



Announcement of the Office of Academic Support and Services

Subject: Information Disclosure Policy of the Office of Academic Support and Services For the Fiscal Year 2024

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To ensure that the operations of the Office of Academic Support and Services adhere to the principles of good governance, the Office establishes a policy to build confidence among service recipients. For recipients to gain this confidence, they must be able to access and receive information, policies, performance reports according to the policies, and operational reports of the university. Disclosing the university's information is one method to build confidence among service recipients.

By the resolution of the Administrative Committee of the Office of Academic Support and Services in its 6/2023 meeting on September 22, 2023, the Office announces its Information Disclosure Policy to define the disclosure guidelines. The key practices are as follows:

1. Internal units of the Office shall disclose public information related to their operations that is not prohibited from disclosure by law, through the website of the Office (<http://www.sskru.ac.th>).

2. Internal units shall publicly disclose the following information on the Office's website:

2.1 Information about the Office and its internal faculties/units: history, vision, mission, organizational structure, executives, authority, strategies, action plans, projects, annual budgets, and performance reports. Display contact channels: address, telephone, fax numbers, and location maps.

2.2 News, public relations, and announcements, such as job postings, procurements, training, calendars, activities, laws, regulations, announcements related to acts, royal decrees, cabinet resolutions. Cite sources for third-party information.

2.3 Knowledge repositories like research, articles, case studies, statistics with citations of sources and timestamps for further use.

2.4 Electronic services (e-services) based on the Office's missions (if any).

3. The Office must regularly update information on the website to ensure accuracy and relevance.

4. If service recipients request information from the Office or its units, they must submit a written request to the President or head of the unit and pay the specified fee.

5. The Office Director shall continuously monitor implementation and report the results to the President at the end of the fiscal year.

This announcement is hereby issued for general acknowledgment.

Announced on September 22, 2023

Athichart B.

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Director of the Office of Academic Support and Services