

Institute of Administration Development (IAD)
Regulations on Implementation of Education and Seminars
B.E. 2534 (1991)

As it deems appropriate to review Regulations on Implementation of Education and Seminars issued by the Institute of Administration Development;

By virtue of Article 4 of the Regulations on Implementation of Education and Seminars issued by the Institute of Administration Development B.E. 2533 (1990), the IAD Rector hereby issues following regulations.

Article 1 This regulation is called the “Institute of Administration Development (IAD) Regulations on Implementation of Education and Seminars B.E. 2534 (1991)”.

Article 2 This regulation shall be enforced as of 18 February B.E. 2534 (1991).

Article 3 Revocation of:

(1) Regulations on Implementation of Education and Seminars issued by the Institute of Administration Development for Senior Administrator School, Chief District Officer School, District Officer School, and Provincial Officer School B.E. 2528 (1985).

(2) Regulations on Implementation of Education and Seminars issued by the Institute of Administration Development for Senior Administrator School, Chief District Officer School, District Officer School and Provincial Officer School (No. 2) B.E. 2529 (1986).

Chapter 1

Duration of Training

Article 4 Students shall strictly follow the set training schedule.

Article 5 Students shall at least attend the training up to 80% of the set schedule calculated on an hourly basis, excluding assigned days for self-study as required for entitlement to evaluation or assessment programs, as the case may be.

During the period of education and seminar, any missing hours to attend lecturing, activities, external studies, or other business set by the training schedule shall be recorded as an absence except for working to serve official interests for

which the IAD Rector shall approve case by case. However the absent period shall not be over 5 working days of the training duration.

The said enforcement, nevertheless, shall not be applicable for any education or seminar courses of shorter than 14 weeks.

Training hour counting shall be for 6 hours daily in the lecturing or seminar room. Course activities shall be counted as well for hourly participation.

For external studies and other activities, it shall be counted for 24 hours daily.

Chapter 2

Student Committee

Article 6 There shall be a student committee with:

(1) Chairperson	1	person
(2) Deputy Chairperson	1	person
(3) Activity group leaders	7	persons
(4) Secretary	1	person
(5) Treasurer	1	person
(6) Other committee members of not more than	5	persons

Committee members shall have duties and responsibilities prescribed in Article 14 of IAD Regulations on Implementation of Education and Seminars B.E. 2533 (1990).

Article 7 Each student, excluding elected student committee members, shall participate in any group activities as suitable and support such group leader.

Article 8 There shall be 7 activity groups as follows:

- (1) Welfare group;
- (2) External study group;
- (3) Technical group;
- (4) Social and entertainment group;
- (5) Sports group;
- (6) Public relations group;
- (7) Religion and culture group.

The welfare group shall look after general welfare of students and communication between the school and students, listen to students' feedback, and submit written proposals for improvements to the school.

The external study group shall support the school to organize external study and visits, and coordinate and control safe transportation for required learning visits.

The technical group shall support students in technical matters such as consultation on preparation of research papers, book reviews, article analysis, reports on study visits and other technical subjects to enhance education and seminar activities.

The social and entertainment group shall organize social and entertainment events as appropriate for student fun and relaxation.

The sports group shall organize sport competitions among students or with certain outside groups as deemed appropriate.

The public relations group shall be responsible to publicize various activities, take pictures, report student news, and publish the student book of their training course.

The religion and culture group shall organize and invite students to attend religious practices and cultural events.

Submission of any opinion or group activity outcomes shall be subject to approval of the student committee.

Article 9 The election of the student committee shall be conducted within 15 days as of the starting date of the education and seminar course.

At the election platform students shall elect an acting chairperson by open voting to lead and complete the election of the student committee.

Election for the student committee shall include all positions one by one respectively. Students shall propose names of qualified persons who are also in the meeting. Nomination must be supported by at least 3 persons. Proposed nominees with the required support are not allowed to withdraw.

The person elected as a committee member has no right to be a nominee for any other position.

In case a school holds more than one election of a student committee, the later election shall comply with Article 9, paragraph 2.

Each student committee election shall be participated in by at least three-fourths of all students.

Article 10 Election of student committee shall be either by voting or by poll as approved by the meeting consensus. Winning is counted by the majority votes. Equal voting shall be decided by drawing lots.

Article 11 The student committee shall be introduced by the school director to the IAD Rector by official appointment.

Article 12 In case the education and seminar course is longer than 20 weeks, the term of the elected student committee shall last for one half of the course schedule. The second half of the election shall take place within 7 days after the term ending of the first one.

Article 13 Any student committee member shall be removed by:

- (1) ending of student status;
- (2) resignation; and
- (3) decision given by more than one half of all students.

Whenever a vacancy occurs, the chairperson shall call for an election meeting for replacement within 7 days except in the case where the remaining term is shorter than 15 days.

Article 14 Students shall voluntarily apply for any group membership. Each group shall have members of more or less a close or same number.

In case each group has members of not a close or same number, the school director may decide to put a student into a certain group based on appropriate skills and capacity to perform required duties and responsibilities.

Article 15 In each meeting of students, the student committee, and any group, there shall be at least half of the specific membership attending to make a quorum. Meeting resolution shall be counted by the majority vote. Equal voting shall be finalized by the last vote given by the chairperson.

Article 16 Apart from the student committee, there shall be daily operational groups assigned by the IAD to carry out specific duties.

Chapter 3

Student Behaviour and Responsibility

Article 17 Daily schedule for education and seminars (except for individual research and study) is as follows:

- 05.00 hrs. Wake up
- 05.30 hrs. Line up for morning activities
- 06.30 hrs. Breakfast
- 07.45 hrs. Lineup for national flag salutation and clothing inspection
- 08.00 hrs. Salutation to the national flag
- 09.00 hrs. Training and seminar
- 12.00 hrs. Lunch

13.00 hrs. Training and seminar

16.00 hrs. Sports and relaxation

18.00 hrs. National flag lowering and dinner

19.00 hrs. Special activities and praying

21.00 hrs. Rest hours

Article 18 Students shall appear polite with good manners throughout the training and seminar course.

Article 19 Students shall always respect the official discipline, follow student ethics, and never act improperly.

Article 20 Students shall be united as a group.

Article 21 Students shall always follow rules, regulations, orders, and announcements issued by the IAD, schools, and projects.

Article 22 Games and gambling shall not be allowed in IAD jurisdiction or at the training and seminar facility.

Article 23 Alcoholic drinking shall not be allowed in IAD jurisdiction, except on the occasions allowed by IAD.

Article 24 Students shall come to class on time as scheduled in the time table or as announced by the school.

Article 25 External studies and site visits shall take place with exact departure and return times by the group transportation as planned.

Article 26 In case any student cannot attend the training and seminar according to the course schedule, the student shall submit a written request to the school director or project leader for approval.

Article 27 In case any student must go out to handle other obligations, the student shall ask for approval from the school director or project leader and shall return to the dormitory by 24.00 hrs. on the same day.

Article 28 Students shall pay attention to room and facilities cleaning and upkeep and immediately inform the officer on duty if facing problems or damages.

Article 29 The school director or project leader shall set an exercise program for students to keep fit and firm, having physical endurance with good discipline.

Article 30 Morning exercise clothing for students and instructors is as follows.

Male students: Short sleeve white T-shirt with collar, black or dark-blue sport pants, white sport shoes, and white socks.

For shooting test both male and females shall wear sport clothing or as decided by the project supervisor.

Instructors shall wear proper clothing as decided by the IAD administrator.

Article 31 Daily clothing for students and instructors in the training and seminar courses.

Male students: Monday – Khaki uniform with long sleeves, wearing hat (including Monday report of participation);

Tuesday to Friday – long sleeve white shirt with IAD tie, black or dark blue trousers, black or dark brown leather or other material shoes with socks of same colour.

Female students: Monday – Khaki uniform with long sleeves, wearing hat (including Monday report to participation);

Tuesday to Friday – white long- or short-sleeve blouse, black or dark blue skirt, shoes or heel-strapped (leather or other material) in black or dark brown of not higher than 10 cm. heels.

Instructors: Monday – Khaki uniform with long sleeves, wearing hat (including Monday report of participation);

Tuesday to Friday – proper clothing as advised by IAD policies.

Article 32 The school director or project chief shall decide concerning either uniform wearing or other proper clothing.

Article 33 Clothing for external study or visits shall be decided by the school director or project chief for 4 categories of uniform wearing, student wearing, khaki style, and casual wearing (T-shirt with jacket) as required for the whole group on each occasion with proper shoes. For dinner polite clothing shall be worn with proper shoes.

Article 34 Any student who violates rules, regulations, orders, or announcements issued by the IAD, school, or project shall be subject to an oral warning for self-improvement given by the school director or project chief. If the student fails to improve himself or herself, the school director or project chief shall once more give a warning face to face with a written record and report to the IAD Rector for further consideration.

Article 35 Any student who seriously violates moral and ethics which strongly affects the IAD, or acts against civil servant discipline and which is found to be true by investigation, or violates rules, regulations, orders or announcements issued by the IAD, school, or project chief for which the related school director and project chief had given warning and found no required improvement; accordingly, the school director or project chief shall report to the IAD

Rector who shall send the student back to his/her supervisory office and remove the person's name from the student registration.

Chapter 4

Evaluation and Assessment

Article 36 There shall be evaluation and assessment for student education and seminar courses as follows:

(1) Senior administrator courses shall be subject to 60% of technical evaluation and 40% of behavioural evaluation;

(2) Chief district officer and other courses shall be subject to 50% of technical evaluation and 50% of behavioural evaluation.

Article 37 Technical evaluation and assessment

a. Senior administrator courses shall be subject to the following evaluation:

(1) 40% for research or technical papers with 30% focusing on written papers and 10% on reports;

(2) 15% for analytical papers on specific learning or examination result;

(3) 15% for report on study visits;

(4) 10% for technical summary paper;

(5) 15% for reports of subgroup seminar result;

(6) 5% for written paper on practical experiences.

b. Chief district officer courses shall be subject to following evaluation:

(1) 30% for research paper on personnel;

(2) 15% for written paper on practical experiences;

(3) 20% for assigned analytical paper;

(4) 10% for report on study visits;

(5) 15% for report on subgroup seminar as assigned;

(6) 10% for results of specific training courses organized by other agencies apart from IAD.

c. Other training courses and seminars of more than 4 weeks, except those identified in a. and b.

(1) 40% for analytical paper with 30% focusing on written paper and 10% on reports;

(2) 10% for report on study visits;

(3) 20% for analytical paper as assigned;

(4) 30% for final examination (one time only).

d. Other training courses and seminars of 4 weeks or less than 4 weeks.

- (1) 40% for problem analysis paper or oral test;
- (2) 30% for analytical paper as assigned;
- (3) 20% for summary paper of each subject;
- (4) 10% for report on study visits.

Article 38 Subjects decided for evaluation and examination must be specified by the following criteria:

- (1) A training subject of 6 or more hours as considered appropriate by IAD.
- (2) A subject considered appropriate for evaluation by the lecturer.

Article 39 The technical section responsible for various training subjects shall set analytical topics and deliver to the school for student subgroup analysis. Analytical results reached by each subgroup shall be presented at a plenary session attended by all students, the school director, and lecturers. Analytical papers shall also be submitted to the technical section.

In case of study visits or individual research paper involvement, the former procedure shall be implemented, *mutatis mutandis*.

Article 40 The Institute of Administration Development (IAD) shall proceed for technical evaluation for which the passing score is at least 60% points.

Article 41 Behavioural evaluation shall be of two parts: the one conducted by IAD for 70% points and the other by attending students for 30% points.

1. Behavioural evaluation conducted by IAD shall be 100% points as follows:

- a. 50% points based on activities participation percentage-wise;
 - (1) 10% points for class attendance;
 - (2) 10% points for participation of morning activities;
 - (3) 10% points for morning national flag flying lines of salutation;
 - (4) 10% points for external study visits;
 - (5) 10% points for special activity participation.
- b. 10% points for following rules, regulations, and orders issued by the IAD or the school;
 - (1) 10% points for strictly following rules regulations and orders;
 - (2) 0.2% points deducted for violation of rules, regulations, and orders for which the school director or project director is authorized to decide the said point deduction.
- c. 10% points for submission of the assigned papers as follows;
 - (1) 10% points for submission of the completed assigned papers on time,
 - (2) 0.5% points deducted for each late submission.

d. 30% points for evaluation by the school director or project chief as follows:

(1) 10% points for activities carried out by daily operational groups for:

- 1.1 8 – 10% points for a strong operational group,
- 1.2 5 – 7% points for an acceptable operation group,
- 1.3 1 – 4% points for an operational group which requires

improvement.

(2) 10% points for each individual general behaviour and manners, including:

- 2.1 8 – 10% points for appropriate conduct and manners;
- 2.2 5 – 7% points for acceptable conduct and manners;
- 2.3 1 – 4% points for any conduct and manners which require

improvement.

(3) 10% points for qualified leadership and personal capacity:

- 3.1 8 – 10% points for high qualifications;
- 3.2 5 – 7% points for acceptable character;
- 3.3 1 – 4% points for required improvement.

2. Behavioural evaluation by students in the same course shall cover 8 items for totalling 100% points as follows:

a. 20% points for responsibilities toward duties and social activities which include assigned work, training and working participation, observing set regulations, and discipline with good behaviour.

b. 20% points for being a person with ethical conduct who follows good governance practices.

c. 10% points for good human relationships and understanding of other people's position, group adaptation, and joining group activities.

d. 10% points for technical capability and knowledge with initiative and creativity for working and practicing, analytical capacity which contributes to the group, and ability to solve problems faced.

e. 10% points for good characteristics with good mental and physical health and self-confidence with good leadership to win respect and confidence from others while listening to other people's opinions and feedback.

f. 10% points for being a good coordinator for successful target and achievement.

g. 10% points for being a democratic-minded person who willingly listens to others and acts accordingly.

h. 10% points for personal conduct with proper attitude, being generous with friendly manner, no gambling, no improper sexuality, recognition of others' goodness and ability.

The evaluation form shall be decided by the IAD.

Article 42 Behavioural evaluation of any training and seminar course which lasts longer than 4 weeks shall be conducted by the IAD for which evaluation given by students attending the same course shall be included at the ratio of 70% to 30%.

Article 43 Behavioural evaluation of any education and seminar course of 4 weeks or shorter shall be conducted by IAD.

Article 44 The passing criteria for behavioural evaluation shall be at least 70%.

Article 45 The behavioural evaluation form shall be decided by the IAD.

Chapter 5

Authority of School Director and Project Chief

Article 46 The school director and project chief shall have general authority to run the school under certain projects according to IAD rules, regulations, and orders of that of the school or training and seminar projects.

Article 47 The school director and project chief are responsible for supervising and advising students about education, training, and seminar courses including good behaviour and culture.

The school director and project chief have authority to consider disciplinary actions for any student who violates rules, regulations, orders, and announcements issued by the school as follows:

- (1) warning;
- (2) cutting behaviour marks;
- (3) report to IAD Rector who shall operate according to required rules, regulations, and orders, as the case may be.

Article 48 During the training and seminars conducted internally, the school director and project chief shall prepare student records and registration comprising training and general behaviour, appearance and character, and position suitability after being trained for and other observable potential for submission to the IAD Rector.

Article 49 During the school training and seminar courses, if the school director or project chief has observed that any student has failed to pass conducted

technical and behavioural evaluation according to the set criteria and shall not gain the required points for passing at the end of the course; then the school director or project chief shall report to the IAD Rector who shall accordingly report to the Director of the Provincial Administration Department for having the concerned authority send the said participant back to his/her supervisory agency prior to the designated period.

Article 50 The school director and project chief shall supervise the training and seminar operations as prescribed by relevant rules, regulations, and orders of that specific course and shall immediately report the outcomes at their completion.

Article 51 For the benefit of all training and seminar courses, the school director and project chief of each school shall be allowed to add any required practices with the approval of the IAD Rector.

Article 52 The school director and project chief are authorized, if it is deemed necessary, to assign any qualified person to operate on their behalf.

Given on the 18th Day of February B.E. 2534

Signed.....

(Mr. Prasarn Sukrangsarn)

Rector, Institute Administration Development