

## Preface

In accordance with our internationalization strategy, Mahidol University has enjoyed a rising number of international students and personnel. The university places high value on the intellectual and cultural diversity this brings to our campus. The publication of this manual is part of the university's broader effort to increasingly attract and support high quality international talent. The aim of the manual is to provide essential information in an accessible form.

We would like to express our heartfelt gratitude towards Prof. Suwanna Ruangchanasetr, Vice President, Asst. Prof. Dr. Surakit Nathisuwan, Vice President for International Relations, Asst. Prof. Dr. Jitlada Amornwatana, Assistant to the President for Human Resources, and others who have contributed to the preparation of this manual.

We hope you find this manual useful and welcome any comments you might have as to how it can be improved.

Compiled by Human Resources Division

October 2013

## Table of Contents

	Page
Chapter 1: General Information	
1. History	4
2. Symbol: University Symbol, Colour, Symbolic Plant, Motto	5
Philosophy, Determination Statement, Vision, Mission, Core Values	5
Organisation Chart	6
Map	7
Salaya Campus Layout	8
Contact	9
Chapter 2: Visa and Work Permit Application	
1. For applicants who have yet not entered Thailand	10
2. For applicants who are currently residing in Thailand	11
3. Visa extension	12
4. Periodic 90-day notification	13
5. Re-entry Permit	13
Chapter 3: University Staff (Budget/Unit) Essential Information	
1. Guidelines	14
2. Position	15
3. Dress Code	17
4. University ID Card	17
5. Employment Certificate	18
Chapter 4: Salary and Allowance	
1. Base Salary Scale	19
2. Title Allowance	19
3. Merit Raise	20
4. Salary Adjustment	20
5. Overtime Pay	20

	Page
Chapter 5: Benefits and Entitlements	
1. Paid leave	21
2. Non-paid leave	21
3. Medical Services	21
4. Social Security Fund	22
5. Mahidol Provident Fund	22
6. Financial Assistance	23
7. Severance pay	23
Chapter 6: Performance Evaluation	
1. Probationary Assessment	24
2. Performance Assessment	24
Chapter 7: Career Path	
1. Academic Track	25
2. Support Track	25
Chapter 8: The End of Employment	
1. Contract Expiration	26
2. Resignation	26
3. Retirement	26
4. Death	26
5. Other cases	26
Appendix: Website	27
HR Contact	27
Immigration Bureau	27
Department of Employment	28

# Chapter 1

## General Information

### 1. History

Mahidol University has its origins in the establishment of Siriraj Hospital in 1888 by His Majesty King Chulalongkorn (Rama V), and the hospital's medical school is the oldest institution of higher learning in Thailand, granting its first medical degree in 1893. Later becoming the University of Medical Sciences in 1943, Mahidol University was renamed with great honor in 1969 by H.M. King Bhumibol Adulyadej, after his Royal Father, H.R.H Prince Mahidol of Songkla, who is widely known as the 'Father of Modern Medicine and Public Health in Thailand'. Mahidol University has since developed into one of the most prestigious universities in Thailand, internationally known and recognized for the high caliber of research and teaching by its faculty, and its outstanding achievements in teaching, research, international academic collaboration and professional services. This diversified institution now offers top quality programs in numerous social and cultural disciplines, including the most doctoral programs of any institution in Thailand, yet has maintained its traditional excellence in medicine and the sciences.

### 2. University Symbols

#### Logo



Granted by His Majesty Bhumibol Adulyadej on 29<sup>th</sup> July 1969.

#### Color

Blue: granted by Princess Mother Srisangwan on 23<sup>rd</sup> June 1969.

#### University Flower



Kan phai Mahidol: Granted by HRH Princess Kalaya Niwattana Krom Luang Narathiwat Rajanakarin on 19<sup>th</sup> February 1999.

#### Motto

“Do unto others as you would have others do unto you”

#### Philosophy

True success is not in the learning, but in its application to the benefit of mankind.

## Determination Statement

Wisdom of the Land

## Vision

Mahidol University is determined to be a world class university.

## Mission

To excel in health, sciences, arts, and innovation with integrity for the betterment of Thai society and the benefit of mankind.

## Core Values

M – **Mastery**

A – Altruism

H – Harmony

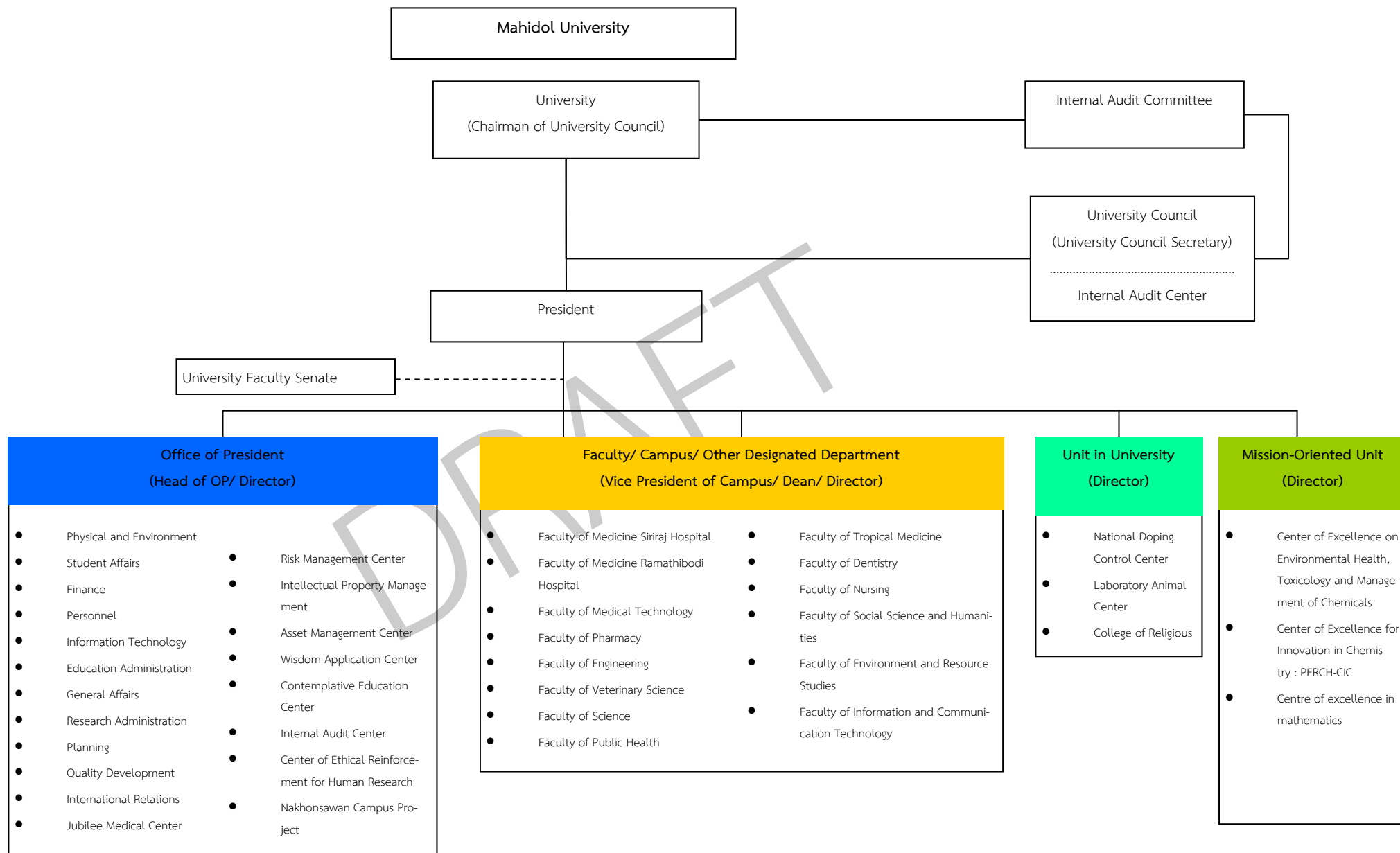
I – Integrity

D – Determination

O – Originality

L – Leadership

DRAFT



Map of Campus Locations in and around Bangkok



# Salaya Campus Map



Mahidol University  
Wisdom of the Land

## ผังบริเวณ Directory Board



- พื้นที่สีเขียว Green Area
- ทางน้ำ / แหล่งน้ำตามมหาวิทยาลัย Water Way
- ทางสัญจร Road
- อาคาร Building
- ที่จอดรถ Parking
- ร้านอาหาร Cafeteria
- ร้านกาแฟ Coffee Shop
- ประตู Gate
- พื้นที่ของมหาวิทยาลัย University's Area
- หมายเลขอาคาร Building No.
- อาคารที่ก่อสร้างกำลังดำเนินการก่อสร้าง Under Construction
- ทางเดินเท้า Walkway

- |  |   |   |   |   |  |
|--|---|---|---|---|--|
| <ul style="list-style-type: none"> <li>1 สำนักงานอธิการบดี<br/>Office of the President</li> <li>2 หอสมุดและศูนย์ความรู้ทางวิชาการ<br/>Mahidol University Library and Knowledge Center</li> <li>3 คณะเทคโนโลยีสารสนเทศและการสื่อสาร<br/>Faculty of Information and Communication Technology</li> <li>4 อาคารศูนย์วิศวกรรมศาสตร์ ๑-๓<br/>Faculty of Engineering Building 1-3</li> <li>5 สถาบันโภชนาการ<br/>Institute of Nutrition</li> <li>6 คณะสิ่งแวดล้อมและทรัพยากรศาสตร์<br/>Faculty of Environment and Resources Studies</li> <li>7 วิทยาลัยสัตวแพทยศาสตร์และสัตวศาสตร์<br/>College of Veterinary Science and Technology</li> <li>8 อาคารศูนย์สิ่งแวดล้อม<br/>Sachanalai Environment Building</li> <li>9 ศูนย์การเรียนรู้ชุมชน<br/>Mahidol Learning Center</li> <li>10 สวนเจ้าฟ้า<br/>Chaocha Garden</li> <li>11 วิทยาลัยศาสนศึกษา<br/>Faculty of Studies in Religion</li> <li>12 อาคารมหาวิทยาลัยศาสตร์ ๓-๔<br/>Faculty of Science Building 3-4</li> </ul> | <ul style="list-style-type: none"> <li>13 อาคารมหาวิทยาลัยศาสตร์ ๑-๒<br/>Faculty of Science Building 1-2</li> <li>14 คณะศิลปกรรมศาสตร์<br/>Faculty of Liberal Arts</li> <li>15 อาคารขยายสนาม ๒<br/>Lecture Theater 2</li> <li>16 สนามกีฬา<br/>Mahidol Court</li> <li>17 อาคารขยายสนาม ๑<br/>Lecture Theater 1</li> <li>18 คณะศึกษาศาสตร์และมนุษยศาสตร์<br/>Faculty of Social Sciences and Humanities</li> <li>19 สถาบันสิทธิมนุษยชนและสันติศึกษา<br/>Institute of Human Rights and Peace Studies</li> <li>20 วิทยาลัยนานาชาติ<br/>Mahidol University International College</li> <li>21 ศูนย์ปฏิบัติการโรงแรมและการบริการ<br/>Salaya Pavilion Hotel and Training Center</li> <li>22 อาคารเรียนและปฏิบัติการแบบบูรณาการ (อาคารเรียน)<br/>Education and Technology for Learning Building</li> <li>23 อาคารเรียน<br/>Training Building</li> <li>24 สถาบันพัฒนาสุขภาพอาเซียน<br/>ASEAN Institute for Health Development</li> </ul> | <ul style="list-style-type: none"> <li>25 หอประชุมใหญ่ สภาขบวนสตรี<br/>North Bhannaprasit Auditorium</li> <li>26 อาคารอำนวยการ<br/>ASEAN House</li> <li>27 คณะวนศาสตร์<br/>Faculty of Forestry</li> <li>28 บ้านไทย<br/>Thai House</li> <li>29 สถาบันนวัตกรรมและบูรณาการแห่งใหม่<br/>Institute for Innovative Learning</li> <li>30 สถาบันวิจัยภาษาและวัฒนธรรมเอเชีย<br/>Research Institute for Languages and Cultures of Asia</li> <li>31 วิทยาลัยดุริยางคศิลป์ / วิทยาลัยดุริยางคศิลป์ (อาคาร ๓, ๓-๑)<br/>College of Music / (Bhumhal Sangkeat Building A,B,C)</li> <li>32 วิทยาลัยดุริยางคศิลป์ / วิทยาลัยดุริยางคศิลป์ (อาคาร ๓)<br/>College of Music / (Bhumhal Sangkeat Building D)</li> <li>33 วิทยาลัยดุริยางคศิลป์<br/>Music Auditorium</li> <li>34 พิพิธภัณฑ์เอเชียตะวันออกเฉียงใต้<br/>Southeast Asia Music Museum</li> <li>35 วิทยาลัยดุริยางคศิลป์ / วิทยาลัยดุริยางคศิลป์<br/>College of Music / Pre College Boarding School</li> <li>36 สถาบันดุริยางคศิลป์<br/>Prince Mahidol Hall</li> </ul> | <ul style="list-style-type: none"> <li>37 อุทยานธรรมชาติวิทยาสิรินธร<br/>Sirinathornjaroen Nature Learning Park</li> <li>38 บ้านพิทักษ์ ศาสนา<br/>Salaya Dog Shelter</li> <li>39 อาคารศูนย์สิ่งแวดล้อม<br/>Governmental Conservation Building</li> <li>40 สนามฟุตบอล ๑-๒<br/>Soccer Field 1-2</li> <li>41 สถานีขนส่งมวลชน<br/>Team Station</li> <li>42 อาคารเรียนคณะสัตวแพทยศาสตร์<br/>Student Dormitory - Bann Mahidol</li> <li>43 อาคารเรียนคณะสัตวแพทยศาสตร์<br/>Surgery Building</li> <li>44 อาคารเรียนคณะสัตวแพทยศาสตร์<br/>Central Treatment Building</li> <li>45 คณะสัตวแพทยศาสตร์<br/>Faculty of Veterinary Science</li> <li>46 โรงพยาบาลสัตว์ปศุสัตว์<br/>Priso-Animal Hospital</li> <li>47 ศูนย์สัตวแพทยศาสตร์<br/>National Laboratory Animal Center</li> <li>48 อาคารกายภาพบำบัด<br/>Medical Massage Building</li> </ul> | <ul style="list-style-type: none"> <li>49 บ้านวัฒนธรรม<br/>MU Corner</li> <li>50 วิทยาลัยศาสนศึกษา<br/>College of Religious Studies</li> <li>51 สถาบันพัฒนาสังคมและครอบครัว<br/>National Institute for Child and Family Development</li> <li>52 อาคารศูนย์พัฒนาเด็ก<br/>Sudhimitra Building</li> <li>53 อาคารเรียนการศึกษาระดับมัธยมศึกษา<br/>Mahidol General Education Building</li> <li>54 หอพักนักศึกษาพยาบาลนานาชาติ<br/>Mahamthabol Nursing Student Dormitory</li> <li>55 อาคารที่พักอาศัย<br/>Condominium</li> <li>56 วิทยาลัยพยาบาลบรมราชชนนีนครสวรรค์<br/>Mahamthabol School of Nursing</li> <li>57 สาขาวิชาสาขาวิชาฟิสิกส์และสิ่งแวดล้อม<br/>Salaya Building (Division of Physical Science and Environment)</li> <li>58 คณะพยาบาลศาสตร์<br/>Faculty of Physical Therapy</li> <li>59 คณะเทคโนโลยีการแพทย์<br/>Faculty of Medical Technology</li> <li>60 บริษัทผลิตยาสมุนไพร<br/>Organic Farm</li> </ul> | <ul style="list-style-type: none"> <li>61 วิทยาลัยนานาชาติ มหาวิทยาลัยมหิดล<br/>Mahidol University International Demonstration School</li> <li>62 สถาบันวิจัยประชากรและสังคม<br/>Institute for Population and Social Research</li> <li>63 สถาบันศึกษาเพื่อสังคมและนวัตกรรม<br/>Center for Socio-Development</li> <li>64 อาคารนวัตกรรมเพื่อสังคม<br/>MU-So Innovation Building</li> <li>65 วิทยาลัยเทคโนโลยีชีวภาพและนวัตกรรม<br/>Institute of Molecular Biotechnologies</li> <li>66 วิทยาลัยสัตวแพทยศาสตร์และสัตวศาสตร์<br/>Mahachulalongkornrajavidyalaya University College of Veterinary Science and Technology</li> <li>67 โรงพยาบาลทันตกรรม มหาวิทยาลัยมหิดล<br/>Mahachulalongkornrajavidyalaya University Golden Jubilee Dental Hospital</li> <li>68 ศูนย์การแพทย์กาญจนาภิเษก<br/>Golden Jubilee Medical Center</li> </ul> |
|--|---|---|---|---|--|



## Contact

### **Mahidol University**

Website : [www.mahidol.ac.th](http://www.mahidol.ac.th)

### **Office of President (Salaya)**

[www.op.mahidol.ac.th](http://www.op.mahidol.ac.th)

999 Phuttamonthon 4 Road, Salaya, Nakhon Pathom 73170, THAILAND

Tel. 0-2849-6000

Fax. 0-2800-2909 , 0-2849-6211

### **Office of President (Bangkok)**

272 Rama XI Road, Thung Phaya Thai Ratchathewi, Bangkok10400, THAILAND

Tel. 0-2201-5099

### **Kanchanaburi Campus**

<http://ka.mahidol.ac.th/>

199 Moo 9 Lum Sum, Sai Yok, Kanchanaburi 71150, THAILAND

Tel. 034-585060-5

Fax. 0-2849-6126, 034-585-077

### **Nakhon Sawan Campus (Establishing)**

[www.na.mahidol.ac.th](http://www.na.mahidol.ac.th)

402/1 Khao Thong, Phayuha Khiri, Nakorn Sawan 60130, THAILAND

Tel. 088-2786883

Fax. 056-274-366

### **Amnaj Charoen Campus (Establishing)**

[www.acr.mahidol.ac.th](http://www.acr.mahidol.ac.th)

259 Moo 13 Non Nam Thaeng, Muang, Amnaj Charoen, 37000, THAILAND

Tel. 0-4552-3211

Fax. 0-4552-3211

## Chapter 2

### Visa and Work Permit Application

In general, it is required by law that an alien who intends to work in the Kingdom of Thailand must obtain both visa for working and work permit before starting to work in the country.

#### 1. For applicants who have yet not entered Thailand

Process	Documents and Fees
<p>NON - IMMIGRANT VISA Class B required</p> <p>1. Contact your university unit to issue an employment certificate and an employment contract both in Thai and English. These documents are required for visa application.</p> <p>2. Apply for the Non-Immigrant Class B Visa at your local Thai Embassy or Consulate.</p> <p>3. After receipt of the visa, you may enter Thailand. The visa will expire within 90 days and needs to be extended prior to the expiry date.</p> <p>3. Contact your university unit to apply for a work permit within 30 days after arrival in Thailand. It is suggested that work should commence only after the work permit is granted. The work permit can be obtained from the Office of Foreign Workers Administration for those residing in Bangkok or the Provincial Employment Office for those residing outside of Bangkok.</p> <p>The application can be submitted on your behalf by an agent by providing a letter of power of attorney.</p>	<p style="text-align: center;"><u>Visa</u></p> <ol style="list-style-type: none"> <li>1. Visa Application</li> <li>2. Employment Certificate and Employment Contract</li> <li>3. One photo</li> <li>4. Copy of Passport and the original</li> <li>5. Fee: 1,900 THB</li> </ol> <p style="text-align: center;"><u>Work Permit</u></p> <ol style="list-style-type: none"> <li>1. Application (W.P.1)</li> <li>2. Three photos</li> <li>3. Employment Certificate and Employment Contract</li> <li>4. Copy of Passport and the original</li> <li>5. Copies of Diplomas</li> <li>6. Medical certificate</li> <li>7. Map showing location of employer</li> <li>8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent)</li> <li>9. Power of Attorney (Principal) from head of university unit (10 THB Stamp Duty) and a copy of ID card (Agent)</li> </ol> <p>9. Fee</p> <ul style="list-style-type: none"> <li>- Application 100 THB</li> <li>- 3 months 750 THB</li> <li>- &gt; 3 but not exceeding 6 months 1,500 THB</li> <li>- &gt; 6 months but not exceeding 1 year 3,000 THB</li> </ul>

## 2. For applicants who are currently residing in Thailand

Process	Documents and Fees
<p>1. If already holding a NON - IMMIGRANT VISA Class B, contact your university unit.</p> <p>2. If holding other type of visa, contact the Immigration Bureau, Immigration Division 1, to change the type of visa. Note that the visa should be valid for more than 21 days otherwise it is required to depart from Thailand and request a NON - IMMIGRANT VISA Class B abroad.</p> <p>3. Contacted your university unit to apply for a work permit (within 30 days after arrival in Thailand). It is suggested that work should commence only after the work permit is granted. The work permit can be obtained from the Office of Foreign Workers Administration for those residing in Bangkok or the Provincial Employment Office for those residing outside of Bangkok. The application can be submitted on your behalf by an agent by providing a letter of power of attorney.</p>	<p style="text-align: center;"><u>Visa</u></p> <ol style="list-style-type: none"> <li>1. Visa Change Application (T.M. 86)</li> <li>2. Employment Certificate and Employment Contract</li> <li>3. One Photo</li> <li>4. Copy of Passport and the original</li> <li>5. Fee: 2,000 THB</li> </ol> <p style="text-align: center;"><u>Work Permit</u></p> <ol style="list-style-type: none"> <li>1. Application (W.P.1)</li> <li>2. Three photos</li> <li>3. Employment Certificate and Employment Contract</li> <li>4. Copy of Passport and the original</li> <li>5. Copies of Diplomas</li> <li>6. Medical certificate</li> <li>7. Map showing location of employer</li> <li>8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent)</li> <li>9. Power of Attorney (Principal) from head of university unit (10 THB Stamp Duty) and a copy of ID card (Agent)</li> </ol> <p>10. Fee</p> <ul style="list-style-type: none"> <li>- Application 100 THB</li> <li>- 3 months 750 THB</li> <li>- &gt; 3 but not exceeding 6 months 1,500 THB</li> <li>- &gt; 6 months but not exceeding 1 year 3,000 THB</li> </ul>

### 3. Visa extension

Process	Documents and Fees
<p>For employment contract extension, the following steps should be taken.</p> <ol style="list-style-type: none"> <li>1. Submit a visa extension application to the Immigration Bureau.</li> </ol> <p>The extension is valid for one year and the application can be made one month prior to expiry date.</p> <ol style="list-style-type: none"> <li>2. After contract renewal, contact your university unit to notify the department of employment about the extension and furnish the employment certificate and employment contract. Renew your work permit one month prior to the expiry date. (In person or through an agent via power of attorney)</li> </ol>	<p style="text-align: center;"><u>Visa</u></p> <ol style="list-style-type: none"> <li>1. Extension Application (T.M. 7)</li> <li>2. Notification of residence of foreigners (T.M. 30)</li> <li>3. One Photo</li> <li>4. Employment Contract with seal</li> <li>5. Letter to Immigration Bureau</li> <li>6. Copy of current work permit and the original</li> <li>7. Copy of Passport and the original</li> <li>8. Fee: 1,900 THB</li> </ol> <p style="text-align: center;"><u>Work Permit</u></p> <ol style="list-style-type: none"> <li>1. Work Permit Extension Application (W.P.5)</li> <li>2. Letter to Department of Employment</li> <li>3. Employment Certificate/Employment Contract</li> <li>4. Copy of visa-renewed Passport and its original</li> <li>6. Medical Certificate</li> <li>7. Map showing location of employer</li> <li>8. Power of Attorney from alien (Principal) (10 THB Stamp Duty) and a copy of ID card (Agent)</li> </ol> <p>9. Fee</p> <ul style="list-style-type: none"> <li>- Application 100 THB</li> <li>- 3 months 750 THB</li> <li>- &gt; 3 but not exceeding 6 months 1,500 THB</li> <li>- &gt; 6 months but not exceeding 1 year 3,000 THB</li> </ul>

## Periodic 90 day notification

As a foreigner residing in Thailand, you must report your address of residence to the immigration bureau every 90 days. You may make the notification in person or authorize another person to make the notification for you. The notification may be made up to 15 days before or after 7 days after the period of 90 days expires. If the deadline is missed, you will need to report to the nearest immigration office or Immigration Division 1 in person immediately and pay a 2,000 THB fine only after which the report of address of residence can be processed.

### Required Documents

1. Form T.M. 47
2. Original Passport
3. Notification of staying in the Kingdom over 90 days (in case the reporting grace period is exceeded)

### Offices accepting notification

- Foreigners residing in Bangkok: Immigration Division 1 Office, Chulalongkornrajavidyalaya University Government Complex, Chaengwattana Rd., Laksi, Bangkok
- Foreigners residing elsewhere: Local immigration office

## Re-entry-Permit

International staff planning to travel outside Thailand should obtain a re-entry permit prior to leaving the country.

### Required Documents

1. Form T.M. 8
2. Photo
3. Fee:
  - 1,000 THB for single entry
  - 3,800 THB for multiple entry

### Offices accepting re-entry applications

- Foreigners residing in Bangkok: Immigration Division 1 Office, Chulalongkornrajavidyalaya University Government Complex, Chaengwattana Rd., Laksi, Bangkok
- Foreigners residing elsewhere: Local immigration office

**\*\*Please kindly be noted that rules and regulations concerning immigration might be subject to change without prior notice. Contacting the Bureau to update the immigration policy and specific procedures before going to the Bureau is strongly encouraged.\*\***

## Chapter 3

### University Staff (Budget/Unit) Essential Information

#### 1. Guidelines

##### University Staff

Considered as the main personnel of the university, university staff are university personnel whose personnel costs are funded from the budget without any nationality restriction. International university staff are entitled to the same rights, benefits and salary, and are governed by the same obligations and regulations as Thai university staff.

##### Terms of Employment

The staff member and the registered unit will agree upon the terms of the contract and term of employment before entering into the contract.

1. First term of employment: Not less than 1 year but not exceeding 2 years with a contract expiry date on 30 September.

2. Second term of employment:

(1) Tenured: the contract will expire on 30 September of the retiring year

(2) Annual contract: the contract will expire on 30 September of the year specified.

The staff and his/her assigned unit will agree upon this which may include an appendix attached to the contract.

University staff (budget) hired as Instructor or Researcher 1 on or after 30<sup>th</sup> October 2013 are required to participate in the Talent Management Project. This project provides a special monthly allowance of 7,000 THB along with other essential support such as research funding. Participants in the project will be employed on annual contracts for a period of 4 years and will have a contract appendix specifying performance expectations.

More details can be found via the links below.

(Thai [www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html](http://www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html))

English [www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html](http://www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html) )

##### University Staff (Unit)

Guidelines and terms of employment of university staff (unit) are identical to those for university staff (budget). The difference in the positions lies in the source of funding. Personnel costs for university staff (unit) come from the revenue of the unit within which the staff member is employed.

#### 2. Positions

(1) Administrative Track

(2) Academic Track

(3) Support Track

This manual will focus mainly on the second and the third tracks.

##### Academic Track (8 Positions)

1. Professor

2. Associate Professor

3. Assistant Professor

4. Instructor

5. Researcher 4

6. Researcher 3

7. Researcher 2

8. Researcher 1

##### Support Track (3 groups)

**Profession group (22 positions)**

1. Physiotherapist
2. Dentist
3. Registered Nurse
4. Medical Physician
5. Veterinarian
6. Medical Technologist
7. Pharmacist
8. Mechanical Engineer
9. Electrical Engineer
10. Civil Engineer
11. Architect
12. Radiological Technologist
13. Computer Technical Officer
14. Clinical Psychologist
15. Speech Therapist
16. Occupational Therapist
17. Cardio-Thoracic Technologist
18. Prosthetist
19. Computer System Analyst
20. Researcher
21. Applied Thai Traditional Medical Practitioner
22. Traditional Chinese Medical Practitioner

**Academic Support group (32 positions)**

1. Educator
2. Education and Career Guidance Officer
3. Scientist
4. Librarian
5. Medical Statistician
6. Nutritionist
7. Psychologist
8. Audio-Visual Technical Officer
9. Research Technical Officer
10. Information Resource Analyst
11. Medical Scientist
12. Dental Technical Officer
13. Vocational Therapist
14. Dietician
15. Computer Programmer
16. Braille Code Technical Officer
17. Sign Language Technical Officer
18. Sign language Interpreter
19. Rehabilitation Counsellor
20. Assisting Technology Practitioner
21. Research Assistant
22. Child Development Officer
23. Sports Scientist
24. Thai Music Technical Officer
25. Geographical Information Technologist
26. Medical Plant Technical Officer
27. Environmentalist
28. Assistant Instructor
29. Cardiac Sonographer
30. Archivist
31. Medical Coder
32. Cultural Officer

**Support group (2 levels)**

**Practitioner Level (27 positions)**

- |                                       |   |
|---------------------------------------|---|
| 1. General Administration Officer     | 15. Foreign Relations Officer             |
| 2. Finance and Accounting Analyst     | 16. Social Work Officer                   |
| 3. Academic Art Technician            | 17. Computer Information Analyst          |
| 4. Internal Auditor                   | 18. Quality Development Technical Officer |
| 5. Health Promotion Educator          | 19. Training Technical Officer            |
| 6. Engineer                           | 20. Animal Care Assistant                 |
| 7. Plan and Policy Analyst            | 21. Asset Management Specialist           |
| 8. Agricultural Research Officer      | 22. Graphic Designer                      |
| 9. Animal Husbandry Technical Officer | 23. Asset Management Analyst              |
| 10. Legal Officer                     | 24. Investment Management Analyst         |
| 11. Human Resource Officer            | 25. Risk Management Officer               |
| 12. Public Relations Officer          | 26. Childcare Teacher                     |
| 13. Supply Analyst                    | 27. Construction administration Officer   |
| 14. Academic Statistician             |   |





## Assistant to Practitioner Level (27 Positions)

1. Dental Technician
2. Computer Technician
3. Printing Technician
4. Art Technician
5. Draftsman
6. Mechanics Technician
7. Electrician
8. Electronics Technician
9. Technician
10. General Administration Assistant
11. Agricultural Officer
12. Animal Husbandry Officer
13. Audio-Visual Officer
14. Library Service Officer
15. Vocational Therapy Technician
16. Scientific Officer
17. Dental Assistant
18. Pharmacy Technician
19. Practical Nurse
20. Nutrition officer
21. Medical Technician Assistant, Medical Science Technician
22. Radiological Technician
23. Physical Therapist Assistant
24. Braille Code Technician
25. General Service Officer
26. Applied Thai Tradition Medical Assistant
27. Childcare Officer

\* Retrieved as of 30<sup>th</sup> September 2013

### 3. Dress Code

#### Ordinary Occasions

Staff are expected to dress professionally.

#### Ceremonial Occasions

- (1) Formal White Dress
- (2) Half-decorated
- (3) Full-decorated

### 4. University ID Card

University personnel are required to scan the university ID card to record attendance. Other measures may be in place subject to each unit's requirements. The university ID card is also used to when necessary to show that the holder is employed by the university.

## 6. Employment Certificate

Upon request the university unit may provide a letter certifying an staff member's employment status, wage rate, and length of service.

DRAFT

## Chapter 4

### Salary and Allowance

Staff salary is composed of a base salary and title allowance.

#### 1. Base Salary Scale\*

Degree	Salary	
	Academic Track	Support Track
Ph.D.	30,000 – 150,000	26,000 -100,000
Master's degree	24,600 – 150,000	21,320 -100,000
Bachelor's degree	19,950 - 150,000	17,290 -100,000

\* As of 1<sup>st</sup> Jan 2013

The salary scale shown in the table is the base salary based on highest degree obtained. By default, staff are hired at a starting salary at the bottom of the relevant salary scale. This starting base salary may be adjusted up based on relevant work experience at a rate not exceeding 5% per year of experience. It may also be adjusted under any of the following conditions:

1. The staff member possesses particular knowledge or ability
2. The position is associated with particularly high demand in the job market
3. The staff member possesses rare qualifications
4. The staff member possesses particular needed experience

#### 2. Title Allowance

The following title allowances are added to the base salary.

##### 1. Academic Title

- (1) Professor: 26,000 THB per month
- (2) Associate Professor 19,800 THB per month
- (3) Assistant Professor 11,200 THB per month

##### 2. Support Title

- (1) Professional level
  - Profession Group: 11,200 THB per month
  - Academic Support Group: 7,000 THB per month
  - Support Group: 5,000 THB per month
- (2) Expert level: 19,800 THB per month
- (3) Advisory level: 26,000 THB per month

### 3. Merit Raise

- Annual merit raise evaluation carried out on 1<sup>st</sup> October
- Raise is calculated on a percentage basis not exceeding the applicable salary range
- Merit raise evaluation is based on performance, along with other relevant factors such as competency, leave record, and professional conduct.
- Requirements
  - (1) Length of service: 8 months
  - (2) Passed probation
  - (3) No record of taking of leave in excess of entitlements
  - (4) No record of excessively reporting late for work
  - (5) Must have returned to work for at least six months following any study or training leave
  - (6) The combined total of personal business leave and sick leave must not have exceeded 45 days in the previous year

### 4. Salary Adjustment

Salary may be increased outside the normal system of merit raise under any of the following conditions, as judged by the unit in which the staff member is employed:

1. The position is associated with particularly high demand in the job market
2. The staff member passes probation
3. The staff member displays exceptional performance

### 5. Overtime Pay

Overtime pay is extended when staff are requested to work outside of normal working hours by the head of their unit.

- The pay rate for overtime work is at most 50 baht per hour and the amount of overtime may not exceed 7 hours in one day.
- The pay rate for overtime work on a holiday is at most 60 baht per hour and the amount of overtime may not exceed 7 hours in one day.

A staff member's university unit may provide other types of allowance as deemed fit such as professional allowance, special allowance, honorarium, and travel allowance.

## Chapter 5

### Benefits and Entitlements

#### 1. Paid Leave

**1. Sick leave:** up to 60 working days of per year. In cases of extended hospitalization or extended continuous medical care under the order of a physician, staff members are entitled to an additional 60 days of paid sick leave in one year. In no case shall the total paid sick leave exceed 120 days per annum. Requests for sick leave of more than three consecutive days must be accompanied by a medical certificate.

**2. Personal Business leave:** up to 45 working days per year. (For the first year of employment, personal business leave is limited to 15 working days.)

**3. Annual Holiday leave:** up to 10 working days per year. Staff may accumulate up to 20 days of annual holiday leave. Staff who have worked for 10 years or more may accumulate up to 30 days of annual holiday leave. Staff are not eligible to take holiday leave within the first 6 months of employment with the university.

**4. Maternity leave:** up to 90 days per instance

**5. Religious Duty Leave (Ordination or Hajj):** a onetime entitlement of up to 120 days

**6. Paternity Leave:** up to 15 working days per instance

**7. Dhamma Practice:** female staff can request leave for a period of 1 to 3 months to attend a Meditation Centre recognized by the National Office of Buddhism.

**8. Study leave:** up to 6 years.

#### 2. Non-paid leave

**1. Leave to Accompany a Spouse:** A staff member with a spouse who is a civil servant or state employee and is obliged to work abroad can take this leave for 2 years and a maximum of an additional of 2 years.

**2. Childcare leave:** up to 150 days. This is considered as an extension of maternity leave.

#### 3. Medical Services

University staff are entitled to claim medical benefits which Social Security welfare and benefits do not cover but civil servant benefits do, hereinafter called “excess” medical benefits. These excess benefits are extended by the university to cover care only at registered government healthcare institutions.

Staff are entitled to claim and be reimbursed fully for 20,000 THB in medical expenses in excess of the costs covered by Social Security. They may claim a further 50,000 THB in excess medical expenses at a reimbursement rate of 50%. This is called a co-pay system.

#### 4. Social Security Fund Entitlements and Benefits

The insured is required to contribute 5% of wages (up to a maximum of 750 THB per month) and the employer matches this contribution.

##### Benefits Covering

1. Injury or Sickness (Eligible if contributed for at least 3 months within the preceding 15 months)
2. Maternity (Eligible if contributed at least 7 months within the preceding 15 months)
3. Disability (Eligible if contributed at least 3 months within the preceding 15 months)
4. Death (Eligible if contributed at least 1 month within the preceding 6 months)
5. Child Allowance (Eligible if contributed at least 12 months within the preceding 36 months)
6. Old Age Benefits
  - Pension (Eligible if contributed at least 180 months and have reached 55 years of age)
  - Gratuity (Eligible if contributed less than 180 months and reached 55 years of age or disabled or deceased and the status of being insured has terminated)
7. Unemployment Benefits (Eligible if contributed at least 6 months)

#### 5. Mahidol University Provident Fund

Staff may subscribe to the Mahidol University Provident Fund by contributing 3% of their monthly salary. The university provides a supplementary matching contribution of 3%. Staff who have contributed to the fund for at least 5 years will receive a lump sum consisting of their personal contribution, the university's supplementary contribution, and any accrued interest. If membership in the fund is less than 5 years, the staff member will receive the university's accumulated supplementary contribution and interest thereon only under one or more of the following conditions.

- Deceased
- Disabled
- Retired
- Mentally incompetent
- Dismissed
- Fund dissolution

## 6. Financial Assistance

### Death

(1) Death from natural causes: 50,000 THB

(2) Death from accident: 100,000 THB

### Financial assistance for beneficiary

The beneficiary or heir as the case may be is entitled to financial assistance in the amount of 3 times of the last monthly salary.

## 7. Severance pay

Severance pay will be provided under the following conditions.

1. Retirement
2. Termination
3. Contract Expiration

### Severance Pay Table

Length of Service	Rate
At least 120 days but less than 1 year	No less than 1 times the last month salary
At least 1 year but less than 3 years	Not less than 3 times the last month salary
At least 3 years but less than 6 years	Not less than 6 times the last month salary
At least 6 years but less than 10 years	Not less than 8 times the last month salary
10 years or more	Not less than 10 times the last month salary

**\*\*Please be noted that for staffs who are appointed after 1<sup>st</sup> January 2014 will be entitled to receive severance pay when retired or being terminated by the University without being taken disciplinary action. Contract Expiration will not be applied for the staffs who are appointed after 1<sup>st</sup> January 2014.\*\***

# Chapter 6

## Performance Evaluation

The university applies uniform guidelines and procedures for performance evaluation to all categories of personnel. There are two types of assessment.

### 1. Probationary Assessment

- (1) For the academic track, the probationary period is no more than 1 year, starting from the date of appointment.
- (2) For the support track, the probationary period is no more than 6 months, starting from the date of appointment.

If a staff member possesses relevant experience for the position, the unit may exempt him/her from probation.

Probationary assessment must be completed prior to the end of the term of probation. If probation is extended, the period of extension together with the primary probation period must not exceed one year.

### 2. Performance Assessment

The university has established a fair and transparent system for performance assessment in order to foster a collaborative work atmosphere and increase understanding between supervisors and subordinates.

#### PA Process

A key component of the university's performance assessment system is the **Performance Agreement (PA)**, which specifies performance expectations for the staff member. The PA is agreed upon between the staff member and unit before signing of the contract and becomes an integral part of the contract. The content of the agreement should be aligned with strategies objectives of the university and should encourage excellence in staff performance.

#### Guidelines

Assessment is conducted biannually with the result used to improve staff performance, for career development, and for consideration for salary increase, annual reward, allowance, incentives, and other human resource issues.

#### Assessment Criteria

- (1) Performance as agreed in the PA
- (2) Competency consisting of Core Competency, Functional Competency (where relevant) as well as Managerial Competency for those in management positions.

**Evaluator** A committee with at least three members

**Evaluation Result** Excellent, Very Good, Good, Fair, Needs Improvement



# Chapter 7

## Career Path

### 1. Academic Track

#### Career path for academic staff

Instructor =====> Assistant Professor =====> Associate Professor =====> Professor  
Researcher 1 =====> Researcher 2 =====> Researcher 3 =====> Researcher 4

Application for promotion can be submitted along two tracks.

- 1) Ordinary Track: The staff member has all required qualifications.
- 2) Special Track: The staff member has exceptional qualifications but does not satisfy all the normal requirements for promotion or is seeking promotion outside the normal career path progression. Examples include not meeting the requirement for length of service in the current position, skipping steps in the normal career path sequence, and moving between faculties.

### 2. Support Track

The career path varies depending on the type of support position.

1. Profession group                      Senior Professional level =====> Expert level =====> Advisory level
2. Academic support group              Senior Professional level =====> Expert level =====> Advisory level
3. Support group  
- Practitioner                              Senior Professional level =====> Expert level =====> Advisory level  
- Assistant to Practitioner              Experienced level =====> Senior Experienced level

Application for promotion can be submitted along two tracks.

- 1) Ordinary track: The staff member has all required qualifications.
- 2) Special track: The staff member has exceptional qualifications but does not satisfy all the normal requirements for promotion or is seeking promotion outside the normal career path progression. Examples include not meeting the requirement for length of service in the current position and skipping of steps in the normal career path sequence.

For more details, please visit the following links.

Thai [www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html](http://www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html)

English [www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html](http://www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html)

# Chapter 8

## End of Employment

Employment status will end under any of the following conditions:

### 1. Contract Expiration

If the contract expires with no renewal, severance pay will be provided subject to length of service.

### 2. Resignation

A resignation letter must be submitted to the immediate supervisor 30 days prior to the end of service. After approval, the staff member may resign. Note that severance pay will not be provided.

### 3. Retirement

The contract will expire on 30 September of the year in which the staff member reaches the age of 60.

The university unit has the option of renewing the contract up to age 65. If necessary, the contract may be renewed up to age 70 on condition that the contract will be issued on an annual basis. Staff (budget) in the management track are not entitled to this contract extension.

### 4. Death

The date of death is considered the date that the employment status of the staff member ends.

### 5. Other cases

- Failure to pass probation (employment may be terminated prior to the end of the probationary period)
- Serious illness
- Mentally unfit to work or bankrupt
- Unqualified
- Unit dissolution
- Imprisonment
- Investigated for serious breach of discipline and it is considered that further employment would damage to the university.
- Conscription
- Subject to serious disciplinary action such as dismissal
- Substandard performance in two consecutive evaluations at the level of “needs improvement”. The contract will be considered to have expired.

## Appendix

For more details

Thai [www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html](http://www.op.mahidol.ac.th/orpr/newhrsite/document/Announcement.html)

English [www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html](http://www.op.mahidol.ac.th/orpr/newhrsite/hreng/index.html)

### HR Contact

- **Director of Human Resources Division**

Tel.0-2849-6290

- **HR Management Unit**

Head Tel. 0-2849-6289

Staff Tel. 0-2849-6281, 6295-96, 6283, 6389-90

- **HR Welfare and Benefit Unit**

Head Tel. 0-2849-6280

Staff Tel. 0-2849-6282, 6284, 6286, 6291-92, 6391, 6387

- **HR Strategic Unit**

Head Tel. 0-2849-6297

Staff Tel. 0-2849-6238-39, 6285, 6294, 6298

- **HR Capacities Building Unit**

Head Tel. 0-2849-6278

Staff Tel. 0-2849-6275-6277, 6279

- **HR Career Path Unit**

Head Tel. 0-2849-6293

Staff Tel. 0-2849-6293, 6388

### ✦ Immigration Bureau

Website: [www.immigration.go.th/](http://www.immigration.go.th/)

- **For foreigners whose residence is Bangkok**

The Government Complex Commemorating His Majesty, B Building , Floor 2 (South Zone) Chaengwattana Road (Soi 7) , Laksi , Bangkok 10210

Tel. 0-2141-9889

Website: [www.immigration.go.th/intro\\_th.html](http://www.immigration.go.th/intro_th.html)

- **For foreigners whose residence is not Bangkok**

Provincial Office where residence is situated. For instance,

Nakhonpathom Provincial Office

53/11 Moo 2 Raikhing Sampran Nakhonpathom

Tel. 0-3431-8996-7

Website: [nakhnonpathom.immigration.go.th](http://nakhnonpathom.immigration.go.th)

✦ **Department of Employment**

● **For Bangkok**

Department of Employment, Ministry of Labour

Maitri Rd., Din Daeng, Din Daeng, Bangkok 10400

Tel. 0-2247-9423,0-2248-4773

Website: [www.doe.go.th/](http://www.doe.go.th/)

● **For Non-Bangkok**

Provincial Office where workplace is situated. For instance,

Nakhnonpathom Provincial Office

Department of Employment, Ministry of Labour

898/7-9 Phet Kasem, Huai Chorakhe Muang Nakhnonpathom 73000

Tel. 0-3425-0861-2

Website: [www.doe.go.th/nakhnonpathom/](http://www.doe.go.th/nakhnonpathom/)



## Pay Period and Pay Day

- ✓ Three days before the last working day of a given month.

## Payment Method

- ✓ Cash Wire Transfer, Via Siam Commercial Bank (Please provide the first page of saving passbook, “for” accounts and “and” joint accounts is not allowed.)

## Taxation

- ✓ Subject to Revenue Code

## Personal mail

- ✓ Each individual will be provided with a university e-mail.
- ✓ Desk telephone can make a call to a number with “02” as initial.

- ✓ Sensitive information such as salary or performance review is considered confidential.
- ✓ Smoking area restriction is strictly observed.
- ✓ MU-Wifi is basically accessible throughout campuses via the university e-mail provided.
- ✓ Essential software for work is available via MUIT (Division of Information Technology)

**Process:** 1. Access URL: <http://muit.mahidol/>

2. Select icon “Software and Download Manual” > Download Software > Download Licensed Software

3. Select “More” (Staff)

4. Login with the e-mail and password (for example, [mahdiol.mui@mahidol.ac.th](mailto:mahdiol.mui@mahidol.ac.th))

## Parking

- ✓ University unit generally has its own parking lot. Public parking facility is provided at

Parking 1, 2, 3, and 4. Please see the map in the handbook for details.

## Dining Facilities

- ✓ Some faculties or lecture building will provide a canteen.

## Bank

- ✓ Three major banks (Siam Commercial Bank, Bangkok Bank, and Krungthai Bank) have their branches in Salaya campus.

## Transport

- ✓ Shuttle bus (for inter-campus transport) and Tram (for transport in Salaya campus) is available. For more details, please visit General Affair Division website.

## Sport Facilities

- ✓ Various athletic and recreational facilities are provided at College of Sports Science and Technology.

(Translation)