



Assumption University Regulations

on

Code of Ethics for the University Council Chairman, the University Council Members, the University Administrators, Academic Personnel, Supporting Personnel, and Students 2021

According to the Higher Education Act 2019 Section 20 which stipulates that the Council of Higher Education Institutions must provide the Code of Ethics for the University Council Chairman, the University Council Members, the University Administrators, Academic Personnel, Supporting Personnel, and Students with mechanisms to effectively promote, monitor and enforce the code of ethics;

Assumption University Council by virtue of Section 34 (2) of the Private Institute of Higher Education Act 2003 Amendment (No. 2) 2007 and Assumption University Council resolutions at the 3rd meeting of the academic year 2020 on February 25, 2021, the Assumption University Code of Ethics shall be issued as follows:

Section 1

General

1. This regulation is entitled "the Regulation on the Code of Ethics for the University Council Chairman, the University Council Members, the University Administrators, Academic Personnel, Supporting Personnel, and Students 2021."

2. In this regulation,

"University" means Assumption University.

"Chairman of the University Council" means the Chairman of the Assumption University Council.

"Council Member" means a member of the Assumption University Council.

"Administrator" means the administrators at all levels of Assumption University.

"Academic Personnel" means full-time instructor, senior Lecturer, part-time instructor, researcher and staff at the University is in the academic field.

"Supporting Personnel" means a full-time officer, senior officer, employee service personnel by contract.

"Student" means students in various courses of Assumption University.

"The Ethics Committee" is the ethics committee of Assumption University.

3. This regulation will become effective with full enforcement on the 90th day after the day of the announcement.

4. When this regulation comes into force, all previously existing regulations, rules, orders, announcements or guidelines regarding ethics or code of conduct shall be repealed and use this regulation instead.

Section 2

Ethics of the University Council Chairman and University Council Members

5. Understand and adhere to the ideology, values, vision and mission of the University.

6. Determine and direct policies throughout protecting good governance for the benefits of students, parents, staffs and the public.

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7. Supervise the University to manage professionally in accordance with the principles of good governance, especially operating in various matters with morality and order.

8. Initiate the experience to develop The University Council to advance and modernize to be the highest organization of the University.

9. Maintain reputation, dignity and legitimate interests of the University.

10. Perform duties as a participatory organization, seeking consensus and listen to all-round information.

11. Ignore or avoid the virtue of their duties, exploitation for oneself or their associates or others, or consenting to their associates or others to use their powers and duties to benefit either directly or indirectly.

12. Do not act or behave in opposition or cause damages to the University and have no conflicts of interests or with the University.

Section 3

Ethics of the University Administrators

13. Understand and adhere to the ideology, values, vision and mission of the University.

14. Behave oneself as a good example and perform duties with carefulness.

15. Stand up for the righteousness and comply with the laws and regulations.

16. Uphold the value, focus on the quality, performance, and effectiveness of the work.

17. Sacrifice and dedicate oneself mainly to the interests of the University.

18. Exercise power by principles and legitimate reasons.

19. Pay attention to and respect personnel in the work operation, morale, and welfare aspects with fairness. Adhere to morality.

20. Listen to the opinions of others, teach, suggest, promote, advise, and criticize based on legitimate rationale.

21. Assign works to suit the job position.

22. Provides opportunities for personnel to have a significant role and involvement in the work process.

Section 4

Ethics of the University Personnel

Part 1

Academic Personnel

23. Understand and adhere to ideology, values, vision, and mission of the University.

24. Love, have faith, and hold a positive attitude towards the University and do not disgrace the University.

25. Love, have faith, and hold a responsibility towards one's profession and be a good member of the professional community.

26. Behave in a polite manner. Understand ethnic and cultural differences.

27. Perform duties without unlawful benefit to oneself or others.

28. Inform students of the teaching and assessment guidelines when the semester begins.
29. Assign textbooks and teaching materials in the quantity and level appropriate to the course contents.
30. Strictly use the language specified by the University to in the teaching.
31. Be punctual when teaching. Do not leave the teaching duties halfway. Do not cancel classes without valid reasons. Provide extra hours to compensate should the classes are cancelled.
32. Wholeheartedly teach, train, shape thought patterns and habits, knowledge, and skills of the students in an ethical manner to the fullest capacity.
33. Assess the learning outcomes in accordance to academic standard and submit the evaluation results within the timeframe specified by the University.
34. Do not alter the students' scores or exam results in a wrongful manner.
35. Refrain from instruction or training the students to act against the law or morality.
36. Behave oneself as a good role model for the students physically, verbally, and mentally.
37. Be an ethical researcher.
38. Perform duties with academic freedom. Do not allow oneself to be under influence of others or personal gains.
39. Do not violate freedom or academic works of others.
40. Must not participate in a personal activity which arouses any doubt or suspicion that the activity may cause a conflict of interest between their personal interests and duties.
41. Refrain from engaging in any actions that lead to verbal and physical sexual harassment of students or others who are not their husband or wife.
42. Refrain from committing sexual misconduct or having sexual relations with students or others who are not their husband or wife.

Part 2

Support Staff

43. Possess good attitude and keen on personal development to enhance knowledge and skills needed in order to work more effectively and efficiently.
44. Possess punctuality and spend their working time productively.
45. Work prudently to the best of their ability with accuracy and logic in a timely manner.
46. Possess politeness and have a good understanding of different races and cultures.
47. Comply with rules and regulations, demonstrating fairness and freedom from bias.
48. Cooperate and assist other staff in working and finding a solution should any problem arises.
49. Respect their supervisors. Complete their assigned duties. Provide feedback and report facts as they occur to the supervisors.
50. Provide service to students, parents, and others with politeness and cordiality.
51. Possess the quality of trustworthiness, reliability and responsibility.
52. Refrain from soliciting, arranging, or accepting all forms of bribery for the benefit of students or others by agreeing to do or not to do their job duties.

53. Refrain from using and disclosing students' and others' information for their own benefit and/or the benefit of others.

54. Refrain from engaging in any actions that lead to verbal and physical sexual harassment of others who are not their husband or wife.

Section 5 Student Ethics

55. AU students should strictly follow the University regulations and disciplines in an effort to improve the University's reputation.

56. AU students should pay close attention to their studies, and behave appropriately as AU students fostering the AU identity as specified by the University.

57. AU students should maintain harmony as well as politeness, understand national and cultural diversity and differences, respect others, and able to live together harmoniously without causing problems and disagreement.

58. AU students should observe Thai traditions and culture.

59. AU students should listen to and respect instructions or advice given by instructors as well as AU personnel.

60. AU students must comply with the University examination regulations and must not commit an act of academic dishonesty such as cheating in examinations.

61. AU students must not violate the law or cause any disturbances, or behave inappropriately which could bring about negative reputation to the University.

62. AU students must not consume alcoholic beverages within the University premises.

Section 6 Protocol and Code of Moral Conduct

Part 1 Ethics Protection Organization

63. The University Council appoints the Ethics Committee members consisting of the following:

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| (1) University Council's honourable committee member | President |
| (2) President or vice president appointed by the President | Committee |
| (3) Executive representative of the University | Committee |
| (4) Representative for Academic Affairs | Committee |
| (5) Representative for Academic Support | Committee |
| (6) Director for the Office of Human Resources Management | Committee and secretary |
| (7) Personnel appointed by the Director of the Office of Human Resources Management | Assistant to the secretary |

64. The Ethics Committee shall vacate office upon:

- (1) Death
- (2) Resignation
- (3) Dismissal by the University Council

65. The ethics committee members' main duties and responsibilities are as follows:

- (1) Offer ethics guidance and measures according to the University regulations herewith to the University Council.
- (2) Offer guidance to improve the University regulations herewith.

- (3) Consider and diagnose misconduct.
- (4) Appoint a working group or subcommittee to help work as needed and appropriate.
- (5) Perform duties another council tasked with.

Section 2
The Enforcement

66. Offenses of the Code of Ethics in relation to the disciplines shall proceed in accordance with the law or the University regulations governing personnel management. If it is not a disciplinary offense, proceed as follows:

1. Warning or,
2. Order to rectify actions within the time limit or,
3. Take parole.

After any of the action in clause 1 above has been taken, notify the Office of Human Resources Management to put in the individual record.

Announced on February 25, 2021

Dechachai Sripicharn

(Rev.Bro.Dr. Dechachai Sripicharn)
Chairman of the Assumption University Council

N.B.: In case legal interpretation is needed, the original Thai version shall be in use.