Announcement of Faculty of Fine Arts, Chiang Mai University, on
Guidelines for the Use of Research and Creation Projects by Personal Funds as
References for Research Workloads

   Whereas Chiang Mai University has set the minimum workload of teachers through CMU-MIS system that each teacher has to do research works for 5 hours a week, teachers who create works with their own personal funds cannot refer to such works as research workloads in CMU-MIS system because the aforementioned system requires that the budget from a fund has to be indicated so that the work can be registered as a research project under the university in the CMU-Research. Nevertheless, there are teachers who do research works and creation projects with their own personal funds and desire to refer to such works and projects as research workloads; hence, Faculty of Fine Arts, receiving approval from the Research and Academic Services Committee of Faculty of Fine Arts in 2/2024 meeting on 27th August 2024, cancels the Announcement of Faculty of Fine Arts, Chiang Mai University, on Guidelines for the Use of Research and Creation Projects from Personal Funds as References for Research Workloads, date 13th August 2020, and set the new Guidelines for the Use of Research and Creation Projects from Personal Funds as References for Research Workloads, as follows.

1. **Condition:**
   1.1 The project must be completely done within 1 year.

2. **Schedule for Proposal Submission:** Anyone that desires to submit the proposal of a project by personal fund has to submit required document of workload (Term of Reference-TOR) for a teacher or researcher. The Faculty will accept project proposals three times a year, as follows:
   Round 1: 1st January – 31st January of the Year; and
   Round 2: 1st May– 31st May of the Year; and
   Round 3: 1st September – 30th September of the Year.
   In case where a project proposal is submitted out of a scheduled round, the Faculty will consider the project proposal in the following round.

3. **Operation Procedure**
   3.1 Researchers have to write the proposals of their research or creation projects in the form and template set by the Faculty, as well as details of the funds for their projects, which have to be submitted for primary approval from the committees of the departments that they are under.
   3.2 The departments will present the projects to the Faculty by submitting the following documents:
     3.2.1 Project Proposal (PDF file) primarily approved by the committee of the department; and
     3.2.2 Result from the consideration of the committee of the department (indicating from what meeting and on what day the project proposal is approved by the committee of the department, with the minute of the respective meeting enclosed).

/3.3 Faculty of Fine Arts...

3.3 Faculty of Fine Arts, by the Research and Academic Services Committee, consider all the submitted to give approval.

3.4 Faculty of Fine Arts will record the proposed project in the database of CMU-Research system.

3.5 Faculty of Fine Arts requires the head of the project to Sind the memorandum of agreement (MOA) for the research or creation project.

3.6 When the project is completely done, the head of the project must submit to the Faculty the following documents, through the department:

3.6.1 A complete project report: 1 set (PDF file);

3.6.2 A report of the implementation of the research findings (the template of which can be retrieved from the Research Administration Unit); and

3.6.3 Evidence of the publicity of the work, such as Exhibition, brochures, catalogs, posters and images that are relating to the work and published.

3.7 Faculty of Fine Arts or the Research and Academic Services Committee gives approval to the project and the project is considered completely finished.