

Naresuan University Regulations on the Code of Ethics and Ethical Conduct for Personnel, 2025

It is deemed appropriate to revise the Naresuan University regulations concerning the code of conduct for personnel to be more suitable and consistent with the current circumstances, in order to ensure efficient and effective university administration and to provide a framework for the conduct of personnel who are of good quality, possess morality and ethics, maintain standards of honor and dignity, and inspire trust and confidence in the public.

Pursuant to the authority of Section 14(2) of the 1990 Naresuan University Act and Sections 17, 45, 46, and 65/1 of the Civil Service Act for Higher Education Institutions 2004 and its amendments, and the announcement of the Civil Service Commission in Higher Education Institutions regarding the standards of ethics to be expected in higher education institutions announced on 22 August 2008, together with the content of Clause 4 of the Code of Ethics for Civil Servants in Higher Education Institutions, personnel and other workers in higher education institutions, and the Naresuan University Regulations on the Code of Ethics 2022, together with the resolution of the Naresuan University Council at its 339th meeting (4/2021) on 31 August 2025, the following regulations are hereby issued:

Article 1. This regulation is called “Naresuan University Regulations on Code of Ethics and Ethical Conduct of Personnel, 2025.”

Article 2. These regulations shall come into force on the day following the date of their publication.

Article 3. The Naresuan University Regulations on the Code of Conduct for Personnel, 2010, are hereby repealed.

Any rules, announcements, resolutions, orders, or other guidelines that conflict with or contradict these regulations shall be governed by these regulations or by any announcements, resolutions, orders, or guidelines issued under these regulations.

Article 4

“University” means Naresuan University.

“University Council” means the Naresuan University Council.

“Department” means faculties, colleges, institutes, offices, and other equivalent organizations, and includes the Office of the President.

“Naresuan University Ethics Committee” means the University’s Ethics Committee.

“Executives” means the President, Vice-Presidents, Assistants to the Presidents, Heads of Departments, Directors of the President’s Office, Deputy Heads of Departments, Directors of Divisions, Heads of Faculty Secretariats, and positions of equivalent status.

“Personnel” means civil servants, university employees, government employees, and various types of employees of Naresuan University, and also includes administrators and faculty members of Naresuan University.

“Faculty” means academic staff of Naresuan University.

“Superiors” means the President, and includes Deans, Directors of Colleges, Institutes, Offices, Director of Office of the President, Directors of Divisions, Heads of Faculty Secretariats, and Heads of other positions with equivalent status.

“Subordinates” means employees of Naresuan University who are required to perform their duties in accordance with the lawful orders of their superiors.

“Colleagues” means persons who work together in the same department or in different departments but are assigned or appointed to work together.

“Students” means students of Naresuan University and enrolled students in various courses and programs of the university, and also includes students of the Naresuan University Demonstration School.

“Investigation Committee” means the Ethics Investigation Committee.

“Performing Duties” means performing tasks that are directly related to one’s job or performing tasks as assigned.

“Spouse” means a person who is legally married, and includes a person who is living together as a couple with an employee through a wedding or other similar ceremony, which is recognized by family members or outsiders as a traditional marital relationship, or whose conduct is publicly known to the general public as a married couple.

“Sexual Harassment” means any act involving physical contact, verbal abuse, or gestures of a sexual nature, and also includes any behavior or communication of a sexual nature that is undesirable or causes distress to the victim.

Article 5. The President shall be responsible for the enforcement of these regulations and shall have the authority to issue announcements, orders, and guidelines to implement these regulations.

In the event of any problems in complying with these regulations, or if interpretation of these regulations is required, the President shall submit the matter to the University Council for a decision, and that decision shall be final.

Section 1

General

Article 6. University Personnel shall adhere to the Code of Ethics set forth in these regulations.

Any Personnel who commit a serious breach of ethics constituting a disciplinary offense or a serious disciplinary offense shall be subject to disciplinary action in accordance with the Civil Service Act for Higher Education Institutions and/or other relevant laws and regulations.

In cases where the University Council or any professional council has established specific codes of ethics for a particular profession, practitioners must adhere to those codes of ethics.

Section 2

Ethics

Part 1

Code of Ethics for University Personnel

Article 7. Personnel shall use their skills in performing their duties with honesty and without seeking undue advantage. If a profession has a code of ethics, it should be followed.

Article 8. Personnel shall be of good moral character and behave appropriately in their work.

Article 9. Personnel shall have a positive attitude and develop themselves to possess morality and ethics, as well as enhance their knowledge, abilities, and skills in order to perform their duties more efficiently and effectively.

Article 10. Personnel shall adhere to the code of ethics prescribed by the University Council.

Part 2

Code of Ethics in Work Performance and Towards the Department

Article 11. Personnel shall perform their duties with honesty, equality, and without bias.

Article 12. Personnel shall perform their duties to the best of their ability, with prudence, speed, diligence, accuracy, and reasonableness, taking into account the best interests of the university and the public.

Article 13. Personnel shall take care of the interests of the government, maintain and use university property economically and efficiently, being careful not to damage or waste it, as a prudent person would treat their own property.

Part 3

Code of Conduct Towards Superiors, Subordinates, and Colleagues

Article 14. Personnel shall be responsible for their work, cooperating and assisting their work group in providing opinions, contributing to tasks, jointly solving problems, and offering suggestions that they believe will be beneficial to the development of the work under their responsibility.

Article 15. Superiors shall take care of their subordinates in terms of work performance, morale, and welfare, and shall listen to the opinions of their subordinates, as well as govern their subordinates with principles and reason that are correct and in accordance with morality.

Article 16. Personnel shall assist and support each other in appropriate ways, and promote unity and cooperation among colleagues in performing their duties for the common good.

Article 17. Personnel shall treat colleagues and all involved parties with courtesy, kindness, and good interpersonal skills.

Article 18. Personnel shall refrain from claiming the work of others as their own.

Part 4

Code of Ethics towards Students, the Public, Service Recipients, and Society

Article 19. Personnel shall provide services to students, the public, and service recipients to the best of their ability with fairness, courtesy, kindness, and using polite and gentle language. When they see that a matter cannot be performed or is not within their authority, they should explain the reasons or advise the recipient to contact the agency or person they know who has the authority and responsibility for that matter.

Article 20. Personnel shall refrain from accepting property or other benefits of a value exceeding what a reasonable person would give as a gift from those receiving services or those who benefit from the performance of their duties. If such property or benefit has been accepted and it is later discovered that it exceeds a reasonable value, the Personnel shall report this to their Superiors promptly so that appropriate action can be taken.

Part 5

Executive Ethics

Article 21. In addition to the Code of Conduct for Personnel as set forth above, executives shall conduct themselves as follows:

- (1) Perform duties based on the principles of fairness and equality.
- (2) Perform duties with responsibility, sacrifice, patience, honesty, integrity, transparency, and ability.
- (3) Perform duties taking into account the public interest, the impact on the workers, and listening to the opinions of stakeholders.

Part 6

Faculty Ethics

Article 22. In addition to the Code of Conduct for Personnel as set forth above, faculty members shall conduct themselves as follows:

- (1) Teach students to the best of their ability, help and treat students with kindness and fairness.
- (2) Maintain oneself as a good example to students and general personnel both in personal and professional matters, and not behave in an adulterous way with students.
- (3) Work with academic freedom, not being dominated by any influence or interest.
- (4) Study, research, and keep up with the latest academic advancements at all times.
- (5) Use their knowledge and abilities to benefit society.
- (6) Have ethical conduct in academic work and research according to the requirements of the National Research Council of Thailand and additional requirements of the University Council.

Part 7

Academic Work Ethics

Article 23. Personnel who have committed unethical and breaches of professional conduct related to academic work, and whose behavior is deemed inappropriate for consideration for an academic position, are as follows:

- (1) The applicant's stated participation in the work is not in accordance with the truth, or there are circumstances suggesting plagiarism of other people's academic work.
- (2) Fabrication of data or facts; distortion of data or facts (falsification).
- (3) Using the academic work of others in applying for an academic position, claiming it as one's own academic work.
- (4) Publishing one's own work on the same subject in more than one academic journal in a manner that could lead to the misunderstanding that it is a new work.
- (5) Copying any text from one's own original work without citing the original work according to academic principles.
- (6) Neglecting or violating the personal rights of others or human rights.

(7) Any personnel who hire, instruct, or use another person to produce academic work to be submitted as part of a program of study in higher education, or in connection with an application for an academic position, position reclassification, promotion, academic rank advancement, or an increase in salary or other remuneration, whether or not compensation is involved.

Any Personnel who are hired or who undertake the preparation of academic work for others for use in a higher education program, or for application for an academic position, promotion, advancement in academic rank, or an increase in salary or other remuneration, except in cases of honest and reasonable academic assistance.

(8) Other conduct that is inappropriate in relation to academic work as determined by the Civil Service Commission in Higher Education Institutions.

If Personnel have behaviors according to Clauses (1) – (8), it may be a serious breach of ethics or a breach of ethics according to Article 24 and may be subject to ethical action according to Article 25 and may be subject to disciplinary action and/or removal of benefits that have been improperly received. This is in relation to the action taken under the Civil Service Act for Higher Education Institutions and/or related laws and regulations according to the criteria of the University and the Civil Service Commission in Higher Education Institutions.

Part 8

Serious Breaches of Professional Conduct

Article 24. Any Personnel who violate the following ethical standards shall be deemed to have committed a serious breach of ethics and a disciplinary offense:

(1) Illegally taking the academic work of others as one's own.

(2) Sexual abuse, sexual harassment, or having a sexual relationship with a student or any other person who is not one's spouse.

(3) Calling, receiving, or agreeing to receive property or other benefits from students or service recipients in order to perform or not perform any action.

(4) Disclosure of secrets of students or service recipients obtained through the performance of duties or from trust, in an improper manner, causing damage to students or service recipients.

(5) Teaching or training students or trainees to perform acts which are known to be illegal or seriously violate public morality.

(6) Any act of unethical conduct that causes serious damage to property or to the honor or reputation of the university.

(7) Abandoning or neglecting official duties (e.g., 15 days for civil servants/government personnel or 7 days for university personnel, as applicable) without reasonable cause, as determined by the University Council according to the circumstances and severity.

(8) Other offenses

In considering matters under the first paragraph, the following factors shall be taken into account: the nature of the violation; intent or deliberateness; motive; the importance and level of the position; the duties and responsibilities of the accused; age, history, and past conduct; the circumstances of the case; the seriousness of the consequences; and any other relevant circumstances.

Section 3

Ethical Penalty

Article 25. Any breach of ethics that constitutes a disciplinary offense or a serious disciplinary offense shall be dealt with in accordance with the Civil Service Act for Higher Education Institutions. If the breach of ethics is not a disciplinary offense, the Superiors shall proceed as follows:

(1) Warn; or

(2) Order the action to be carried out correctly within the specified time period; or

(3) Place a probationary period; or

(4) Perform other actions besides (1) – (3) according to the standards set by the Civil Service Commission in Higher Education Institutions

As a form of disciplinary action, the Superiors shall issue a verbal warning, informing the offending individual of the specific ethical violation, and the warning shall be recorded in writing in the investigation file.

Orders to rectify behavior within a specified timeframe must be issued in writing by the superior, specifying the unethical conduct, the desired corrective actions, and setting a deadline for compliance.

A probationary period must be in the form of a written document stating the specific ethical violation committed by the person being punished.

Any Personnel who have been disciplined under any ethical regulation and fail to comply with the warning, act correctly, or violate the probation shall be considered to have committed a disciplinary offense.

Records of actions outlined above shall be included in the investigation file and recorded in the register.

Furthermore, breaches of ethical conduct may lead to disciplinary action, suspension of the right to apply for academic positions according to the criteria set by the Civil Service Commission in Higher Education Institutions, and the revocation of rights or positions obtained illegally. The criteria and procedures for such actions will be determined by the Civil Service Commission in Higher Education Institutions or the University Council, as applicable.

Section 4 **Ethics Committee**

Article 26. The University Council shall appoint a Code of Ethics Committee consisting of the following members:

(1) The Chairman of the Board, appointed by the University Council from among the qualified members of the University Council or from outside qualified persons.

(2) One member selected from among those holding administrative positions at the level of Vice President, Dean, Director of School/College, or Head of a Unit with the status equivalent to a Faculty, by the University Executive Committee.

(3) One member selected from among those holding positions as Directors of Divisions, Heads of Faculty Secretariats, or equivalent supporting units, by the University Executive Committee.

(4) One member from Faculty Senate representatives, selected by the Faculty Senate according to the criteria and methods determined by the Faculty Senate.

(5) One committee member from the position of Head of Discipline Section, Law Division.

(6) One member from the representatives of the Council of Civil Servants, Employees and Workers.

(7) Director of the Personnel Administration will serve as a committee member and may also propose the appointment of an Assistant Secretary.

Article 27. The Ethics Committee as referred to in Article 26 has the following powers and duties:

- (1) Promote ethical conduct and encourage Personnel to comply with ethical conduct.
- (2) Consider and decide on complaints regarding ethical misconduct and investigations into ethical facts, and submit opinions to the University Council, the President, or the Superiors, as the case may be.
- (3) Consider and decide on ethical investigations and propose ethical penalties to the University Council, the President, or the Superiors, as the case may be.
- (4) Propose guidelines and measures to deter actions that may lead to unethical conduct by university staff.
- (5) Conduct supervision, monitoring, and evaluation of ethical performance.
- (6) Suggest improvements to rules, regulations, bylaws, announcements, and orders related to work performance in accordance with the code of ethics to be consistent with the current situation.
- (7) Propose a list of names to the President for appointment of working groups, sub-committees, or groups of persons to assist the work of the Ethics Committee as necessary and appropriate.

Article 28. The Ethics Committee members shall serve a term of three years and may be reappointed.

In the event that the Chairman or any member of the board vacates their position upon the expiration of their term, the university shall take steps to appoint a replacement Chairman or member at least 30 days before the expiration of the board's term. If the University Council has not yet made a new appointment, the existing Chairman and members shall continue to perform their duties until a new appointment is made.

In the event that the Chairman or any member vacates their position before the expiration of their term, a replacement shall be appointed to fill the vacant position. The new appointee shall hold office only for the remaining term of the person replaced, unless the remaining term is less than sixty days, in which case a new appointment may not be

made. The remaining committee members shall continue to have powers and duties as stipulated in Article 27.

In addition to removal from office upon expiration of term, the Chairman or a member may be removed from office in the following cases:

- (1) Death
- (2) Resignation
- (3) Completion of term of office
- (4) Lacking the qualifications required
- (5) Being subject to disciplinary or ethical sanctions

Article 29. A meeting of the Ethics Committee requires the presence of at least half of the committee members to constitute a quorum.

In the event that the position of the Chairman or a member becomes vacant and no replacement has yet been appointed, the Ethics Committee shall consist of the number of members currently available.

At a meeting, if the Chairman is absent or unable to perform duties and has not delegated a replacement, the members present shall elect one member to act as Chairman.

During a meeting of the Ethics Committee as referred to in the first paragraph, if a matter concerning the Chairman or any specific member is considered, that member has no right to consider matters in which he/she has a vested interest. He/she may only be present to clarify the facts and answer questions, after which he/she must leave the meeting. The remaining members present shall constitute the quorum.

In deliberations or decisions of the Ethics Committee, the Chairman shall determine the issues for consideration, and the committee's resolution shall be based on a majority vote. If the votes are tied, the Chairman present at the meeting shall cast an additional vote as the deciding vote.

Section 5

Ethical Conduct

Article 30. The criteria and methods for investigation shall be in accordance with the Naresuan University Announcement on Criteria and Procedures for Conducting Ethical Investigations.

Article 31. Any Personnel who are subjected to ethical disciplinary action under Article 25 have the right to appeal to the Appeals Committee within thirty days from the date of warning, or order of probation, or the date of notification, or the date deemed to have been notified of the order to take corrective action.

Article 32. Any Superiors who neglect to take ethical action under these regulations when there is sufficient evidence to believe that an employee has acted unethically shall be considered to have committed a disciplinary offense. Any Superiors who maliciously harass a subordinate through accusations or unethical actions is considered to have committed a serious disciplinary offense.

Transitional Provisions

Article 33. The Ethics Committee, subcommittees, or other working groups duly established under the Naresuan University Regulations on the Code of Ethics and Ethical Conduct for Personnel, 2010, shall continue to perform their duties insofar as they do not conflict with these regulations, until a new Ethics Committee is appointed.

Article 34. University Personnel accused of unethical conduct prior to the effective date of these regulations shall continue to be subject to proceedings under the Naresuan University Regulations on the Code of Ethics and Ethical Conduct for Personnel, 2010, until completion.

Announced on 25 September 2025

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Chairman of the Naresuan University Council