

## PRESIDENT'S ADVISORY COUNCIL

### MINUTES 16 February 2011 (week 07)

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**Present :**

Said Irandoust  
Nitin Afzulpurkar  
Kazi M. Ahmed  
Barbara Igel  
Izel Ann Dante  
Joydeep Dutta  
Manukid Parnichkun  
Weerakorn Ongsakul  
Jonathan Shaw  
Worsak Kanok-Nukulchai

**Secretariat :**

Namita Sravat  
Karma Rana

**Apologies:**

Amrit Bart  
Sudip K Rakshit  
Lawal Umar Kankia

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#### PAC 11.02.06 WELCOME AND APOLOGIES

The President welcomed the members attending the PAC meeting and apologies were noted. He briefed members on his recent trip to Sri Lanka and outcomes of his visit.

The President also announced that he has decided to distribute bonus for year 2010 (same as for year 2009) as all the units have performed well and have operational surplus. Clarification was sought whether the surplus from AIT Vietnam is counted as consolidated surplus of AIT, which would be checked with the Head-Finance.

#### PAC 11.02.07 CONFIRMATION OF MINUTES

The minutes of the PAC meeting held on 2 February 2011 were **confirmed**.

#### **Follow-up Issues:**

Most of the follow-up issues are listed under next agenda and would be discussed upon reaching that agenda item.

- 1] It was informed that the Faculty Orientation for new faculty and staff would be conducted within the month.
- 2] It was informed that the location for moving out of Photocopying service provider from Library has now been identified. Suggestion to do this move after the students exams have finished was put forward to avoid any disruption in students' studies.
- 3] The ToRs for four positions were received from the IT Committee Chair, Dr. Sumanta Guha. It was informed that these ToRs would be consolidated to use for one position who would support the CMO in management of IT Services. He further informed that the meeting with Netlink representative will be held next day.

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**PAC 11.02.08 FOLLOW-UP ISSUES FROM VPAA**

- 1] **Library practices:** The Library Committee was requested to draft the criteria for a benchmarking study/survey of the current state of the AIT Library, including its expenditure budget for library resources and personnel vis-à-vis other libraries in the region. It was informed that the Student Union is also conducting a survey amongst current students.

The President stated that the School building its own library should be discouraged, like in case of SOM. Dean/SOM clarified that the Program Officer working for Library also prepares handouts for lectures, uploads materials on the SOM website, etc.

A member suggested that the Library Committee should focus on establishing Central Digital Library which is the trend nowadays rather than having traditional library set-up.

The President offered to invite doctoral students in Library and Information Studies from the University of Boras to carry out a survey and benchmarking study of the current state of the AIT, that covers questions like what are the investment needs, what should be the library services, what percentage of total expenditure should be allocated for library, etc.

- 2] **School feedback on online application process:** School feedback was received and it being ongoing process feedback could be sent anytime.
- 3] **Netlink services:** The issues were already conveyed through the Head-CMO and further discussions will be held during the meeting with Netlink representative that would be held next day.
- 4] **Academic Issues:** It was agreed that following **first three issues would be forwarded to the Academic Senate (AS)** for discussion, and also the **fourth issue Doctoral Progress Review Committee's (DPRC, the standing committee of the AS) advice has been sought and the fifth issue which was reported being considered by the DPRC will be taken up again in PAC upon receiving report from the AS.**
- *Proposed amendments in the P&P on Introduction of New Program*
  - *Categorizing courses for UG-Masters-Doctoral levels* - The President stated that it is important to consider such categorization, and more of advanced level courses for doctoral students should be developed. Each course should define the background knowledge or prerequisite course needed to do a course, depending on which any student can take next level courses. It was noted that SOM currently offers courses for doctoral students but these are of more general nature.
  - *Eligibility of admission to Regular Masters Program* - with regards to previous Bachelor Degree (normally from a four-year program).
  - *Research Format Forms and Certificate of Originality for the student's signature*
  - *Revised guidelines/requirements and procedures for doctoral program* - Revising requirements for doctoral program students vis-à-vis coursework requirements, coursework grading, GPA requirement, Pass/Fail grading and publication requirements.

5] **Issues for Schools: The School Deans were requested to consider/review following in their respective schools:**

- *Matrix of Degrees for Admission to AIT* – Fields of Study to revise and update it with an appropriate background.
- *Grade Analysis Report*: The VPAA would instruct Registry Office to provide the complete raw data that includes more detailed information (including the class size) to the Schools for their information and to reflect on it.
- *Statistics of Adjunct Faculty serving as Committee Chair*: This issue will be discussed in PAC Retreat and in the meantime Schools could reflect on it.

6] **Copyright policies:** It was informed that there have been several queries from graduates inquiring whether they own the copyright of their thesis/research and dissertation. Specific requests pertain to whether they can use their research outputs for publication, competition, etc.

The students would be reminded that the patent and copyright policies and procedures are strictly followed and they do not publish without their advisors approval.

7] **Overcredit fellowship:** The finance office clarified and provided example on how to present the financial statements for overcredit fellowship. However, the schools were not clear about it earlier and thus the budgeting has this discrepancy.

The VPAA would arrange a meeting with the Head-Finance, School Deans and Head-Administration to solve this problem.

It was also noted that cases have been brought to notice of administration where students have been given **extra fellowships** after they were admitted to AIT, which as per the policy is not allowed. The **School Deans were requested not to encourage such requests from students**, but in reasonable cases other possibilities should first be considered like allowing delayed payment, installment based payment etc.

The President also mentioned that students have complaint that sometimes there is favoritism in allotment of scholarship, and when pointed out my office has to do investigations. He further mentioned that there should be no special treatment given for any case and policy and procedures should be followed.

A suggestion was put forward to have an **incentive system for students performing well by giving them extra scholarship**. The **School Deans were requested to consider it at their respective schools** and come up with a clearly defined criteria and system, which could be different from school to school. Once the system is agreed upon at school level, it should be announced to all.

9] **Advertizing for Faculty Recruitment, Grade Analysis etc.:** Currently there are no plans for advertizing for the faculty recruitment in greater dimension. The School Deans were requested to discuss at FoS level and come up with list of areas that the faculty would like to publish, after which accordingly AIT's strategy for publishing could be worked out.

Another related issue was the problem with payment for advertizing which needs to be done through credit card, and FoS Coordinator or faculty has to use their personal credit card for this purpose as the institute does not have Institute Credit Card. A member

suggested that even advertizing on AIT website should be by flashing on the main page rather than going to the HRO weblink on Employment Opportunities to check for positions.

#### **PAC 11.02.09 FOLLOW-UP ISSUES FROM VPRD**

The VPRD briefed on the issues related to Thai visa for AIT students and fresh graduates, visa renewal for students transferring from other universities, and visa for children of non-Thai faculty, staff and students born in Thailand (please refer to Paper 3.2 of the meeting, enclosed hereby as Annex-1). He also briefed the members on the updates regarding possibility for AIT to join Commission of Higher Education (CHE) Consortium and choosing the library software.

It was **agreed** that **following issues need to be followed-up during the drafting of Headquarter Agreement under the new AIT Charter:**

- Consideration for allowing AIT Fresh Graduates to have working visa for fixed period, say one year extra then the study period.
- AIT to be included for free access to 7 electronic databases paid for by the CHE under a consortium rate.

#### **PAC 11.02.10 ENTERTAINMENT OF GUESTS**

The PAC also discussed the proposed principles on Entertainment of Guests that were presented by Dr. Jonathan Shaw.

The paper on Entertainment of Guests would be further developed into a P&P by the Head-Administration.

It was also discussed whether the Institute should pay for the passport fees when it is mostly used for official purpose. It was **agreed** to wait and **try to negotiate for official passport for AIT employees during the drafting of Headquarter Agreement under the new AIT Charter.**

#### **PAC 11.02.11 REPORT OF THE ACADEMIC SENATE**

The PAC endorsed the Report of the Academic Senate based on its confirmed minutes of 24 November and 14 December 2010 meetings.

#### **PAC 11.02.12 AGENDA FOR THE PAC RETREAT**

The agenda for the PAC Retreat was finalized based on selecting from the issues received from the PAC members and the Directors of Centers who were invited to the PAC Retreat. The President mentioned that if members want to include any other issues, they can still send it for his consideration.

The PAC Secretary will draft the agenda accordingly.

/ns 9 March 2011

### Annex-1

#### **1. Visa for AIT students who either work at AIT or take internship (before their graduation).**

AIT students under Non-Immigrant Visa Code ED can work within AIT or take internship if the work or internship is considered to be a part of their study.

#### **2. Visa for AIT fresh graduates, either to work at AIT or outside AIT in Thailand.**

They need “**Non-Immigrant Visa Code F**” to work in Thailand. To obtain Code F Visa, they need to terminate Code ED visa by going out of Thailand. Then they can apply for Code F Visa. This regulation is very strict based on the immigration law that a visa must be applied outside the country with a specific purpose.

#### **3. Visa Code ED renewal for foreign students after completing bachelor degree or transferring from other Thai universities.**

(a) If the Visa Code ED is still valid, students can transfer to AIT by receiving a release letter from their current universities so AIT can use it to register with local immigration office.

(b) If foreign students do not have a proper Code ED Visa (e.g., come to Thailand on Tourist or Transit Visa), the Visa status alteration can be requested with the following conditions:

(1) The current visa (tourist or transit) must have at least 15 days before its expiration.

(2) As a non-government institute, AIT must secure the following documents – a letter from AIT President, a letter from Ministry of Education\*, education certificate of the student,

(3) An application fee of 2,000 Baht.

**ACTION\*:** I have instructed GRO to check with ABAC and Shinawatra Universities from whom they obtained the required letter from Ministry of Education.

(c) If the foreign students have tourist or transit visa but the visa shall expire within 15 days, the students must go out of the country and apply for Code ED visa from Thai Embassy overseas.

#### **4. Visa for Children of non-Thai faculty, staff and students born in Thailand.**

There is a new immigration regulation that requires children born to foreign residents to go out of the country and apply for “**Dependent Visa Code O**” to re-enter the country. Legally, the said children have 14 years to obtain the Dependent Visa Code O, i.e., it is not until they are 14 when the Dependent Visa Code O is compulsory.

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