

**Institute of Administration Development (IAD)**  
**Regulations on Learning and Seminars**  
**B.E. 2533 (1990)**

It is deemed appropriate to revise regulations issued by the Institute of Administration Development (IAD) on Learning and Seminars B.E. 2533 (1990) of the Senior Administrator School, Chief District Officer School, District Officer School, and Local Administrator School B.E. 2523.

Accordingly, the Institute of Administration Development Board, based on the cabinet resolution adopted on 23 August 1983, has set the regulations as follows.

Clause 1 This is the “Institute of Administration Development Regulations on Learning and Seminars B.E. 2533”.

Clause 2 This Regulation shall be enforced as of 28 December 1990 onward.

Clause 3 This revokes the Institute of Administration Development Regulations on Learning and Seminars B.E. 2523 (1980) of the Senior Administrator School, Chief District Officer School, District Officer School, and Local Administrator School.

Other regulations, rules, orders, or announcements, which are inconsistent or prescribed herewith, shall be replaced by this Regulation.

Clause 4 The IAD Rector shall be authorized to issue rules, orders, or announcements to implement this regulation.

Clause 5 The Chairman of the Institute of Administration Development Board shall be the acting regulator with the authority to interpret and decide upon implementation problems to facilitate all required practices.

**CHAPTER 1**

**General Provision**

Clause 6 Under this regulation:

“Training course” means content of various subjects, learning process, both domestic and foreign studying trips, sports, or any approaches to promote proper skills, understanding, and required attitude including time to achieve objectives;

“Studying” means all processes to increase students’ knowledge, capability, behaviour, and attitude formally and systematically;

“Training” means any practical activities to increase students’ knowledge and skills in each subject;

“Seminar” means discussion, knowledge, and experiences shared among students or with other participants for each topic;

“Project” means designed activities or tasks for each specific matter or case;

“School” means sub-Clauses in the Institute of Administration Development established under the cabinet resolution and agreement with the Office of the Civil Service Commission to provide training or seminars on any specific courses regularly;

A school may organize certain training courses or seminars as assigned;

“Student” means selected or tested participants including those sent by their own offices and volunteers to attend any specific course or seminar and accepted by IAD;

“School Director” means an assigned person as the responsible officer to handle all schools’ works and other assigned duties;

“Project Chief” means an assigned person to manage a specific training course or a seminar;

“Evaluation” means any procedure to gather training or seminar results obtained by an individual or a group of students for “passing” or “failing” through either written or oral testing or by any other means for a specific subject, a group of subjects, or all subjects.

“Assessment” means collected results gathered by observation, evaluation, and feedback from other colleagues or from IAD to identify the total behavioural value of students at 4 levels, namely, “needs improvement”, “fair”, “good”, and “very good”, for each individual or the whole group.

## **CHAPTER 2**

### **Training Courses and Seminars**

Clause 7 Every student must pay attention to participate in a training course, a seminar and subjects provided by IAD.

Clause 8 IAD may put students into proper groups to carry out relevant training and seminar activities.

Clause 9 In case any student cannot attend a training course or seminar within a certain schedule, that student shall officially request a leave of absence.

Clause 10 Provincial or international studying trips shall be in line with IAD training courses.

## **CHAPTER 3**

### **The Student Committee**

Clause 11 The School Director or a Project Chief shall organize a student committee election within 15 days of the opening date of the relevant training course and seminar. The IAD Rector shall announce the appointment of the student committee according to the election outcome.

Clause 12 The student committee shall comprise a president, a vice-president, a secretary, and various activity group leaders according to IAD regulations.

Clause 13 Election of a student committee for each training course may be conducted for either one or more than one time as allowed by IAD regulations.

Clause 14 Duties and responsibilities of the student committee are as follows:

- (1) represent students for communication and coordination with IAD and other relevant public agencies through IAD approval;
- (2) carry out general student activities;
- (3) take care of student welfare and recreation plans, and;
- (4) carry out other duties as decided by students or as assigned by IAD.

Clause 15 Each student except those who are elected as student committee members in Clause 12 shall join any activity group as suited to the individual ability and support group leaders as required.

## **CHAPTER 4**

### **Rules on Dormitories and Meals**

Clause 16 During the training course and seminar all students shall stay in the dormitory or facilities provided by IAD.

Clause 17 In case any student has to stay overnight outside the dormitory or facilities provided by IAD from time to time, the student shall ask for permission from the IAD Rector.

Clause 18 The student who goes out after the end of the training course and seminar for any personal reason on a certain day shall have to return to IAD not later than 24.00 of the same day.

Clause 19 Students shall take good care of the assets provided by IAD in the dormitory; any damage caused by students must be compensated at a cost decided by IAD.

Clause 20 Students shall follow these rules:

- (1) not taking any outsider into the dormitory room;
- (2) not disturbing or cause trouble to other students;
- (3) not drinking alcohol inside IAD areas except on certain occasions allowed by IAD;
- (4) not gambling in IAD areas;
- (5) not causing any damage against IAD.

Clause 21 The Institute of Administration Development shall provide 3 meals daily for students with appropriate drinks at a specific hour for each meal. A student who cannot have any meal at a certain time shall inform the School Director or the Project Chief in advance.

## **CHAPTER 5**

### **Evaluation and Assessment**

Clause 22 Evaluation and assessment criteria on the outcome of training courses and seminars as well as student behaviour shall follow IAD principles.

Clause 23 Assessment of designated training courses and seminars shall be conducted by IAD with attached information of each individual student submitted to the Assessment Committee chaired by the IAD Rector for final assessment based on evaluation outcomes of student learning, attitude, and behaviour.

The IAD Rector shall be responsible for submitting learning results gathered from each individual student to the attention of the Director-General of the Local Administration Department.

The IAD Rector is authorized to consider whether any training course be suggested to the relevant supervisory agency or individual student.

## **CHAPTER 6**

### **Rector Power, Institute of Administration Development**

Clause 24 The IAD Rector is authorized with administrative power under the regulations and orders including training courses and seminars.

Clause 25 According to this regulation, the IAD Rector has administrative power to authorize IAD Deputy Rector, School Director, or any qualified officer to act on his or her behalf.

Clause 26 The IAD Rector or authorized person referred to in Clause 25 shall supervise to ensure effective training courses and seminars and to suggest to students to follow rules and regulations as required.

Clause 27 In case any student is accused of personnel disciplinary abuse or violation against IAD or School regulations and orders which causes serious damages, the IAD Rector shall be responsible for investigating the case and submitting a relevant opinion as appropriate to the Director-General of the Provincial Administration Department for further consideration.

Clause 28 For a student subject to severe disciplinary action owing to personnel disciplinary abuse or violation against IAD or School regulations and orders which causes

serious damages, his or her name shall be deleted from the student registered list as proposed by the IAD Rector for consideration by the Director-General of the Provincial Administration Department.

## **CHAPTER 7**

### **Transitory Provision**

Clause 29 In case the IAD Rector is still processing incomplete regulations, orders, or announcements to issue the required enforcement, the existing applicable provisions shall be substituted and enforced until the new regulations are enforceable.

Given on 28<sup>th</sup> Day of December B.E. 2533

(Signed) .....

(Mr. Choowong Chayabutr)

Deputy Permanent Secretary

Ministry of Interior, Administration Section

Chairman, Institute of Administration Development Board