

**Annex to the Regulations of the Commission on Higher Education on
Standards, Criteria and Methods for Appointing Faculty Members in Private
Higher Education Institutions to Hold Academic Titles B.E. 2022**

3. Characteristics of Academic Contribution

3.1 Academic works submitted for consideration must be works that the applicant is a first author, or an essentially intellectual contributor or a corresponding author.

The first author is the person whose title is the first author of an academic work and is responsible for producing the academic work and writing the manuscript.

The essentially intellectual contributor is the person who has made the essentially intellectual contribution to the work with a specific expertise in his or her field and is responsible for research design or academic design including data analysis, results summary and recommendations.

The corresponding author is the person who has a role and responsibility for disseminating research results or academic results and demonstrating academic value that including information presentation, research evidence presentation, opinion expression and experience expression, as well as being responsible for contacting with the editor.

3.2 If the applicant participates in the academic works, he or she must have the following characteristics:

3.2.1 In the case of research, the applicant must be the first author or the essentially intellectual contributor or the corresponding author.

3.2.2 In the case of academic works other than research, the applicant must be the first author or the essentially intellectual contributor.

3.3 The applicant must submit supporting documents of participation in all academic works.

3.4 An affidavit of participation in the academic work must be signed by the applicant, the first author and the corresponding author to certify the roles, duties and responsibilities of all participants that each person does in what part and how.

Once an affidavit is signed by all participants it cannot be changed.

If it is subsequently found that the degree of participation mentioned by the applicant is not consistent with the actual degree of participation, it will be deemed that such person's actions are unethical and unsuitable for academic appointment. The higher education institutions concerned must investigate the facts and proceed with disciplinary action on the applicant.

3.5 In the case of submitting community service work which operates as a group or is an integrated multidisciplinary work, the applicant must participate in at least three stages of the work process as follows:

- A. Doing a situation analysis before starting community service activities.
- B. Designing or developing works or ideas or activities.
- C. Evaluating results and summarizing guidelines for future studies or improvement.

The applicant shall specify the roles, duties and responsibilities of all project participants as well as the main roles and duties of the applicant, endorsed by the principal investigator of each project.

3.6 In the case that the published research is the result of the student's thesis that the applicant acts as an advisor, the applicant must initiate and supervise the research as well as played an important role in analyzing and synthesizing the research results.

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Academic Contribution Form

A. Title.....

B. The status of the applicant

- First author
- Essentially intellectual contributor
- Corresponding author

C. Types of academic work

Group 1 Research

Group 2 Other academic works

- Academic output for industry Case study
- Academic work for the development of teaching and learning
- Translation work
- Academic work for the development of public policy Patent
- Creative work in science and technology Software
- Dictionary, encyclopedia, nomenclature dictionary and similar academic work
- Creativity work in aesthetics, arts Innovative work
- Academic work contributes to the local community and society

Group 3 Textbook

- Book

- Academic article

Part 1 Details of participation

The applicant must fill in the required details. (Since academic works are not segmented, the roles and responsibilities specified by the applicant will affect the evaluation of the academic work.)

Details of participation	Roles and responsibilities
A. Idea and hypothesis	
B. Research operations; participation in design, experiment, testing, instrument measuring, design of data collection method and criteria	
C. Data storage, data analysis, data processing	
D. Criticism of results, comparisons with original conclusions or prior knowledge or theories	
E. Participation in manuscript writing; creating creative works, innovations and inventions, etc.	
F. Sponsorship of specimens, study cohort, logistics, research grants (please specify funding source and the year received), tools, laboratories, equipment	
G. Other	

Part 2 Details about presentation of the academic works, relevant technology transfer or knowledge transfer; evidentiary documents must be attached for consideration.

- A. Journals that publish the academic works, journal impact factor, number of citations (database)
- B. Patent, type and year of patent, countries that the patent is validated
- C. If it is a technical report or research report, who is the user?
- D. Research publications are presented as posters or oral presentations (please specify type of session such as plenary, symposium or oral session) or

catalog at conferences, exhibits, exhibitions (name, venue and country that holding conferences, exhibits, exhibitions) or in the case of a book (please specify the name of the publisher and year of publication).

E. History of receiving funding for research projects related to this work.

F. If it is technology transfer, how much licensing fee does the researcher receive? (proof of contract is required).

Signature.....

(.....)

Applicant

Signature.....

(.....)

First author

Signature.....

(.....)

Corresponding author