

# **PRESIDENT'S EXECUTIVE COUNCIL (PEC)**

## *Summary Report*

**August 2003**

**(5, 19 and 26 August 2003 Meetings)**

---

### **1. Library Director**

PEC endorsed the draft announcement for the position of Library Director following the resignation of Dr. F.J. Devadason. Ms. Boontharee Phoonchai, Information Specialist in the Library is currently serving as in-charge of the Library.

### **2. Student Accommodation**

There were 768 confirmed admissions to date for the August 2003 intake. Accommodation arrangements for all students have been made although many have had to be paired. The earlier regulation that all students reside on campus during the first semester still stands although consideration would be given to Thai students living in the vicinity of AIT to stay off campus. With the suspension of married accommodation for the August 2003 intake there are some non-Thai students who have brought their families and requested if they could live outside campus. It was decided that such requests should be dealt directly with the DSCA as special cases.

### **3. Payment of Tuition Fees by Installment**

PEC endorsed the proposal that students requesting payment of tuition fees by installment be allowed to do so provided that 50% is paid at the beginning of the semester/term and remaining 50% of the payment is made within the first two months of enrollment. However, requests will only be considered on a case-by-case basis. The condition of offer should not change once the student is at AIT. Appropriate measures to prevent students from defaulting on their payments will be considered.

### **4. School Fees for Student Children**

PEC endorsed the proposal that children of AIT students be given an Institute subsidy of 85% on the fees at the AIT Community School.

### **5. Offering of Courses under Trimester and Semester Systems**

It was noted that with the parallel running of both the trimester and semester systems and towards the effective utilization of faculty resources specific lectures of some common courses could be delivered to both groups of students provided that the student course registration is done separately and different contact hours maintained namely, 36 under the trimester and 45 under the semester system, with the semester students being offered 9 hours of additional teaching. The faculty teaching load for such coordinated offerings should be accounted for based on actual contact hours. The Deans were requested to provide the Registrar's Office with details on the specific courses concerned.

## **6. New Agreement between AIT and HCMPT Vietnam**

PEC endorsed the draft revised agreements between AIT and the Ho Chi Minh City Posts and Telecommunications (HCMPT) to accommodate the change in the HCMPT payment procedures and AIT's move to the semester system.

## **7. Academic Travel under Fund 10**

The Deans were requested to minimize use of the Fund 10 for academic travel and wherever feasible match it with project funds. It was noted that the aim of the academic travel budget provided by the Institute is more towards supporting young faculty members to present papers in international conferences and seminars.

## **8. Launching of ERP System for Purchasing Services**

Effective 1 September 2003 there will be a parallel run between the new ERP and existing financial system starting with the launch of the on-line "Purchasing" services. There would be a gradual migration to other modules such as Registry, Personnel at a later stage.