

**Chulabhorn Royal Academy
Regulation on the Administration of
HRH Princess Chulabhorn College of Medical Science
(1st Amendment B.E. 2562 (2019))**

Whereas it is expedient to amend the Chulabhorn Royal Academy regulations governing the administration of HRH Princess Chulabhorn College of Medical Science B.E. 2559 (2016);

By virtue of Section 22(2) of the Chulabhorn Royal Academy Act B.E. 2559 (2016) and the Amendment thereof, combined with the resolution of the Chulabhorn Royal Academy Council in its Meeting # 1/2562 held on January 11, 2019, the Chulabhorn Royal Academy issues the following Regulation:

- Article 1 This Regulation is called “Regulation of Chulabhorn Royal Academy on the Administration of HRH Princess Chulabhorn College of Medical Science (1st Amendment B.E. 2562)”
- Article 2 The provisions of the Regulation of Chulabhorn Royal Academy on the Administration of HRH Princess Chulabhorn College of Medical Science B.E. 2559 shall be repealed.
- Article 3 This Regulation shall come into effect on the day of its announcement.
- Article 4 In this Regulation:
- “Royal Academy” means Chulabhorn Royal Academy.
- “Royal Academy Council” means Chulabhorn Royal Academy Council.
- “President of the Royal Academy” means President of the Chulabhorn Royal Academy.
- “Chairman of the Royal Academy Council” means Chairman of the Chulabhorn Royal Academy Council.
- “Secretary-General” means the Secretary-General of the Chulabhorn Royal Academy.
- “College” means HRH Princess Chulabhorn College of Medical Science.
- “Chairman of the College” means Chairman of the Council of HRH Princess Chulabhorn College of Medical Science.

“College Council” means the Council of HRH Princess Chulabhorn College of Medical Science under Section 37 of the Chulabhorn Royal Academy Act B.E. 2559.

“Hospital” means Chulabhorn Hospital.

“Faculty” means a work unit established under HRH Princess Chulabhorn College of Medical Science, with the approval of the Chulabhorn Royal Academy Council, responsible for teaching and academic instruction, including work units which may be called otherwise and have the status equivalent to a faculty and are responsible for teaching and academic instruction.

“Rector” means Rector of HRH Princess Chulabhorn College of Medical Science.

“Vice-Rector” means Vice -Rector of HRH Princess Chulabhorn College of Medical Science.

“Assistant to the Rector” means Assistant to the Rector of HRH Princess Chulabhorn College of Medical Science.

“Dean” means the Head of a Faculty or a work unit called by another name equivalent in status to a faculty, responsible for teaching and academic instruction, set up by the Chulabhorn Royal Academy.

“Director of the Hospital” means Director of Chulabhorn Hospital.

“Director of the Veterinary Hospital” means Director of Tippimarn Veterinary Hospital.

“Head, Office of the College” means the Head of the Office of HRH Princess Chulabhorn College of Medical Science.

“Practitioner in the College” means an official, staff or employee who is working at HRH Princess Chulabhorn College of Medical Science, including people from government agencies or employees of government agencies on assignment to HRH Princess Chulabhorn College of Medical Science, as well as those who work at the College under the terms of employment whereby they receive a gratuity rather than a monthly salary.

Article 5

The Rector shall be in charge of this Regulation. In the event that there is contentious interpretation regarding compliance with this Regulation, the Rector shall give the final judgment and is authorized to issue any announcement or order for the purpose of establishing the criteria in compliance with this Regulation.

Chapter 1

General Provisions

Article 6 Her Royal Highness Princess Chulabhorn College of Medical Science is a department under the control and supervision of the Royal Academy with responsibility for education and production of graduates at all levels, conducting research to create new knowledge, provision of academic and professional services in the fields of medicine, nursing, medical sciences, health sciences and other related disciplines, as well as provision of treatment services for patients and sick animals.

Chapter 2

Organization

Article 7 The College may be divided into faculties, hospitals, medical centers, office of the College, schools, divisions or units called by other names at various levels according to the objectives of the College.

The establishment and division of work units under paragraph one shall be in the form of announcements of the College with approval of the College Council and acknowledgement of the Royal Academy Council. In this regard, such establishment and division of work units must be consistent with the guidelines and policy regarding organizational structure of the Royal Academy.

Article 8 The Rector shall be the head of HRH Princess Chulabhorn College of Medical Science.

Article 9 The Rector, with approval of the Secretary-General of the Royal Academy, is the representative in all the affairs of HRH Princess Chulabhorn College of Medical Science, and shall have the power and duties thereof, or may delegate the said powers and duties to any person or any party to undertake the following:

- 1) Administer the College in accordance with the laws, statutes, regulations, announcements of the Royal Academy according to the objectives of the Royal Academy and the College.
- 2) Manage personnel, finances, procurement and other assets of the College according to the resolutions or laws, statutes, regulations and announcements of the Royal Academy or the College.
- 3) Appoint or remove assistants to the Rector.
- 4) Approve the placement, appointment, transfer, disciplinary action, removal of practitioners at the College, including performance appraisal, and

approve the appointment, transfer and removal of practitioners of the College as head of a division or work unit, or other equivalent positions, or other lesser supervisory positions under the governing statutes and regulations regarding personnel administration of the Royal Academy.

- 5) Prepare a development plan and an action plan within the timeframe specified by the Royal Academy, as well as ensure the monitoring and evaluation of various aspects of the operational results of the College.
- 6) Procure resources from various sources to support operations to achieve the objectives of the College.
- 7) Prepare the budget statements for submission to the College Council and the Royal Academy Council.
- 8) Present the performance of the College in various aspects and the annual report to the College Council and the Royal Academy Council.
- 9) Perform other duties under the laws, statutes, regulations and announcements of the Royal Academy or the College, or as prescribed by the Royal Academy.

Any lawful acts performed by the Rector or the delegate under paragraph one within the scope of power and to the benefit of the College or the Royal Academy, shall inevitably be binding on the Royal Academy.

Article 10 The Rector shall have the qualifications and none of the prohibitions under Section 31 paragraph one and paragraph three and Section 36 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment.

Acquiring the Rector of the College shall proceed according to the Regulation of the Royal Academy governing the selection of the Secretary-General of the Royal Academy *mutatis mutandis*.

A Vice-Rector of the College shall be appointed by the Secretary-General of the Royal Academy on the recommendation of the Rector, whereby the Vice-Rector shall have the qualifications and none of the prohibitions under Section 31 paragraph one and paragraph three and Section 36 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment.

An Assistant to the Rector shall be appointed by the Rector from candidates who have the qualifications and none of the prohibitions under Section 31 paragraph one and paragraph three and Section 36 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment.

Article 11 The Rector serves a term of office of four years and may be reappointed by Royal Command.

The Vice-Rector and Assistant to the Rector shall vacate their office when the position of Rector is vacated.

Aside from expiration of tenure, the Rector shall vacate the office upon:

- 1) Death;
- 2) Resignation;
- 3) Being disqualified or prohibited under Section 31 paragraph one and paragraph three and Section 36 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment;
- 4) Being incompetent or quasi-incompetent;
- 5) Being bankrupt;
- 6) Being removed from office by the Royal Academy Council with a vote of more than half the total number of councilors;
- 7) Being removed from office by the Royal Academy Council due to failing the performance appraisal criteria prescribed by the Royal Academy Council under Section 44 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment;
- 8) Being imprisoned by a final sentence of imprisonment.

Article 12 The Rector and Vice-Rector must possess one of the following qualifications:

- 1) Have a doctorate degree or equivalent conferred by the College or any other higher education institution accredited by the Royal Academy Council and have at least three years of experience in teaching and administration at the Royal Academy or any other higher education institute accredited by the Royal Academy, or have other administrative experience according to the criteria and time period specified in the regulations of the Royal Academy.
- 2) Have a degree at any level or equivalent conferred by the College or any other higher education institution accredited by the Royal Academy Council and have at least five years of experience in teaching and administration at the Royal Academy or any other higher education institution accredited by the Royal Academy, or have other administrative experience according to the criteria and time period specified in the regulations of the Royal Academy.

The Assistant to the Rector must have a degree at any level or equivalent conferred by the Royal Academy or any other higher education institution accredited by the Royal Academy Council.

In addition to the qualifications in paragraph one and paragraph two, the Rector, Vice-Rector and Assistant to the Rector must have other qualifications and none of the prohibitions stipulated in the Royal Academy regulations.

Article 13 In the event that the Rector is unable to fulfil his duties, the most senior Vice – Rector shall be Acting Rector.

In the case where there is no Vice-Rector or no Acting Rector under paragraph one, or paragraph there is but the said person is unable to fulfil the duties of the Rector, the Royal Academy shall appoint a person who has the qualifications and none of the prohibitions under Section 31 paragraph one and paragraph three, and Section 36 of the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment to be the Acting Rector.

Section 14 In the administration of the College, there shall be the Council of HRH Princess Chulabhorn College of Medical Science as the departmental executive committee, with no more than 15 councilors comprising the following:

The Rector as Chair of the Council

No more than 4 faculty deans and hospital directors approved by the Rector

No more than 8 experts as Councilors

One Vice-Rector as Councilor and Secretary

Director of the College Office as Assistant to the Secretary

The President of the Royal Academy shall give counsel through the Secretary-General or the Chair of the Royal Academy Council in the appointment of the expert councilors who shall serve a term of office of three years but may be reappointed.

The Chair of the College Council may propose to the Secretary-General for consideration and approval of the appointment of advisors to the College Council as deemed appropriate.

In the event that the Chair of the College Council is unable to fulfil his duties in a meeting of the College Council, the remaining councilors shall elect the most senior expert councilor to chair the meeting.

Article 15 Councilors of the College Council have the following powers and duties:

- 1) Formulate policies and plans of the College in accordance with the policy of the Royal Academy and the objectives of the establishment of the College.
- 2) Consider and propose the College's budget statement for the approval of the Royal Academy Council.
- 3) Develop guidelines and supervise the administration of the College.
- 4) Review compensation and special remuneration payment on performance basis from the income of the College for its practitioners, to be proposed to the Royal Academy Council for approval.
- 5) Review academic promotion requests prior to proposing such requests to the Royal Academy Council.

- 6) Consider matters pertaining to discipline of students in accordance with the regulations of the Royal Academy.
- 7) Review placement of personnel that does not comply with the rules and regulations, along with the reasons and necessity, to be submitted for the consideration and approval of the executive committee of the College.
- 8) Approve the establishment, integration, modification, dissolution and division of internal work units of the College in accordance with the organization policy of the Royal Academy. In this regard, the College shall issue its announcements and report to the Royal Academy Council for acknowledgement.
- 9) Screen the curricula of the College for submission to the Royal Academy Council for consideration and approval.
- 10) Review the administrative regulations of the faculties and other equivalent work units or agencies directly under the College, with the exception of the Hospital and the Veterinary Hospital, and the announcements of the College and such faculties relating to the rate of operational costs, rate of compensation, remuneration sum and rate of various services according to the statutes, regulations or announcements of the Royal Academy.
- 11) Regulate and issue administrative announcements regarding general administration, management of human resources, finance and accounting, procurement and budget, research, provision of academic and professional services to the public, as well as any other matter pertaining to the operation of the College according to the policy and regulations of the Royal Academy.
- 12) Consider assigning the Rector or the Director of the Hospital to consider issuing Hospital announcements relating to the rate of costs of medical services, including the rate of various treatments, compensation rate, remuneration for practitioners providing medical services in accordance with the policy of the Royal Academy regarding the establishment of Chulabhorn Hospital.
- 13) Appoint committees, sub-committees, working groups, or assign any person to undertake any task within the powers and responsibility of the College Council.
- 14) Provide education in accordance with the legal and regulatory requirements under the relevant academic standards of the Royal Academy.
- 15) Perform other duties as assigned by the Royal Academy Council.

Faculties

Article 16 Powers and duties of the Dean:

There shall be a Dean responsible for the administration of the academic faculty in accordance with the guidelines and policy stipulated by the College Council and there may be

one or many associate deans or assistant deans as deemed appropriate by the College Council for the purpose of assisting in the administration of the faculty.

The Dean is the chief executive of the Faculty and has the power and duty in personnel management of the Faculty with authority of supervision, planning, and development of work plans of the Faculty in accordance with the policy of the College, as well as being the representative of the Faculty in engagement with external parties, except in cases of any action related to contracts or documentation with the College or the Royal Academy, or pertaining to the performance and authority of the College, which shall be presented to the Rector for consideration and further action.

Article 17 The organizational management of the Faculty shall be according to the structure prescribed by the College Council, taking into account management efficiency and effectiveness and issued as an announcement of the College.

Article 18 The process of appointing the Dean may proceed on the recommendation of the President of the Royal Academy through the Secretary-General, or may proceed through the appointment of a recruitment or selection committee by the Royal Academy Council, whichever the case may be. Whether the procedure for recruitment or selection is used, shall be based on the recommendation of the President of the Royal Academy through the Secretary-General or the resolution of the Royal Academy Council.

Article 19 The composition of the recruitment or selection committee under Article 18 shall comprise the Rector as Chair, the Deputy Secretary-General serving as Secretary of the Royal Academy Council, one expert councilor of the College Council, one external expert related to the academic field of the Faculty as members, and the Director of the Office of the College as the secretary of the committee.

Article 20 In acquiring the committee under Article 18, the Rector shall select experts from the College Council and outsiders for proposal to the Royal Academy Council for appointment.

Article 21 Qualifications of the Dean:

The Dean shall be appointed from persons with administrative knowledge and abilities who have the qualifications and none of the prohibitions specified in the Chulabhorn Royal Academy Act B.E. 2559 and its Amendment under Section 31 paragraph one and paragraph three and Section 36.

The Rector, with the approval of the College Council, shall nominate the person with the qualifications under paragraph one and being acquired under the process in Article 18, to the Royal Academy Council for appointment as the Dean.

Article 22 The term of office of the Dean shall be three years, after which he or she may be reappointed; however, the Dean shall not serve more than 2 consecutive terms unless there is valid necessity or outstanding achievement.

The vacancy of office of the Dean, aside from expiration of tenure, shall apply the same principles as for vacating the office of Rector, with the associate dean and assistant dean also vacating their office along with the dean.

In the event that the Dean vacates his or her office and a successor is not yet appointed, the Rector shall appoint a practitioner of the College as acting dean until a new dean is appointed.

Departments

Article 23 Recruitment of heads of departments

In the event that it deems necessary and there is workload in any discipline that is proportional to establishment of an academic department, the Dean with the approval of the Rector shall propose the establishment of such department to the College Council for consideration and approval, after which the said decision shall be presented to the Royal Academy Council for acknowledgement and issued as an announcement of the Royal Academy.

The departmental head is supervisor responsible for the work of the department, and is appointed by the Rector on recommendation of the Dean, from faculty members with knowledge and abilities in the relevant academic field, who have served for at least two years at the College or higher education institutions, as nominated by the Dean and formalized in an announcement of the College.

The term of office of the departmental head shall be three years, after which they may be reappointed; however, the departmental head shall not serve more than 2 consecutive terms.

Chulabhorn Hospital and Tippiman Veterinary Hospital

Article 24 Chulabhorn Hospital and Tippiman Veterinary Hospital shall be agencies under the College with responsibility for providing medical and public health services to the general public and veterinary care and treatment of sick animals, whereby they shall each have specific administrative regulations and a director as the chief executive of the hospital and the veterinary hospital respectively, who may assign any person to perform duties on their behalf.

Office of the College

Article 25 There shall be an Office of the College responsible for general administration of the College, unrelated to management of education, research and provision of

medical treatment services. The Office shall assist the Rector in performance of his duties and in the general coordination of the College.

Article 26 The Rector may nominate a practitioner of the College to the College Council for consideration and appointment as Head of the Office of the College, equivalent in rank to an Assistant to the Rector, to supervise the operation and personnel of the Office of the College. The Head of the Office of the College shall serve a term of three years and may be re-appointed.

Article 27 Division of work in the Office of the College shall be proposed by the Rector to the College Council for consideration and issued as an announcement of the College.

Chapter 3

Operation

Article 28 Operations related to management of academic affairs, human resources, finance, procurement, assets and budget matters shall be in accordance with the rules, regulations, criteria and procedures specified by the Royal Academy or as assigned by the Royal Academy Council.

Article 29 The income of the College is derived from the following:

- (1) Government subsidy,
- (2) Subsidy allocated by the Royal Academy,
- (3) Subsidy received from external financial sources,
- (4) Credit, tuition and other fees generated by the operation of the College,
- (5) Money or other assets donated to the College according to the objective of the donor.
- (6) Monetary benefits from investment as specified by the College Council in accordance with the laws on finance and budget, statutes and regulations of the Royal Academy.
- (7) Interest, fines or other benefits from the operational activities of the College,
- (8) Income from provision of medical services and organizing training or medical conferences and others,
- (9) Other sources of income.

The income of the College shall be submitted as the income of the Royal Academy at the rate specified by the Royal Academy Council.

Article 30 The expenditure of the College is as follows:

- (1) Operational costs, namely salary, wages, compensation, allowance, material cost, infrastructure cost, welfare and other costs;
- (2) Capital expenditure, namely investment in land and construction, costs of tools and equipment
- (3) Capital expenditure for procurement of benefits;
- (4) Expenditure related to operations of special projects approved by the Royal Academy such as compensation and other special compensation to a person or persons to perform tasks in the said special projects;
- (5) Public relations expenditure to publicize the College and its achievements;
- (6) Expenditure on patients or patients' relatives, or students who are needy or have good grades, or expenditure relating to scholarship funds for those within the Royal Academy and externally;
- (7) Expenditure on public charity and royally - sponsored projects which are in accordance with the objectives of the College and the aspiration of HRH Princess Chulabhorn in establishing the Chulabhorn Royal Academy.
- (8) Expenditure on research and development of innovation in the procurement of durable articles and research materials for researchers both within the College and externally, or external agencies collaborating with the College in conducting research;
- (9) Other expenditure specified by the College Council.

Article 31 The Rector has the powers to authorize payment, hiring, purchase, incurring of debt obligations under Article 30 according to the amount stated in the approved budget statement but not exceeding the maximum limit specified by the Royal Academy Council.

Approval of disbursement is the authority of the Rector as per the obligation incurred. The Rector may delegate such authority under Article 31 to a practitioner at the College as deemed appropriate and inform the College Council thereof.

Article 32 The Rector is responsible for establishing and maintaining accounting systems that are correct according to international standards or as specified by the College Council or the Royal Academy Council, classified by key types of operation, having accounting books or information systems, or posting receipts and payments of assets and liabilities, showing existing operations truthfully and reasonably according to key types of operation, together with notes on the source of such item. In this regard, there shall be regular internal audit of the accounting systems.

Article 33 The Rector shall be responsible, or delegate the responsibility to someone, for preparation of financial reports as follows:

- 1) Submit reports on the monthly income and expenditure as well as the remaining budget of the College to the Royal Academy Council on a quarterly basis.
- 2) Prepare the annual financial statement for submission to the Royal Academy Council within 90 (ninety) days from the date of the end of the fiscal year.

Article 34 There shall be internal financial, management and operational audits in accordance with the criteria specified by the Royal Academy Council.

Article 35 The Rector shall be responsible for arranging the preparation of the report on the operational results and the financial reports of the College for submission to the College Council and the Royal Academy Council for consideration and publication as the Annual Report.

Announced on the 11th Day of January B.E. 2562 (2019)

Signature

(Professor Nithi Mahanonda, M.D.)

Secretary-General of Chulabhorn Royal Academy