



5.15 POLICY ON RESEARCH UNIT ESTABLISHMENT

1. General

The purpose of this policy is to govern the establishment and administrations of Research Units.

2. Establishment of Research Units

A Research Unit can be established with the following conditions:

- 2.1 There exists a group of faculty members who have expertise and interest in the related fields of the Research Unit.
- 2.2 The core members of Research Unit must be strong in the field of Research Unit and must be capable to obtain external funds.
- 2.3 Research unit should have its own supporting staff,
- 2.4 Research unit must purchase all material supplies by using its own budget,
- 2.5 The Institute may provide space (as necessary) for each Research Unit

The establishment of Research Unit shall be approved by the Executive Committee with the recommendations from the Research Center and Research Unit Committee.

3. Functions of Research Unit

Research Units shall focus on the following functions:

- 3.1 Conducting sponsored research projects which normally require multidisciplinary or specialized expertise.
- 3.2 Participating in supervising thesis, conducting teaching, curriculum development, etc.
- 3.3 Conducting training programs relevant to the area of expertise of the Research Unit.
- 3.4 Conducting advanced services that require research expertise of the staff of the Research Unit.

4. Appointment of Head of Research Unit

Head of Research Unit is responsible for managing all operations of Research Center, which must comply with the policies and guidelines set by the Research Center and Research Unit Committee. Head of Research Unit must be a SIIT faculty member. Head of Research Unit must be appointed by the Executive Committee with recommendation from the Research Center and Research Unit Committee for a period of 3 years. The re-appointment of Head of Research unit can be done with no limit terms by the Executive Committee with recommendation from the Research Center and Research Unit Committee.

5. Management

In principle, the management of a Research Unit is carried out by the Head of Research Unit.

5.1 Financial Management

- 5.1.1 The income of a Research Unit comes from sponsored research projects, training programs and other related activities conducted by that Research Unit.
- 5.1.2 The financial management of all Research Unit must follow the SIIT regulations on sponsored research projects and training programs.
- 5.1.3 Salaries and all fringe benefits of staffs employed by a Research Unit are paid from the income of that Research Unit.
- 5.1.4 Depending on the performance of a Research Unit, the salaries, the rates of fringe benefits, and the annual increases of the salaries for staff employed by Research Unit are decided by the Research Center and Research Unit Committee, which can be different in different Research Units; as well as different from those rates for SIIT

staffs. The starting salary, as well as the salary caps, of the staff of Research Units should not be 20% more than those obtained by the SIIT's staff in similar positions.

- 5.1.5 Research Units may have their own financial accounts which are separated from that of the existing operation of SIIT.
- 5.1.6 In the case that a separated account is set for a research unit, when the financial status of that Research Unit starts to show sign of deficit, the situation must be immediately reported to the Research Center and Research Unit Committee and Executive Committee for appropriate action(s) by the Head of that Research Unit. Termination of Research Unit shall be done when the financial status of that Research Unit shows no sign of improvement from deficit, or the activities of Research Unit are no longer academically relevant. In such case, all the costs resulting from the termination of Research Unit must be paid from the Common Fund/assets of that Research Unit. The total remaining assets of that Research Unit shall then be transferred to the Common Funds of the schools those the faculty members of that Research Unit are affiliated with. Termination of a Research Unit shall be reported to the Research Center and Research Unit Committee and the Executive Committee.

7.2 Personal Management

- 7.2.1 The recruitment of supporting staff and secretary (ies) shall be conducted by the Head of Research Unit together with the agreement among faculty members in that Research Unit.

CHART 1: Fund Appropriations

