

RESEARCH MANUAL

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Table of Contents

Part I	
Preface	1
Part II	
Institute for Research and Academic Services	3
1. Historical Background	3
2. Vision and Mission	4
3. Policy	4
4. Function Organization Structure	5
4.1 Institutional Research	6
4.2 Research Support	7
4.3 Research Service	9
4.4 Public Poll Survey	10
4.5 Academic Services	11
Part III	
University Research Regulations	13
1. Regulations for the Application for Research/Creative/Academic Works Support Grants (AU Announcement No.4/2021)	13
2. Regulations for the AU External Research Employment Management (AU Announcement No.17/2019)	21
3. Regulations for the AU External Research Funding Management (AU Announcement No.5/2018)	22
Appendices	
Appendix 1: All AU Research Grant Applications Process and Documents Required	23
Appendix 2: Assumption University Research Grant Form	24
Appendix 3: Contract for Research Funding	31
Appendix 4: Instructions to Get AU Research / Creative Works Grants	34
Appendix 5: Assumption University Research/Creative Works Grant Submission Form	35
Appendix 6: Progress Report on Research Project	36
Appendix 7: Format for Final Research Report	39
Appendix 8: Application Form for Paper Presentation Grant	42
Appendix 9: Application Form for Reimbursement of Publication Fee	43
Appendix 10: Contacting Details: Submission of Research Paper for Publication	44

PART I

Preface

The history of the university can be traced back to the madrasas and monastic schools of the early middle ages. These developed into the early Catholic universities like the University of Paris and the University of Bologna. They patterned in a guild-like structure as communities of experts and were devised as places dedicated to the furthering of knowledge. And this searching for new knowledge was ultimately designed to benefit society.

The early universities focused on the creation of new knowledge in theology, law, and medicine. This required learning from the texts of the past that dated back to Aristotle, the Greek philosophers, and researchers in medicine like Avicenna. Later, subjects or disciplines were classified into four main groups, namely, formal sciences, natural sciences, social sciences, and humanities. At present, formal sciences are integrated with natural sciences.

Since the medieval period the universities has three main functions, namely, to discover new knowledge, to store these discoveries, and to teach the youth. In other words, the modern universities have three main missions, namely, to conduct research, to instruct students, and to provide academic services to society. The word “research” refers to a kind of seeking or searching. It is creative, but it is also systematic and rigorous as well.

All disciplines or subjects need to be approached in a very systematic way with a disciplined method of data collection, and techniques in the testing and interpretation of data.

This is because research is not an individual activity. It is a collective activity conducted by a community. This includes not only the community of scholars at a particular university but also the community of scholars around the world.

Even the word “university” derives from the Latin phrase *universitas magistrorum et scholarium* which means a community of teachers and scholars. Being a part of the university means to be a part of a scholarly community. Being a part of the university, everybody is expected to follow the standards and practices of this scholarly community. It also means that when we train our students, we are training them according to these standards and practices.

When our students graduate their degree is a validation of their qualifications to participate in their areas of studies provided in different schools.

Conducting research or training faculty members and students to do research involves teaching them how to gain access to knowledge. This ranges from the techniques for framing a research problem, the knowledge of past research into the problem, the collection of data, the ability to critically interpret data, and knowledge of the technological systems that allow them to interpret their data.

Whether it is in the sciences, the humanities, business or law, we are faced with increasingly complex systems of data access and management.

In order to maintain the quality of education at a university like Assumption University of Thailand, the rigor of the conducting of research and the training of faculty and students to do research needs to be emphasized and supported.

This is why the Institute for Research and Academic Services (IRAS) was created. It is to ensure that Assumption University as a community of scholars meets international standards and prepares its faculty members and students to engage in the creation of new knowledge that benefits society.

PART II

Institute for Research and Academic Services

1. Historical Background

Institute for Research and Academic Services, originally named as the Center for Research in Business or CRIB, has been serving Thai business community and international corporations by offering a wide range of business research services since the time it was established in 1982 by Dr. Federic L. Ayer, the first and former Vice President for Research Affairs.

CRIB achieved continuing growth and expansion in meeting the ever increasing demand for its services. Under the supervision of Dr. Jirawat Wongwadiwat the present Vice President for Research Affairs, CRIB has been conducting research Projects in social sciences since 1991, and in 1993 an additional center was made. CRIB was renamed as the Center for Research in Business and Social Sciences (CRIB & SSc.). This additional was a movement to meet the demands for research in this field. These demands have risen hand in hand with the growth in Thailand's economy and social status since the last decade.

The success in research works conducted by the center and the offering of the university's Graduate Program in Education led to the launch of research in educational field. In 1998 the center was further promoted to the Research Institute of Assumption University (RIAU). Assumption University had been announced to merge ABAC Social Innovation in Management and Business Analysis (ABAC SIMBA) and ABAC Academic Network for Community Happiness Observation and Research (ABAC ANCHOR) to be the RIAU on February 1, 2014 which had alike obligation to provide the academic services to the business sector and society. This integration could yield the highest potential and achievement to the AU community. On May 6, 2014, AU had been announced the order to reorganize the RIAU's organization restructure and changed the name to "Institute for Research and Academic Services" (IRAS).

At present the IRAS includes six major function areas: Office Management, Institutional Research, Research Support, Public Poll Survey, Academic Services, and Research Services.

2. Vision and Mission

IRAS Vision

Institute for Research and Academic Services emphasizes on creation of and development on its resources as effectively and efficiently in order to produce its service facility both quality and meaningful to AU community, national community, and international community.

IRAS Missions

- To conduct institutional research for the university.
- To conduct research and to provide research advisory to external organizations.
- To provide research advisory to the university's personnel and units.
- To create research collaborations domestically and internationally.
- To provide academic research services to society.

3. Policy

Institute for Research and Academic Services (IRAS), one of national leading research institutes, has conducted research works to support and develop Thai society and international community for more than 20 years.

IRAS's philosophy is to create and develop its resources effectively and efficiently to produce its service facility both quality and useful meaning to community and nation. As well, IRAS's emphasized on dissemination of knowledge, diversity of society, finding of truth, and serving community with integrated multi knowledge and technology creatively. This has accredited IRAS as an institute with trustworthy in absolute, accurate, and useful data/information fulfilling the need.

To achieve the ultimate goal according to its philosophy, policies in administration have been indicated to serve the customers with useful and rich-in-quality research works.

Service Policies

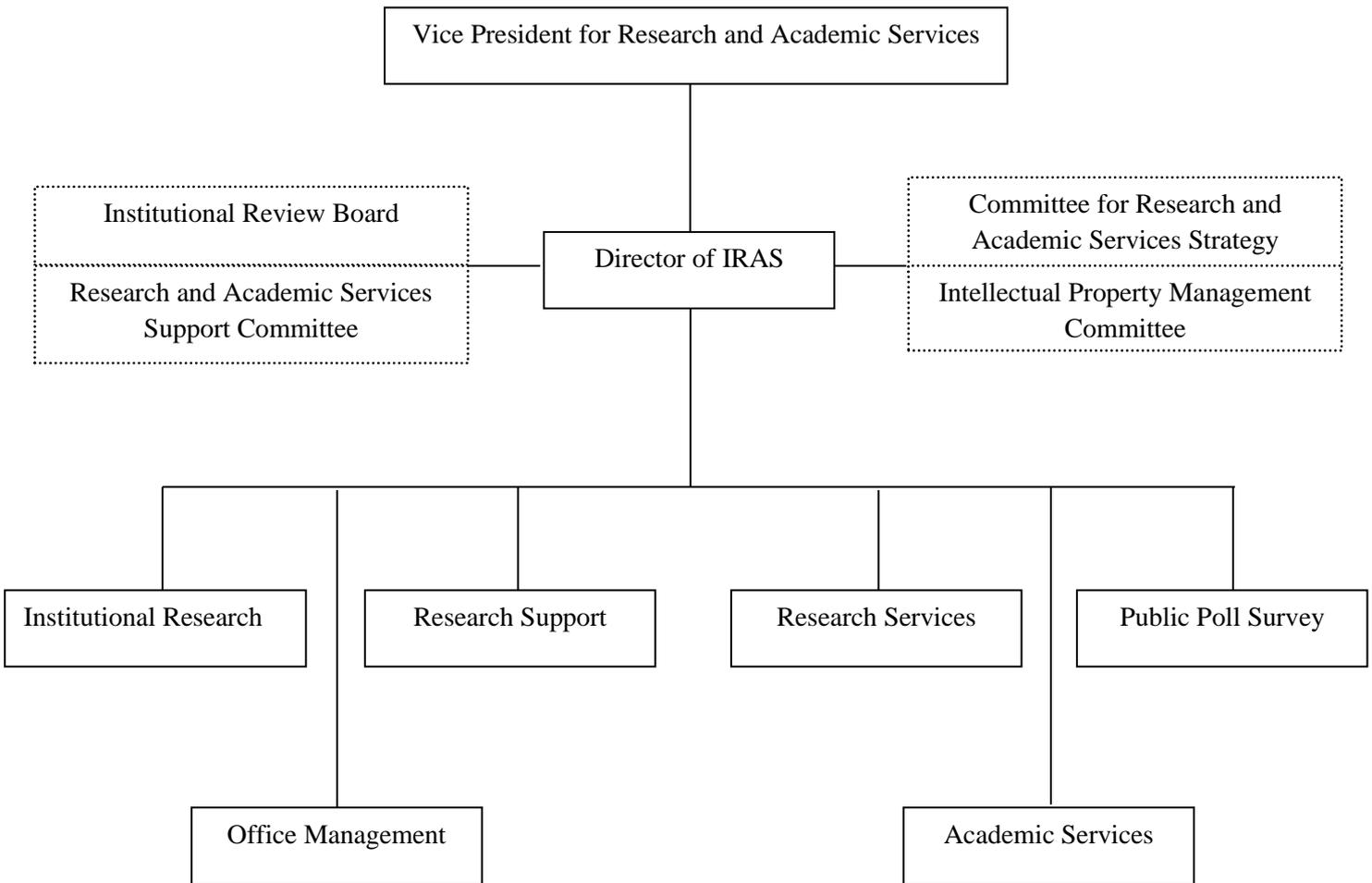
- Trustful data/information
- Useful data/information
- Accurate data/information
- Up-to-date data/information

Administration Policies

- Development on personnel both knowledge and skills in research
- Quality control on research works

- Creation of new body of knowledge
- Time management
- Research network management

**Functional Organization Structure
Institute for Research and Academic Services (IRAS)**



4. Function Organization Structure

Institute for Research and Academic Services, in order to fulfill its mission and policies, is currently addressing six major organization’s functional areas: institutional research, office management, research support, research service, academic services and public poll survey. Except for the office management area, the rest is related to research/ academic services to individuals and/or institutions both inside and outside the University. In order to ensure that each area is given specific attention and addresses research or academic needs, proactively the IRAS

has dedicated functional specialist to specifically address the issues and areas of their specialty.

4.1 Institutional Research

All higher education institutions in Thailand have four main missions, namely, producing graduates, conducting research, providing academic services, and promoting Thai arts and culture. Assumption University as a higher education has tried its best to complete these missions at a high standard level.

Producing graduates is directly associated with teaching and learning. In order to conduct good and effective teaching, all instructors, apart from knowing and loving the subjects they teach, need to know and love their students. The instructors need to know the needs and the problems of their students in order to help them to cope with rapid changes especially in the labor market in the Age of Globalization. The awareness of the students' needs and problems will help the instructors to update their courses and improve their teaching methodologies and techniques.

This is the reason why the institution researches need to be conducted. This kind of survey is conducted every year with every class of the graduates. It becomes a normal practice. Assumption University assigns the Institute for Research and Academic Services to do it.

- Objectives
 1. Submit all reports and data for which it is responsible to the University's schools and units by the required due date with no errors.
 2. Effectively conduct research and analysis designed to answer questions regarding overall institutional goals.
 3. Respond to other requests for regular or ad hoc reports or data not identified above in a timely fashion with no errors and, when deemed appropriate, meet the requested due date.
- Functional Area

IRAS is the main unit of the university in conducting institutional research which comprises two objectives, namely, research to support teaching and research for the University's quality assurance.

For research to support teaching and learning, the IRAS has set up a "Research Clinic" to provide research advice and research support. In another research, research for the University's quality assurance, is conducted to answer the indicators of the University's quality assurance that are the indicators of the

Office of the Higher Education Commission (OHEC) and the Office for National Education Standards and Quality Assessment (ONESQA). At the present time, there are 7 institutional research projects as follows:

1. A Job Placement Survey of Assumption University Graduates
2. A Study on Graduated Students' Satisfaction toward Program Quality
3. Market Employer Satisfaction of AU Graduates
4. Satisfaction Survey on AU Uniqueness and Identity Implementation
5. Teaching Competency and Effectiveness Index
6. AU Career Satisfaction/Engagement

4.2 Research Support

The University has created the system and mechanism to deal with all AU research and creative work activities therefore the University has been appointed four groups of research committees which are as follows:

- 1) The Committee for Research and Academic Services Strategy (CRASS)
- 2) Research and Academic Services Support Committee (RASSC)
- 3) Institutional Review Board (IRB)
- 4) Intellectual Property (IP)

These research committees are set up to monitor and support all research works by faculty members. Both CRASS and RASSC have an obligation to consider the quality of publication, remuneration and conference. The IRB committee is formed to monitor the right and human welfare when human is recruited to participate in research activities. The IP committee is set up to assist, monitor, and protect the intellectual property of all faculty members on their researches and creative works.

In addition, the IRAS continuously encourages and provides the information system for research and creative work administration management. All faculty members and researchers can access the IRAS's website via "<http://www.iras.au.edu>" for more information related with research matters as follows:

- Public relations activities of valuable resources for searching for fellowships, grants, and other funding/seminars both inside and outside of the University.
- Database of valuable resources for searching for fellowships, grants, and other funding in Thailand and abroad.
- Multidisciplinary database of global scholarly research publisher.

- Database of teaching materials / documents / textbooks for doing research and research code of conduct.
- Database of regulations/rules, all application forms of University research support.

IRAS support for research and creative works mission is as follows:

- IRAS has set up “Research Clinic” to provide practical advice and support to faculty members regarding the development of individual research. If any person who are interested in research consulting, please contact at IRAS office, 16th Floor, CL Building, AU Suvarnabhumi Campus.
- IRAS provide research training for AU members at least 2 times per academic year. In addition, Research Knowledge Sharing System has been created to be a channel for research seminars and training dissemination which were organized by IRAS. All research training materials will be contained in this system.

The Research Knowledge Sharing System is a limit access for AU members only. AU faculty members and researchers can visit the system's website on <http://researchvideo.au.edu> through their AU e-mail address and password.

- IRAS together with the Office of Information Technology Services (ITS) have been developing the online research database known as “Research Information System” (RIS) since 2016. This RIS is intended to facilitate all faculty members when checking their own internal research grant’s processes or when inputting the updated external research data directly to the website <http://www.research.au.edu> which comprised of 5 main categories as follows:

1) Research Information Searching System

This system is an open access system that allows everyone (AU Members and Non-AU Members) to search for research information which have been divided into 4 levels, i.e. university level, faculty level, department level, and individual level.

2) Research and Creative Works Database System: Authorized Username and Password Only

This system is a central collective research database of all faculty members/ researchers, including academic services,

awards, paper presentation, creative works, intellectual property, publications, research and textbooks.

3) Research Grants Management and Monitoring System: Authorized Username and Password Only

This is a system to monitor the status of academic works that have been submitted to Research and Academic Service Support Committee (RASSC) for the internal funds application which comprise of research grant, paper presentation grant, publication fees, and paper publication remuneration.

4) IP Management and Monitoring System: Authorized Username and Password Only

IP Management and Monitoring System is used for monitoring the status of intellectual property process that requested for a patent/petty patent remuneration.

5) Research and Academic Works Monitoring System for program faculty members

This system contains the information about research and academic works in the past 5 years of the lecturers who are responsible for both undergraduate and graduate programs.

For more information on Research Information System, please see the Research Information System User Manual, which can be downloaded through website <http://www.iras.au.edu>.

4.3 Research Service

- Objectives

The research functional area will include asset resource allocation to address the following:

1. To provide research services in response to the demands of the government and the private sector.
2. To improve the quality of research making it more acceptable in various academic fields of endeavor.
3. To raise funds both from national and international organizations.

- Functional Area

Research study both qualitative research and quantitative research specialized by IRAS can be categorized into 9 fields.

1. Company Image Research: a survey on company's image in the eyes of its stakeholders.
2. Ranking Research: a survey on the fact of product ranking.
3. Behavior Customer Research: a study of customer's behavior.
4. Representative Research: a study of factors of new product entering into the market and how to succeed in creating sales volume.
5. Organizational Culture Research: a study of a particular organization's culture, which yields the supportive factors, and at the same time, the obstacle factors effected efficiency and/or effectiveness of any branches of the company. Organizational culture in every branch is not the same due to each branches management. It results in the ways each branches work more than the standard set by the head office.
6. Educational Research: a study concerning education for developing Thai education systematically.
7. Product Testing Research: a testing of product in order to develop the product to satisfy customer's need.
8. Customer Satisfaction Research: a survey on customer satisfaction on product and/or service.
9. Advertising Evaluation Research: a survey on customer's feedback on product and /or service media consumption.

4.4 Public Poll Survey

- Objectives:

1. To conduct public opinion survey in the interesting issues which benefits to all society.
2. To disseminate the public opinion survey to the mass media, people and the wide area of the society.
3. To follow up the feedback from the mass media, people, and society that related to the public opinion.
4. To maintain the old source of capital and seeks for new source of capital as well as create future affiliate alliance research network.

- Functional Area

To present and to propagate the information that benefit to overall society through various research methods type. This is one of the important

obligations that the university do to serve the society. The Institute for Research and Academic Services (IRAS) is the responsible unit for all research activities of the university either promote or support the advantage information to people and society. Therefore, the survey research is designed to catch up the significant issues that occur and effect to people in the society. The information from survey that publicize to people might be provided some advantages, call attention, and create awareness to the research issue as well as those survey information would be used as a supporting document for future development or set up new solutions to solve the society problem that might occurred in either way.

Moreover, the disseminated results of the survey research provided by IRAS can be a tool for promoting the university's reputation and also be a measurement of the acceptance testing by checking people feedbacks, media recognition, generate the overall society awareness, and motivate both private and public sector to cooperate between each other. This can consequently lead to a new emerge network to serve the society in the future.

4.5 Academic Services

- Objectives:
 1. To provide academic services to the public.
 2. To promote local communities to be sustainably self-sufficient through ethics and entrepreneurial spirit.

- Functional Area

Assumption University, highly committed to providing academic service, has set up a clear strategic plan to provide academic service at the institutional level, community level, national level, and international level. The Institute for Research and Academic Service (IRAS) has been assigned by AU to be the responsible unit and co-coordinator that supports and/or facilitates the operations. Academic services were provided in different forms and channels for sustainable development of the communities and for creating good relationships between AU and surrounding communities.

The target communities around Suvarnabhumi Campus, namely, Bang Sao Thong and Bang Bo Districts as well as public sectors and external organizations were considered and identified by the Committee for Research and Academic Service Strategy (CRASS) appointed by the

University as the core unit to oversee and support all academic services provided by AU.

To provide academic services at the national level, IRAS (AU Poll) signed the memorandum of understanding (MOU) with the Spring News Corporation, PLC. The purpose of this MOU is to disseminate high quality research related to new generation and to promote the development of the quality of life of people living in urban societies. All information is based on the results of the research on various projects. Additionally, IRAS cooperated with other external organizations, such as Thai Health Promotion Foundation, Thai Airways International Public Co. Ltd., National Science Museum, and the Sports Authority of Thailand, to provide several kinds of academic services to improve their organizations as well as study the satisfaction of communities and customers towards their organizations.

In addition to national organizations, the University has extended network cooperation with international organizations to provide academic services/ projects/activities in various forms and channels at international level, e.g. Organizing the International Conference, Internship/Exchange Program for AU students, etc.

Part III
Regulations for the Application for Research/Creative/Academic Works
Support Grants

(AU Announcement No.4/2021)

1. Research/Creative works Support Grants

1.1 Objectives

Research/Creative Works Support Grants are provided to encourage and support young researchers to conduct a research which serves any of the following objectives:

- (1) To create a new body of knowledge.
- (2) To improve the teaching and learning process of relevant disciplines.
- (3) To improve the quality of life of people in the community or society at large.
- (4) To provide the creation of new products or patented inventions.

1.2 Grant Applicants' Qualifications

- (1) Full-time faculty members/researchers who have been working at least 1 year on active duty for Assumption University.
- (2) Having never received Research/Creative Works Support Grants from the University or even once awarded any grants.
- (3) Having successfully completed the previous research projects funded by the University (if any).
- (4) Not on a study leave or a leave without pay.

1.3 Conditions

- (1) A faculty member/researcher applicant can conduct an individual or a team research project.
- (2) A research project proposed has never been funded by the University or other organizations in the past.
- (3) A research project proposed is not part of the senior project/thesis/dissertation of any Bachelor/Master/Ph.D. program.
- (4) A research project proposed is of original nature, and not a repetition of other research.
- (5) A research project which requires students to perform it in a usual class with an instructor as their advisor cannot be accepted for any research grant. 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. Acceptable academic works must not include those used by the students to earn their degree or fulfill their certain subjects or study assignments.
- (6) Upon the approval of the research proposal by the University, the research project leader will be held accountable under the contract that accompanies the research project.

1.4 Grant Allocation

1.4.1 Upon the University's approval of the research proposal, the faculty member/researcher will be granted an amount of money not exceeding 100,000 baht/research project. Funding includes the following:

- (a) Remuneration for research assistants and/or experts, not exceeding 30 per cent of the total amount;
- (a) Travel expenses for off-campus data collection—within the Kingdom of Thailand, not exceeding 40 per cent of the total amount;
- (c) Research equipment, not exceeding 50 per cent of the total amount; *and*
- (d) Miscellaneous expenses e.g. postal fees, photo-copying and binding, not exceeding 20 per cent of the total amount.

1.4.2 Please note that all equipment and fees in the below table are prohibited, and some are considered on a case-by-case basis.

Issues	(Prohibited) Types of Equipment and Fees
Computers	Desktop Computer, Notebook/Laptop, iPad, Note Pad, Smart Phone, and etc.
Peripheral Equipment	Monitor, Printer, Scanner, FAX Machine, Keyboard, Mouse/High DPI Mouse, All types of Memory for upgrading (RAM), External Hard drive, USB Flash drive, Uninterruptible Power Supply (UPS), Video/Voice Recorder, and etc.
Office Equipment	All Stationeries
Literature Fees	Please contact AU Library for assistance on the matter before estimating the budget.
Books	Please contact AU Library before estimating the budget. All purchased books must be returned to the Department or AU Library for other members' benefit.
Issues	Case-by-Case Basis
Software	To be considered on a case-by-case basis.
Library Fees / Membership Fees	To be considered on a case-by-case basis.

Disparity in approved estimated expenses will be decided upon by the Research and Academic Services Support Committee on a case-by-case basis.

1.5 Approval Procedure

- (1) The project leader submits a written request for the grant and the research proposal to the Dean of the respective School.
- (2) The Faculty's Academic Committee considers the proposal. Upon the Faculty's approval, the proposal will be forwarded to the secretary of the Research and Academic Services Support Committee by October 31 (First Round) or March 31 (Second Round) of each academic year.
- (3) The proposal is considered by the Research Support and Academic Services Committee.
- (4) Upon the approval of the Research and Academic Services Support Committee, the proposal will be evaluated by three external and/or internal experts.
- (5) Upon unfavorable recommendations given by the external/internal experts, the Research and Academic Services Support Committee may reject the proposal on a case-by-case basis. In this case, the proposal is sent back to the Faculty and the project leader, respectively.
- (6) Upon favorable recommendations given by the external/internal experts, the Research and Academic Services Support Committee will forward the proposal to the President for final approval.
- (7) The President considers the proposal and makes the final decision on the proposal, and the Faculty and the project leader will be informed respectively. The contract must be signed within 15 days.
- (8) In case that the project leader needs more time to complete the research project, the request for time extension, together with the progress report(s), must be submitted for approval at least 30 days before the due date specified in the contract. The time extension can be requested for 2 times with 3 months period each.
- (9) Upon the successful completion of the research project, the project leader must submit 2 hard copies and 1 soft copy (Preferably in MS Word and E-mail to: suwiny@au.edu and pornpopsng@au.edu) of the final report with a format in an AU's research manual to the Research and Academic Services Support Committee for verification. Hard copies must be submitted on a form of soft binding perfect bound.

1.6 Terms of Payment

- (1) For effective supervision and progress monitoring of approved research projects, the funds granted will be paid in three installments:
 - (a) 30% of the total amount granted after the Contract of Grant for Research is approved and signed.
 - (b) 40% of the total amount granted after the progress report(s) has/have been submitted and is/are approved by the Research and Academic Services Support Committee.
 - (c) 30% of the total amount granted after the Research and Academic Services Support Committee approves the final report.
- (2) To avail of the above terms, the project leader is required to submit a financial report on the actual expenses incurred, keep and maintain all related documents and receipts, and indicate any remaining cash on hand from the previous installment.

1.7 Intellectual Properties (Copyright/Petty Patents/Patents)

- (1) The University reserves the copyright of the research and/or research findings from the approved projects for three years after the submission of the final report; after the said period, the copyright will belong to the researcher(s). In case that a research study is used for commercial purpose, for which the university receives royalties, the royalties received shall be distributed as follows:
 - (a) 60 per cent to the researcher(s);
 - (b) 20 per cent to the college/faculty; and
 - (c) 20 per cent to the University.
- (2) The University reserves the petty patent/patent of an innovation for three years after the petty-patented/patented registration, after the said period, the petty patent/patent will belong to the innovator(s). In case that a petty-patented/patented innovation is used for commercial purpose, for which the university receives royalties, the royalties received shall be distributed as follows:
 - (a) 60 per cent to the innovator(s);
 - (b) 20 per cent to the college/faculty; *and*
 - (c) 20 per cent to the University.

1.8 Research and Academic Services Support Committee

The Research and Academic Services Support Committee, appointed by the University, is responsible for the following tasks and duties:

- (1) Review the research proposals.
- (2) Appoint three external and/or internal experts per research proposal to evaluate the said proposal and give recommendations to the Research and Academic Services Support Committee.
- (3) Recommend the research proposals to the President for final approval.
- (4) Monitor the work progress of the approved research projects and grant provision.
- (5) Consider the submission of academic research proposals / paper presentation for both domestic and overseas research projects / paper presentation in accordance with rules and regulations of the university. The President of the University will, upon the recommendations of the said committee, approve or reject the submitted proposals / paper presentation.

1.9 Research Promotion Measures

- (1) 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.
- (2) Dean and chairpersons must take into consideration the faculty members'/ researchers' research work, together with other academic work contribution, for the annual faculty performance evaluation for salary increase and promotion.

Remarks: For any research/academic work/creative work of any senior researcher/ full-time faculty member, if it can be justified that it promotes a new paradigm shift, an innovation, and a benefit to the University and/or the country, it will be considered on a case-by-case basis by the Dean, the ad hoc committee established by the Vice President for Research and Academic Services. The President shall make a final decision.

2. Paper Presentation Grant

2.1 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 study leave or leave without pay.

2.2 Conditions

- (1) Paper presentation or dissemination of creative works with quality weight of at least 0.2.
- (2) 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.
- (3) Overall grant budget for paper presentation is to be given not more than 50,000 Baht per person/academic year.
- (4) Poster presentation will not be given any grant support.
- (5) 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. Acceptable academic works must not include those used by the students to earn their degree or fulfill their certain subjects, or study assignments.

2.3 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.

2.4 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 2.2 will obtain financial supports according to actual expenses with attached receipts based on the reimbursement regulations of the University.

2.5 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. The following evaluation guidelines apply for different events.
- (a) If a paper is accepted for presentation during an event organized by a *professional research society or institute*, then at least *two peer review reports* (as an evidence of peer review) must be provided by the event organizers.
 - (b) If a paper is accepted for presentation during an event organized by a *reputable academic institution*, then at least *one peer review report* (as an evidence of the review process) must be provided by the event organizers.
 - (c) If a paper is accepted for presentation during an event organized by *other legitimate organizations with no peer review process*, then an approval for paper presentation might be given on a case-by-case basis depending on the quality of the paper after being evaluated by the Faculty's Academic Committee.
 - (d) 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.
 - (e) 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.
 - (f) 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.
 - (g) 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.
- (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.

3. Paper Publication Grant

3.1 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 study leave or leave without pay.

3.2 Characteristics of Articles or Research Works

- (1) Articles or Research works must not reproduce or plagiarize from any other works as well as not being previously published in any journals/proceedings before.
- (2) Published Articles or Research works must be given credit by specifying name of the granter (Assumption University).
- (3) Articles or Research works proposed is not part of the senior project/thesis/dissertation of any Bachelor/Master/Ph.D. programs.
- (4) Joint Articles or Research works carried out with students or being designated as an advisor cannot be claimed for the remuneration in any case on the part of the advisor.
- (5) Articles or Research works with publication in the Journal; appearing in Beall's list Database are not entitled for the remuneration.
- (6) Articles or Research works which have been done with other research partners must be determined in proportion percentage with details indicated in the Contribution Form provided and must have their signatures identified.
- (7) Paper Publication fee can only be claimed for the remuneration within the same university's academic year and all documents proceeding must be handed to authorized persons within May 31 of each year with no excuse of any delay. Published Articles or Research works must comprise of the details as follows: Issue Date D/M/Y, Volume Number, and Page Number.
- (8) All actual publication fees shall be reimbursed.
- (9) In each academic year the publication fees will be given to one publication in the same journal. Other papers published in the same journal will not be given any reimbursement.
- (10) No more remuneration from IRAS will be given for all publications.

3.3 Publication of Papers in Journals

When a faculty member/researcher in his/her capacity as the first author has confirmation that his/her research or academic paper has been accepted for publication in a reputable journal, he/she may submit a request to the University for publication fees.

3.4 Publication Criteria

Grants have been allocated based on the publication criteria as follows:

- (1) Full research or academic articles published in journal listed in the Thai Journal Citation Index (TCI Tier 1 and TCI Tier 2).

- (2) Full research or academic articles published in journal listed in the international databases (ERIC, MathSciNet, Pubmed, JSTOR, Project Muse, SCOPUS, and Web of Science: Science Citation Index (SCIE), Social Sciences Citation Index (SSCI), and Art & Humanities Citation Index (AHCI)).

3.5 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 percent of the contribution rate.

3.6 Approval Procedure

The faculty member/researcher must fill in and submit the Paper Publication Fee Form (AU-R4) including the list of academic works completed. A copy of all academic works must be submitted together with the completed Grant Form. The grant will be paid to the faculty member/researcher within 30 days after Paper Publication Grant Form and all academic works submitted.

4. 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.

Regulations for the AU External Research Employment Management (AU Announcement No.17/2019)

AU External Research Employment Management

1. Research Projects Employment

Research project employment falls under the following Sections:

- (1) Research projects where the funding is directly granted to the researcher under the permission of the University.
- (2) Research projects where the University is a partner of contract.
- (3) Research projects where the funding is directly granted to the researcher.

Other research projects are to be considered on a case-by-case basis by the Vice President for Research and Academic Services.

2. Documentation Management

2.1 For research project employment Section 1 (1) and (2), the project leader and/or researchers must:

- (1) Obtain the Dean's approval.
- (2) Submit the research contract to the Institute for Research and Academic Services (IRAS) for consideration before submitting it to the President for approval.
- (3) Contact the Office of Financial Management to check the approval status by referring to the details of the research project employment.

3. Budget Management

Research projects under Section 1 (1) and (2), a project management fee must be paid 15% before tax after the university receives each budget installment from the contractor.

Regulations for the AU External Research Funding Management

(AU Announcement No.5/2018)

AU External Research Funding Management

1. Research Projects' Funding

Research project grants fall under the following Sections:

- (1) Research projects where grants are directly given to researchers.
- (2) Research projects where grants are directly given to researchers under the permission of the University.
- (3) Research projects where the University is a contract/memorandum partner.
- (4) Research projects where the University is a joint grant supporter.

Other research projects are to be considered on a case-by-case basis by the Vice President for Research and Academic Services.

2. Documentation Management

2.1 For any research project grant, the project leader and/or researchers must:

- (1) Obtain the Dean's approval.
- (2) Submit a copy of research contract/memorandum/document to the Institute for Research and Academic Services (IRAS) for acknowledgement.

2.2 For any research projects with no funding, the project leader and/or researchers must:

- (1) Obtain the Dean's acknowledgement.
- (2) Submit a copy of the Dean's acknowledgement to the Institute for Research and Academic Services (IRAS) for acknowledgement.

Appendix 1

All AU Research Grant Applications Process and Documents Required:

AU-R1 Form Internal AU Research/Creative/Academic Works Grant Application	AU-R3 Form Paper Presentation Grant (Domestic/International) Application	AU-R4 Form Publication Fees Reimbursement Application
1. AU Research Grant Form <ul style="list-style-type: none"> • Recommendation Form • Application Form • Research Proposal (Available for download via a website down below)	1. Full Research Article Only. (The <i>Abstract version</i> does not allow to be considered)	1. Full Research Article Only. (The <i>Abstract version</i> does not allow to be considered)
2. Project Budget Allocation. (Please Breakdown in details)	2. Turn-It-In-Result <u>must not exceed 20 percent.</u>	2. Turn-It-In-Result <u>must not exceed 20 percent.</u>
3. AU Research Submission Form. (Available for download via a website down below)	3. Acceptance Letter & Peer Review Comments. (if any)	3. Acceptance Letter & the Original Receipt of the Publication Fee.
4. Two copies of the Final Report with a soft file in CD format. (After research is completed)	4. A Memo & the Estimated Budget with the Dean's Approved Signature.	4. A Memo with the Dean's Signature.
Maximum Amount (Thai Baht)	Maximum Amount (Thai Baht)	Maximum Amount (Thai Baht)
฿ 100,000 /Academic Year	฿ 50,000 /Academic Year	All actual publication fees shall be reimbursed
	For Online Presentation	
	฿ 5,000 National /Time ฿ 10,000 International/Time	

Remark:

1. All AU Research documents form can be downloaded via <http://www.iras.au.edu>
2. You can submit your documents at either Suvarnabhumi Campus or Huamak Campus:
Suvarnabhumi Campus: “CL Bldg.” on 16th Floor Institute for Research and Academic Services (IRAS)
Huamak Campus: “D Bldg.” The Office of Human Resources Management (OHRM)
Ext. No# 1119 (Khun Jetsika or Khun Tien)
3. To follow up your approval status process please visit the website
<http://www.research.au.edu>

***Should you have any question please do not hesitate to contact IRAS by press the
Ext. No# 2161 (Khun Suwin / Dr. Pornpop)***

Appendix 2

Announcement

Assumption University Research Grant Form

The Research and Academic Services Support Committee is inviting AU Full-time lecturers to apply for AU Research Grant. Applicants are requested to follow the instructions as follows:

a. The full set of required documents for application consists of the following:

1. Recommendation Form

2. Application Form

(If the project is conducted by 2 researchers or more, each researcher must fill in the Application Form separately.)

3. Research Proposal

b. Required language, font and page format:

Language: English or Thai (only for research on Thai language and Thai law)

Font: Times New Roman

Page Format: Top 2.54 cm., Bottom 2.54 cm.

Left 3.81 cm., Right 2.54 cm.

Header 1.25 cm., Footer 1.25 cm.

Line Spacing 1.5 line

c. An applicant is required to:

- Submit the full set of required documents to the Faculty for prior approval.

- Upon the Faculty's prior approval, the required documents have to be submitted to the Research and Academic Services Support Committee. (Ms.Jatuporn Suktiansuwan HR department # 1119)

d. For more details of the research grant, and applicant may consult the Assumption University Announcement No. 16/2019 on Support Grants for Research/ Creative/ Academic Works.

Research and Academic Services Support Committee



Assumption University Research Grant Recommendation Form

The Academic Committee of the Faculty/School of _____ in its
meeting on _____ (Date) _____ considered the research proposal:

Title _____ ,

Researcher(s) _____ ,

which was submitted for the University Research Grant by _____ and
hereby agreed to recommend the said research proposal to the Research and Academic
Services Support Committee for further approval procedures.

(.....)

Chair, Academic Committee

Faculty / School of

(.....)

Dean, Faculty/School of



Assumption University Research Grant Application Form

Name _____
Department _____
Faculty/ School _____
Address, Telephone, e-mail _____

1. **Education** (from the highest degree):

1.1 Bachelor's Degree

_____ (Degree) , _____ (University) , _____ (Country) , _____ (Year of Graduation)

1.2 Master's Degree

_____ (Degree) , _____ (University) , _____ (Country) , _____ (Year of Graduation)

Thesis Title _____

1.3 Doctoral Degree

_____ (Degree) , _____ (University) , _____ (Country) , _____ (Year of Graduation)

Dissertation Title _____

1.4 Others

2. **Work Experience in Assumption University:**

2.1 Appointment as full-time lecturer on _____ (Date)

2.2 Present administrative position _____ (if any)

2.3 Teaching responsibilities during the past three years

Program	Course	Hrs./Wk.	Sem./Yr.
---------	--------	----------	----------

2.4 Research Work completed during the past three years

1. Researcher(s), Title, Year of Completion, Sponsor (if any), Contribution Percentage (in case of co-researcher)

Publication Research Report

Research Article

Researcher(s), Title, Journal, Vol. No. (Year): Pages

2. _____

2.5 Other Academic Works (e.g. Book, Textbook, Academic Article)

2.6 Work Plan

2.6.1 Number of hours expected to spend on the research: _____/week

2.6.2 Support needed from the Faculty/Department
(e.g. reduction of teaching hours, man power)

- No
 Yes (Specify)

I do hereby certify that the above given information is true.

.....

(Applicant's Name)

Date

Research Proposal

on

Title of Research

By

Full Name of Researcher(s)

**Department/Laboratory
Faculty
Assumption University**

Month, Year



Assumption University Research Grant Research Proposal

1. Research Title

The title should be concise and comprehensive.

2. Researcher

Provide the researcher's name. If the research will be conducted by two or more researchers, provide all researchers' names and work status in the team, whether he or she is the head of the project or co-researcher (s).

3. Research Discipline:

Identify the research discipline.

Consult the International Standard Classification of Education (ISCED). More than one discipline can be identified.

4. Research Field

Specify the area of study, e.g. marketing, tourism, which will be centrally studied in the research.

5. Keywords:

Identify 3-5 key words used to represent the subject studied.

6. Background and Rationale

Provide sufficient information background concerning the research problem being studied by explaining the importance or necessity of the research. This part should clearly provide a convincing rationale for the research.

7. Problem Statement

From the research background and rationale, clearly state what to be solved by this proposed research. For certain types of research, this part could be identified as objectives of the study.

8. Research Objectives

Specify the research objective (s). If there are two or more objectives, present the objectives according to their importance or use the unified subject, then classify into items.

9. Literature Review

Include a concise review of the appropriate literature on the topic by using the proper citation format.

10. Research Methodology

Describe research method, techniques or approaches employed to collect data in the research. For certain research projects, conceptual framework, hypotheses being tested, and concerned variables must be provided. This section should also discuss the following methodological issues:

- *Research design*
- *Nature of sample (sample size, sampling methods, sampling plan)*
- *Operationalization (operational definitions, measuring instrument construction, validity and reliability testing)*
- *Data collection*
- *Data analysis*

The mentioned issues vary upon the research design and method employed. For examples, it is important to provide the verification method of data collected in qualitative research or to state about the validity and reliability testing as well as statistics being used in quantitative research.

11. Scope of Study

The scope of study should be identified in this part. For some academic disciplines, the determination of the population and variables studied should be provided here.

12. Expected Outcomes

This section lists concrete outcomes of the proposed research such as an application, a product, a demonstration kit, a theory, etc. All outcomes should be clearly itemized. A publication should also be listed here as an outcome if one is expected.

13. Needed and Available Resources

This section should explore in detail the necessary resources needed in conducting the research project: what is available and what is to be provided in case the available resources are inadequate.

14. Activity Plan

Specify in detail each research activity/proves, the time (in months) needed and expected outcomes.

15. Budget Estimate

Consult the University Announcement No. 20/2007 on Support Grants for Academic Works. (In case a research assistant is needed his/her job specifications must be provided and CV attached.)

16. Bibliography

Cite only those works that you have used in the proposal. Remember that the quantity of citations will rarely influence the reader either positively or negatively.

Appendix 3

AU-R1

Assumption University Contract for Research Funding

(Mr./Mrs./Miss)....., Age....., Nationality.....,
Personal telephone....., Department,,
Faculty....., the Project Director to whom funding for research is granted in
(day/mm/yyyy) for the research entitled

“.....
.....”

The fund receiver agrees to abide by the rules and the regulations of the University, which is presented by its President, whom from now on will be called “fund granter”, and to the terms and conditions of the contract that are set forth as follows:

- Article 1. The Fund granter agrees to pay the total amount of..... *baht*
() to the Project Director for the study to be made.
- Article 2. I will persevere and complete the research work. However, if circumstances prevent me from fulfilling my duty, I will immediately inform the fund granter. I will also promptly report the problem and the situation to the Au Research Support Committee for their comments, instructions and decision.
- Article 3. I agree to inform and seek approval from the University through Au Research Support Committee of any change in the Team personnel.
- Article 4. I agree to take full responsibility on all activities related to the research for the safety of my team members, the sample population(s) and the environment.
- Article 5. I agree to follow the regulations concerning the payment of installments and understand that all expenditures that require receipts or other relevant documents

will be presented to the Office of Financial Management. All funds under my control will be carefully spent and accounted for.

Article 6. I agree to submit a mid-progress report, effective on the day the contract is signed, and to submit other reports as required at the end of the funding periods. At the completion of the project, I must submit two hard copies on a form of soft binding perfect bound and one soft copy in CD-ROM format. A final report will be submitted following the form and/or format set by the University.

Article 7. I will attempt to publish the research findings as at least one refereed paper in a journal indexed by OHEC's Announcement on Criteria for Selection of Academic Journals for Publication of Academic Works B.E. 2562. Whenever the research is published, I may transfer the copyright to the paper to the publisher of the journal but I will acknowledge that 'this research project was funded by Assumption University of Thailand' clearly in the paper. Should I fail to have the paper accepted for publication by a journal indexed by OHEC's Announcement lists within two years effective from the day the contract was signed, I agree that the Research and Academic Service Support Committee will review my paper and attempts to publish it and that the result will be one of the following:

1. I will be given time to finish the publication process in a time frame the committee sees appropriate.
2. The copyright to the paper will be transferred to the fund granter.

Neither I nor the fund granter will at any stage claim the copyright to any scientific findings, data and methods used or developed during the research project. Neither I nor the fund granter will prevent derivative work from this research project.

Article 8. I am aware that any equipment/facilities obtained during the research is/are Au property(ies) and must therefore be returned in good working conditions to the University after completion of the research.

Article 9. If I violate the contract, or fail to complete the research project without proper justification, and approval of the responsible authority despite after an appeal for

project extension, I fully understand that I will be required to return funds received for the project to the University. I am aware that an appeal for project extension should be made 30 days before the stated research completion date and that one research is entitled to one appeal for project extension.

Article 10. I fully understand that the University has the right to stop the entire research or part of it and/or deem the research contract void if the University sees that the fund receiver and/or his/her members is/are not conducting the research professionally and/or is/are not following the terms/conditions of the research contract. My team and I will be informed, in writing, 60 days in advance of the University’s decision.

Article 11. I will summarize the research result(s) for any usefulness of teaching and learning on A4 paper for at least 1 page.

Article 12. I fully understand and agree to adhere to the terms and conditions of this contract.

The fund granter holds one copy of this contract, the fund receiver the other. The fund receiver has read and fully understood the terms of the contract, and signs his name before the witness.

Signature.....Fund Receiver
(.....)
____/____/____
Project Director

Signature.....Fund Granter
(Rev. Bro. Dr. Bancha Saenghiran)
____/____/____
President-Rector Magnificus

Signature.....Witness
(.....)
____/____/____

Chairman, AU Research and Academic Services Support Committee

Appendix 4

Instructions to Get AU Research / Creative Works Grants

1. Upon the research contract (AU-R1) signing, the researcher must submit a project proposal, a project budget form, and a copy of the research contract to the Office of Financial Management in order to get the First Installment. Any prepaid expenses for the research project prior to the contract signing cannot be reimbursed; thus the researcher must be responsible for the aforementioned expenses.
2. In case the researcher needs more time to complete the research project, a request for time extension must be submitted to the “*Research and Academic Services Support Committee*” along with the progress report.
3. The funds granted will be paid in three installments:
 - a. 30% of the total amount after the Contract of Research Grant is approved and signed.
 - b. 40% of the total amount after the researcher submits the progress report approved by the Research and Academic Services Support Committee.
 - c. 30% of the total amount after the Research and Academic Services Support Committee approves the final report.
 - d. Within one month after project termination, a financial report on the actual expenses incurred, receipts and related documents must be submitted to the Office of Financial Management, any remaining cash on hand from the previous installments must be indicated as well. Failure to do this could lead to the fact that your next prospective proposal will not be considered.

Acknowledged

(.....)
Researcher
...../...../.....



Appendix 5

Assumption University Research/Creative Works Grant Submission Form

Research Title			
Project Duration			
Researcher(s) Name	1.	(Principle Researcher)	I.D.
	2.	(Co-Researcher)	I.D.
	3.	(Co-Researcher)	I.D.
Faculty /Department	Dept.		
Email / Tel.	Tel.		

Budget Disbursement Process:

Total Amount Granted Baht

- First Disbursement: 30%** will be paid after the Research Grant Contract has been approved by the President. Researcher must submit a project budget form together with a copy of the research contract to the Office of Financial Management (OFM).
- Second Disbursement: 40%** will be paid after submitting the Progress Report to IRAS. (The Progress Report can be submitted in a soft file via email to pornpopsng@au.edu or winscale@hotmail.com.)
- Third Disbursement: 30%** will be paid after submitting the Final Report to IRAS.

Budget Disbursement Approval:

First Disbursement (30%)	Second Disbursement (40%)	Third Disbursement (30%)
<input type="checkbox"/> Research Proposal Approved by the President-Rector Magnificus Date..... Signature..... (.....) Principle Researcher ____/____/____	<input type="checkbox"/> Progress Report Approval Date..... Signature..... (.....) Principle Researcher ____/____/____ Signature..... (Asst. Prof. Dr. Warayuth Sriwarakuel) Chairman, AU Research and Academic Services Support Committee ____/____/____	<input type="checkbox"/> Final Report Approval Date..... Signature..... (.....) Principle Researcher ____/____/____ Signature..... (Asst. Prof. Dr. Warayuth Sriwarakuel) Chairman, AU Research and Academic Services Support Committee ____/____/____
Researcher must remit and clear all receipts at Financial Dept.		
Process Flow (Official Use Only) OHRM → OFM	IRAS → OFM	IRAS → OFM

Appendix 6

Progress Report on Research Project

1. Research Project Information

Project Number:		
Title of Project:		
Project Leader:		
	Department:	School:
Project Period:		
Total funding allocated		

2. Work plan as per approved research project

.....

.....

.....

.....

.....

3. Progression

The research has been conducted in accordance to the stated plan.

The plan has been changed as follows:

.....

.....

.....

.....

.....

4.4 Future plan

.....

.....

.....

.....

.....

5. Problems and Obstacles

.....

.....

.....

.....

.....

6. Any other recommendations

.....

.....

.....

.....

.....

(.....)

__/__/__

Project Leader

(.....)

__/__/__

Dean

Appendix 7

Format for Final Research Report

Component of a Research Report

A research report should include the following sections:

- Preliminary Section
 1. Abstract
 2. Acknowledgments (if any)
 3. Table of Contents
 4. List of Tables (if any)
 5. List of Figures (if any)
 6. List of Abbreviations (if any)
- Main Body Section
 - Chapter 1 Introduction
 1. Statement of the Problem
 2. Significance of the Problem (and historical background)
 3. Research Objectives
 4. Research Questions
 5. Statement of Hypothesis
 6. Definition of Terms
 7. Ethical Considerations (if any)
 - Chapter 2 Literature Review
 - Chapter 3 Research Methodology
 1. Description of Research Design
 2. Sources of Data (Population and Sample)
 3. Sampling Procedures
 4. Methods and Instruments of Data Collection
 5. Statistical Treatment
 - Chapter 4 Results and Discussion
 1. Demographic Profile of Respondents
 2. Research Findings (and results of hypotheses testing)
 3. Discussion
 - Chapter 5 Conclusions and Recommendations
 1. Conclusions
 2. Limitations
 3. Problems
 4. Recommendations

- **Reference Section**

1. Bibliography or Literature Cited (required to use the APA citation style)
2. Appendix

Research Report Format

1. All research reports must be written in English or Thai (only for research on Thai language and Thai law).
2. All headings should be left justified.
3. All the in-text citations and bibliographies are in APA style.
4. Line spacing should be 1.5 line and fonts should be Time New Roman 12 cpi.
5. Margins should be 1.5 inches (3.81 cm.) on the left and 1 inch (2.54 cm.) on all other sides.
6. Typing should be on one side of the A4 page.
7. The format of the cover page is shown on the next page.
8. The reports must be submitted on the form of soft binding perfect bound 2 copies and 1 soft copy (CD-ROM preferably in MS Word).



Title of Research

By

Full Name of Researcher(s)

**Department/Laboratory
Faculty
Assumption University**

Month, Year

Appendix 8

AU-R3

Assumption University

Application Form for Paper Presentation Grant

Duration: June 1, 20.... – May 31, 20....

Name-Surname: ID No:.....
 Department: Faculty.....
 Title:.....

Condition 1: Presentation of research/academic papers or dissemination of creative works with quality weight of at least 0.2

Budget	Amount	Total (Baht)	Evaluation Criteria
Overall Expense for Paper Presentation (Domestic and Oversea)	Maximum 50,000 in Thai Baht /Academic Year.		<input type="checkbox"/> National Conference (Weight 0.2) <input type="checkbox"/> International Conference (Weight 0.4)

Details of conference:

Title of the Event	
Event Date (s)	
Venue (City & Country)	
Organizer of the Event (name of university/society)	
Website address of the event	
<i>Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.</i>	

Remark:

1. I affirm that the substance of the research paper is based on the original research conducted by me/us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
2. I agree to follow the regulations concerning the payment of installments and understand that all expenditures that require receipts or other relevant documents will be presented to the Office of Human Resources Management. All funds under my control will be carefully spent and accounted for any expenses will be followed by the University Regulations.
3. I will summarize the Paper Presentation for any usefulness of teaching and learning on A4 paper(s).

 (.....)
 __/__/__
Fund Receiver

Approved by

 (.....)
 __/__/__
Dean

 (Vice President for Research and Academic Services)
 __/__/__
Fund Provider

Appendix 9

AU-R4

Assumption University Application Form for Reimbursement of Publication Fee

Duration: June 1, 20.... – May 31, 20....

Name-Surname: ID no.....
 Department: Faculty.....
 Telephone: E-mail.....

Details of publication:

Author (s)	
Title	
Journal/Proceedings	
Publication Fee (Baht)	

Publication Criteria

Research articles/Academic articles Publication	Weight	Check Box
- Academic works with petty patent.	0.40	<input type="checkbox"/>
- Research or academic articles published in journals listed in the <u>TCI database (Tier 2)</u>	0.60	<input type="checkbox"/>
- Research or academic articles published in journals listed in the <u>TCI database (Tier 1)</u>	0.80	<input type="checkbox"/>
- Research or academic articles published in national journals listed in the international databases listed in OHEC’s Announcement on Criteria for Selection of Academic Journals for Publication of Academic Work B.E. 2562 - Academic works with patent - Discovery of new plants, animals which are registered	1.00	<input type="checkbox"/>

- Remark:**
1. Use one form for each publication.
 2. This form must be submitted together with the following documents:
 - a. a copy of published research/academic article
 - b. a copy of the acceptance letter along with the payment details

I hereby certify that the above information is true, and the work is not part of my thesis.

 (.....)
Fund Receiver
 ___/___/___

 (.....)
Dean
 ___/___/___

<p>Checked by</p> <p>_____</p> <p>(Director of Institute for Research and Academic Services)</p> <p>___/___/___</p>
<p>Approved by</p> <p>_____</p> <p>(Vice President for Research and Academic Services)</p> <p>___/___/___</p> <p>Fund Provider</p>

Appendix 10

Contacting Details: Submission of Research Paper for Publication

Architecture

Journal	Country	Publisher	Website
Research in Engineering Design - Theory, Applications, and Concurrent Engineering	Germany	Springer Verlag	https://link.springer.com/journal/163
Journal of Building Performance Simulation	United Kingdom	Taylor & Francis	https://www.tandfonline.com/loi/tbps20
Design Studies	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/design-studies/
Structures	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/structures
International Journal of Space Structures	United Kingdom	Multi-Science Publishing.	http://www.multi-science.co.uk/space.htm
Journal of Building Engineering	Netherlands	Elsevier BV	https://www.journals.elsevier.com/journal-of-building-engineering
International Journal of Architectural Heritage	United States	Taylor & Francis	https://www.tandfonline.com/loi/uarc20
Construction Innovation	United Kingdom	Emerald Group Publishing	https://www.emeraldinsight.com/loi/ci
Architectural Engineering and Design Management	United Kingdom	Taylor & Francis	https://www.tandfonline.com/loi/taem20
Structural Design of Tall and Special Buildings	United States	John Wiley & Sons Inc.	https://onlinelibrary.wiley.com/journal/15417808

Arts

Journal	Country	Publisher	Website
Journal of Communication	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/14602466
Annual Review of Applied Linguistics	United Kingdom	Cambridge University Press	https://www.cambridge.org/core/journals/annual-review-of-applied-linguistics
Journal of Second Language Writing	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/journal-of-second-language-writing/
Applied Linguistics	United Kingdom	Oxford University Press	https://academic.oup.com/applij
Journal of Memory and Language	United States	Elsevier Inc.	https://www.journals.elsevier.com/journal-of-memory-and-language
Cognition	Netherlands	Elsevier BV	https://www.journals.elsevier.com/cognition/
Language Teaching Research	United States	SAGE Publications	http://journals.sagepub.com/home/ltr
Communication Theory	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/14682885
Modern Language Journal	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/15404781
Communication Research	United States	SAGE Publications	http://journals.sagepub.com/home/crx

Biotechnology

Journal	Country	Publisher	Website
Nature Methods	United Kingdom	Nature Publishing Group	https://www.nature.com/nmeth/
Nature Biotechnology	United Kingdom	Nature Publishing Group	https://www.nature.com/nbt/
Nano Today	Netherlands	Elsevier BV	https://www.journals.elsevier.com/nano-today/
Small	Germany	Wiley	https://onlinelibrary.wiley.com/journal/16136829
Ageing Research Reviews	Netherlands	Elsevier BV	https://www.journals.elsevier.com/ageing-research-reviews/
Trends in Biotechnology	Netherlands	Elsevier BV	https://www.journals.elsevier.com/trends-in-biotechnology/
ACS Photonics	United States	American Chemical Society	https://pubs.acs.org/journal/apchd5
Molecular Ecology Resources	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/17550998
Current Opinion in Biotechnology	Netherlands	Elsevier BV	https://www.journals.elsevier.com/current-opinion-in-biotechnology/
Biotechnology Advances	Netherlands	Elsevier BV	https://www.journals.elsevier.com/biotechnology-advances/

Business Administration

Journal	Country	Publisher	Website
Journal of Finance	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/15406261
Review of Financial Studies	United Kingdom	Oxford University Press	https://academic.oup.com/rfs
Academy of Management Annals	United Kingdom	Routledge	http://aom.org/annals/
Journal of Labor Economics	United States	University of Chicago Press	https://www.journals.uchicago.edu/toc/jole/current
Journal of Marketing	United States	American Marketing Association	https://www.ama.org/publications/JournalOfMarketing/Pages/Current-Issue.aspx
Strategic Management Journal	United States	John Wiley & Sons Inc.	https://onlinelibrary.wiley.com/journal/10970266
Journal of Marketing Research	United States	American Marketing Association	https://www.ama.org/publications/JournalOfMarketingResearch/Pages/current-issue.aspx
International Organization	United Kingdom	Cambridge University Press	https://www.cambridge.org/core/journals/international-organization
Journal of Accounting Research	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/1475679x
Journal of Accounting and Economics	Netherlands	Elsevier BV	https://www.journals.elsevier.com/journal-of-accounting-and-economics/

Communication Arts

Journal	Country	Publisher	Website
Feminist Media Studies	United Kingdom	Taylor & Francis	https://www.tandfonline.com/loi/rfms20
Television and New Media	United States	SAGE Publications	http://journals.sagepub.com/home/tvn
CoDesign	United Kingdom	Taylor and Francis Inc.	https://www.tandfonline.com/loi/ncdn20
Creativity Research Journal	United States	Lawrence Erlbaum Associates Inc.	https://www.tandfonline.com/toc/hcrj20/current
Journal of Aesthetics and Art Criticism	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/15406245
Journal of Creative Behavior	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/21626057
Visual Communication	United Kingdom	SAGE Publications	http://journals.sagepub.com/home/vcj
Psychology of Aesthetics, Creativity, and the Arts	United States	American Psychological Association	https://www.apa.org/pubs/journals/aca/
Arts Education Policy Review	United Kingdom	Taylor and Francis Ltd.	https://www.tandfonline.com/loi/vaep20
Empirical Studies of the Arts	United States	SAGE Publications Inc.	https://journals.sagepub.com/home/art

Education

Journal	Country	Publisher	Website
Review of Educational Research	United States	SAGE Publications	http://journals.sagepub.com/home/rer
Educational Researcher	United States	SAGE Publications Inc.	http://journals.sagepub.com/home/edr
Internet and Higher Education	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/the-internet-and-higher-education/
Sociology of Education	United States	SAGE Publications	http://journals.sagepub.com/home/soe
Journal of Educational Psychology	United States	American Psychological Association	https://www.apa.org/pubs/journals/edu/
Journal of Second Language Writing	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/journal-of-second-language-writing/
Educational Evaluation and Policy Analysis	United States	SAGE Publications	http://journals.sagepub.com/home/epa
Child Development	United States	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/14678624
Research Synthesis Methods	United Kingdom	John Wiley and Sons Ltd	https://onlinelibrary.wiley.com/journal/17592887
Learning and Instruction	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/learning-and-instruction/

eLearning

Journal	Country	Publisher	Website
Internet and Higher Education	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/the-internet-and-higher-education
Computers and Education	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/computers-and-education/
Communications in Information Literacy	United States	Communications in Information Literacy	https://pdxscholar.library.pdx.edu/comminfolit/
Journal of Computer Assisted Learning	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/13652729
British Journal of Educational Technology	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/14678535
Distance Education	United Kingdom	Carfax Publishing Ltd.	https://www.tandfonline.com/toc/cdie20/current
International Review of Research in Open and Distance Learning	Canada	Athabasca University	http://www.irrodl.org/index.php/irrodl
IEEE Transactions on Learning Technologies	United States	Institute of Electrical and Electronics Engineers	https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=4620076
Interactive Learning Environments	United Kingdom	Taylor & Francis	https://www.tandfonline.com/toc/nile20/current
International Journal of Artificial Intelligence in Education	United States	Springer New York LLC	https://www.springer.com/computer/ai/journal/40593

Engineering

Journal	Country	Publisher	Website
Nature Nanotechnology	United Kingdom	Nature Publishing Group	https://www.nature.com/nnano/
Progress in Quantum Electronics	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/progress-in-quantum-electronics/
IEEE Communications Surveys and Tutorials	United States	Institute of Electrical and Electronics Engineers	https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=9739
Nature Materials	United Kingdom	Nature Publishing Group	https://www.nature.com/nmat/
Advanced Materials	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/15214095
Materials Science and Engineering: R: Reports	Netherlands	Elsevier BV	https://www.journals.elsevier.com/materials-science-and-engineering-r-reports/
International Journal of Impact Engineering	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/international-journal-of-impact-engineering/
Mechanical Systems and Signal Processing	United States	Elsevier Inc.	https://www.journals.elsevier.com/mechanical-systems-and-signal-processing/
Progress in Aerospace Sciences	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/progress-in-aerospace-sciences/
International Journal of Engineering Science	Netherlands	Elsevier BV	https://www.journals.elsevier.com/international-journal-of-engineering-science/

Law

Journal	Country	Publisher	Website
International Organization	United Kingdom	Cambridge University Press	https://www.cambridge.org/core/journals/international-organization
Criminology	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/topic/browse/000039
International Security	United States	MIT Press	https://www.mitpressjournals.org/loi/isec
Stanford Law Review	United States	Stanford Law Review	https://www.stanfordlawreview.org/
Columbia Law Review	United States	Columbia Law Review Association	https://columbialawreview.org/
Yale Law Journal	United States	Yale Journal Co., Inc.	https://www.yalelawjournal.org/
Journal of Quantitative Criminology	Netherlands	Kluwer Academic Publishers	https://www.springer.com/criminology/journal/10940
University of Pennsylvania Law Review	United States	University of Pennsylvania Law Review	https://www.pennlawreview.com/
Journal of Experimental Criminology	Germany	Springer Verlag	https://www.springer.com/criminology/journal/11292
Journal of Law and Economics	United States	University of Chicago Press	https://www.journals.uchicago.edu/toc/jle/current

Music

Journal	Country	Publisher	Website
IEEE Signal Processing Magazine	United States	Institute of Electrical and Electronics Engineers	https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=79
Journal of Research in Music Education	United States	Sage Periodicals Press	http://journals.sagepub.com/home/jrm
Music Education Research	United Kingdom	Carfax Publishing Ltd.	https://www.tandfonline.com/loi/cmue20
Psychology of Music	United Kingdom	SAGE Publications	http://journals.sagepub.com/home/pom
International Journal of Music Education	United States	SAGE Publications	http://journals.sagepub.com/home/ijm
Musicae Scientiae	United States	SAGE Publications Inc.	http://journals.sagepub.com/home/msx
Music Perception	United States	University of California at Berkeley	http://mp.ucpress.edu/
Research Studies in Music Education	United Kingdom	SAGE Publications	http://journals.sagepub.com/home/rsm
Journal of Music Teacher Education	United States	Sage Science Press	http://journals.sagepub.com/home/jmt
British Journal of Music Education	United Kingdom	Cambridge University Press	https://www.cambridge.org/core/journals/british-journal-of-music-education

Nursing

Journal	Country	Publisher	Website
Journal of the American Medical Directors Association	United States	Elsevier Inc.	https://www.journals.elsevier.com/journal-of-the-american-medical-directors-association
Journal of Pain and Symptom Management	Netherlands	Elsevier BV	https://www.journals.elsevier.com/journal-of-pain-and-symptom-management/
International Journal of Nursing Studies	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/international-journal-of-nursing-studies/
Journal of Palliative Medicine	United States	Mary Ann Liebert Inc.	https://www.liebertpub.com/loi/jpm
Journal of Nursing Scholarship	United Kingdom	Blackwell Publishing Inc.	https://sigmapubs.onlinelibrary.wiley.com/journal/15475069
Nurse Education Today	United Kingdom	Churchill Livingstone	https://www.journals.elsevier.com/nurse-education-today/
Nursing Outlook	United States	Mosby Inc.	https://www.journals.elsevier.com/nursing-outlook/
Patient	United Kingdom	Adis International Ltd.	https://www.springer.com/adis/journal/40271
Worldviews on Evidence-Based Nursing	United Kingdom	Blackwell Publishing Inc.	https://sigmapubs.onlinelibrary.wiley.com/journal/17416787/
Journal of Advanced Nursing	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/13652648

Philosophy

Journal	Country	Publisher	Website
Nous	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/14680068
The Philosophical Review	United States	Duke University Press	https://read.dukeupress.edu/the-philosophical-review
Philosophers Imprint	United States	University of Michigan Press	https://www.philosophersimprint.org/
International Theory: A Journal of International Politics, Law and Philosophy	United Kingdom	Cambridge University Press	https://www.cambridge.org/core/journals/international-theory
Ethics	United States	University of Chicago Press	https://www.journals.uchicago.edu/toc/et/current
Political Psychology	United Kingdom	Blackwell Publishing Inc.	https://onlinelibrary.wiley.com/journal/14679221
British Journal for the Philosophy of Science	United Kingdom	Oxford University Press	https://academic.oup.com/bjps
The Journal of Philosophy	United States	F.J.E. Woodbridge : W.T. Bush	https://www.journalofphilosophy.org/
Philosophy and Phenomenological Research	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/19331592
Philosophical Studies	Netherlands	Kluwer Academic Publishers	https://www.springer.com/philosophy/journal/11098

Science & Technology

Journal	Country	Publisher	Website
npj Quantum Information	United Kingdom	Nature Partner Journals	https://www.nature.com/npjqi/
IEEE Transactions on Smart Grid	United States	Institute of Electrical and Electronics Engineers	https://ieeexplore.ieee.org/xpl/aboutJournal.jsp?punumber=5165411
Computers and Education	United Kingdom	Elsevier Ltd.	https://www.journals.elsevier.com/computers-and-education/
Foundations and Trends in Databases	United States	Now Publishers Inc.	https://dl.acm.org/citation.cfm?id=J1008&picked=prox
Systems and Control Letters	Netherlands	Elsevier BV	https://www.journals.elsevier.com/systems-and-control-letters/
Journal of Service Research	United States	SAGE Publications	http://journals.sagepub.com/home/jsr
MIS Quarterly: Management Information Systems	United States	MIS Research Center	https://www.misq.org/
Journal of Supply Chain Management	United States	Wiley-Blackwell	https://onlinelibrary.wiley.com/journal/1745493x
IEEE Transactions on Cybernetics	United States	IEEE Advancing Technology for Humanity	https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=6221036
Information Systems Research	United States	Institute for Operations Research and the Management Sciences	https://pubsonline.informs.org/journal/isre