) The Research Unit must prepare its annual research and innovation plans at least three years in advance. Those plans must be in line with the name and objectives of the Research Unit, and the research policies and guidelines of the University, as well as must be beneficial to the academic strength of Thailand.

(2) The Head and general members must collectively produce at least two of the following works during a period of three years prior to the submission date of the Proposal.

(2.1) Research papers that have been published in international academic journals listed on the international databases, such as SJR (SCImago Journal Ranking: www.scimagojr.com), ISI Web of Science (Science Citation Index Expanded, Social Sciences Citation Index, Art and Humanities Citation Index), or the Scopus Database.

(2.2) Specifically for the case of establishing a research unit in the fields of Social Science and Humanities: research papers that have been published in international academic journals listed on the international databases, such as SJR (SCImago Journal Ranking: www.scimagojr.com), ISI Web of Science (Science Citation Index Expanded, Social Sciences Citation Index, Art and Humanities Citation Index), or the Scopus Database; or academic journals listed on the national databases, according to the Thai Journal Citation Index Centre: TCI, namely, TCI Tier 1.

(2.3) Inventions or creative works that have been registered by a certification of intellectual property rights, such as registration of a patent or petty patent; or inventions or creative works that have been published and recognized by the academic circles, whether nationally or internationally.

Article 13 – The establishment of a center must be made by a Thammasat University Announcement. The Announcement must specify the following details:

- (1) The name of the Research Unit.
- (2) The objectives and mission of the Research Unit.
- (3) The names of the head and general members of the Research Unit.

Article 14 – The Research Unit that has been approved for establishment shall be allocated annual support funds, as per the following criteria and rates.

(1) For the first year of operation and after the Research Unit is properly established and the Sub-Committee approves its annual research and innovation plan, an annual support fund for an amount not exceeding 500,000 Baht will be allocated to the Research Unit. The payment of the fund will be divided into two installments, and the payment schedule is as follows.

(1.1) The first installment: a payment of 50 percent of the approved annual support fund will be made after the Research Unit is properly established.

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(1.2) The second installment: a payment of 50 percent of the approved annual support fund will be made after the Research Unit submits its six-month performance report and the Sub-Committee approves such a report.

(2) For the second to the third year of operation, an annual support fund for an amount not exceeding 500,000 Baht will be allocated to the Research Unit. The payment of the fund will be made after the Research Unit submits its results, in accordance with the annual research and innovation plan approved by the Sub-Committee. The payment of the fund will be divided into two installments, and the payment schedule is as follows.

(2.1) The first installment: a payment of 50 percent of the approved annual support fund will be made after the Research Unit submits its annual performance report of the previous year and the Sub-Committee approves such a report, as well as the annual research and innovation plan of the second or the third year, as the case may be.

(2.2) The second installment: a payment of 50 percent of the approved support fund will be made after the Research Unit submits its six-month performance report for the current year and the Sub-Committee approves such a report.

(3) For the fourth year of operation onwards, the annual support funds will be allocated at the rate of 50 percent of the support funds that the Research Unit received from external sources, that is, funds from individuals or organizations outside Thammasat University, both domestic and international sources, who have provided research funding to researchers of Thammasat University; excluding research funding provided under the Fundamental Fund, training programs, or consulting programs; for a total amount not exceeding 300,000 Baht per year. The payment of the fund will be made after the Research Unit submits its results, in accordance with the annual research and innovation plan approved by the Sub-Committee. The payment of the fund will be divided into two installments, and the payment schedule is as follows.

(3.1) The first installment: a payment of 50 percent of the approved annual support fund will be made after the Research Unit submits its annual performance report of the previous year and the Sub-Committee approves such a report, as well as the annual research and innovation plan of the current year.

(3.2) The second installment: a payment of 50 percent of the approved support fund will be made after the Research Unit submits its six-month performance report for the current year and the Sub-Committee approves such a report.

Article 15 – In order to receive the annual support funds, the Research Unit must open a bank account with a commercial bank specified by the Treasury Division, whereas the account name must be the name of the Research Unit.

In order to withdraw the annual support funds from an account opened under Paragraph One, the withdrawal request must be signed by the head of the Research Unit.

Article 16 – The Research Unit must use the support funds allocated under Article 14 for the objectives of the Research Unit. The support funds can also be used for the following expenses.

(1) Salary for research assistants, administrative staff, and student assistants.

(2) Compensation for the data interpreters, translators, or editors of research papers, in the event that the research project doesn't receive funding for translation or editing of research papers from the Research Fund.

(3) Office supplies, scientific materials, and equipment.

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- (4) Costs and maintenance expenses of durable articles.
- (5) Facility improvement expenses.
- (6) Publication expenses for publishing the works in academic journals.
- (7) Other expenses.

Article 17 – While spending the support funds for the expenses listed under Article 16, the Research Unit must not exceed the limited amount for individual expenses, as specified by the Committee. The Head of the Research Unit must also follow the rules and regulations regarding disbursement, as specified by the University.

Article 18 – For the purpose of facilitating the audit process of the Research Unit's expenditure, the Head of the Research Unit is responsible for the following.

(1) Prepare and maintain the account books of the Research Unit's income and expenditure, and maintain evidence of all expenditures for auditing purposes.

(2) Prepare and submit the expenditure summary report of the Research Unit, within thirty days after the ending date of the annual research and innovation plan, to the Research Administration Division, which will later forward the report for the review and acknowledgment of the Sub-Committee.

Article 19 – In the event that the Research Unit wishes to make any changes to its operation, for example, changes to the annual research and innovation plan or the spending plan; or in the event that the Research Unit wishes to add or remove its members, the Research Unit must seek and acquire approval from the Sub-Committee first.

Article 20 – For the purpose of facilitating the reviewing process of the Research Unit's annual research and innovation plan, each year, the Research Unit must be able to produce research results, as follows.

(1) At least two research papers that have been published in international academic journals listed on the international databases, such as SJR (SCImago Journal Ranking: www.scimagojr.com), ISI Web of Science (Science Citation Index Expanded, Social Sciences Citation Index, Art and Humanities Citation Index), or the Scopus Database; whereas one article must be published in academic journals of the 2nd Quartile (Q2) ranking and another article must be published in academic journals of no lower than the 3rd Quartile (Q3) ranking.

(2) Research results published in accordance with Item (1) will not be eligible for other funds allocated by the Research and Innovation Department from the Fundamental Fund or Thammasat University Research Fund.

Article 21 – In order to present or publish the works of the Head or general members of the Research Unit under Article 20, or to present the works as supporting evidence for performance evaluation against the annual research and innovation plan, the works must bear the name of the Research Unit, along with the name of Thammasat University and the Acknowledgement section must state that *“This study was supported by Thammasat University Research Unit in....”*

Article 22 – The Sub-Committee shall withhold the support funds in the following cases.

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(1) The Research Unit fails to submit its annual performance report, as per the annual research and innovation plan, under Article 9.

(2) The Research Unit fails to submit its expenditure summary report, under Article 18 (2).

(3) The Research Unit fails to submit its annual research and innovation plan for consideration and approval by the Sub-Committee.

Article 23 – The Sub-Committee may dissolve the Research Unit for the following reasons.

(1) The Head of the Research Unit is no longer an employee of the University, and the general members are unable to find a qualified person to be the new head of the Research Unit within a period of ninety days.

(2) The Research Unit fails to deliver the results required under Article 20.

(3) The Research Unit fails to acquire support funds for three consecutive years.

(4) The Head of the Research Unit proposes the dissolution of the Research Unit.

(5) The actions of the Research Unit may cause serious damage to the University.

Article 24 – After the Research Unit is dissolved, the Head of the Research Unit must complete the following actions within thirty days after the dissolution date.

(1) Return any remaining amount of the support funds to the Thammasat University Research Fund and submit the duplicates of receipts issued by the Treasury Division to the Research Administration Division.

(2) Submit the expenditure summary report and the account book that has been properly closed to the Research Administration Division.

(3) Submit the overall performance summary report of the Research Unit for the University's review and acknowledgment.

(4) Create an account book of the acquired durable articles and deliver such durable articles to the Section.

Article 25 – The Head and general members whose center has been dissolved under Section 23 (2), (3), and (5) will not be able to act as founding members of, or join, another center within a period of three years from the dissolution date.

Article 26 – In order to submit matters that are related to this Announcement for the Sub-Committee's consideration, such matters must first be presented to the Section-level Research Promotion Committee, or the Section-level Committee, if there is no Section-level Research Promotion Committee, for preliminary screening.

Article 27 – All Research Units established prior to the effective date of this Announcement shall be recognized as Research Units under this Announcement.

Regarding criteria for external sources of funding, support funds, presentation of research results for the purpose of performance evaluation, declaration of the names of the Research Unit and the University, all Research Units established prior to the effective date of this Announcement shall continue to observe and follow the regulations and methods described under the Thammasat University Announcement, re: Establishment of the Research Unit, B.E. 2566; and the Thammasat University

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Announcement, re: Establishment of the Research Unit (No. 2), B.E. 2567, until the end of the Fiscal Year B.E. 2569.

Announced this on March XXth, 2025

- *Signature* -

(Professor Dr. Supasawad Chardchawarn)
Rector