



LAO PEOPLE DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY PROSPERITY

Ministry of Education
National University of Lao
International relation and cooperation affairs

P.O.Box: 7323
Vientiane Lao P.D.R.
Tel./Fax: (856-21) 415 427 or 412 381

21 September 1999

Prof. Dr. Ruben C. Umaly
Director, Center for International Affairs
Fax No. 66 44 224 140

Center for International Affairs
No. 1188/2592
21 SEP 1999
13.13

Number of pages (including this page) 4
Subject: Short-term training Programs at Suranaree University of Technology

Dear, Prof. Umaly

We are pleased to inform you that the Government of the Lao P.D.R. is setting up the National University of Laos (NUOL) through amalgamation of several existing tertiary institutions. Financial support is being provided by the Asian Development Bank (ADB) through the Post Secondary Education Rationalization Project (PSERP). As part of this Project, the short-term staff development programs including work attachment in relevant fields for staff member of NUOL's Academic Office.

We are planning to sent our staff member on one month work attachment in Thai's universities including Suranaree University. We would like to request Suranaree University to organize the mentioned above work attachment for some of our staff member.

The training objective and estimated schedule for each position is enclosed.

If the training available, please let me know and send directly to me your proposal on this training with details cost (request for payment) for each trainee including tuition fee, accommodation, living, transportation, etc.

Should you need any further information please contact me directly by fax (856-21) 415427 or 412381. Looking forward to hearing from you at your early convenience. I remain with best regards.

Yours sincerely,

Mr. Khamchan Sengchansouliya
Head, Academic Staff Development Division

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30.9.1999

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PROPOSED TRAINING PROGRAM
FOR STAFF MEMBERS OF THE ACADEMIC OFFICE
NATIONAL UNIVERSITY OF LAOS (NUOL)

A. GENERAL INFORMATION

The Academic Office(AO) is one of the main unit within the Nuol's Central Administrative Organ, which is consisted out of 5 (five) Departments namely: Curriculum and Awards, Research and Development, Academic Staff Development, Student Record and Admission, Academic Service and Marketing. Details of the AO structure diagram and its staffing is attached.

First academic year of the National University of Lao(NUOL) had opened in 1996, its main campus based on former Pedagogical University, and existing NUOL's Academic Office established on former its relevant unit. To response new functions of Academic Affairs with nearly to 800 teaching staff and more than 10,000 students studying in eight different faculties with 29 specialized departments, than a lot of training for AO's staff is required in different areas of work.

Most of AO's staff were former lecturers, some of them still are a part time lecturers. Some main work of AO just initiated since academic year 1996/1997. For each position have not or very generally job description. General knowledge and skill to response daily work is limited, especially lack of analysis skill in organizing teaching and learning process, designing and developing curriculum, student record and admission, research, and marketing. National University of Lao have been changing from class-hour to credit system, a problems in organizing teaching and learning process, and also the issues curriculum development to meet the social-economic development needs are the new for our staff.

B. TRAINING OBJECTIVE

This staff development program will be focused on work attachment in the relevant fields of AO's functions such as curriculum development and awards, strategy and method suitable for Lao's context on short term and long term staff development, research activities, academic services and marketing, and student record and admission. Details of training objective is mentioned for each position below in paragraph E.

C. REQUIREMENT AT TRAINING

During training period each trainee is required to do the following task:

1. for the overall training period each participant requires about *30 per cent attending lectures and 70 percent being involved in work attachment*;
2. preparation of relevant resources and lecture materials in English or the language that suits their ability prior to the lectures;
3. provision of training facilities;
4. evaluation with certificate of attendance. All evaluation reports should be submitted to PU(Project Unit), National University of Lao.

D. EXPECTED RESULTS

Upon completion of the training program, the following results would be expected:

1. Academic Office will have capable personnel to carry out both academic and office administrative work more efficiently.
2. Working mechanism within the Offices/Departments will be improved.
3. The work which Academic Office responsible for will be learned by participants, and could reapply learned experience in their home university, in view of Lao's situation;

specially the training will be focused on some fields such as academic services, marketing and fund raising work, research activities, curriculum design and development, organization teaching and learning process, academic staff development, student record and admission.

4. Understand and can use an information technology in student record and admission process, academic staff management.

E. ESTIMATED ONE MONTH COURSE TRAINING SCHEDULE

Proposed time	Position & title of participants	No. Trainee	Objective of training
Dec. 1999	Admission & Record. Head	1	To observe, study and undertake hands-on experience on the functional organization and administration of student admission and records activities and process advertisement of university programs and requirement, receipt and evaluation of student applications, admission of student, custody and maintenance of student records and liaison with university faculties and departments in the maintenance and updating of student record in multi-campus environment.
Dec. 1999	Admission & Record. Staff	1	To undertake work-attachment at similar student admission and records functions and positions in universities overseas and study the various routine procedures and documentation of whole process including of advertisement programs, receipt and processing of student application, and implementation of decision by admission authorities.
Nov. 1999	Research Developmt. Head	1	To observe, study and undertake hands-on experience on the functional organization and administration of research development activities in overseas universities; research policies; production and implementation of research programs; progress reporting and evaluation; collection and management of research programs; necessary liaison with faculties and departments in a multi-campus environment.
Nov 1999	Academic Service & Marketing Unit. Head	1	To observe, study and undertake hands-on experience on the functional organization and administration of academic services and marketing activities in overseas universities; university's policy and regulation on academic services and marketing; develop marketing method for the facilities and expertise of the University staff to the outside government and private agencies; generation external fund for university; rules relating to university consultancy and the charge to be made by the University for use of its facilities and expertise.
Nov 1999	Academic Service & Marketing Unit. staff	2	To undertake work-attachment at similar position and function academic services and marketing activities in overseas universities; study the various routine procedures and documentation of whole process of relating activities including the necessary liaison with resource staff of whole University.

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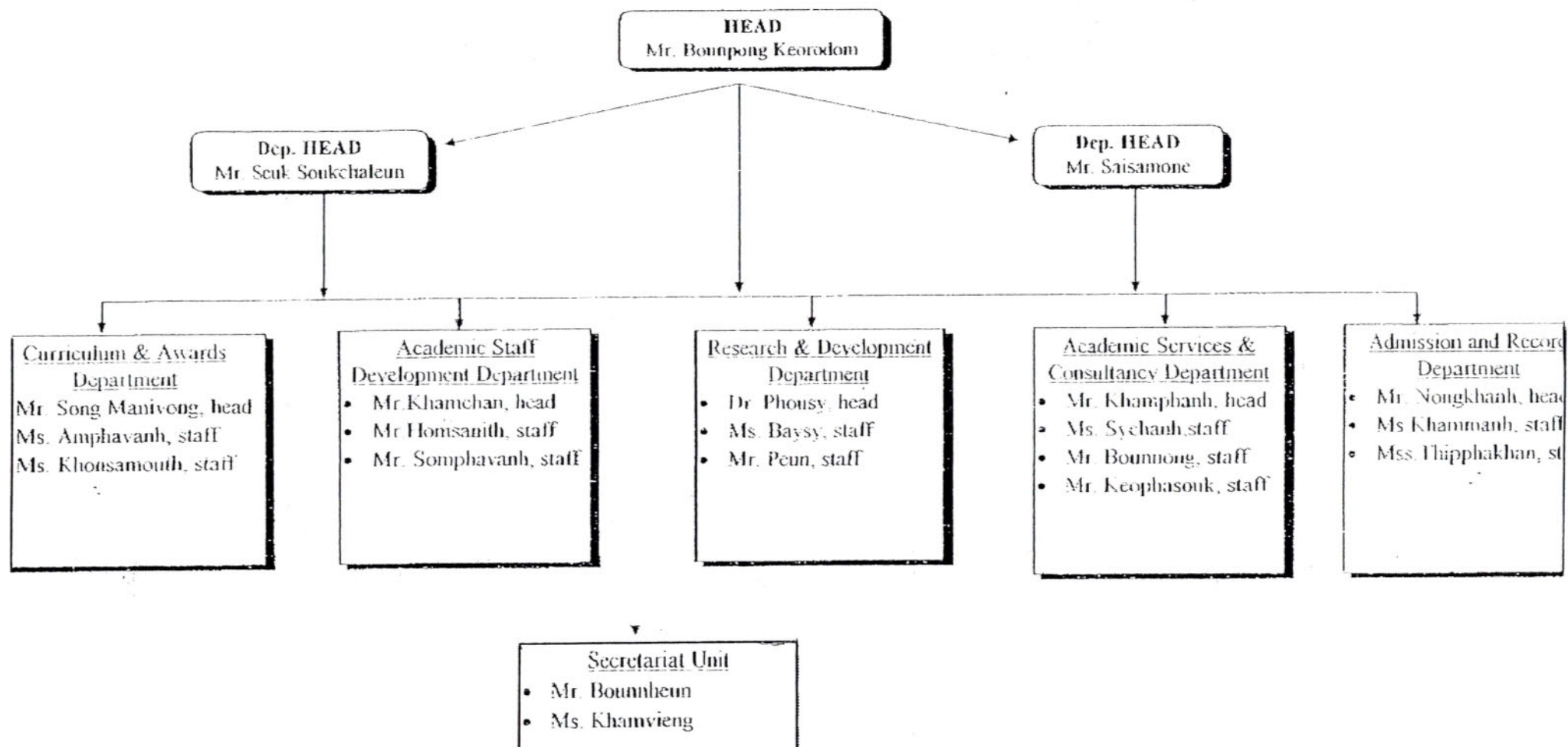
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ADMINISTRATIVE STRUCTURE ACADEMIC OFFICE



To : CIA Director



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1) The Rector's note to Dr. Tavee:

Please follow up the implementation of the Academic Senate Meeting's Resolutions on this matter in cooperation with CIA

2) Dr. Tavee's note to CIA Director:

For your information and further action, please.

- Phirant
6 Oct 99

living, transportation, etc.

Should you need any further information please contact me directly by fax (856-21) 415427 or 412381. Looking forward to hearing from you at your early convenience, I remain with best regards.

REPUBLIC
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บันทึกย่อ

or International Affairs. ศูนย์กิจการนานาชาติ Tel. 1154, 1155, 1156 FAX: 6122

No. 5136/

Date

21/9/99

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TO: Prof. Dr. Wichit, Rector

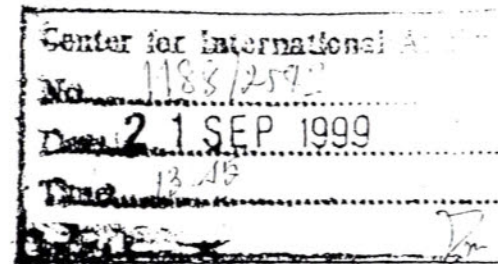
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From: R.C. Unesly

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| <input type="checkbox"/> Kindly be informed เพื่อโปรดทราบ | <input type="checkbox"/> Please contact me โปรดติดต่อข้าพเจ้า |
| <input checked="" type="checkbox"/> For your comments เพื่อขอความคิดเห็นของท่าน | <input type="checkbox"/> Please forward โปรดส่งต่อ |
| <input type="checkbox"/> For your approval เพื่อโปรดพิจารณาอนุมัติ | <input type="checkbox"/> Please reply โปรดตอบ |
| <input type="checkbox"/> For your signature เพื่อโปรดลงนาม | <input type="checkbox"/> Please follow up โปรดติดตาม |
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| <input type="checkbox"/> Please return เพื่อโปรดส่งคืน | <input type="checkbox"/> Return with thanks ส่งคืน ขอบคุณ |
| <input type="checkbox"/> Please inform us of results โปรดแจ้งผลให้ทราบ | <input type="checkbox"/> For Circulation เพื่อโปรดเวียนในหน่วยงาน |
| <input type="checkbox"/> Please attend เพื่อโปรดเข้าร่วม | <input type="checkbox"/> Please confirm เพื่อโปรดยืนยัน |
| <input type="checkbox"/> For dissemination เพื่อเผยแพร่ | |

Remarks: I have made preliminary consulta
tion with Dr. Pongchen and Dr.
Kasert regarding this item. In
principle they are in agreement but
await your final decision and
approval.
Thank you.

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