

Handbook

For

Foreign Employees

Of

Prince of Songkla University

Preface

This Handbook for Foreign Employees of Prince of Songkla University is made by the Personnel Division. It contains the regulations for foreign university employees.

We would like to express our appreciation to Dr. Boon Chantaksinopas and the International Affairs Office for translating these staff regulations into English which lead to the completion of this handbook. We will gladly accept any suggestion concerning the mistakes which may have occurred within this handbook, for further improvement in the future.

Personnel Division

November 2009

Content

	Page
Employment, Promotion, Discipline and Benefits	
- Classification of the university employees	4
- Employment and duration of employment	4
- Salary and allowance	5
- Special allowance	5
- Salary increase	6
- Welfares	6
- Provident Fund	7
- Professional advancement	10
- Criteria and Procedure for Promotion of Academic Staffs	11
- Job Description Standard for Academic Staffs	14
- Appraisal of Performance	15
- Leave of Absence	15
- Career Development	15
- Termination of Employment	16
- Resignation	17
- Ethics and Code of Conduct for Academic Staffs	17
- Discipline, Grievance, and Appeals	18

Documents and forms

- Employment application form	25
- Reporting for commencement of work form	27
- Application for the university identity card/ renewal of identity card	28
- Request for vacation leave form	29
- Request for amendment/ cancellation of leave form	30
- Resignation form	31
- Personnel data information form	32
- Employment contract form	36
- Provident fund membership application form	46
- Notification of Membership Termination	47

Prince of Songkla University
Relevant Information for Foreign Employees of the
University

Employment, Promotion, Discipline and Benefits

Prince of Songkla University personnel consist of two distinct categories of members: civil servants and university employees. Since October 1999, all new personnel recruited are in the second category only. All the university employees, whether employed using government-allocated budget or non-government-allocated budget, are governed by the same personnel administrative regulations. This handbook contains relevant information deemed helpful to new employees. This English version is intended for foreign employees of the University.

1. Classification of University Employees:

University employees are classified into three main groups : academic staff, administrative staff and professional staff. The academic staffs are sub-divided into four ranks: lecturers, assistant professors, associate professors and professors.

2. Employment and Duration of employment:

The duration of employment stipulated in the initial employment contract or each subsequent contract is usually not in excess of 5 years. However, an employee with the rank of associate professor or professor who has been in employment for more than 5 years will be eligible for employment with a duration of contract extending until the employee is 60 year old.

3. Salary and Allowance:

At the present, the lower and upper limits of salary for academic staffs are as follows:

Rank/Degree		Minimum Salary (baht)	Maximum Salary (baht)
Lecturer	Bachelor's Degree	11,910	50,310
	Master's Degree	14,550	
	Ph.D.	19,670	
Assistant Professor		18,800	71,180
Associate Professor		23,120	75,830
Professor		34,850	89,660

Apart from the salary, each foreign employee is entitled for an additional allowance of 10,000 baht per month.

4. Special Allowance: (for academic employees holding Ph.D. degrees or equivalent)

4.1 An academic employee who signs an agreement to participate in the "Ph.D. Holder Development Program" will obtain a participatory allowance of 5,000 baht per month for a duration specified in the agreement.

4.2 An academic employee who works in a campus of the university for a consecutive period of not less than 5 years, and satisfies other requirements stipulated by the university, will obtain a retainer allowance as follows:

4.2.1 An academic employee who works in Pattani campus is entitled for a retainer allowance of 300,000 baht.

4.2.2 An academic employee who works in other campuses is entitled for a retainer allowance of 200,000 baht

5. Salary Increase:

An employee will normally have a salary increase once a year. Any employee who has been employed for at least 8 months in a fiscal year and has passed his/her performance appraisal with a score of 70% or more, is entitled for a salary increase for the next fiscal year (starting from 1st October). The amount of salary increase in any year will not be more than 10% of the existing salary.

6. Welfare :

The range of welfare arranged for or provided to an employee by the university are as follows:

6.1 Social security scheme (the employee must contribute 5% of his/her salary but not exceeding 750 baht per month)

6.2 Accommodation (for those who satisfy criteria laid out in the university accommodation regulation)

6.3 Reimbursement for medical service cost borne by the employee or his/her direct lineage that is not covered by the health insurance of the social security system. The amount of reimbursable expenses must not exceed 10,000 baht/year/employee.

6.4 Tuition fee subsidy for dependent children (not exceeding half the amount reimbursable by a civil servant of the university).

6.5 Provident fund (the employee contributes 3%-5% of his/her salary and the university contributes the matching fund of the same amount)

6.6 Loan scheme at low interest rate or no interest (the same privilege as that of a civil servant)

6.7 Member of the university employee fund

6.8 Member of the university welfare fund

6.9 Special privilege for the employees' children during the selection process for the university-supervised secondary school in Hatyai Campus or the demonstration school of the university in Pattani campus.

7. Provident Fund:

A provident fund has been set up by the university to secure the financial futures of employees, as well as their dependents, after reaching retirement age, leaving the university, having disability problems or dying. The benefits received from the fund are in the form of a one-time payment.

The administration of the fund is under the board of fund committee, through a financial management company. The current financial management company, hired to manage the fund, is the provident fund management of Siam Commercial Bank, a company listed on the Stock Exchange of Thailand.

Membership of the provident fund is not mandatory. Any employee of the university who wants to be a member of the university provident fund must submit his/her application within 15 days after becoming the university employee. The membership status will become effective after the fund management committee has approved the application. Late applications will not be accepted unless granted permission by the board of committee, on a case by case basis.

The board of fund committee consists of two distinct groups of members: eight persons nominated by the university and eight persons elected by the members of the fund. Each committee member may hold office for a period of two years.

An employee who has resigned as a member of the provident fund will be permitted to renew membership only once. However, the new application will be permitted only after at least 3 months has elapsed after the resignation.

Each member must contribute 3%-5% (depending on the length of time of the membership), of his/her salary to the fund. The university will contribute a matching fund of exactly the same amount to the fund at the same time. The amount contributed will be as shown below.

Length of time of membership	Employee's Contribution (% of salary)	Matching Contribution by university
Less than 2 years	3	The same as employee
≥ 2 years but less than 5 years	3 - 4	The same as employee
≥ 5 years	3 - 5	The same as employee

An employee who has been a member of the provident fund for at least 2 years may apply for a change in the rate of contribution, once a year. The application must be submitted within the August of the same year.

When the membership in the fund expires, the member shall receive the total amount of his/her contribution back, including all the interest accrued. In addition, depending on the length of time of the membership, a portion or the total of the matching fund and interest accrued will be paid to the employee. The amount of the matching fund and interest paid will be as follows:

Length of time of membership	Paid back portion of matching fund and interest accrued (%)
Less than 2 years	0
≥ 2 year but less than 4 years	50
At least 4 years	100

However, 100% of matching fund and interest accrued will be paid to the employee or beneficiary, irrespective of duration of employment, under following conditions:

1. Death.
2. The employee is declared mentally ill or legally becomes a disabled person.
3. The employee is having serious illness or permanent physical impairment that makes him/her unable to carry out the inherent requirements of employment.
4. The provident fund is dissolved.

If the employee is dismissed on serious disciplinary charged, or is found to breach the provident fund regulations or stipulation, the total corresponding matching fund and interest will be transferred to the university as revenue.

8. Professional Advancement:

8.1 Academic staff with a bachelor's degree is encouraged to further his/her study for a master degree within 2 years.

8.2 Academic staff with a master's degree is encouraged to further his/her study for a Ph.D. degree within 3 years or to submit for a position of assistant professor within 6 years.

8.3 Academic staff with a Ph.D. is encouraged to submit for a position of assistant professor within 3 years.

8.4 Academic staff with the rank of assistant professor is encouraged to submit for a position of associate professor within 5 years.

9. Criteria and Procedure for Promotion of Academic Staffs:

There are two methods for promotion to higher academic ranks: normal and special.

Normal method:

To be eligible to apply for a promotion to a higher academic rank, the applicant must be the holder of the next lower rank for a specified minimum period. The assessment of works submitted for evaluation will be on the basis of peer review with emphasis on quality of teaching, academic output, and adherence to proper ethics and academic code of conduct. The specified minimum requirements for eligibility, teaching materials and academic output required for assessment are as follows.

9.1 Minimum requirement for eligibility

Current academic rank	Aspired-to academic rank	Minimum requirement for eligibility
Lecturer	Assistant professor	A bachelor degree holder and has been lecturer for at least 9 years; or a master degree holder and has been lecturer for at least 5 years; or a Ph.D. degree holder and has been lecturer for at least 2 year.
Assistant professor	Associate professor	Has been an assistant professor for at least 3 years
Associate professor	Professor	Has been an associate professor for at least 2 years

9.2 Requirements for Teaching or Teaching Related Materials:

For a promotion to the rank of assistant professor, assessment of prepared lecture notes on a subject taught is required.

For a promotion to the rank of associate professor, assessment of detailed lecture notes on a subject taught is required.

For a promotion to the rank of professor, assessment of a text book on a subject taught is required.

In addition, for all levels of promotion, results of appraisal by students about teaching performance will also be required for assessment.

9.3 Requirements for Academic Output:

Academic output submitted for assessment may be separated into 6 categories: published articles, text books, academic books, research articles, translation of academic works and other relevant academic works.

Normally, at least one research article is required, accompanied by another academic output of different category.

Special method:

By special method, it means that the requirement of 8.1 may be waived. However, the passing standard for assessments will be much higher than those of the normal method.

9.4 Ethics and academic code of conduct

To assess an academic position, the university considers the following ethics and academic code of conduct:

1. One must have academic honesty: not represent others' output as his own, not copy other people's output, and not re-publish his own output on the same theme in more than one academic journal leading to the misunderstanding that it is a new output.

2. One must honor and refer to the person or data resources used in the academic output as well as show the evidence of research.

3. One must not neglect or violate others' personal rights and human rights.

4. One's academic output must demonstrate academic principles without prejudice and present reality: One must not intend to change the research results for personal benefit or to cause damage to others and must not expand discoveries without verifying them academically.

5. One must use academic output fairly and legally.

9.5 Participation in Academic output

1. Academic output submitted for assessment must belong to the Person who conducted the research and who is submitting for the new position.

2. If the person who is submitting for the new position is a writing partner in the output, he must take part no less than 50% and must be the main person who conducted the research.

3. Proportions of participation in academic output:

3.1 Research output or other categories of academic output

1) The person who is submitting for a new position must have at least 50% participation in the output.

2) In a case of submitting research outputs in which his participation is less than 50%, the research outputs submitted must be the in same area or must be part of a research program. The total contribution to the research output must be no less than 50%.

3.2 Composition output of textbooks, books or academic articles

1) The person who is submitting for a new position must have at least one output in which his participation is no less than 50%.

10. Job Description Standard for Academic Staffs:

Apart from the minimum requirement of the teaching obligation, all academic staffs of any rank must produce academic output according to this standard requirement.

10.1 An assistant professor should publish research articles or produce other equivalent work, at an average of one piece per year. Alternatively, an average of two pieces per year is required if they are review articles.

10.2 An associate professor should publish research articles, or produce other equivalent work, at an average of two pieces per year.

10.3 A professor should publish research articles of internationally recognized standard, or produce other equivalent work, at an average of one piece per year. Alternatively, an average of two pieces per year is required if they are textbooks or academic books.

11. Appraisal of Performance:

Appraisal of knowledge, skills, abilities, efficiency and deficiency of a university employee will be carried out on a regular basis, with the purpose of providing information for making decision to re-employ, terminate employment, improve the condition of employment and recommend a salary increase. The appraisal of performance will be carried out by a committee nominated by the employing unit.

12. Leave of Absence:

A university employee is eligible for the following leave of absence:

12.1 Sick leave

12.2 Personal leave

12.3 Vacation/annual leave

12.4 Matrimony leave

12.5 Ordination leave (or Hajj leave)

12.6 Ordered balloting for military conscription leave/Short duration ordered military training leave

13. Career Development:

The university is committed to the continued growth and development of all personnel. Career development opportunities may include, but not limited to, the following examples:

13.1 Trainings

13.2 Attending conferences

13.3 Studying for a higher degree

13.4 Sabbaticals

13.5 Extramural research activities

13.6 Study tours

14. Termination of Employment:

Employment may end in the following situations:

14.1 Death

14.2 Resignation

14.3 Contract termination

14.4 Expiry of contract (without re-employment)

14.5 Retirement (at the age of 60 years)

14.6 Dismissal

14.7 Abolishment of the unit that the employee works for, redundancy, or abolishment of the position hold by the employee.

An employee may be dismissed on the following grounds:

1. Prolonged illness so that it seriously affects normal duty performance;
2. Unbecoming conduct detrimental to his/her position, or professional incompetency or neglect of duty;
3. Fail in performance evaluation;
4. Found to be deficient in criteria for eligibility for employment;
5. Given imprisonment sentence, and the sentence is implemented; (if it is a misdemeanor or guilty by negligent, the university may not carry out the dismissal)
6. Other situations as stipulated by the university.

15. Resignation:

An employee who wishes to resign before the expiry of the contract must tender his/her resignation at least 30 days before the intended resigned date.

16. Ethics and Code of conduct for Academic Staffs:

16.1 It is expected that all university personnel should adopt as their guiding motto the dedication statement of the university from the famous words of HRH Prince Mahidol, the King's father: "Let consideration of personal gain take second place for the overall benefit of man kind Prestige and wealth are natural reward for a just and sincere dedication to work".

16.2 Academic staffs should aim to build up his/her expertise and body of knowledge through researches.

16.3 Academic staffs should conduct their research in compliance with the ethics and code of conduct as stipulated by the Office of the National Research Council of Thailand.

16.4 Academic staffs should uphold the concept and practice of intellectual freedom. This exercised freedom should not influence by bias, personal gains or contravene accepted ethical standard.

16.5 Academic staffs should strive towards maintaining and preserving Thai tradition and culture.

16.6 Academic staffs should perform his/her duty with honesty, dignity, perseverance, selflessness, and avoiding conflict of interest.

16.7 Academic staffs should be responsive, courteous and helpful to colleagues, students, other personnel of the university and members of the community.

16.8 Academic staffs should continually keeping up with the advancement of knowledge and practice in their filed of interest.

16.9 Academic staffs should foster solidarity among their colleagues and other university employees, and should actively participate in university development programs.

16.10 Academic staffs should behave themselves in a responsible manner with regard to others, community and the country.

16.11 Academic staffs should conduct themselves personally and professionally in a manner such that they are looked upon as role models by students and community.

16.12 Academic staffs should conduct their teaching with the best of their abilities with honesty, compassion and impartiality.

17. Discipline, Grievance, and Appeals:

Disciplinary rules provide guidance on the standard behaviors that the university expects of its employees. Breaching of these rules will lead to disciplinary actions which may result in probation, suspension of employment, or dismissal. Employees who are charged with disciplinary violations and disagree with the decisions handed out have the right of appeals.

The disciplinary sanctions to be determined by the university will be as laid out in detail in the university policy on discipline, grievance and appeals. The main content of the policy is as mentioned below.

17.1 Disciplinary rules for university employees:

The employees should familiarize themselves with the “do and don’t” summarized below:

- Always adhere to the rules and regulations stipulated by the university.
- Be supportive of the democratic form of administration.
- Perform duties carefully, with honesty, impartiality, perseverance.
- Devote themselves to their duties for the benefit and advancement of the university.
- Conduct themselves according to the laws, university regulations, cabinet resolutions, government policy and tradition.
- Be alert to any development or events which may put the country at risk or in danger, and be prepared to participate in action which may prevent that risk or danger.
- Help keep secrets on matters of confidentiality for the university.
- Do not contradict their superior’s rightful instructions.
- Do not practice insubordination nor willfully by-pass their immediate superiors in discharging their duties.
- Do not lie to their superiors.
- Be courteous and helpful to colleagues and always foster solidarity.

- Be polite and helpful, as well as not harass nor intimidate, anyone seeking services from the university, and be impartial in performing these services.
- Do not seek or let anyone seek personal gains on his/her own behalf, which will demean their positions or dignity, or cause them to lose impartiality.
- Do not take up the position of managing director or manager of any company.
- Be politically impartial in discharging their duties concerning any controversial political issues and adhere to the government regulations on political ethics for civil servants dealing with people, *mutatis mutandis*.
- Keep up their reputations by avoiding doing anything which may be construed as misconduct.

It is the responsibility of the superior officer to encourage his/her officers to aspire to the highest standard of conduct. It is also their responsibility to initiate disciplinary procedure if legitimate complaints of alleged breaches of discipline are lodged. There are 5 levels of disciplinary measures which may be handed out to an employee: warning, probation, reduction of salary, termination of employment, and dismissal.

17.2 Disciplinary Procedure:

When a legitimate complaint of alleged violation of discipline is lodged and there is a reasonable cause to believe that there is a misconduct, prompt action must be taken by appropriate authority to investigate and resolve the problem quickly and fairly.

Normally, a misconduct investigation committee will be nominated. It is the committee responsibility to notify the employee in writing and in sufficient detail, to enable the employee to understand the precise nature of the allegations and to properly consider and respond to them. The committee must provide an adequate opportunity for the employee to be interviewed and present his/her case in answer to the allegations.

The misconduct investigation committee has the authority to interview any person it thinks fit to establish the merits or the facts of the case, or to take into account such further materials as it believes appropriate to substantiate or invalidate the facts in dispute. If the committee comes to the conclusion that the case has no merit, the case should be dropped. If it comes to the conclusion that the employee indeed violated the disciplinary rules, it must submit a report to that effect as well as state that it is a serious or not-serious misconduct. The report must include a proposal to the university for an equitable sanction recommendation.

A not-serious misconduct case

It falls within the authorities of a vice president, dean of a faculty, and director of a college, center, or institute, as the case may be, to impose a sanction of a given warning, a probation, or a salary reduction of not more than 5% for a period not exceeding 2 months.

A serious misconduct case

It falls within the authority of the university president to either terminate an employment contract or to order dismissal.

17.3 Appeals Procedure:

For a misconduct (not-serious) case, the employee may appeal in writing to the president of the university within 30 days after having been notified of the official sanction.

For a serious misconduct case, the employee may appeal in writing to the university council within 30 days after having been notified of the official sanction.

In counting the days towards the submission of the appeal, the first day is the day the employee received the official notification of the sanction. If the last day or the thirtieth day falls on a weekend or a public holiday, the last day will be postponed to the next working day.

1. Only the employee who was sanctioned has the right of appeal.

Appeal by proxy will not be accepted.

2. The appellant has the right of access to the final report of the misconduct investigation committee. The access to other documentary evidence, upon which the sanction was imposed, resides in the discretion of the person who officially ordered the sanction. The decision to release or withhold any documentary evidence is on a case-by-case basis, depending on the necessity and possible detrimental effects of keeping up the discipline.

3. If the sanction is overturned, and the employee is found to be clear of the allegation of misconduct, he/she will be eligible for the full amount of salary deducted or withheld.

4. If the employee has a reason not to agree with the decision of the appeal committee, or if the personnel administrative committee or the university council cannot make the decision on the appeal within 90 days, the employee has the right to submit the case for the administrative court.

17.4 Grievance procedure:

An employee who has cause for grievances concerning actions of his/her superior or actions of the administrative officers of the university has the right to raise these grievances. Grievances against one's superior may include discriminating action, impartiality, delaying action to cause a loss of certain benefits, or neglecting to assign an appropriate work load.

The right to raise grievances is limited to the person or persons directly affected by the situation. If the causes of the grievances do not involve the president of the university, the grievance complaint must be submitted to the president. If it involves the president, it must be submitted to the university council. The grievances must be raised within 30 days after they are known to have occurred.

Contract Form

and

Other Forms



Application for Selection for Employment

Position:.....

Faculty/unit applying for:

Desired salary:

Type of work desired: Full Time Part Time Either

1. General Information:

Identity Card No:

Name: Surname:

Sex: Male Female Date of birth:.....age.....year.

Extraction: Nationality.....

2. Contact Address:

Address:.....sub-village No.....Village.....

Alleyway:.....Road:.....

District/Precinct:.....Amphur.....

Province:.....Postal Code.....

Phone:.....E-mail.....

3. Education Record:

Bachelor Degree: Degree Conferred:.....Field.....

Institute:.....Year of Graduation.....

GPA :.....

Master Degree: Degree Conferred:.....Field.....

Institute:.....Year of Graduation.....

GPA :.....

Ph.D. Degree: Degree Conferred:.....Field.....

Institute:.....Year of Graduation.....

GPA :.....

Other: Degree Conferred:.....Field.....

Institute:.....Year of Graduation.....

GPA :.....

4. Employment Record: (List the most recent first)

- Place of Work:.....
- Position:
- From: (date).....To (date).....
- Salary:Baht
- Reason of Leaving :

- Place of Work:.....
 Position:
 From: (date).....To (date).....
 Salary:Baht
 Reason of Leaving :.....
- Place of Work:.....
 Position:
 From: (date).....To (date).....
 Salary:Baht
 Reason of Leaving :.....

5. Language Proficiency:

	<u>Speak</u>	<u>Read</u>	<u>Write</u>
English	<input type="checkbox"/> Very Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Very Good
	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
Other Language(specify)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Very Good
.....	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair

6. Computer Knowledge: (specify).....

7. Academic Work: (specify).....

8. Other Special Experience: (specify).....

(Signature).....applicant

(.....)

Date:/...../.....

Note: Please give as much detail as applicable for you own benefit. Additional CV or relevant documents may be attached to this form.



Prince of Songkla University
Reporting for Commencement of Work Form

(Address)

1. I, Mr/ Mrs/ MsSurname.....
 Born on: Datemonth.....year.....
 Extraction:.....Nationality:.....Religion:.....
 Place of birth: Sub-district.....District/County.....
 Province/State.....
 Country.....
2. Marital status: Single Married Widow/Widower Divorced Separate
3. Spouse:- Name surname(at birth).....
 Profession.....
4. Father:- Name.....Profession.....
 Mother:- Name.....Profession.....
5. Address: No.....Lane.....Road.....
 District.....Province.....
 Postal code.....Tel.....Mobile phone.....
6. Ordination record: Temple.....Date.....
7. Previous military service/police service record: Service(if it is military).....
 Unit.....
 Starting date of service.....ending date of service.....
8. Other special experience:.....
 (or special knowledge)
9. Previous work experience : (place of work, position, duration of work)

10. Passing selection for the position of :
 ranking No.on the list of applicants passing the selection process, posted on (date).....

I hereby certify that all the information stated herein is true and correct.

(Signature).....
(.....)

Employee

Date.....month.....year.....



Application for the University Identity Card/ Renewal of Identity Card

(Address)

(Date)

1. I, Mr/ Mrs/ MsSurname.....
Born on: Datemonth..... year.....age.....blood group.....
Extraction:.....Nationality:.....

2. Address(where the applicant's name is listed as a person of the house):
No.....Lane.....Road.....
District.....Province.....
Postal code..... Tel.....Mobile phone.....

3. Thai national identification number (13 digit code):

4. Residing/ contacting address:
No.....Lane.....Road.....
District.....Province.....
Postal code..... Tel.....Mobile phone.....

5. Employment status: [] Civil servant [] Employee [] Fixed-time employee [] Temporary employee
[] Retired employee [] Employee hired using non-government allocated budget

6. Organisational unit belongs to : Department/ Unit.....
Faculty/ Center

7. Title and position classification level hold:

The applicant wishes to submit the request for the university identity card to the president of the university, for the case,

- [] for the first time [] renewal of ID card
[] new ID card request because of, [] change of position/ promotion [] change of name
[] change of surname [] change of name and surname
[] damaged ID card [] Other
[] one photograph attached [] other additional documents are attached (tick the box if any)

I hereby certify that all the information given in this application is true and correct.

(Signature) applicant
(.....)

(to be completed by the personnel officer):
[] Processed
[] Returned because.....
(signature) Officer of Personnel Record
(.....) Date...../...../.....
(signature) Head of Personnel Record
(.....) Date...../...../.....

Prince of Songkla University
Application for Annual Vacation Leave

(Address).....

 (Date).....

Annual Vacation Leave Request

To.....

I, Mr./Mrs./Ms.....

Organisational unit belongs to : Department/ Unit.....
 Faculty/ Center.....

having previous years unused vacation leave of.....days, and new annual vacation leave of.....days,
 with the total combined eligible vacation leave of.....days.

request for vacation leave from (date).....
 to (date).....

Number of leave days requested.....days.

(If there is a half-day leave, give details whether it is a half day in the morning or a half day in the afternoon)

During this leave, my contact address is.....

Vacation Leave Days used (days)	New Vacation Leave Days Requested (days)	Cumulative Vacation Leave Days Left (days)

Signature.....Applicant : Date...../...../.....

Recommendation	Authorization : (Dean/Director/Head of department/ organizational unit head)
<input type="checkbox"/> Recommend <input type="checkbox"/> Not recommend Signature.....Recommender Date...../...../.....	<input type="checkbox"/> Approve <input type="checkbox"/> Not approve Signature..... Date...../...../.....

Appointment of a person to assume an acting position for the applicant during his/her leave (if necessary):

During the applicant's leave, let.....be acting in the capacity of the applicant.

Signature.....

Approval must be obtained prior to the applicant proceeding on vacation leave.

Prince of Songkla University
Application for Amendment/Cancellation of Leave Request

(Address).....

 (Date).....

Leave Request Amendment/ Cancellation

To.....
 I, Mr./Mrs./Ms.....position.....
 Organisational unit belongs to : Department/ Unit.....
 Faculty/ Center.....
 wish to file for an amendment/ cancellation of the leave requested on (date).....

Reasons for the amendment/ cancellation seek.....

Fill spaces in the table below if it is the case of amendment of leave request.

Original Leave Request	Desired Amendment of Leave
Type of leave : Matrimony/ sick/ personal/ vacation leave	
Original starting date :.....	New starting date.....
Original Ending date.....	New ending date.....

Signature.....Applicant : Date...../...../.....

Recommendation	Authorization : (Dean/Director/Head of department/ organizational unit head)
<input type="checkbox"/> Recommend <input type="checkbox"/> Not recommend	<input type="checkbox"/> Approve <input type="checkbox"/> Not approve
Signature.....Recommender	Signature.....
Date...../...../.....	Date...../...../.....

Note :

For a cancellation or for an amendment of leave which resulting in the change in the starting date, it must be submitted and approved before the starting date of the original leave or of the new desired starting date, whichever comes first, otherwise it must not be later than the ending date of the original ending date or the new desired ending date, whichever comes first.

8. ที่อยู่ Contact Address:

กรณีที่ไม่ได้พักในมหาวิทยาลัย Outside campus residence

เลขที่..... หมู่ที่..... หมู่บ้าน..... ซอย..... ถนน.....
 No. Moo Village Soi Road
 ตำบล..... อำเภอ..... จังหวัด..... รหัสไปรษณีย์.....
 Sub-district District Province Post code
 โทรศัพท์ Telephone number e-mail Address :

กรณีที่พักในมหาวิทยาลัย Inside campus residence

() แฟลต / อาคาร..... หมายเลขห้อง.....
 Building Number Room number
 () บ้านพักเลขที่..... โทรศัพท์.....
 House Number Telephone number

9. การศึกษา 1

Academic Records

9.1 () ปริญญาตรี () อื่น ๆ
 Bachelor's degree Others

ปีที่เริ่มศึกษา..... ปีที่จบ..... วุฒิกการศึกษาขอ..... สาขา / วิชาเอก.....
 Year of Admission Year of Graduation Degree Major
 สถาบันการศึกษา..... ประเทศ.....
 Institute Country

ทุนการศึกษา..... เกรดเฉลี่ย(ถ้ามี)..... เกียรตินิยมลำดับที่(ถ้ามี).....
 Scholarship Grade point average Honor

9.2 () ปริญญาโท () อื่น ๆ
 Master's degree Others

ปีที่เริ่มศึกษา..... ปีที่จบ..... วุฒิกการศึกษาขอ..... สาขา / วิชาเอก.....
 Year of Admission Year of Graduation Degree conferred Field of study
 สถาบันการศึกษา..... ประเทศ.....
 Institute Country

ทุนการศึกษา..... เกรดเฉลี่ย(ถ้ามี)..... เกียรตินิยมลำดับที่(ถ้ามี).....
 Scholarship Grade point average Honor

9.3 () ปริญญาเอก () อื่น ๆ
 Doctor Others

ปีที่เริ่มศึกษา..... ปีที่จบ..... วุฒิกการศึกษาขอ..... สาขา / วิชาเอก.....
 Year of Admission Year of Graduation Degree Major
 สถาบันการศึกษา..... ประเทศ.....
 Institute Country

ทุนการศึกษา..... เกรดเฉลี่ย(ถ้ามี)..... เกียรตินิยมลำดับที่(ถ้ามี).....
 Scholarship Grade point average Honor

สำหรับเจ้าหน้าที่

For official use

1. จ่ายด้วยเงิน () เงินงบประมาณ
 () เงินรายได้คณะ / ศูนย์ / สำนัก / วิทยาลัย / โครงการ.....
2. การจ้าง เริ่มจ้างวันที่.....เดือน.....พ.ศ.
 สิ้นสุดการจ้างวันที่.....เดือน.....พ.ศ.
 เงินเดือน (ที่จ่ายจริง).....บาท/เดือน

ลงชื่อ.....

(.....)

เจ้าหน้าที่ผู้ตรวจสอบ

วันที่.....เดือน.....พ.ศ.

สัญญาจ้างพนักงานมหาวิทยาลัยสงขลานครินทร์
Prince of Songkla University Employment Contract (For Foreign employees)

สัญญาฉบับนี้ทำขึ้น เมื่อวันที่.....เดือน.....พ.ศ.....
 ณ.....ระหว่างมหาวิทยาลัยสงขลานครินทร์
 โดย.....ตำแหน่ง.....
 ผู้รับมอบอำนาจจากอธิการบดีมหาวิทยาลัยสงขลานครินทร์ ตามคำสั่งมหาวิทยาลัยสงขลานครินทร์
 ที่.....ลงวันที่.....ซึ่งต่อไปในสัญญานี้จะเรียกว่า "ผู้ว่าจ้าง"
 ฝ่ายหนึ่ง กับ นาย/นาง/นางสาว.....
 เกิดวันที่.....เดือน.....พ.ศ.....อายุ.....ปี อยู่บ้านเลขที่.....
 ซอย.....ถนน.....ตำบล.....อำเภอ.....
 จังหวัด..... ชื่อสามี/ชื่อภรรยา.....
 ซึ่งต่อไปในสัญญานี้จะเรียกว่า "ผู้รับจ้าง" อีกฝ่ายหนึ่ง

This contract is signed on (date).....
 at.....by two parties : Prince of Songkla University hereinafter referred to as
 'employer', and Mr. / Mrs. / Ms. (first name)(last name).....
 born on (date).....aged.....years, residing at address
 (number, road,district,province).....
 (Name of spouse, if applicable, Mr./Mrs.....),
 hereinafter referred to as 'employee'.

คู่สัญญาได้ตกลงกันมีข้อความดังต่อไปนี้

The two parties consent to the following agreement.

ข้อ 1 ผู้ว่าจ้างตกลงจ้างผู้รับจ้างเข้าปฏิบัติงานเป็นพนักงานมหาวิทยาลัยสงขลานครินทร์
 ตำแหน่ง.....อัตราค่าจ้าง เดือนละ.....บาท
 ในคณะ/หน่วยงาน.....มหาวิทยาลัยสงขลานครินทร์ มีกำหนดเวลา.....ปี
เดือน.....วัน นับตั้งแต่วันที่.....เดือน.....พ.ศ.....ซึ่งเป็นวันเริ่ม
 ปฏิบัติงานเป็นต้นไป ตามระเบียบมหาวิทยาลัยสงขลานครินทร์ว่าด้วยการบริหารงานบุคคลพนักงาน
 มหาวิทยาลัยสงขลานครินทร์ และผู้รับจ้างตกลงรับจ้างปฏิบัติงานดังกล่าวตามระยะเวลาดังกล่าวแล้วตาม
 ข้อกำหนดและเงื่อนไขแห่งสัญญานี้ รวมทั้งเอกสารแนบท้ายสัญญาซึ่งถือเป็นส่วนหนึ่งของสัญญาฉบับนี้

ลงลายมือชื่อผู้รับจ้าง.....

Employee's signature.....

เมื่อครบกำหนดระยะเวลาการจ้างตามวรรคหนึ่งแล้ว หากผู้ว่าจ้างตกลงจ้างผู้รับจ้างเข้าปฏิบัติงานเป็นพนักงานมหาวิทยาลัยสงขลานครินทร์ในตำแหน่ง และคณะ/หน่วยงานเดิมต่อไป อีกตามช่วงระยะเวลาที่กำหนดไว้ในระเบียบมหาวิทยาลัยสงขลานครินทร์ว่าด้วยการบริหารงานบุคคลพนักงานมหาวิทยาลัยสงขลานครินทร์ ผู้ว่าจ้างและผู้รับจ้างตกลงยินยอมให้ถือว่าสัญญาฉบับนี้มีผล ใช้บังคับและผูกพันคู่สัญญาต่อไปทุกประการ ภายใต้ข้อกำหนดและเงื่อนไขการจ้างที่ผู้ว่าจ้างจะกำหนดโดยให้ถือว่าข้อกำหนดและเงื่อนไขการจ้างดังกล่าวเป็นส่วนหนึ่งของสัญญาฉบับนี้ด้วย

No.1 The employer agrees to hire the employee as a university employee for the position ofwith the monthly salary of.....baht at (faculty/department).....of Prince of Songkla University for the duration ofyears.....months.....days, starting from (date).....in accordance with the Prince of Songkla University Regulations on Personnel Administration. The employee agrees to work in the position, for the salary, and for the period stated above, and in accordance with the attached documents, which are considered part of this contract.

If, on completion of the employment for the duration stated above, the employer agrees to hire the employee for a further period in the same position and at the same department/faculty for the same duration, the employer and the employee agree to comply with the conditions of this contract in accordance with the regulations, the employment conditions and exigencies which may arise.

ข้อ 2 ในระหว่างอายุสัญญานี้ ผู้รับจ้างยอมอุทิศเวลาทั้งหมดให้แก่การปฏิบัติงานตามสัญญานี้ให้บังเกิดผลดีที่สุดตามความสามารถของผู้รับจ้าง ด้วยความซื่อสัตย์ ขยันหมั่นเพียรจะสนใจและมีความอดทน ตลอดจนปฏิบัติตามคำสั่งผู้บังคับบัญชาในการปฏิบัติงานอย่างเคร่งครัด จะไม่ประพฤติตัวในทางเป็นปฏิปักษ์ต่อหน้าที่การงาน จะรักษาวินัย และปฏิบัติตามกฎหมาย ระเบียบ ข้อบังคับ ข้อกำหนดที่คณะกรรมการบริหารงานบุคคลพนักงานมหาวิทยาลัยสงขลานครินทร์กำหนด ทั้งที่ใช้อยู่ในวันทำสัญญานี้ และที่จะมีประกาศใช้ขึ้นใหม่ และจะถือว่ากฎหมาย ระเบียบ ข้อบังคับ ข้อกำหนดดังกล่าวเป็นส่วนหนึ่งของสัญญาฉบับนี้

No. 2 For the entire duration of the employment under this contract the employee agrees to devote all his/her time to performing his/her duty with the utmost efficiency, honesty and perseverance, to strictly comply with all the orders given and assignments set by his/her supervisor, not to conduct him/herself to the detriment of the employer, to be governed by all the regulations, rules, codes of practice and the stipulations made by the Personnel Administrative Committee of the Prince of Songkla University for this contract, and any new regulations that might be stipulated in the future, and to agree that all the aforementioned rules, regulations and codes of practice are a part of this contract.

ลงลายมือชื่อผู้รับจ้าง.....

Employee's signature.....

ข้อ 3 ในกรณีที่ผู้รับจ้างประพฤติผิดสัญญาดังกล่าวในข้อ 2 หรือในกรณีที่ผู้ว่าจ้างพิจารณาเห็นว่าผู้รับจ้างไม่สามารถปฏิบัติหน้าที่ได้ หรือไม่เหมาะสมที่จะปฏิบัติงานต่อไป หรือประพฤติตนไม่เหมาะสมอย่างร้ายแรง หรือละทิ้งหน้าที่ไปโดยไม่มีเหตุอันสมควร ผู้ว่าจ้างทรงไว้ ซึ่งสิทธิที่จะบอกเลิกสัญญานี้เมื่อใดก็ได้ และหรือหากมีความเสียหายใด ๆ เกิดขึ้นอันเนื่องจากการที่ผู้รับจ้างไม่ปฏิบัติตามสัญญาผู้รับจ้างยินยอมรับผิดชอบใช้ทั้งสิ้น

No. 3 In cases in which the employee violates the agreement stated in No. 2, or the employer considers the employee not capable of carrying out his/her duties, or is not suited to perform his/her duties, or behaves inappropriately, or does not carry out his/her duties without good reason, the employer has the authority to terminate the employment at any time, and in the case of any loss caused by the employee's non-compliance with the contract, the employee agrees to compensate for such loss.

ข้อ 4 หากผู้รับจ้างมีความผูกพันที่จะต้องรับผิดชอบในความเสียหายที่เกิดขึ้น ผู้รับจ้างจะชดใช้ค่าเสียหายเป็นเงินให้แก่ผู้ว่าจ้างตามความเสียหายที่เกิดขึ้นจริง

No. 4 In cases in which the employee is deemed to be responsible for the loss he/she agrees to compensate the employer in cash.

ข้อ 5 เงินที่จะชดใช้เป็นค่าเสียหายตามสัญญานี้ ผู้รับจ้างตกลงจะชำระให้ทั้งหมดภายในกำหนด 30 วัน นับจากวันได้รับแจ้งจากผู้ว่าจ้าง หากผู้รับจ้างไม่ชำระให้ภายในกำหนด หรือชำระให้แต่ไม่ครบทั้งนี้ จะโดยความยินยอมของผู้ว่าจ้างหรือไม่ก็ตามผู้รับจ้างยอมให้คิดดอกเบี้ยจากเงินที่ยังมิได้ชำระอีกในอัตราร้อยละ 15 ต่อปีด้วย

No. 5 The employee agrees to pay any compensation due within 30 (thirty) days of a date determined by the employer. In cases in which the employee does not pay the amount stipulated within the aforementioned period, or does not pay the full amount, irrespective of consent given by the employer, the employee's agrees to be charged interest for the unpaid amount at the rate of 15% per annum.

ข้อ 6 ผู้รับจ้างไม่ต้องรับผิดชอบตามข้อ 3 และข้อ 4 ในกรณีที่ผู้ว่าจ้างพิจารณาเห็นว่า มีเหตุผลอันสมควรที่ผู้รับจ้างไม่ต้องรับผิดชอบ เพราะไม่ได้เกิดจากความผิดของผู้รับจ้าง ความผิดเกิดจากเหตุสุดวิสัย หรือมิได้เกิดจากความจงใจหรือประมาทเลินเล่ออย่างร้ายแรงของผู้รับจ้าง

No. 6 The employee is not obliged to pay compensation referred to in No.3 and No.4 in cases where the employer considers that the loss or damage was not intentional nor caused through the employee's negligence, but was caused by factors deemed uncontrollable.

ลงลายมือชื่อผู้รับจ้าง.....

Employee's signature.....

ข้อ 7 ในกรณีที่ผู้รับจ้างมีพันธะต้องชำระเงินให้แก่ผู้ว่าจ้างตามสัญญา ผู้รับจ้าง ตกลงยินยอมให้ผู้ว่าจ้างหักเอาจากเงินค่าจ้างและหรือเงินอื่นใดที่ผู้รับจ้างจะพึงได้รับจากทางราชการได้

No. 7 In cases in which the employee is obliged to compensate for damage or loss in accordance with this contract the employee agrees to the employer deducting the amount owed from his/her salary or any income the employee is entitled to receive from the employer.

ข้อ 8 ในการทำสัญญานี้ ผู้รับจ้างได้จัดให้.....
ทำสัญญาค้ำประกันการปฏิบัติงานและความรับผิดชอบตามสัญญานี้ด้วยแล้ว

No. 8 In association with this contract, the employee has arranged for (Mr./Mrs./Ms.).....to sign the Guarantor's Contract which guarantees that he/she takes responsibility for any damage or loss the employee may cause.

ข้อ 9 สัญญานี้ทำขึ้นเป็นสองภาษา คือ ภาษาไทยและภาษาอังกฤษ ถ้าข้อความในสัญญาขัดแย้งกัน ให้ใช้ข้อความภาษาไทยใช้บังคับ

No. 9 This contract is rendered in two languages, a Thai version and an English version. In the case concerning the interpretation of the content, both parties agree to comply with the content as determined in the Thai version.

หนังสือสัญญานี้ทำขึ้นไว้ 3 ฉบับ มีข้อความตรงกัน ผู้ว่าจ้างถือไว้ 2 ฉบับ และผู้รับจ้างถือไว้ 1 ฉบับ

This contract is produced in triplicate containing the same contents, two copies are held by the employer and one copy is given to the employee.

ผู้รับจ้างได้อ่านเข้าใจข้อความในสัญญานี้โดยตลอดแล้วเห็นว่า ถูกต้องตรงตามวัตถุประสงค์ทุกประการ จึงได้ลงลายมือชื่อไว้เป็นหลักฐาน

The employee has read and thoroughly understood the terms and conditions of this contract, and he/she considers it correct and in accordance with its intended purposes. He/she therefore agrees to sign this contract.

ลงลายมือชื่อผู้รับจ้าง.....

Employee's signature.....

ลงชื่อ.....ผู้รับจ้าง
Signature employee
(.....)

ลงชื่อ.....ผู้ว่าจ้าง
Signature employer
(.....)

ลงชื่อ.....พยาน
Signature witness
(.....)

ลงชื่อ.....พยาน
Signature witness
(.....)

ข้าพเจ้า.....
คู่สมรสของ.....ยินยอมให้.....
ทำสัญญาฉบับนี้ได้

Part A (To be completed by the spouse of a married employee)

My name isthe spouse of
I give consent to to sign this contract.

ลงชื่อ.....ผู้ให้ความยินยอม
Signature spouse
(.....)

ลงชื่อ.....พยาน
Signature witness
(.....)

ลงชื่อ.....พยาน
Signature witness
(.....)

ข้าพเจ้าขอรับรองว่าไม่มีคู่สมรส (เป็นโสด/คู่สมรสตาย/หย่า) ในขณะที่ทำสัญญานี้

Part B (To be signed by an employee who is not married)

I hereby verify that I am single/widowed/divorced at the time of signing this contract.

ลงชื่อ.....ผู้รับจ้าง
Signature employee
(.....)

- หมายเหตุ**
1. กรณีเป็นการจ้างพนักงานมหาวิทยาลัยที่เป็นคนไทย
ให้กรอกข้อความเฉพาะส่วนที่เป็นภาษาไทย
 2. กรณีเป็นการจ้างพนักงานมหาวิทยาลัยที่เป็นคนต่างประเทศให้กรอกทั้งข้อความ
ที่เป็นภาษาไทยและที่เป็นภาษาอังกฤษ

Note:

1. The contract for Thai employee must be filled out in Thai only.
2. The contract for Foreign employee must be filled out in both Thai and English.

ข้อตกลงเกี่ยวกับภาระงาน
Agreement to Job Description

ภาระงานที่มอบหมายให้ นาย/นาง/นางสาว.....
ปฏิบัติงาน แนบท้ายสัญญาจ้างพนักงานมหาวิทยาลัยสงขลานครินทร์ ฉบับลงวันที่.....

The following is the job description of.....
in accordance with the attached Employment Contract of the Prince of Songkla University
dated

ลงลายมือชื่อผู้รับจ้าง.....

Employee's signature

หมายเหตุ 1. ภาระงานเป็นข้อตกลงระหว่างคณะ/หน่วยงานกับพนักงานมหาวิทยาลัย ซึ่งจะต้องใช้
ประกอบการประเมินผลการปฏิบัติงาน
2. การกรอกรายละเอียดในภาระงานให้กรอกรายละเอียดลงในแบบฟอร์มฉบับนี้ หรือ
ทำเป็นเอกสารเพิ่มเติมแนบท้ายสัญญาโดยให้ระบุจำนวนแผ่นของเอกสารเพิ่มเติมด้วย
และผู้รับจ้างต้องลงลายมือชื่อในเอกสารเพิ่มเติมทุกฉบับ

Notes: 1. The job description agreed to by both the faculty / department and the
employee will be incorporated in the employee's performance appraisal.
2. The job description must be specified in detail on this form or in a separate
document using the same format. It should be attached to the contract,
indicating the number of pages added with the employee's signature on every
page.

สัญญาค้ำประกัน
Guarantor's Contract

เขียนที่.....

Signed at.....

วันที่.....เดือน.....พ.ศ.....

Date.....

ข้าพเจ้า นาย/นาง/นางสาว.....

เกิดเมื่อวันที่.....เดือน.....พ.ศ.....อายุ.....ปี อาชีพ.....

อยู่บ้านเลขที่.....ซอย.....ถนน.....

ตำบล/แขวง.....อำเภอ/เขต.....จังหวัด.....

ชื่อสามี/ชื่อภรรยา.....เกี่ยวข้องกับผู้ให้สัญญาโดยเป็น.....

ซึ่งต่อไปในสัญญานี้เรียกว่า "ผู้ค้ำประกัน" ขอทำหนังสือสัญญาค้ำประกันให้ไว้แก่มหาวิทยาลัยสงขลานครินทร์ ดังข้อความต่อไปนี้ คือ

I, (Mr./Mrs./Ms.....

born on (date).....aged.....years, whose occupation is.....

residing at address (number, road, district, province)

(Name of spouse, if applicable, Mr./Mrs.....)

am related to the contract signatory as.....I, hereinafter referred to as

'guarantor', agree to sign this contract with the Prince of Songkla University and accept the

obligation specified below.

ข้อ 1 ตามที่.....ได้ทำสัญญาเพื่อปฏิบัติหน้าที่เป็น

พนักงานมหาวิทยาลัยสงขลานครินทร์ และได้ทำสัญญาไว้ต่อมหาวิทยาลัยสงขลานครินทร์ เมื่อ

วันที่.....เดือน.....พ.ศ.....นั้น ข้าพเจ้าทราบและเข้าใจข้อความในสัญญาดังกล่าวดีแล้ว จึง

ขอทำสัญญาค้ำประกันไว้ต่อมหาวิทยาลัยสงขลานครินทร์ว่า ถ้า.....ผิดสัญญา

ดังกล่าวด้วยประการใด ๆ ก็ดี ข้าพเจ้ายินยอมชำระหนี้ให้แก่มหาวิทยาลัยสงขลานครินทร์ ตามความ

รับผิดชอบของ.....ตามสัญญาดังกล่าวทั้งสิ้นทุกประการ

ในกรณีที่มหาวิทยาลัยสงขลานครินทร์จ้าง.....

เป็นพนักงาน ในตำแหน่ง และคณะ/หน่วยงานเดิมต่อไปอีก ตามช่วงระยะเวลาที่กำหนดไว้ในระเบียบ

มหาวิทยาลัยสงขลานครินทร์ ว่าด้วยการบริหารงานบุคคลพนักงานมหาวิทยาลัยสงขลานครินทร์ เพียงแต่

มหาวิทยาลัยสงขลานครินทร์ได้แจ้งเป็นหนังสือให้ผู้ค้ำประกันทราบ ก็ให้ถือว่าผู้ค้ำประกัน

ลงลายมือชื่อผู้ค้ำประกัน.....

Guarantor's signature.....

ตกลงยินยอมที่จะค้ำประกัน.....ต่อไปตามช่วงระยะเวลา
ดังกล่าวข้างต้น เว้นแต่ผู้ค้ำประกันได้แจ้งการที่จะไม่ค้ำประกันต่อไปเป็นหนังสือให้มหาวิทยาลัย
สงขลานครินทร์ทราบก่อนครบกำหนดสัญญาจ้างไม่น้อยกว่า 30 วัน และถ้า.....
ผิดสัญญาดังกล่าวด้วยประการใด ๆ ก็ดี ข้าพเจ้ายินยอมชำระหนี้ให้แก่มหาวิทยาลัยสงขลานครินทร์ตามความ
รับผิดชอบของ.....ตามสัญญาดังกล่าวทั้งสิ้นทุกประการ

No.1 As Mr./Mrs./Ms..... has agreed to work
as an employee for the Prince of Songkla University and has signed the employment contract with
the Prince of Songkla University on (date), I have read and fully
understood the terms and conditions of the contract and thus agree to sign this guarantor's
contract. If Mr./Mrs./Ms. fails to comply with any terms of the
contract, I am obliged to compensate for any damage or loss for which
Mr./Mrs./Ms..... is held responsible in accordance with
the contract he/she has signed.

In the case in which the Prince of Songkla University agrees to employ
Mr./Mrs./Ms. for a further period in the same position and
at the same department/faculty, the Prince of Songkla University will inform me in writing. It will be
assumed that I will continue to act as the guarantor for Mr./Mrs./Ms.
..... for the extended duration of the contract, unless I notify the
university otherwise in writing 30 (thirty) days prior to the commencement date of the renewed
contract of employment. If Mr./Mrs./Ms. fails to comply with
any terms of the contract I am obliged to compensate for any loss for which Mr./Mrs./Ms.
..... is held responsible in accordance with the
contract he/she has signed.

ข้อ 2 ข้าพเจ้าสัญญาว่า แม้มหาวิทยาลัยสงขลานครินทร์ จะผ่อนเวลาชำระหนี้ให้แก่
.....ข้าพเจ้าก็ตกลงยินยอมรับผิดชอบในฐานะผู้ค้ำประกันต่อไป

No.2 I agree that notwithstanding any agreement by the Prince of Songkla
University to prolong the debt payment of Mr./Mrs./Ms.
I agree to further take responsibility as his/her guarantor.

ลงลายมือชื่อผู้ค้ำประกัน.....
Guarantor's signature.....

หนังสือสัญญาฉบับนี้ข้าพเจ้าได้อ่านและเข้าใจดีตลอดแล้ว จึงลงลายมือชื่อต่อหน้าพยาน
เป็นสำคัญ

I have read and fully understood the terms of this contract.

Part A (To be signed by a married guarantor and his/her spouse)

ลงชื่อ..... ผู้ค้ำประกัน
Signature guarantor
(.....)

ลงชื่อ..... คู่สมรสผู้ให้ความยินยอม
Signature spouse
(.....)

ลงชื่อ..... พยาน
Signature witness
(.....)

ลงชื่อ..... พยาน
Signature witness
(.....)

ข้าพเจ้าขอรับรองว่าไม่มีคู่สมรส (เป็นโสด/คู่สมรสตาย/หย่า) ในขณะที่ทำสัญญานี้

Part B (To be signed a guarantor who is not married)

I hereby verify that I am single/widowed/divorced at the time of signing this contract.

ลงชื่อ..... ผู้ค้ำประกัน
Signature guarantor
(.....)

- หมายเหตุ** ผู้ค้ำประกัน คือ
1. บิดา หรือ มารดา หรือ พี่ น้องร่วมบิดามารดา บิดาหรือมารดาเดียวกัน โดยไม่ต้องแสดงหลักทรัพย์ค้ำประกัน หรือ
 2. ข้าราชการตั้งแต่ระดับ 3 ขึ้นไป หรือ
 3. พนักงานรัฐวิสาหกิจ ตั้งแต่ระดับ 4 ขึ้นไป หรือ
 4. หนังสือค้ำประกันของธนาคาร

Notes: Guarantors may be the following persons.

1. Father, mother or siblings born from the same parents, or same father , or same mother without declaration of security assets, or
2. Government official holding position classification level 3 or higher or
3. State enterprise official holding position classification level 4 or higher or
4. Bank Guarantee



Application for Provident Fund Membership

Date: Day.....Month.....Year.....

Dear Provident Fund Committee,

Provident Fund 's Name (registered),
.....Company Limited, Member No.

With reference to this application, I (Mr./Mrs./Miss).....
Date/Month/Year of Birth.....Government Identification Card No.Taxpayer Identification
No..... would like to apply for membership in the Provident Fund, so
named....., (authorized),Company
Limited,Department. Date/Month/Year of Work's Commencement.....hereby:

- 1. I am well informed of the fund's rules as well as my own rights and duties and agree to abide by them accordingly.
- 2. To transfer my contribution to the above named fund, I request the AMC to transfer it corresponding to the specified rate by monthly deducting the determined amount from my salary.
- 3. In the case of my death, I would like, hereby, to indicate the name(s) of my beneficiaries and the percentages they should each receive as per the following details:

- 1. Name.....who will receive a portion of%
Address.....Relationship.....
 - 2. Name.....who will receive a portion of%
Address.....Relationship.....
 - 3. Name.....who will receive a portion of%
Address.....Relationship.....
 - 4. Name.....who will receive a portion of%
Address.....Relationship.....
 - 5. Name.....who will receive a portion of%
Address.....Relationship.....
- Total 100%

4. If there is a change of beneficiary and/or a beneficiary's proportion of benefits as indicated under article 3 above, it will be undertaken through the use of a written statement to the provident fund committee.

Signature.....Applicant

The provident fund committee has considered your application and has agreed to approve your provident fund membership in the company, which is effective on

Sign.....

(.....) (.....)
Provident Fund Committee Member Provident Fund Committee Member

Remark: The proportion of benefits, which all beneficiaries will receive, should be in a total of 100%.

Notification of Membership Termination

Registered Provident Fund

For the Employer of

Date

To: The Thailand Securities Depository Co. Ltd., as registrar for provident fund members

The Fund Committee hereby notifies the TSD that the member named below has terminated his/her membership so that said member can receive proceeds from the fund (the employee's contribution, the employer's contribution and the benefits) in accordance with his/her rights as stipulated in the Fund's regulations. Details are as follows (please fill in completely):

Member Profile

First name- Last name..... Member Code..... Date of birth.....
Employment began on (Date)..... Employment ended on (Date).....
Total working period year(s)..... months..... days
Started as fund member on (Date)..... Terminated membership on (Date).....
Was a member for year(s)..... months..... days Submitted last contribution on (Date).....
Tax identification number..... Population identification number.....

Reasons for Membership Termination

- Resigned from work
- Resigned from fund membership (still working)
- Retired (encl: certificate of retirement)
- Disabled (encl: medical certificate)
- Death (encl: a copy of death certificate, notification letter of beneficiaries (original), a copy of each beneficiary's population identification card)
- Switching to another registered provident fund, named
- Other (please specify).....

Conditions of Distribution

- Distribute the employer's contribution and its benefits at the rate of %
- Distribute the old fund and its benefits at the rate of %
- For that part of the employer's contribution and its benefits that the member is not entitled to, please process as follows:
 - Return to the employer
 - Distribute to other fund members as indicated in the fund's regulations
 - Other (please specify).....

Method of Payment

- All contributions and benefits to which the fund member is entitled to upon termination of membership should be paid by:
 - Cheque - A/C Payee Only
 - Other (please specify).....Remarks.....
- The fund member wishes to maintain all of his/her contributions and benefits in the provident fund for not more than 1 (one) year from the date of membership termination. Attached please find the notification to maintain the contributions and benefits in the fund upon the termination of his/her membership.

We certify that the above information is complete, correct and do not object to the fund's procedural regulations.

Signed,

..... Fund member Fund Committee member

(.....) (.....)

..... Fund Committee member

Company Stamp (If any) (.....)