

**The Regulation of King Mongkut's University of Technology North Bangkok
Concerning Official Information, 2012 (B.E. 2555)**

To comply with the changing status from King Mongkut's Institute of Technology North Bangkok to King Mongkut's University of Technology North Bangkok based on the 2007 Act of King Mongkut's University of Technology North Bangkok, it is expedient to revise the regulation of King Mongkut's Institute of Technology North Bangkok Concerning Official Information 2000 (B.E.2543).

Based on Article 22(2) of the 2007 Act of King Mongkut's University of Technology North Bangkok, Section 9 of the 1997 Act of King Mongkut's University of Technology North Bangkok, the announcement of Official Information Committee concerning the rules and procedures for making available the information for public inspection along with the resolution of the Council of King Mongkut's University of Technology North Bangkok (3/2012) on 21 March 2012, a draft of the regulation of King Mongkut's University of Technology North Bangkok Concerning Official Information was written as follows:

Item 1 The regulation is hereby entitled "The Regulation of King Mongkut's University of Technology North Bangkok Concerning Official Information 2012.

Item 2 This regulation is to be active one day after this announcement is issued.

Item 3 The regulation of King Mongkut's University of Technology North Bangkok Concerning Official Information 2000 shall be repealed. Any other regulations, rules or orders stated against information in this regulation shall not apply since they were replaced by this regulation.

Item 4 In this regulation,

"The university" means King Mongkut's University of Technology North Bangkok.

"The president" means the president of King Mongkut's University of Technology North Bangkok.

Item 5 In case there are any other rules, regulations or resolutions of the Council of Ministers issued for prescribing procedure on Official Information; the request, permission and any other actions on such official information must comply with laws, rules, regulations or resolutions of the Council of Ministers.

Item 6 This regulation is overseen by the president of King Mongkut's University of Technology North Bangkok, who has the right to issue announcements or rules in accordance with this regulation. The president is entitled to the right to make the final decision pertaining to any problems in the decision-making or interpreting of this regulation.

Section 1

The University Official Information Committee

Item 7 The university official information committee comprises the followings:

- (1) The Vice president in authority as the chairperson of the committee
- (2) The President of the University Faculty Senate in authority as a committee member
- (3) The Director of Legal Affairs Division in authority as a committee member
- (4) At least four other committee members in authority as committee members
- (5) The Director of General Affairs Division in authority as a committee member and secretary,

and two assistants to the committee secretary may be appointed.

Four other committee members in (4) shall be appointed by the Planning Division committee with a two-year term limit.

Item 8 The university official information committee has authority to do the following:

- (1) To issue regulations and rules for administering, organizing, asking for permission and providing service to the public concerning official information,
- (2) To consider the types of official information,
- (3) To consider whether the information is to be disclosed or is not subject to be disclosed,
- (4) To consider appeals not subject to be disclosed, appeals against objections or appeals not subject to amend personal information,
- (5) To call on persons involved to give information orally or in writing for the committee's decision-making,
- (6) To propose plans and policies for organizing and providing official information,
- (7) To give recommendations to the university administrators for the execution of the Official Information Act,
- (8) To give advice to any university divisions and persons involved the execution of the Official Information Act,
- (9) To hold meetings, seminars and discussions to provide information and promote understanding concerning the execution of the Official Information Act,
- (10) To appoint consultants, sub-committee or committees to perform any act as entrusted,
- (11) To coordinate with other university divisions and other state agencies,
- (12) To perform any duties in accordance with the objectives of the Official Information Act,
- (13) To perform any duties as entrusted by the President.

Item 9 At a meeting of the university official information committee, the presence of not less than one-half of the total number of the members is required to constitute a quorum. If the chairperson is not present at the meeting, the members present may elect one among themselves to preside over the meeting. The decision of the meeting shall abide by a majority of votes. In the case of an equality of votes, the presiding member shall have an additional vote as a casting vote.

Item 10 The provision of No.9 shall apply mutatis mutandis to the meeting of the university official information sub-committee or committee.

Section 2 Official Information Disclosure

Item 11 The university divisions shall analyze, classify and index all the disclosed official information and then submit it to the General Affairs Division, President's Offices, to compile and classify such information for publishing in the Government Gazette and making available for public inspection.

In case there are any reasonable doubts whether the information should be published in the Government Gazette or made available for public inspection, such information must be considered by the University Official Information Committee.

Item 12 In proceeding under No.11, the secretary or director of divisions or a person in authority shall supervise, inspect, follow up and coordinate such proceedings.

Item 13 The director of divisions or a person in authority is empowered to make a decision on the disclosure or dissemination of any document, on the objection of a person involved in disclosing the document, and on the revision of personal information.

Item 14 The official information shall be provided for the convenience of public inspection at the University Official Information Room.

The University Official Information Officer is on duty to help facilitate, provide public service and coordinate with other divisions for the execution of the Official Information Act.

Section 3 Official Information for Public Inspection

Item 15 Public inspection for official information can be made at the University Official Information Room during government office hours.

Item 16 The person who makes a request for official information must fill out the request form provided by the University.

Item 17 The person who makes a request for official information can request for a copy or a certified copy of the information. Fee payment is required as prescribed by the University Official Information Committee.

Item 18 The person who makes a request for official information must be cautious while inspecting and avoid damaging the official information document. In case the person damages the document, he/she must be responsible for the damage.

Item 19 The person who makes a request for official information must return the document to the University Official Information Officer and sign the return form after completing the document inspection.

Section 4 Other Official Information

Item 20 Apart from the provision of the information in Section 3, a person can make a request for other official information by filling out the university request form at the place and time as specified in No.15 and giving details of the requested information.

Item 21 The University must provide official information for public inspection or notify the refusal of giving such information to a person within a reasonable period of time, not exceed 60 days from the date of the receipt of the request. In case of necessity, such period may be extended not exceed 30 days by the President.

Item 22 Any other director of divisions involved or a person in authority has the authority to consider, provide, approve or refuse to give information under this section, provided that the reason for refusal is specified.

Item 23 The person who makes a request for official information can make a complaint about the refusal to supply intended information. The filing will be submitted to the University Official Information Committee within 15 days of the receipt of the refusal.

Item 24 The University Official Information Committee must its examination of a complaint within 60 days commencing from the date of the receipt of the complaint.

Item 25 The person who makes a request for official information may apply for a copy or a certified copy of the information. Fee payment is required as prescribed by the University Official Information Committee.

Item 26 The University may refuse to provide any official information to the person who makes a request for an excessive amount or frequently without reasonable cause.

Section 5
Personal Information

Item 27 Regarding the information on topics related to an individual, the person who is the subject of the information can make a request for inspection and revision of the information as notified by the University, by filing an appeal, through a prescribed form of application, at the place and time as specified in No.15.

Item 28 Any other director of divisions involved or a person in authority is empowered to approve or disapprove the revision of aforesaid personal information within a reasonable period of time, but not exceed 60 days as from the date of the receipt of the request. In case of necessity, such period may be extended not exceed 30 days by the President.

Item 29 The person who is the subject of the information may make a complaint on the order for disapproving the revision of personal information to the University Official Information Committee within 15 days as from the receipt of the order of such disapproval. The University Official Information Committee must complete the examination of the complaint within the period of time as specified in No. 24.

Announcement issued on the 21st March 2012 (B.E. 2555)

Professor Dr. Kasem Suwankul
Chairperson, KMUTNB Council
