

[Translation]



Mahidol University Announcement on Criteria and Rates for Granting of Manuscript Preparing Fees, Article Processing Charges, and Reward for Publication of Article in an International-level Journal, B.E. 2567 (2024)

Whereas it is deemed expedient to amend criteria and rates for granting of manuscript preparing fees, article processing charges, and reward for publication of article in an international-level journal to be comprehensive and more appropriate,

By virtue of Clause 14.3.8, Clause 15, Clause 22.7, Clause 22.9 and Clause 23 of the Mahidol Announcement on Rules and Procedure on Money Receiving, Keeping, Disbursement, Payment, and Payment Monitoring, B.E. 2551 (2008) and its amendment, issued by virtue of Clause 38 of the Mahidol Regulation on Budget and Financial Management, B.E. 2551 (2008) and its amendment, and the resolution of the Executive Committee of Mahidol University at its meeting No. 3/2567 on 13 February 2024 and No. 10/2567 on 21 May 2024, the President of Mahidol University issues the Announcement as follows;

Clause 1. Mahidol University Announcement on Criteria and Rates for Granting of Manuscript Preparing Fees, Article Processing Charges, and Reward for Publication of Article in an International-level Journal, B.E. 2566 (2023), dated 27 February 2023, shall be repealed.

Clause 2. In this Announcement

“University” means Mahidol University

“University Staff” means a civil officer, university staff, university staff (faculty/ college. institute) and university staff affiliated with the university, who work full-time while producing such work, including a person appointed as an adjunct professor (under the Mahidol University Announcement on the Appointment of Adjunct Professors), global talent (under the Mahidol University Announcement on Criteria and Qualifications of and Guidelines for Supporting Academic Global Talent), and a retired person from the Mahidol University who is appointed by a division as a full-time consultant (responsible for research).

“Former University Staff” means a civil officer, university staff, university staff (faculty/ college/ institute) and university staff affiliated with the university who are retired, or whose employment period is terminated, or who are given approval for resignation from a university staff.

“Q1” means a journal which has a quality and is ranked in the top 25 percent or in the first quartile of subject category, referring to Scimago Journal & Country Rank database of a subject category related to work.

“Top 10” means a journal in Q1 that is ranked in the top 10 percent, referring to Scimago Journal & Country Rank database of a subject category related to the work.

“Top 1” means a journal in Q1 that is ranked in the top 1 percent, referring to Scimago Journal & Country Rank database of a subject category related to the work.

“Manuscript Preparation Fees” means grants for manuscript preparation

“Article Processing Fees” means grants for article processing.

“Reward” means a grant as a reward for an article produced in an academic study or research and published in an international-level journal.

“Read & Publish (Transformative Agreement)” means a membership agreement between Mahidol University and academic journals which includes research publication in such journals and the name of journal is listed on the website of Research Management and Development Division.

“Open Access” means publication of an article in the format of full open access or gold open access or hybrid open access and article processing charges (APC) are collected by a publisher, and a reader can access to the article free of charges.

“Internationally Recognized Researcher” means a researcher who is affiliated with a foreign educational institution or foreign research institution, and works full-time or has a primary appointment at such institution, and has no affiliation in Thailand (including not an adjunct professor or global talent of Mahidol University), and has research recognized in the international level. In case of Health Sciences and Science and Technology subjects, h-index (life-time) shall be 35 or higher and in case of Social Sciences and Humanities, h-index (life-time) shall be 17 or higher.

Clause 3. The Announcement shall be effective to an article submitted to a journal for publication from the date the Announcement comes into force, excepting Manuscript Preparation Fees which the Announcement shall be effective to an article submitted to the University from the date the Announcement comes into force.

In cases where there is a dispute arising out of the implementation of the Announcement, the President shall have the power to make determination and the decision shall be deemed final.

Chapter 1

General Provisions

Clause 4. The qualifications of person eligible to request a grant for Manuscript Preparation Fees, Article Processing Fees and/or Reward for publication of an article in an international-level journal:

4.1 Being a University Staff or Former University Staff whose work is conducted under the University’s affiliation and submitted for publication to a journal which publishes such works while being a University Staff.

4.2 Being a corresponding author or first author of an article. A person requesting a grant shall have a letter of consent from the corresponding author or the first author who has the qualifications under Clause 4.1.

In case where the corresponding and first author are the same person, there shall be a letter of consent of at least one University Staff who is a co-author (if any).

In case where there is a co-corresponding author or a co-first author of an article, each type of co-authors shall not be more than two persons.

Clause 5. If an article meets criteria for a grant and/or reward under the Announcement, an eligible person may request grants, with their consent, for Manuscript Preparation Fees, Article Processing Fees and Reward, or may request only one type of grants.

The payment of grant and reward under the Announcement shall be disbursed from the revenue of the University, pursuant to the Mahidol Regulation on Budget and Financial Management, B.E. 2551 (2008) and its amendment.

Chapter 2

Manuscript Preparation Fees

Clause 6. An article meeting the criteria for requesting a manuscript preparation fees grant:

6.1 Being an original research article including a research article in any format that is a full research article pursuant to a full-length research format, but not including a review, mini-review, short/brief article or report, letter, correspondence, communication, editorial article and personal view, or equivalent.

6.2 Not being an article produced from a dissertation or independent study of a student written for the graduation from any program of the University or other educational institutions.

6.3 Being an article that correctly specifies the name of a faculty/ college/ institute and Mahidol University as an affiliation of a person eligible to request a Manuscript Preparation Fees grant. A person eligible to request a Manuscript Preparation Fees grant may have other affiliations in addition to Mahidol University (more than one affiliation).

6.4 Being an article of both a corresponding author having the qualifications under Clause 4.1 and a first author having the qualifications under Clause 4.1, or a researcher, or a postdoctoral researcher, or a student of Mahidol University.

If it is an article of a sole corresponding author or a sole first author under paragraph one (with the other authors on the paper having an affiliation other than Mahidol University), the University shall grant only the half amount of Manuscript Preparation Fees and a person requesting a grant shall be responsible for the remaining half amount

6.5 Being an article to be published in the format of open access in an international-level journal which its subject category is related to the article and is ranked as Q1 referring to Scimago Journal & Country Rank (SJR) of the latest year of the date requesting a Manuscript Preparation Fees grant. Moreover, it shall not to be publication in the format of open access in any journal of Multidisciplinary Digital Publishing Institute (MDPI), Frontiers Media S.A., and Hindawi (Hindawi Publishing Corporation).

The article to be published under paragraph one shall not be a special issue published in addition to a regular issue (special or supplement issue).

6.6 Being an article that is not submitted for requesting a Manuscript Preparation Fees grant in part or in whole to other institutions inside or outside the University.

Clause 7. Rates for Manuscript Preparation Fees

The University shall grant Manuscript Preparation Fees in the amount actually paid, excepting the University specifies otherwise by issuing Mahidol University announcement. The amount of grant shall be according to the ceiling allocated to the Research Management and Development Division by the University.

Clause 8. Submission of the request for Manuscript Preparation Fees grant

A person eligible to request a Manuscript Preparation Fees grant under the Announcement shall submit a request on the website of Research Management and Development Division, <http://op.mahidol.ac.th/ra/budget-pub/>, with the following supporting documents:

(1) A letter of intent requesting a Manuscript Preparation Fees grant under Clause 6 (Form No. FM-RPS-01)

(2) Draft manuscript (docx or doc file format only)

(3) A letter of consent from the corresponding author and/or a first author, as the case may be

(4) A letter of consent from a co-corresponding author and/or a co-first author (if any)

(5) A letter of consent of at least one University Staff who is a co-author (if any), if a person eligible to request a Manuscript Preparation Fees grant is both a corresponding author and first author.

(6) A copy of appointment order specifying responsibility for research activities, in the case where a person eligible to request a grant is a full-time consultant of the faculty/ college/ institute.

The University may request additional relevant documents to be submitted within the time specified by the University.

Clause 9. Selection and payment

9.1 Research Management and Development Division, the Office of the President, shall examine the qualifications under Clause 4 and Clause 6 and the documents under Clause 8 then propose a list of persons who are entitled for a Manuscript Preparation Fees grant to the President or a person assigned by the President to give approval, and inform the result to the persons who are entitled for a Manuscript Preparation Fees grant and the faculty/ college/ institute.

The University shall approve and select an expert to prepare the manuscript and the person granted for Manuscript Preparation Fees shall cooperate with work involved with a full capability within the time period specified.

9.2 The University shall carry out a payment to a person preparing a manuscript in the amount granted by the University.

Clause 10. If an article of a person granted for Manuscript Preparation Fees is not published or is published but in a journal that not ranked in Q1, the University shall collect expenses occurred from granting of Manuscript Preparation Fees from a person requesting Manuscript Preparation Fees.

Chapter 3

Article Processing Fees

Clause 11. An article meeting criteria for an Article Processing Fees grant:

11.1 Being an article that a publishing journal categorizes as an original research article or review article, including a research article in other formats which is a full research article pursuant to a full-length research format. If a publishing journal does not specify a type, it shall refer to a document type in the Scopus database. It shall not include a short/brief article or report, mini-review, letter, correspondence, communication, editorial article and personal view or equivalent.

11.2 Being an article correctly specifying the name of the faculty/ college/ institute and Mahidol University as the affiliation of a person entitled to request an Article Processing Fees grant. A person eligible to request an Article Processing Fees grant may have other affiliations in addition to Mahidol University (more than one affiliation).

11.3 Being an article of both a corresponding author having the qualifications under Clause 4.1 and a first author having the qualifications under Clause 4.1, or a researcher, or a postdoctoral researcher, or a student of Mahidol University.

If it is an article of a sole corresponding author or sole first author under paragraph one (with the other authors on the paper having an affiliation other than Mahidol University), the university shall grant only the half amount of Article Processing Fees and a person requesting a grant shall be responsible for the remaining half amount. The disbursement shall be according to Clause 13.2.

If it is an article which is a part of the graduation of program at any level, such program shall be the program of Mahidol University and a student requesting for graduation shall be a first author and a main advisor shall be a corresponding author.

11.4 Being an article in an international-level journal which its subject category is related to the article and is ranked in Q1 referring to Scimago Journal & Country Rank (SJR) database of the latest year of the date of submission or the date of acceptance for publication, as shown in evidence of acceptance or as specified in the article. Moreover, it shall be an article published in the format of Open Access but not in any journal of Multidisciplinary Digital Publishing Institute (MDPI), Frontiers Media S.A. and Hindawi (Hindawi Publishing Corporation).

The article to be published under paragraph one shall not be a special issue published in addition to a regular issue (special or supplement issue).

In the case where an article submitted for publication in a journal of Read & Publish (Transformative Agreement) on the date before the Announcement comes into force, the entitlement under Read & Publish (Transformative Agreement) shall be claimed when an acceptance for publication is given after the Announcement comes into force.

11.5 Being an article that is not granted Article Processing Fees by other institutions inside and outside the University, in the total amount exceeding the amount shown in an invoice or receipt.

If an Article Processing Fees grant in part is approved by other institutions under paragraph one, the remaining Article Processing Fees may be requested from the University under the Announcement by submitting evidence of approval and the amount of money approved. The disbursement shall be according to Clause 13.2.

Clause 12. Rates for Article Processing Fees

The University shall grant Article Processing Fees in the rates specified but no more than 150,000 Thai Baht per one article. The amount of grant shall be according to the ceiling allocated to the Research Management and Development Division by the University, excepting the grant under Clause 13.3 shall be in according to the rule of Read & Publish (Transformative Agreement).

Clause 13. Submission of the request for Article Processing Fees grant

13.1 If it is intended for the University to make a payment of Article Processing Fees directly to a journal, when the journal accepts publication, a person entitled to request Article Processing Fees shall submit a request for Article Processing Fees under the Announcement and does not have to make a payment by himself or herself. The person shall submit the request on the website of Research Management and Development Division, <http://op.mahidol.ac.th/ra/budget-pub/>, with the following supporting documents:

- (1) A letter of intent requesting Article Processing Fees according to Clause 11 (Form No. FM-RPS-02)
- (2) Manuscript submitted to a journal
- (3) Evidence of acceptance from a journal
- (4) Document of Scimago Journal & Country Rank (SJR) providing the quartile of journals and subject category related under Clause 11.4
- (5) Invoice issued by a journal that specifies Mahidol University as the affiliation of the publishing author
- (6) A letter of consent of a corresponding author and/or a first author, as the case may be
- (7) A letter of consent of a co-corresponding author and/or a co-first author (if any)
- (8) A letter of consent of at least one University Staff who is a co-author (if any), if a person eligible to request an Article Processing Fees grant is both a corresponding author and first author.

(9) A copy of appointment order specifying responsibility for research activities, in the case where a person eligible to request a grant is a full-time consultant of the faculty/ college/ institute.

(10) A copy of appointment of advisor, in the case where an article is a part of graduation under Clause 11.3 paragraph three

The University may request additional relevant documents to be submitted within the time specified by the University.

13.2 If it is intended to make a payment for Article Processing Fees to a journal or request an Article Processing Fees grant in part, under Clause 11.3 paragraph two or Clause 11.5 paragraph two, a person entitled to request Article Processing Fees shall submit a request for Article Processing Fees under the Announcement after making the payment to the journal. The request shall be submitted on the website of Research Management and Development Division, <http://op.mahidol.ac.th/ra/budget-pub/>, with the following supporting documents:

(1) A letter of intent requesting Article Processing Fees according to Clause 11 (Form No. FM-RPS-02)

(2) Manuscript submitted to a journal

(3) Evidence of acceptance from a journal

(4) Document of Scimago Journal & Country Rank (SJR) proving the quartile of journals and subject category related under Clause 11.4

(5) Invoice issued by a journal and evidence of the payment of Article Processing Fees made to a journal or receipt with evidence of currency rates of a transaction bank or currency rates of Bank of Thailand on the day, month and year that stated on evidence of payment or bank statement which shows a payment of Article Processing Fees made to a journal.

(6) A letter of consent of a corresponding author and/or a first author, as the case may be

(7) A letter of consent of a co-corresponding author and/or a co-first author (if any)

(8) A letter of consent of at least one University Staff who is a co-author (if any), if a person eligible to request an Article Processing Fees grant is both a corresponding author and first author.

(9) Evidence of approval for an Article Processing Fees grant given by other institutions inside and outside the University, in case of receiving an Article Processing Fees grant in part, under Clause 11.3 paragraph two or Clause 11.5 paragraph two

(10) A copy of appointment order specifying responsibility for research activities, in the case where a person eligible to request a grant is a full-time consultant of the faculty/ college/ institute

(11) A copy of appointment of advisor, in the case where an article is a part of graduation under Clause 11.3 paragraph three

The University may request additional relevant documents to be submitted within the time specified by the University.

A person entitled to Article Processing Fees shall submit a request for Article Processing Fees grant after making a payment by himself or herself, no more than 90 days from the date the article is first published in a journal.

13.3 In case where it is intended to claim the entitlement of Article Processing Fees from Read & Publish (Transformative Agreement), a person eligible to request Article Processing Fees shall make a request for Article Processing Fees grant under the Announcement. The person shall submit the request on the website of Research Management and Development Division, <http://op.mahidol.ac.th/ra/budget-pub/>, with the following supporting documents:

(1) A letter of intent requesting Article Processing Fees in according to Clause 11 (Form No. FM-RPS-02)

(2) Manuscript submitted to a journal

(3) Evidence of acceptance from a journal

(4) A letter of consent of a corresponding author and/or a first author, as the case may be

(5) A letter of consent of a co-corresponding author and/or a co-first author (if any)

(6) A letter of consent of at least one University Staff who is a co-author (if any), if a person eligible to request an Article Processing Fees grant is both a corresponding author and first author.

(7) A copy of appointment order specifying responsibility for research activities, in the case where a person eligible to request a grant is a full-time consultant of the faculty/ college/ institute

(8) A copy of appointment of advisor, in the case where an article is a part of graduation under Clause 11.3 paragraph three.

The University may request additional relevant documents to be submitted within the time specified by the University.

The person entitled to Article Processing Fees shall submit a request to Research Management and Development Division within 7 working days from the date of acceptance for publication.

13.4 The submission for requesting Article Processing Fees under Clause 13.1 and Clause 13.2 shall not be an article published in a journal that grants the entitlement for publication under Read & Publish (Transformative Agreement).

Clause 14. Selection and payment of Article Processing Fees

14.1 Research Management and Development Division, the Office of the President, shall examine the qualifications under Clause 4 and Clause 11 and the documents under Clause 13 then propose a list of persons who are entitled for an Article Processing Fees grant to the President or a person assigned by the President to give approval, and inform the result to the persons who are entitled to an Article Processing Fees grant and the faculty/ college/ institute.

14.2 The University shall carry out a payment to a person sending an invoice of Article Processing Fees and directly make a payment to a person granted Article Processing Fees in the case of requesting an article processing charges grant under Clause 13.2.

Clause 15. If the University examined and found that a person requesting Article Processing Fees did not have qualifications as specified in Clause 4 or an article did not meet criteria as specified in Clause 11 or Clause 22 of the Announcement, the University reserves its right to reclaim money and expenses occurred from granting Article Processing Fees from a person requesting for Article Processing Fees.

Chapter 4

Reward

Clause 16. An article meeting criteria for a Reward

16.1 Being an article categorized as an original research article or review article including a research article in any format that is a full-research article pursuant to a full-length research format. If a publishing journal does not specify a type, it shall refer to a document type in the Scopus database. It shall not include a short/brief article or report, mini-review, letter, correspondence, communication, editorial article and personal view or equivalent.

16.2 Being an article that correctly specifies the name of the faculty/ college/ institute and Mahidol University as an affiliation of a person eligible to request for a Reward.

However, a person eligible to request for a Reward may have other affiliations in addition to Mahidol University (more than one affiliation).

16.3 Being an article of a corresponding author having the qualifications under Clause 4.1 and a first author having the qualifications under Clause 4.1, or a researcher, or a postdoctoral researcher, or a student of Mahidol University.

If it is an article of a sole corresponding author or first author under paragraph one (with the other authors on the paper having an affiliation other than Mahidol University), the university shall grant only the half amount of Reward rates under Clause 17.

If it is an article which is a part of the graduation of program at any level, such program shall be the program of Mahidol University and a student requesting for graduation shall be a first author and a main advisor shall be a corresponding author.

16.4 Being an article published in an international-level journal which its subject category is related to the article and is ranked as Q1, the level of journals under Clause 17 shall refer to Scimago Journal & Country Rank (SJR) of the latest year of the date of submission or the date of acceptance for publication, as shown in evidence of acceptance or as specified in the article.

The article to be published shall not be a special issue published in addition to a regular issue (special or supplement issue).

16.5 Not being an article published in any journal of Multidisciplinary Digital Publishing Institute (MDPI), Frontiers Media S.A. and Hindawi (Hindawi Publishing Corporation).

16.6 Being an article that is not submitted to request a Reward which is the same as announced in the University announcement but it does not exclude any entitlement to request other rewards from the faculty/ college/ institute of the University or institutions outside the University.

Clause 17. The University shall grant a Reward for an article that meets criteria in the following rates:

17.1 An article published in a journal ranked in Q1, classified into the following groups:

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|--|--------------------------|
| (1) Journal in Top 1 | 40,000 Thai Baht/article |
| (2) Journal in Top 10 (not Top 1) | 25,000 Thai Baht/article |
| (3) Journal in Q1 (not Top 10 and Top 1) | 10,000 Thai Baht/article |

17.2 An article published in a journal in Q1 of the Read & Publish (Transformative Agreement) that is submitted the request under Clause 13.3 or an article that is not granted Article Processing Fees by the University, or an article that Article Processing Fees are disbursed from funding or budget outside the University, classified into the following groups:

- | | |
|--|--------------------------|
| (1) Journal in Top 1 | 80,000 Thai Baht/article |
| (2) Journal in Top 10 (not Top 1) | 50,000 Thai Baht/article |
| (3) Journal in Q1 (not Top 10 and Top 1) | 20,000 Thai Baht/article |

17.3 An article under Clause 17.2 that an Internationally Recognized Researcher (no limits number of researcher) is a participant of the research or work. The participation of all Internationally Recognized Researcher shall not be less than 25% and a role involved shall be specified, classified into the following groups:

- | | |
|--|---------------------------|
| (1) Journal in Top 1 | 100,000 Thai Baht/article |
| (2) Journal in Top 10 (not Top 1) | 62,500 Thai Baht/article |
| (3) Journal in Q1 (not Top 10 and Top 1) | 25,000 Thai Baht/article |

The Reward may be changed according to the ceiling allocated to the Research Management and Development Division by the university.

Clause 18. Submission of the request for Reward

A person eligible to request a Reward under the Announcement shall submit a request on the website of Research Management and Development Division, <http://op.mahidol.ac.th/ra/budget-pub/>, with the following supporting documents:

(1) Reward request form according to Clause 16 (Form No. FM-RPS-03)

(2) Original research article or review article as specified in Clause 16 and such article is published in a journal.

(3) Document of Scimago Journal & Country Rank (SJR) proving the quartile of journals and subject category related under Clause 16.4

(4) A letter of consent of a corresponding author and/or a first author, as the case may be

(5) A letter of consent of a co-corresponding author and/or a co-first author (if any)

(6) A letter of consent of at least one university staff who is a co-author (if any), if a person eligible to request a Reward is both a corresponding author and first author.

(7) A copy of appointment order specifying responsibility for research activities, in the case where a person eligible to request for grant is a full-time consultant of the faculty/ college/ institute

(8) A copy of appointment of advisor, in the case where an article is a part of graduation under Clause 16.3 paragraph three.

(9) A document verifying the participation of an internationally recognized researcher, if requesting a reward under Clause 17.3 (Form No. FM-RPS-04)

The University may request additional relevant documents to be submitted within the time specified by the University.

A person entitled to a Reward shall submit a request for Reward within 90 days from the date after the article is first published in a journal.

A person entitled to a Reward may distribute a Reward to all authors in the proportion agreed upon.

Clause 19. Approval for Reward

19.1 Research Management and Development Division, the Office of the President, shall examine the qualifications under Clause 4 and Clause 16 and the documents under Clause 18 then propose a list of persons who are entitled for a Reward to the President or a person assigned by the President to make approval, and inform the result to the person who are entitled a Reward and the faculty/ college/ institute.

19.2 The University shall make a payment directly to a person who is entitled to a Reward.

Clause 20. If the University examines and finds that a person requesting for a Reward does not have qualifications as specified in Clause 4 or an article does not meet criteria as specified in Clause 16 or Clause 22 of the Announcement, the University reserves its right to reclaim money and expenses incurred from granting a Reward from a person requesting for a Reward.

Transitory Provisions

Clause 21. Any processing involving a request for Manuscript Preparation Fees, Article Processing Fees, and Reward, which is ongoing under the Mahidol University Announcement on Criteria and Rates for Granting of Manuscript Preparation Fees, Article Processing Fees, and Reward, for Publication of Article in an International-level Journal, B.E. 2566 (2023), dated 27 February 2023, shall be continued in accordance to such Announcement until the processing is completed.

Clause 22. An article submitted for publication on the date before the Announcement comes into force and not granted Article Processing Fees or Reward which is the same as announced in the University announcement, shall be submitted to request Article Processing Fees or Reward, pursuant to the criteria specified in Chapter 3 Article Processing Charges in case of requesting Article Processing Fees or Chapter

4 Rewards in case of requesting a Reward, of the pertinent part of Mahidol University Announcement on Criteria and Rates for Granting of Manuscript Preparing Fees, Article Processing Charges, and Reward for Publication of Article in an International-level Journal, B.E. 2566 (2023), dated 27 February 2023, mutatis mutandis. The request for Article Processing Fees or Reward shall be submitted within 90 days from the date after the article is first published in a journal.

This Announcement shall be effective as of this date

Announced on 28th February B.E. 2567 (A.D. 2024)

(Signed) Banchong Mahaisavariya
(Prof. Banchong Mahaisavariya, M.D.)
President of Mahidol University