



Assumption University Announcement

No.13/2024

Subject: Paper Presentation Grant

Whereas it is deemed appropriate to promote and support Assumption University faculty members/researchers in their research/creative/academic works and to enhance academic excellence, the President of Assumption University, empowered under the provisions in Articles 43 of the Private Higher Education Institutions Act B.E. 2546 Amendment (No.2) B.E. 2550, hereby revokes the University Announcement No.4/2021, and announces the criteria and conditions for the approval of requests for Paper Presentation Grant as follows:

1. Paper Presentation Grant

1.1 Grant Applicants' Qualifications

- (1) Full-time faculty members/researchers who have been working at least 1 year on active duty for Assumption University.
- (2) Not on a study leave or a leave without pay.

1.2 Conditions

- (1) Overall grant budget for paper presentation is to be given not more than 50,000 Baht per person/academic year.
- (2) Grant can be requested no more than twice per academic year.
- (3) Paper must be accepted for presentation during an event organized by a well-known *professional research society association* that has been organizing for at least 5 years consecutively. The paper selection committee or panel of experts should consist of academic professionals in the relevant or related fields from various institutions.
 - (a) In all cases stated above, it is strongly recommended that the paper must be relevant to the teaching and learning process in the corresponding department/faculty.
 - (b) In all cases stated above, an accepted paper may be rejected by the Committee if the textual content is written in poor English/other language and/or the graphical content is found inappropriate.
 - (c) In all cases stated above, an accepted paper may be rejected by the Committee upon unfavorable recommendations provided by the Faculty Academic Committee. The Faculty Academic Committee must also verify whether the paper has been properly modified in order to comply with the event organizer's requests for minor/major modification.
 - (d) In all cases stated above, an accepted paper may be rejected upon unfavorable recommendations given by additional internal/external reviewers appointed on a case-by-case basis by the Research and Academic Services Support Committee.

Continued Page 2 / (4) A proposal...



- (4) A proposal of paper presentation must be submitted to the Research Support and Academic Committee at least 30 days before the registration period without exception for any delay or inconvenience.
- (5) Poster presentation will not be given any grant support.
- (6) A paper presentation grant shall not be given to any lecturer who acts as an advisor of the project. This is with the exception that such a work has been co-authored by a student with the lecturer being the first or principal author.
- (7) Acceptable academic works must not include those used by the students to earn their degree or fulfill their certain subjects or study assignments.

1.3 Presenter Rights

A faculty member/researcher, in his/her capacity as the first author of a paper written by the research team and accepted for presentation at a congress, conference, workshop, symposium, or related event, will be allotted financial support for his/her research paper presentation according to the Paper Presentation Grant. In case the first author is unable to present the paper due to unavoidable circumstances, another faculty member/researcher in his/her capacity as an authorized co-author can be proposed as a substitute.

1.4 Terms of Grant

With the approval of the Research and Academic Services Support Committee, any full-time faculty member/researcher who meets conditions in item 1.2 will obtain financial supports according to actual expenses with attached receipts based on the reimbursement regulations of the University.

1.5 Approval Procedures

- (1) The lecturer submits a written request for the grant to the Dean together with the following:
 - (a) the full research/academic paper;
 - (b) the letter of acceptance or invitation;
 - (c) the program schedule and contents of the event;
 - (d) the written evidence of the defrayed expenses by the organizers; **and**
 - (e) the estimated expenses.
- (2) The Faculty's Academic Committee will consider the paper. Upon the Faculty's approval, the request will be forwarded to the Research and Academic Services Support Committee. Otherwise, the faculty member/researcher will be informed about the unfavorable results of the review.
- (3) In case the Research and Academic Services Support Committee approves the written request, the said request is forwarded to the President for final decision.
- (4) The President considers the written request and the faculty member/researcher will be then informed of the decision.
- (5) After the presentation, the faculty member/researcher must submit a travel report concerning the said presentation to the Research and Academic Services Support Committee. Otherwise, he/she will not be eligible for any other grants.



1.6 Co-Member (Writer/Researcher/Inventor)

The research work submitted for the yearly grant must be written by the faculty member/researcher. Thesis/Dissertation/IS in which the faculty member/researcher being designated as an advisor will not be entitled for the yearly grant claim. If there is/are a co-member(s)/writer(s)/researcher(s)/inventor(s), co-member(s) must specify in percentage their contribution to each research work. The principal author's contribution cannot, under any circumstances, be less than that of each of his/her co-author(s). In case the percentage of contribution is not specified, percentage of contribution will be equally divided.

The Criteria for Distributing: Contribution Rate:

Contribution proportion will be distributed according to the proportion of the principal author and co-author(s). The principal author who requests for a publication fee grant must have at least 50 per cent and co-author(s) must have the proportion at least 5 per cent of the contribution rate.

2. Professional Ethics

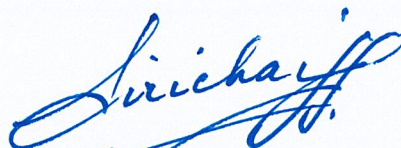
The faculty members/researchers will be subjected to disciplinary actions as deemed appropriate in case of the breach of contract and the violation of the following Code of Professional Ethics:

- (1) Plagiarism and/or self-plagiarism;
- (2) Fabrication of information, incorrect information, falsification of information, and/or incorrect citation of own/others' academic works;
- (3) Making false claims concerning others' academic works;
- (4) Copyright infringement; **or**
- (5) Engaging in illegal and unethical conduct and in doing so endangering his/her research subjects.

In case that the faculty members/researchers fail to practice according to grant regulations and professional ethics as mentioned earlier, the University has the right to terminate the contract and get the total amount of grants back.

The updated criteria and conditions for the approval of requests for Paper Presentation Grant are to be effective as of Academic Year 2/2024 onwards.

Given on December 4, 2024



Rev. Bro. Sirichai Fonseka, f.s.g., Ph.D.
President